

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
January 24, 2019

Also Present: Board Chair Bliss, Allen Ruffles, Andrew Crisman

POLICIES

The committee discussed the tower management contract.

Representative Koutnik stated that Department Heads should come forth if they have any recommended changes to policies.

Board Chair Bliss entered the meeting.

The committee stated that the Device Policy and Social Media Policy need to be reviewed in order for DSS to begin using their iPads.

Representative Stammel entered the meeting.

PURCHASING –ANDREW TROMBLEY (via telephone)

Andrew Trombley discussed the risks and rewards associated with increasing the Purchase Order limit and emphasized the need to plan ahead before making purchases. Andrew Trombley stated he could run reports from PeopleSoft of requisitions between \$200 and \$1000 and compare them to the GP reports from Allen Ruffles before deciding whether or not to increase the limit and if so, to what amount. Representative Oberacker inquired about automotive parts.

CODE ENFORCEMENT –TONY GENTILE

Tony Gentile requested approval to reclassify the (3) Building/Fire Inspector positions from Grade 8 to Grade 10. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

COMMUNITY SERVICES –SUE MATT

Sue Matt stated she has received official notice that Otsego County has been identified to receive \$60,000 in funding from OASAS for jail services and she is currently finding out the criteria.

Sue Matt requested the following two budget modifications necessary for the System of Care Grant that was accepted by the County:

| | | | |
|----------|------------|-------------------------|-----------|
| Increase | 0000.4482A | Systems of Care Grant | \$479,678 |
| Increase | 4329.4694A | Family Resource Network | \$81,752 |
| Increase | 4322.4901A | MIBH | \$99,187 |
| Increase | 4322.4902A | ONC BOCES | \$247,739 |
| Increase | 4322.4903A | Parsons C&F Center | \$51,000 |

| | | | |
|----------|------------|-------------------------|-----------|
| Increase | 0000.4482A | Systems of Care Grant | \$520,318 |
| Increase | 4329.4694A | Family Resource Network | \$81,753 |
| Increase | 4322.4901A | MIBH | \$99,187 |
| Increase | 4322.4902A | ONC BOCES | \$247,739 |
| Increase | 4322.4903A | Parsons C&F Center | \$40,427 |
| Increase | 4310.4900A | Contracts | \$51,212 |

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Sue Matt requested the following two budget modifications related to the Nurse Practitioner position:

| | | | |
|----------|------------|--------------------------|----------|
| Increase | 0000.4484A | OASAS Salary Sharing | \$20,000 |
| Increase | 4250.4880A | Consultants | \$20,000 |
| Increase | 0000.3490A | Mental Health | \$45,000 |
| Increase | 0000.3498A | State Harbour Prog Reinv | \$45,000 |
| Increase | 4310.4880A | Mental Health Consultant | \$45,000 |
| Increase | 4326.4693A | MHA | \$45,000 |

Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Sue Matt presented the following contracts for renewal January 1, 2019 – December 31, 2019:

Kate Bolger, NPP, APRN, 2410 Walley Road, Franklin, NY 13775 for the provision of psychiatric nurse practitioner services, up to 1536 hours at \$95 per hour not to exceed \$ 145,920 for the term of the contract. Funding included in budget lines 4310-4880 and 4250-4880 and are 100% reimbursed from fees, state and federal funds.

Friends of Recovery of Delaware and Otsego for recovery support services and the adolescent and young adult clubhouse. (\$471,600) 100% State aid Appropriations 4327-4800

Rehabilitation Support Services Inc. (\$1,793,392, 100% State aid) Appropriations 4324-4692 (\$942,852) & 4324-4810 (\$850,540)

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

DEPARTMENT OF HEALTH –HEIDI BOND

Heidi Bond requested approval for 1 person to attend the Preparedness Summit in St. Louis, Missouri from March 26-29, 2019. 100% reimbursed by the Bioterrorism Grant. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

EMERGENCY SERVICES –ART KLINGLER

Art Klinger requested approval to purchase 33 Automated External Defibrillators (AEDs) and pads through AED Superstore for \$38,699, 100% grant funded in budget line 3642-4802. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Representative McCarty inquired about commercial ambulance service.

OFFICE FOR THE AGING –TAMIE MacDONALD

Tamie MacDonald requested approval to amend Resolution 19-20180103 to reflect the following changes: (a) remove Robynwood Home for Adults, (b) add Plan It Staffing, (c) add AO Fox Adult Day Center, (d) increase funding allocation from \$17,412 to \$17,755 for Title III E (6772-4770) and from \$12,713 to \$23,513 for Caregiver Respite (6772-4988) and (e) add \$3,421 for Title III E (6772-4800) for Adult Day Care Services. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Tamie MacDonald briefly discussed the home care shortage in response to Representative Koutnik's inquiry.

TRANSPORTATION/PLANNING –TAMMIE HARRIS/KAREN SULLIVAN

Tammie Harris requested approval to renew the Transportation contract with ARC Otsego for Route 5 (\$23,213.04/yr), Route 6 (\$23,526/yr) and Route 9 (\$22,635/yr) for 2019 covered by State and Federal funds. Representative Oberacker moved for approval. Seconded, Koutnik and Stammel. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Karen Sullivan requested approval to award contract to McFarland Johnson in the amount of \$49,998 funding to be from county program income revolving loan fund 8695-4900-CG;ME8673-4800-CG and 8671-4820-CG. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Karen Sullivan requested approval to amend Resolution #218-20180801 and schedule a public hearing to authorize the release of Program Income funds to

various county projects as follows, to eliminate \$100,000 for the Coditum Educational Program, include \$50,000 for Technical Assistance County Energy Study, include \$50,000 for Feasibility Study of property owned by Richfield Springs and the IDA and include \$50,000 for the State Highway #28 Economic Opportunity and Constraint Analysis Study. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Karen Sullivan also requested approval to allocate any remaining uncommitted monies as contingency for additional cost associated with the Community Center-Tiny Homes project. Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Karen Sullivan requested approval of the following budget modification to account for receipt of the Styrofoam Grant:

| | | | |
|----------|-------------|-------------------|----------|
| Increase | 8160-4900-A | Contracts | \$50,000 |
| Increase | 0000-2705-A | Gifts & Donations | \$50,000 |

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,407; Absent: 439- Frazier. Motion carried.

Board Chair Bliss inquired about Leatherstocking Trolley and the Village of Cooperstown Trolley system and stated that since the Village of Cooperstown Trolley system is a County administered program the trolley signage should reflect that.

Board Chair Bliss left the meeting.

CLERK OF THE BOARD/CORONERS/BOR –CAROL McGOVERN with PERSONNEL – PENNEY GENTILE

Penney Gentile reviewed the duties of the Secretary I position and an Administrative Aide position, both Grade 8. Carol McGovern requested approval to reclassify the Secretary I position to Administrative Aide position Full Time. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,846. Motion carried.

Representative Frazier entered the meeting during the above discussion.

Carol McGovern requested approval of the following budget transfer, noting that all 4 Coroners have requested to join the Coroners Association:

| | | | |
|---------------|------------|--------------------------|------|
| Transfer from | 1185.4711A | Autopsy and Coroner Exp. | \$65 |
| Transfer to | 1185.4650A | Subscriptions/Dues | \$65 |

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

Carol McGovern requested approval for Representative Marietta to attend the NYSAC conference in the amount of \$327 which includes registration and meals and Representative Kennedy to attend the conference for an amount not to exceed \$400 which includes lodging and mileage. Representative Oberacker moved for approval. Seconded, Koutnik and Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

IT –REPRESENTATIVE KENNEDY FOR BRIAN POKORNY

Representative Kennedy on behalf of Brian Pokorny requested approval to fill the Communications Specialist #2 position. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

PERSONNEL –PENNEY GENTILE

Penney Gentile requested approval that Richard Brimmer, Deputy Superintendent of Highways, be appointed to act in the capacity of the Otsego County Superintendent of Highways effective 2/10/19 continuing until no longer needed, at a weekly stipend of \$386, excluding vacations and holidays, and that the funding for the stipend is included in the 2019 Highway Department budget Personal Service line 5010-1000A. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

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

BULDING SERVICES –DOUG CZERKIES

Doug Czerkies requested approval to fund and fill a TE PT Cleaner position. Representative Oberacker moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

Representative McCarty inquired about the Solar Array issue and Doug Czerkies stated they are waiting on NYSEG for reimbursement rates. The committee discussed setting a deadline to resolve the matter and how to keep this from happening again.

REAL PROPERTY TAX SERVICE –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 2018-2019 out of the 2018 budget. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Hank Schecher discussed possible ways to provide funding for the Real Property Deputy position.

DSS –MARY JANE WATERS/CHERYL SPARKS

Mary Jane Waters requested approval to renew the following contracts:

- Renew contract with Office for the Aging for Medicaid Long Term Care services not to exceed \$173,832 for term January 1, 2019 – December 31, 2019.
- Renew contract with Opportunities for Otsego for Homeless Shelter for term January 1, 2019 – December 31, 2021, at a cost of \$75 per person, per night.
- Renew contract with Community Maternity Services for Parent Education Services not to exceed \$62,800 for term January 1, 2019 – December 31, 2019.
- Renew contract with Otsego County Veteran's Affairs not to exceed \$143,240 for term January 1, 2019 – December 31, 2019.

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

Mary Jane Waters requested approval for the following personnel requests:

- Abolish Social Welfare Examiner #16 – Grade 8K \$28,777 - \$33,907 [1026] (50/0/50)
- Unfund Caseworker Trainee #1 – Grade 12AA \$34,274 – \$40,506 [1246] (62/24/14)
- Unfund Microcomputer Specialist #1 – Grade 13L \$35,820 - \$42,328 [1302] (66/16/18)

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 make the following purchases off of NYS Contract, out of Communications & Maintenance line 3020-4810:

- Microwave radio maintenance, not to exceed \$80,000
- CAD maintenance, not to exceed \$38,200
- Priority Dispatch service & support, not to exceed \$32,700

Also, the following purchases out of Communications & Maintenance line 3020-4810:

- AVTEC (radio console) labor & support, not to exceed \$35,000
- AVTEC Scout Care (program support), not to exceed \$35,000
- Tait Radio support and maintenance, not to exceed \$200,000

- DPS Alarm System maintenance, not to exceed \$20,000

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

The committee discussed the Diamond Tower agreement.

HIGHWAY –RICH BRIMMER

Rich Brimmer requested approval to accept the bid from Town & County Bridge & Rail for culvert and bridge maintenance and repairs. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Representative Stammel left the meeting.

COUNTY ATTORNEY- ELLEN COCCOMA

Ellen Coccoma distributed a draft copy of the Rules of Order with the proposed changes. Representative McCarty moved for approval to accept the changes as presented including making Negotiations and Performance Review & Goal Setting Committees permanent, special committees and including language that states the Public Works Committee is responsible for the oversight of Towers and Tower Sites. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Ellen Coccoma discussed making the Technology and Strategic Plan Committee a special committee by Board resolution until further action by the Board and stated she will discuss the matter further with Representative Marietta.

Ellen Coccoma presented the Use of Photographic and Recording Devices at County Meetings policy for approval. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Board Chair Bliss re-entered the meeting.

Representative Oberacker discussed with the County Attorney points he would like to see included in the Diamond Tower Agreement.

TREASURER- ALLEN RUFFLES, ANDREW CRISMAN

Allen Ruffles discussed setting an amount and an effective date to implement the Repurchase agreement. Representative Koutnik moved for approval to set the repurchase agreement amount to 15% on the gross amount owed effective in 2019. Seconded, Frazier. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Ellen Coccoma discussed whether or not she should provide a statement in response to inaccurate statements made during the Board meeting under Privilege of the Floor. The committee also discussed how to enforce a time limit on how long an individual may speak while under Privilege of the Floor.

Allen Ruffles discussed the following, including but not limited to:

- How to proceed with the contracts for auction services, the cost allocation report and print shop services
- Should the Unadilla Clinic, Coddington's Florist, 10 Roses Avenue and the Roses Hill property be put up for auction through Absolute Auctions? After discussion, Allen Ruffles stated he will bring up the properties in question at the next Public Works meeting excluding the Roses Hill property which will go out for bid as discussed at the January Public Works meeting
- 8 Green Acres Lane in Unadilla

Representative Oberacker moved for approval to add the property at 8 Green Acres Lane in Unadilla to tax roll Section 8. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

- Enterprise plow for truck in Building Services

Representative McCarty moved for approval to pay \$4,890 (\$6,390 less \$1,500) for the plow for the truck in Building Services. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

- Review a few aspects of Health Insurance 3 tier rating system
- Inmate Medical Insurance renewal

Representative Oberacker moved for approval to renew the Inmate Medical Stop Loss Insurance policy in the amount of \$10,278. Seconded, Frazier. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Allen Ruffles stated the opening of the sealed bid for the Milford property had to be done in public. Representative Kennedy opened the sealed bid and requested approval to accept the bid in the amount of \$500. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

- Payment to Genesis Abstract

Allen Ruffles stated the external auditors were concerned with Soil and Water 2017 financials. Representative Oberacker moved for approval to have the auditors include an audit of Soil and Water at a cost of \$3,500. Seconded, Koutnik. After further discussion, Representatives Oberacker and Koutnik withdrew their motion and second.

Representative Kennedy gave an update regarding recovering funds owed to the County from Soil and Water, noting that Jordan Clements is waiting for the DEC to sign off that the work has been completed.

Allen Ruffles requested approval of the following budget transfer and budget modification involving funds for the Jail:

| | | | |
|---------------|-----------------------|-------------|--------------|
| Transfer from | Public Safety Reno | 1629-4904-A | \$485,832.67 |
| Transfer to | Interfund Transfers | 9901-9000-A | \$485,832.67 |
| Increase | Interfund Transfers | 0000-5031-H | \$485,832.67 |
| Increase | Jail Equip/Cap Outlay | 3150-2000-H | \$485,832.67 |

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Allen Ruffles stated he has spoken with Purchasing regarding the services provided by DMCOOC Marketing.

Allen Ruffles requested approval to fill a vacant, funded Pay Roll Coordinator position. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Penney Gentile re-entered the meeting.

Allen Ruffles and Penney Gentile discussed having pay roll in the Personnel office once MUNIS is in place while Health Insurance Administrator would remain in the Treasurers office.

Penney Gentile discussed providing longevity to elected officials.

Allen Ruffles announced that he would be in attendance at the monthly Town Supervisors meeting at the Farm House Restaurant this evening to discuss the Health Consortium.

The committee chose Friday, February 22nd at 9 a.m. at the County Office Building for the next monthly meeting.

Representative Oberacker 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, Kennedy. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

The committee adjourned while in executive session.