

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
October 26, 2018

HIGHWAY- BILL MASON, RICH BRIMMER

Rich Brimmer requested approval for the following budget transfers:

Transfer \$25,000 from D5112.2093 seal program
Transfer \$25,000 to DM5130.4540 parts

Transfer \$35,000 from D5110.4500 materials and supplies
Transfer \$35,000 to DM5130.4540 parts

Transfer \$8,000 from D5112.2095 stockpile patch material
Transfer \$8,000 to D5112.2020 local bridge repair

Transfer \$3,000 from D5110.4500 materials and supplies
Transfer \$3,000 to D5010.4100 telephone

Transfer \$100,000 from D5132.2520 demolition
Transfer \$100,000 to D5142.4555 sand and salt

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Bill Mason requested approval to accept the bid from Park Lane Construction for the construction of the Gilbertsville salt shed not to exceed \$357,400 in connection with NYSDEC grant C00327GG. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Rich Brimmer requested approval to purchase automotive parts and supplies from Gillees through December 31, 2018. Representative Oberacker moved approval adding not to exceed the amount in the applicable budget line. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Bill Mason requested approval to utilize the LDSA short list for site plan, drainage plan and retaining wall design to satisfy the Geo Tech Engineer's requirements for the Gilbertsville salt shed. Mr. Mason added that such cost is CHIPS eligible. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

UNALLOCATED INSURANCE- MICHAEL HUTCHERSON FROM ROSE AND KIERNAN

Mike Hutcherson discussed the county's insurance program renewal, which expires 12/31/18, coverages, program structure, premium history and premium projections.

Representatives Stammel and Frazier arrived during the above discussion.

CAPITAL RESOURCE CORPORATION- JODY ZAKREVSKY

Jody Zakrevsky requested approval of the issuance of certain obligations by the Otsego County Capital Resource Corporation to finance a certain capital refinancing and refunding project for the Mary Imogene Bassett Hospital and the issuance of certain obligations by the Otsego County Capital Resource Corporation to finance a certain refinancing project for Templeton Foundation for the sole purpose of qualifying the interest payable on the obligations for exclusion from gross income for federal income tax purposes pursuant to section 145(a) of the code. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,846. Motion carried.

COMMUNITY SERVICES- SUSAN MATT

Sue Matt requested approval to amend the resolution with Family Resource Network for the System of Care Expansion grant to provide family and youth partners for CHOICES and Behavioral Health Resource Center, not to exceed \$163,505 for the period of November 1, 2018-December 31, 2019. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Sue Matt requested approval to contract with Bassett Research Institute for evaluation services as outlined and approved through the System of Care Expansion grant, not to exceed \$198,374 for the period of November 1, 2018-December 31, 2019. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Sue Matt requested approval to contract with ONC BOCES for creation of the Behavioral Health Resource Center as outlined and approved through the System of Care Expansion grant, not to exceed \$495,478 for the period of November 1, 2018-December 31, 2019. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

SHERIFF- RICH DEVLIN, CAMERON ALLISON

Sheriff Rich Devlin discussed the part-time Sgt. Position he requested funding for in the 2019 budget and asked if the committee had follow-up questions concerning such funding. Sheriff Devlin added that the main function of this

position would be to oversee the StopDWI program and assist with collecting DWI fines, noting that \$25,000 of the cost would be funded by Stop DWI program.

Sheriff Rich Devlin requested approval to purchase equipment for the up fitting of the new Jail van from JPJ electronics at a cost of \$10,000. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Sheriff Rich Devlin requested approval to purchase three (3) radar units from Stalker Radar in the amount of \$5,400. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Sheriff Rich Devlin requested approval to purchase license plate reader units at a cost of \$36,500. Representative Stammel moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried. Sheriff Devlin noted that line 3110.2000 in the 2019 budget can be decreased by \$15,000 (remove 1 license plate reader) based on this 2018 purchase.

Sheriff Rich Devlin requested approval to purchase surveillance cameras from Black Creek at a cost of \$10,000. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Sheriff Rich Devlin requested approval to purchase two (2) medication carts from Moore Medical at a total cost of \$7,500. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Representative Oberacker moved for an executive session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

The committee reconvened.

COUNTY ATTORNEY- ELLEN COCCOMA

Ellen Coccoma presented a Local Law declaring the opioid epidemic and its effects on the county a public nuisance and establishing a cost recovery procedure for the County's expenditures incurred in providing services related to the Opioid epidemic. Representative Oberacker moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,846. Motion carried.

Ellen Coccoma requested approval to put out a RFP for third party administrator of claims, payments and other related services for the Worker's Compensation program, noting that the existing contract does not expire until the end of 2019. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,846. Motion carried.

PLANNING/SOLID WASTE- KAREN SULLIVAN

Karen Sullivan requested approval to ratify the BAGS landfill district 2019 budget as presented. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,846. Motion carried.

Karen Sullivan requested approval to accept the proposal and enter into a contract with Casella Waste management for solid waste and recycling in accordance with RFP #OTS-009. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

Karen Sullivan requested approval for the following budget modification:

Increase rev. 3910A by \$13,600
Increase 8160.4900 contracts by \$13,600

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

Karen Sullivan requested approval for the following budget transfer:

Transfer from 8160.4562 \$2,000
Transfer to 8160.4800 \$2,000

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

PERSONNEL- PENNEY GENTILE

Penney Gentile reviewed the Personnel Department facebook business page proposal to use as an additional recruitment tool for the county. Representative Oberacker moved approval of creation of a facebook page. Seconded, Frazier. Total: 2,846; Ayes: 2,846. Motion carried.

Penney Gentile stated that the goal setting workshop held on October 19th went well, noting that 17 department heads and 4 board members attended.

Penney Gentile stated that the M & C Salary and benefit study was presented at the October department head meeting, noting that it was well received by those present. Ms. Gentile noted that several individuals have shared additional comments as related to their current title vs. job functions that they perform.

Penney Gentile gave an update on changes that CSEA negotiated and discussed whether the county wants to implement the same changes for M&C employees, noting that she reached out to M&C employees for their comments and shared several comments that she received. Such changes were:

- Eliminate birthday holiday and replace with the day after Thanksgiving
- Bereavement leave
- Age change from 14 years of age to 17 years of age, related to the use of sick time

Representative Frazier moved approval to eliminate the birthday holiday and replace with the day after Thanksgiving as a designated holiday for M&C. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried. Representative Frazier moved to increase the age of when sick leave can be used by an employee for an ill child from 14 years of age to 17 years of age for M&C.

Seconded, Koutnik. After further discussion, Representatives Frazier and Koutnik withdrew their motion and second.

Representative Oberacker moved for an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

The committee reconvened.

BUILDING SERVICES- DOUG CZERKIES

Doug Czerkies requested approval for the following budget transfer:

Transfer from 1630.2505 \$3,000
Transfer to 1630.4560 \$3,000

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Doug Czerkies requested approval for the following budget transfer:

Transfer from 1625.4905 \$5,000
Transfer to 1625.4900 \$5,000

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Doug Czerkies requested approval for the following budget transfer:

Transfer from 1630.2505 \$10,000
Transfer to 1630.4515 \$10,000

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

Doug Czerkies requested approval for the following budget transfer:

Transfer from 1630.2505 \$2,000
Transfer to 1630.4900 \$2,000

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

Representative Oberacker asked for an update on the generator issue at the Public Safety Building.

SOCIAL SERVICES- EVE BOUBOULIS, CHERYL SPARKS

Eve Bouboulis gave an overview of the department's organizational chart and requested approval of the following Personnel changes:

Create a Principal Account Clerk Typist position #2 at \$36,532
Fund the Account Clerk Typist position #3 at \$26,893
Unfund the Services Finance Specialist position #1
Unfund the Caseworker trainee position #2

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

INFORMATION TECHNOLOGIES/SOCIAL SERVICES- BRIAN POKORNY, EVE BOUBOULIS

Brian Pokorny discussed IT staffing levels as related to DSS reimbursements, reimbursements captured in the Cost Allocation plan and countywide IT service needs. Mr. Pokorny distributed IT organizational charts including current and options Plan A, B and C. Representative McCarty moved approval of Plan C to create, fund and fill a Microcomputer Specialist position and transfer the Communication Specialist position from the DSS budget to the IT budget. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

PROBATION- DAN NAUGHTON

Dan Naughton requested approval to abolish a vacant funded Sr. Account Clerk Typist position and create, fund and fill a Probation Assistant position. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

CODE ENFORCEMENT- TONY GENTILE

Tony Gentile requested approval to amend the current fee schedule for building permit and fire inspection fees as presented. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

REAL PROPERTY TAX SERVICE- HANK SCHECHER

Hank Schecher gave an overview of staffing in his department. Mr. Schecher explained that over the last several years his department has taken an active role in producing assessment, school and tax rolls. Mr. Schecher added that the next logical step is to transfer the duties for the tax roll production from the IT department to the RPTS department. In part with the next step, Mr. Schecher requested to create a Deputy Director position at \$50,000 and create a Principal Account Clerk position at \$35,815 and abolish two (2) Real Property Information Specialist positions.

Representative McCarty left the meeting.

After further discussion, Representative Oberacker moved approval of funding a Deputy Director position in the 2019 budget at \$43,000. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried. Representative Oberacker moved approval of funding a Principal Account Clerk position in the 2019 budget and unfund two (2) Real Property Information Specialist positions. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent- 375- McCarty. Motion carried.

Hank Schecher noted that when the tax roll function is transferred from IT to RPTS, then the tax roll expense (revenue) charged to the towns should also be shifted from the IT budget to the RPTS budget.

TREASURER- ALLEN RUFFLES VIA TELEPHONE, ELLEN COCCOMA

Ellen Coccoma gave an overview of the changes proposed as related to the Tax Enforcement Officer's (which is the Treasurer) Real Property Tax Collection process. Mrs. Coccoma added that this process is at the sole discretion of the Tax Enforcement Officer in accordance with law. Allen Ruffles noted that he is researching repurchase agreements as a possible option for the future. Mr. Ruffles requested to amend Local Law 1 of 2017- A local Law to provide for the installment payment of eligible delinquent taxes pursuant to Real Property Tax Law section 1184, specifically section 5- eligibility date; add after the period- and no later than October 31st. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,937; Absent: 909- Oberacker, McCarty. Motion carried.

TREASURER- ALLEN RUFFLES VIA PHONE, ANDREW CRISMAN

Allen Ruffles stated that the 2016 Cost Allocation Plan just got filed, which should have been filed 14 months ago, adding that this is untimely. Mr. Ruffles added that he would like to try a different vendor for a year; therefore, he solicited quotes, of which he received two.

1. Venesky at \$13,500
2. Maximus at \$9,000

Mr. Ruffles stated that he would like to use best value and select Venesky for various reasons such as they have a greater familiarity with NYS law and contract with such vendor for one year to get the CAP up to date, noting that a RFP could go out in 2019 if required for a future contract. Representative Frazier moved to contract with Venesky (best value) for one year at a cost of \$13,500. Seconded, Oberacker. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Andrew Crisman discussed a property located in the Town of Milford where the bidder at the auction backed out of the purchase and the second bidder is not interested in purchasing the property. Mr. Crisman asked if the county would like to put the property out to a sealed bid. Representative Oberacker moved

approval to put the property located in the Town of Milford out to sealed bid and set a minimum bid of \$500. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Andrew Crisman stated that the sealed bid for the Roses Hill property were due October 25th and that the county set the minimum bid at \$140,000. Mr. Crisman added that the county received one (1) sealed bid, which was from Otsego Land Trust for \$151,000. Representative Frazier moved to accept the bid from Otsego Land Trust for \$151,000 for the Roses Hill property. Seconded, Stammel. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Andrew Crisman stated that the county did not receive any sealed bids for the Unadilla Clinic building, noting that the minimum bid set by the county for that property was \$225,000. Mr. Crisman added that he did receive a letter from a potential bidder stating that they did not bid because the minimum bid amount set by the county was too high. Mr. Crisman asked the committee how to proceed.

Andrew Crisman requested approval for the following budget transfers and budget modification on behalf of the Department of Health and the Child Advocacy Center:

DOH Transfer \$300 from 4010.4800
Transfer \$300 to 4010.4005
Increase rev. 3401 by \$3,200
Increase 4072.4500 by \$3,200

CAC Transfer from 3700.4050 \$2,637
Transfer to 3700.4880 \$2,637
Transfer from 3700.4050 \$6,333
Transfer to 3700.4010 \$6,333
Transfer from 3700.4050 \$2,344
Transfer to 3700.4800 \$2,344
Transfer from 3700.4050 \$446
Transfer to 3700.4500 \$446

Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

ALTERNATIVES TO INCARCERATION- CAROL MCGOVERN

Carol McGovern requested approval to contract with Catholic Charities to renew the Alternatives to Incarceration contract for 2019 at the same cost as 2018, which is \$29,900. Mrs. McGovern stated that according to the RFP completed in 2017, the county may renew the contract for another year and then thereafter has three additional one-year renewals if approved by both parties. Mrs. McGovern added that Catholic Charities has agreed to renew the contract for 2019. Representative Oberacker moved approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Carol McGovern requested approval to accept and approve the following reports as presented:

- Inside/Outside Valuations
- Tax Base report
- True Value report
- Equalization rates
- Special Valuations

Representative Oberacker moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Carol McGovern requested approval for a resolution to establish the standard workday and reporting days for the NYSLERS for E. Gozigian.

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Carol McGovern requested approval to accept the mortgage tax report for the period of 4/1/18-9/30/18 as presented and allow for distribution to the respective tax districts. Representative Oberacker moved for approval.

Seconded, Frazier. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Carol McGovern explained that the public hearing date and time for the 2019 tentative budget needs to be set by board resolution and suggested Tuesday, November 27th at 6 p.m. in the Courthouse. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Carol McGovern followed up discussion concerning the email from Purchasing informing the county about the office supply contract that is due to expire at the end of the year. Mrs. McGovern noted as per the minutes, the committee took no action on such contract last month and that the committee requested more information. Representative Frazier moved for approval to renew the office supply contract with Hummels to December 31, 2019. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

There being no further business to discuss, the committee adjourned until Monday, November 26th at 9 a.m. at the County Office Building.