

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, McCARTY
January 23, 2018

Also Present: Board Chair Bliss, Allen Ruffles

COMMUNITY SERVICES –MARTHA QUACKENBUSH

Martha Quackenbush requested approval to add \$81,739 to the Mental Health Transitions account to provide fiscal support during transitions (possible relocation, security needs and change in reimbursement structure). The \$81,739 was earned through the pay for performance agreement with Leatherstocking Collaborative Health Partners. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

Martha Quackenbush requested approval for a purchase order in the amount of \$65,000 for medication (budget line MH 4310-4895-A) to Cardinal Health. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

DEPARTMENT OF HEALTH –HEIDI BOND

Heidi Bond requested authorization to contract with New York State Department of Health for Immunization Action Plan for the time period of April 1, 2018 through March 31, 2023. Total 5 year award \$155,250 or \$31,050 per year. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Heidi Bond requested approval for 1 person to attend the Preparedness Summit in Atlanta, GA from April 17-April 20, 2018, not to exceed \$3,000, 100% reimbursed by the BT Grant. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

PLANNING/SOLID WASTE –TAMMIE HARRIS

Tammie Harris requested approval to accept the proposal from Evolution for electronic waste recycling. Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Allen Ruffles discussed housing the newly acquired electric car in the Planning/Solid Waste Department. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

BOARD OF REPRESENTATIVES –CAROL McGOVERN

Carol McGovern requested approval to attend the NYSACCLB conference in Livingston County, May 16-18, 2018 at a cost of \$450 plus mileage and tolls.

Representative Oberacker moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

Carol McGovern requested approval for the following to attend the NYSAC legislative conference January 29-31, 2018 in Albany:

- Representative Clark—registration, mileage, meals and lodging not to exceed \$774
- Board Chair Bliss—registration, mileage, meals not to exceed \$650
- Representatives Farwell, Lapin, Martini and Shannon—registration fee waived for new members, mileage and meals not to exceed \$250 per person
- Representative Marietta registration, mileage and meals not to exceed \$500

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

INFORMATION TECHNOLOGIES –BRIAN POKORNY

Brian Pokorny requested approval to purchase (2) Kyocera M2540dw Copier/Printers for the Highway Department at \$599 each from budget line 1680.2335 from Ed & Ed Technologies off NYS Contract. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Brian Pokorny gave an update regarding the 73 laptops purchased October 2017 that are now incompatible with the State's network and how to move forward. The committee suggested discussing the matter with Senator Seward.

The committee discussed having staff in Otsego County to support Purchasing and Brian Pokorny stated that eventually he would like to have a clerical position in IT.

Allen Ruffles stated there is \$70,000 in the budget for time clocks and presented two options for discussion (1) purchasing the licensing software and (2) using a Cloud based solution.

SHERIFF –RICH DEVLIN/CAM ALLISON

Sheriff Rich Devlin brought up for discussion the salary increase for the Sheriff and County Clerk. Allen Ruffles outlined the 3 step process necessary to adjust the salary. Representative Oberacker moved for approval to begin the process to create a local law to increase the Sheriff's and County Clerk's salary to bring it in line with current compensation levels. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Noes: 523 –Stammel. Motion carried.

Sheriff Devlin requested approval to contract with Church and Scott Pharmacy for Jail Pharmaceuticals at an annual cost of \$108,000. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Sheriff Devlin requested approval to abolish a full time Account Clerk Typist position and create, fund and fill a full time Civil Clerk position #1. Representative Frazier moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

Sheriff Devlin requested approval to purchase tactical equipment in the amount of \$14,525 as budgeted which is 100% reimbursable through Homeland Security funding. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Sheriff Devlin requested approval to purchase computer equipment and software in the amount of \$19,000 to network the jail surveillance system for remote access. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

The Sheriff listed several areas that may have a financial impact and will be discussed throughout the year in preparation of the 2019 budget including but not limited to the following:

- Pre-arraignment hold legislation, centralized arraignment at the Jail consisting of construction costs and adding more Correctional Officer positions
- Building issues and planning for needs of the Public Safety Building, design of the building is not efficient with current correctional standards and practices
- Additional Deputy Sheriffs needed to handle increased workload and expanding to 24-hr police coverage

Representative Kennedy asked how the process of arraignment is handled currently.

Allen Ruffles discussed the increasing cost of inmate stop loss insurance.

Representative Frazier stated he wished to clarify statements he made yesterday to the Sheriff during the PSLA committee meeting in response to questions regarding the investigation.

PUBLIC DEFENDER –BRUCE MAXSON

Bruce Maxson introduced himself to the committee and stated that the Personnel Officer would present his request for reappointment. Representative Koutnik inquired about the arraignment process and having a public defender "on call". Bruce Maxson stated he is working with OLS to address that and discussed CAFA, 18-B panel and receiving vouchers in a timely manner.

REAL PROPERTY –HANK SCHECHER

Hank Schecher requested approval to pay the Real Property Tax annual licensing fee in the amount of \$26,100 for the fiscal year 2017-2018. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Hank Schecher requested approval to create, fund and fill a Real Property Information Specialist position. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

DSS –EVE BOUBOULIS

Eve Bouboulis requested the following budget modification:

Increase	0000.3610	Social Service Admin	\$ 3,388.00
Increase	0000.4610	Social Service Admin	\$ 8,753.00
Increase	6010.1000	Personal Service	\$12,141.00

Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Eve Bouboulis requested approval to unfund Caseworker #33 (Richfield Springs School). Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Eve Bouboulis presented the following requests: to create Social Worker #1 position, to re-fund a Case Supervisor Grade B #9 position and re-fund a Senior Caseworker #9 position. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Eve Bouboulis requested approval to renew the contract with Empowerment for Families 2018 – 2022. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

E-911 –ROB O'BRIEN

Rob O'Brien requested approval to purchase the following which have all gone through Purchasing, from Communications & Maintenance line 3020-4810, except where noted:

- microwave radio maintenance off of NYS Contract in an amount not to exceed \$73,467.50
- CAD maintenance off of NYS Contract in an amount not to exceed \$38,194.60
- AVTEC (radio console) labor & support in an amount not to exceed \$29,400.00
- AVTEC Scout Care (program support) off of N.Y.S. Contract in an amount not to exceed \$24,217.16
- Security Camera maintenance and support off of NYS Contract in an amount not to exceed \$6,174.00
- Priority Dispatch service & support off of NYS Contract in an amount not to exceed \$32,400.00
- audio recorder maintenance & support off of NYS Contract in an amount not to exceed \$15,195.00
- three new backup center consoles to replace three old consoles off of NYS Contract in an amount not to exceed \$19,196.04 out of PSAP Grant line 3020-4901

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried. Rob O'Brien stated he will discuss with the vendors working out 3-5 year terms.

Allen Ruffles presented the results of the RFQ to survey Roses Hill and requested approval to contract with the lowest bidder, Kaatskill Mountain Surveyors. Allen Ruffles stated that Rob O'Brien and Hank Schecher have both seen the quote and are in agreement with it. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

TREASURER –ALLEN RUFFLES

Allen Ruffles requested approval to pay Harold Beach invoices for November and December for legal services pertaining to the Manor through the GP with 2017 funds in an amount not to exceed \$35,000. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Allen Ruffles requested approval to amend Resolution 278 of 1998 pertaining to the Deferred Compensation Committee, to list the title of the person to be on the committee and not the name of the individual. Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Allen Ruffles requested approval to pay an outstanding invoice to Mirabito in the amount of \$1,885.60 in connection with the Unadilla property and for Doug Czerkies in Building Services to set up a temporary account with Mirabito. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

SOIL & WATER DISTRICT –JORDAN CLEMENTS

Jordan Clements requested approval of the Forestry contract in the amount of \$45,000 between the Soil & Water District and the County. Jordan Clements requested that allocations take place at the beginning of each quarter. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,846. Motion carried.

HIGHWAY –BILL MASON/RICH BRIMMER

Bill Mason requested approval to grant the County Highway Superintendent the authority to install, remove and maintain signs, signals, markings, etc as referred to by NYS V & T Law Section 1652-a. Bill Mason distributed a copy of NYS V & T Law Section 1652-a. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Bill Mason requested approval to designate the County Highway Superintendent or the Deputy Highway Superintendent to act as the Project Manager for the BRIDGE NY Culvert Replacement Contract, PIN 9754.50, CR 16 over Clarks Brook Culvert and to designate Representative McCarty as the Responsible Local Official. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Bill Mason requested approval to authorize the County Highway Superintendent or the Deputy Highway Superintendent to utilize the Local Design

Services Agreement (LDSA) Region 9 Otsego County Short List to obtain Professional Services from identified and selected A/E consultants in conformance with Chapter 6 –Consultant Procurement and Administration, of the Procedures for Locally Administered Federal Aid Projects, Section 6.3.2 LDSA. This shall be the preferred method for obtaining A/E Professional services in an efficient manner for highway, bridge, culvert and ROW services for Otsego County. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Rich Brimmer requested approval to allow all funds from the sale of surplus equipment to be returned to Highway equipment line 0000-2665-DM (sale of equipment). Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Rich Brimmer requested approval to purchase the following equipment from 5130-2000-DM using CHIPS funds:

- (2) John Deere tractors with sickle bar mowers not to exceed \$90,000
- (1) Semi Tractor not to exceed \$135,000
- (1) Front End Bucket Loader not to exceed \$170,000
- (1) Brush Chipper not to exceed \$61,000
- (1) Excavator not to exceed \$185,000
- (1) one ton flatbed Sign Truck and Equipment not to exceed \$50,000

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Rich Brimmer requested approval to purchase (1) boom mower for challenger tractor not to exceed \$65,000 and (1) one ton dump patrol truck not to exceed \$45,000 both from 5130-2000-DM, funds to come from the sale of surplus equipment. Representative Koutnik moved for approval of the aforementioned purchases contingent upon sufficient funds being available from the sale of surplus equipment. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

Bill Mason requested approval to increase the Deputy Highway Superintendent salary to \$65,000. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Representative Stammel left the meeting.

TREASURER –ALLEN RUFFLES (cont.)

Allen Ruffles gave the following updates:

- will begin looking for appraisals for the Unadilla property
- will be attending a one day conference
- Deputy Treasurer has been hired and will begin on Monday
- demo of Munis software taking place on February 7th in IT
- RFP went out for auditing services, due back February 12th

COUNTY ATTORNEY –ELLEN COCCOMA

Ellen Coccoma requested approval of the Home Rule Request to NYS Legislature for the additional 0.25% mortgage tax. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523 – Stammel. Motion carried.

Ellen Coccoma discussed the purchasing process and how it impacts drafting resolutions for purchases.

TREASURER –ALLEN RUFFLES (cont.)

Allen Ruffles discussed the ARI v. Enterprise monthly vehicle maintenance plans and time clocks.

Board Chair Bliss left the meeting.

The committee discussed reviewing and updating the Rules of Order and bylaws.

PERSONNEL –PENNEY GENTILE

Penney Gentile presented the request for Bruce Maxson's reappointment as Public Defender. Representative Koutnik moved to enter into an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523 –Stammel. Motion carried.

The committee reconvened.

There being no further business to discuss, the committee adjourned until Wednesday, February 21st at 9 a.m. at the County Office Building.