

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI**  
**October 22, 2020**  
**9:00 a.m.**

Under the current COVID-19 emergency/Executive orders, this committee meeting was not physically open to the public at the County Office Building. The meeting was streamed via facebookLIVE.

Members: Representative Kennedy- present, in Board Chambers  
Representative Oberacker- present, via zoom  
Representative Marietta-present, via zoom  
Representative McCarty-present, via zoom  
Representative Frazier-present, via zoom  
Representative Martini-present, via zoom

Also present: County Attorney Ellen Coccoma via zoom, Board Chair Bliss in the Board Chambers, Personnel Officer Penney Gentile via zoom, and County Treasurer Allen Ruffles via zoom

**OFFICE FOR THE AGING- TAMIE REED via zoom**

Tamie Reed requested approval for a one year extension of the Dietitian contract up to \$29,188 annually. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

Personnel Officer, Penney Gentile joined the meeting via zoom.

**CHILD ADVOCACY CENTER- SARAH PURDY via zoom**

Sarah Purdy requested approval to accept and sign the OCFS grant of \$122,548, for the period of 10/1/20-9/30/21. Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sarah Purdy requested approval to apply for a federal grant through National Children's Alliance with a maximum grant up to \$50,000. Representative Oberacker moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,721. Motion carried.

Sarah Purdy requested approval to apply for a federal grant through National Children's Alliance with a maximum grant up to \$25,000. Representative Marietta moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Board Chair Bliss joined the meeting in the Board Chambers.

## **BOARD OF ELECTIONS- LORI LEHENBAUER, MIKE HENRICI via zoom**

Lori Lehenbauer requested approval of the following budget transfer:

Transfer \$115,722.54 from Contingency 1990.548000  
Transfer \$61,776 to BOE 1450.549000 Contracts  
Transfer \$40,142.34 to BOE 1450.544000 Postage  
Transfer \$13,654.20 to BOE 1450.545000 M&S  
Transfer \$150 to BOE 1450.546000 Equipment rental

Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

## **UNALLOCATED INSURANCE- MIKE HUTCHERSON FROM ROSE AND KIERNAN via zoom**

Mike Hutcherson provided an update to the preliminary insurance premium projections for 2021, noting a potential 5% overall increase. Mr. Hutcherson stated that they went back and tried to identify other areas to obtain savings or a reduction to premiums for consideration, noting that if the County increased its Healthcare Professional liability deductible from first dollar to a \$25,000 or \$50,000 option, this would provide an additional premium savings of approximately \$10,000 to \$15,000 which could help offset the premium increase. Mr. Hutcherson also gave an overview of the County's loss history. Mr. Hutcherson explained that premiums are seeing an industry wide increase based on the commercial insurance marketplace and that the County's premiums are based off of that as well as predicated on the County's loss impact experience. The committee agreed to explore the higher deductible option for Healthcare Professional liability.

## **INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom**

Brian Pokorny requested approval to un-fund/abolish the Programmer Analyst position in IT and create, fund and fill an Administrative Aide position in IT for the Central Business Office. Representative Oberacker moved approval. Seconded, Martini. Mr. Pokorny gave an overview explaining three phases in implementing the Central Business Office to include the creation of one position now and a second position later, business office job duties, CBO location, furnishing the CBO, who the office location prep tasks are assigned to, staff training, implement new services, research processes, timeline, etc. Total: 2,721. Ayes: 2,721. Motion carried.

The committee continued discussion on how the second Administrative Aide position for the CBO, which would be funded by the Office Specialist position in Planning, could assist and support the Planning department

temporarily. Erik Scrivener and Sid Loeffler joined the meeting via zoom to further discuss the Planning Departments Office Specialist position as needed support staff of their departmental needs. Representative Kennedy explained that the second Administrative Aide position could start in December and could assist Emergency Services, Veterans, and Planning temporarily until the Business Office is set up. Erik Scrivener stated that this temporary arrangement would complicate things as they are trying to figure out their work flow and reform Planning, noting that they have already started that process without having someone.

County Treasurer, Allen Ruffles joined the meeting via zoom adding that the CBO is the first step in bringing the county to the next level as all of our departments are still siloed.

After much discussion, Representative Martini moved to create, fund and fill the Administrative Aide position #2 for the Central Business Office and un-fund the Office Specialist position in Planning. Seconded, Oberacker. Total: 2,721. Ayes: 1,907; Noes: 814-McCarty, Frazier. Motion carried.

#### **VETERANS- SID LOEFFLER via zoom**

Sid commented that whatever happens with the business office that he hopes that Planning and Veterans are included. Sid Loeffler informed the committee that he is the only VSO left in the County vs. three VSO's two years ago, noting that there was a state VSO employee in Oneonta but has since retired and the state is not going to replace and the other VSO was the past Director of Veterans, Jack Henson.

#### **REAL PROPERTY TAX SERVICE- HANK SCHECHER in the Board Chambers**

Hank Schecher requested approval to pay NEGO \$4,950 without a PO for GIS mapping services. Representative Martini moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,721. Motion carried.

#### **SOCIAL SERVICES- EVE BOUBOULIS, LISA GRAMPP, CHERYL SPARKS via zoom**

Eve Bouboulis requested approval of the following budget transfer:

Transfer \$5,000 from DSS Juvenile Del. 6123.547300 to DSS medical assist. 6101.547300

Representative Marietta moved approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Representative Marietta left the meeting.

Eve Bouboulis requested approval to fill a vacant funded Senior Social Welfare Examiner #4 position due to a promotion. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Eve Bouboulis requested approval to formally create a Grade A Case Supervisor position #1, then abolish the Grade A Case Supervisor position #1 to fund the creation of three Casework Aide positions #5, #6, #7. Lisa Grampp added that a Social Worker position will be abolished in 2021 to fund the Casework Aide positions. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Eve Bouboulis requested approval to extend the contract with ICAN, for preventive services, thru January 6, 2021. Ms. Bouboulis also requested approval to extend the contract with S&T Security from December 1, 2020 thru January 6, 2021 at a cost not to exceed \$18,372. Representative McCarty moved approval of both requests. Seconded, Martini. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Eve Bouboulis explained that the Human Services Committee approved a waiver allowing attendance at all mandated trainings. Ms. Bouboulis noted that HSC approved \$574 in trainings and there is an additional \$14 mandatory training that was not previously approved, reiterating that DSS has a waiver for mandated trainings. The committee agreed that they support the additional \$14 mandatory training.

Allen Ruffles explained that position changes are hard to track in payroll and Personnel and asked what if DSS were only allowed to fill vacancies of positions included in the 2021 budget and would not be allowed to create new positions until the next budget year. Eve Bouboulis explained that this would not be feasible for DSS because especially during Covid, they are trying to juggle and come up with a skeleton staff to meet budget needs, caseloads are going up and as vacancies occur in a specific area, they are going to try and come up with a different job title to meet the needs without causing more fiscal stress.

#### **HIGHWAY- RICH BRIMMER, JIM DENEKAMP via zoom**

Rich Brimmer requested approval of the 2020-2023 Snow and Ice contract with the Town of Worcester. Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Rich Brimmer requested approval to create, fund and fill fifteen (15) temporary HMEO I positions to be used only as needed during the snow and ice season at a starting wage of \$17.2154/hour. Mr. Brimmer noted that there may be possibly unused funding in the 2021 overtime/personal service line in 2021.

Allen Ruffles asked if the County could contract with NYSDOT for coverage in an emergency. Mr. Brimmer stated that DOT does not have extra help, they may be able to help out with a single road in an emergency and that they are looking for the County to possibly help them out. Representative Martini moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Board Chair Bliss asked Mr. Brimmer if he received a request from Cherry Valley Springfield Central School asking about lines on CR#54. Mr. Brimmer added that DOT finally got thru their process for the CR#54 road project and the project is almost ready to go out to bid, noting that this project will hopefully get completed in 2021. Board Chair Bliss stated that the road is fogging and a dangerous spot. Representative McCarty added that it is not an easy road to drive because it's deteriorating and with the school there could be potentially a liability issue. Mr. Brimmer stated that he will get the lines painted if the committee supports such, estimating approximately a \$1,500 cost for the centerline. There were no objections from the committee.

### **CLERK OF THE BOARD/UNALLOCATED INSURANCE- CAROL MCGOVERN in the Board Chambers**

Carol McGovern requested approval for the following budget transfer for Unallocated Insurance to cover three glass repair claims:

Transfer from BOR 1010.540050 mileage \$938

Transfer to Unallocated Insurance 1910.546600 municipal ins. Exp. \$938

Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Carol McGovern requested approval of a resolution, required by law, to set the date for the Public Hearing on the 2021 tentative budget.

Representative Kennedy motioned to propose November 19<sup>th</sup> at 6 p.m. in the Courthouse for the public hearing. Seconded, Oberacker. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

### **COUNTY TREASURER- ALLEN RUFFLES via zoom**

Allen Ruffles requested approval to contract with Phillips Lytle to provide tax enforcement proceeding assistance for 2021. Representative Martini moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Allen Ruffles requested approval to contract with Here to Serve to post legal notices on County auction parcels at \$50/parcel as necessary. Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Allen Ruffles explained that due to the MUNIS payroll implementation being pushed back from January 1<sup>st</sup> to hopefully April 1<sup>st</sup> that it is necessary to contract with Microsoft GP for 2021, not to exceed, \$15,000. Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Allen Ruffles requested approval to extend the contract with Mass Mutual for one (1) year for the Deferred Compensation program. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,331; Absent: 390- Marietta. Motion carried.

Allen Ruffles requested approval to create, fund and fill a Jr. Accountant position effective 1/1/21 pending approval of funding in the 2021 budget and to abolish a Payroll & Benefits Assistant position. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Allen Ruffles informed the committee that the County owns the Cliff Street Oneonta property which is a vacant lot obtained thru the tax foreclosure process, which is a steep hill that is being used as a dumping site for peoples' garbage. The following was discussed further:

- County can gift this property to the City of Oneonta
- there are volunteers willing to clean up the property
- no dumping and no trespassing signs should be posted
- need to open negotiations and discussions with the City
- due to the terrain, should the volunteers sign a liability release waiver

Ellen Coccoma explained that there is a successful proceeding that has been used in the past that the City, Villages or Towns can utilize in connection with a tax delinquent vacant property within their jurisdiction. Mrs. Coccoma will send the specific information about such proceedings to the board for them to disseminate to their respective municipalities.

Representative Frazier left the meeting.

Allen Ruffles requested approval of the following budget transfer for Building Services:

Transfer from Meadows 1630.549050 renovations \$2,000  
Transfer to COB 1625.545000 M&S \$2,000

Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 1,892; Absent: 829- Marietta, Frazier. Motion carried.

Representative Frazier rejoined the meeting.

Allen Ruffles requested approval for the following budget transfers:

Transfer from Sales Tax 1985.549000 contracts \$1,500  
Transfer to Treasurer 1325.545000 M&S \$1,500

Transfer from Sales Tax 1985.549000 contracts \$6,414.29  
Transfer to Exp. On property acquired for tax 1364.548000 other \$6,414.29

Representative McCarty moved approval of both transfers. Seconded, Oberacker. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Allen Ruffles stated that all properties were sold at the October property auction and that the auction was conducted fully online.

### **PERSONNEL- PENNEY GENTILE via zoom**

Penney Gentile stated that in connection with the scheduled move of payroll from the Treasurer's office to the Personnel office is requesting the following:

1. Unfund the Payroll Coordinator position in the Treasurer's office to create, fund and fill a Payroll & Benefits Coordinator position in Personnel
2. Unfund the Personnel Clerk position in Personnel to create, fund and fill a Personnel & Payroll Assistant position in Personnel

Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,331; Absent: 390-Marietta. Motion carried.

Allen Ruffles and Penney Gentile suggested needing to continue discussion about the Veterans Office and the Acting Director's/Director's position.

### **SHERIFF- RICH DEVLIN via zoom**

Rich Devlin stated that he is following up from last month, requesting approval for Onondaga to put out a RFP for Jail Medical Services.

Representative Oberacker moved for approval. There was no second to the request. Ellen Coccoma stated that Onondago does not know Otsego County's personnel, recommending that the committee get a full understanding of what services are needed such as what is planned, what would be involved, restructuring, etc. to be better able to define a specific scope of services. The Sheriff stated that he is looking to contract for full medical services for the Jail including Mental Health, RN services, physician services, eye care services, dental services and medication. Ellen Coccoma suggested that the Sheriff provide an outline of specific medical services needed. The Sheriff noted that Onondaga has a contract that Otsego can piggyback on. The

Sheriff stated that he will share quotes with the committee that he obtained over a year ago.

Representative Oberacker left the meeting during the above discussion.

Rich Devlin requested approval to fill a vacant funded Correction Officer position. Representative Martini moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 1,797; Absent: 924-Oberacker, Marietta. Motion carried.

Rich Devlin reiterated the following statement that he shared with the PSLA committee:

The Sheriff commended the Sheriff's Office corrections division as they have dealt with a partial shutdown for renovations, a full shutdown due to an unmaintained roof, a pandemic and the implementation of Centralized Arraignment, which has added additional duties to the staff. The Sheriff stated that throughout all of this, the staff has acted professionally and with pride and have gone above and beyond for the County and asked to restore to the 2007 staffing levels to give the division the needed resources to conduct their jobs properly and safely.

Representative Kennedy asked if the committee was okay with having follow up discussions at the budget workshop about the Veterans Office Acting Director position as well as other Assistant Director positions.

There being no further business to discuss, the committee adjourned.