

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY**  
**November 26, 2018**

Absent: Representative Oberacker

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

**POLICIES**

Representative Koutnik stated that he sent his recommended changes to the Rules of Order to the committee members prior to the meeting. The committee members reviewed the recommended changes to the Rules involving such matters as change of meeting location, quorum, standing/special committees, committee structure, calling the question and the mandatory budget workshop.

Representative Stammel entered during the above discussion.

**DEPARTMENT OF HEALTH –HEIDI BOND**

Heidi Bond requested authorization to contract with New York State Department of Health for the Rabies Program Contract for the time period of April 1, 2019 through March 31, 2022. Annual grant award per year \$17,148. Representative McCarty moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

**CODE ENFORCEMENT –TONY GENTILE**

Tony Gentile requested approval to (1) abolish the Deputy Code Enforcement officer position (2) unfund two Building/Fire inspector positions and (3) create, fund and fill three Code Inspector positions effective January 1, 2019. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

**HIGHWAY- RICH BRIMMER**

Rich Brimmer requested approval to pay Bill Lindoff for tree cutting training in the amount of \$1,400. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Rich Brimmer requested approval to accept TCBR bid #9075 for Bridge deck sealing at \$1.29/sq. ft. to be paid out of 2019 (seal program) line 5112-2093-D. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Rich Brimmer requested approval to accept the fuel bid as presented from Buell Fuel for the fixed rate for Ultra Low Sulfur Diesel Fuel and No. 2 Fuel Oil, from Petroleum Traders Corp. for the fixed rate on Dyed Kerosene and from Mirabito for

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

Allen Ruffles discussed how much was in the budget for the seal program.  
Rich Brimmer gave an update regarding filling vacancies.

### **SHERIFF- RICH DEVLIN, CAMERON ALLISON**

Rich Devlin requested approval to contract with Bassett Medical Center for Jail Physician services at a cost of \$46,000 per year for a three year contract for 2019-2021. Representative McCarty moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Rich Devlin requested the following budget transfers:

Transfer from	3110-4560-A	Sheriff Fuel	\$15,000
Transfer to	3110-4515-A	Sheriff Veh Exp	\$15,000
Transfer from	3110-4701-A	Firearms Training Range	\$1,500
Transfer to	3110-4800-A	Sheriff Other	\$1,500

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

Allen Ruffles discussed the Sheriff/Jail health insurance policy language. Board Chair Bliss suggested looking into the types of policies that other counties have.

### **UNALLOCATED INSURANCE- MICHAEL HUTCHERSON FROM ROSE & KIERNAN**

Mike Hutcherson distributed and discussed the county's insurance premium summary for 2019. Representative Frazier moved for approval to accept the insurance policy premium as presented at a total cost of \$322,033.25. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

### **BOARD OF REPRESENTATIVES –CAROL McGOVERN**

Carol McGovern requested approval for Board Chair David Bliss to attend the NYSAC winter conference in Albany, January 28-30 at a cost not to exceed \$1,000. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

### **PLANNING/TRANSPORTATION- KAREN SULLIVAN and TAMMIE HARRIS**

Karen Sullivan requested approval to contract with Thoma Development to administer the Micro-Enterprise \$200,000 program using program income revolving

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

Karen Sullivan requested approval to contract with Otsego Rural Housing Authority (ORHA) to administer the Farm Restore housing rehab program in the amount of \$50,000 using program income revolving loan funds. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Karen Sullivan requested approval to contract with THOMA on a per diem basis for grant administration. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Tammie Harris requested approval to contract with Birnie Bus for the operation of the county public transportation system (not including the Village Trolley System) for a total cost of \$465,337. Representative Stammel moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Allen Ruffles stated that he would adjust the Solid Waste contract line to reflect the most recently proposed User Fee and Tip Fee.

## **SOCIAL SERVICES- EVE BOUBOULIS**

Eve Bouboulis requested the following budget transfers:

Transfer from	Family Assistance	6109-4734	\$300,000
Transfer to	Foster Care	6119-4735	\$300,000
Transfer from	Juv. Delinquent	6123-4736	\$100,000
Transfer to	Safety Net	6140-4738	\$100,000

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,786; Absent: 1,057- Oberacker, Stammel. Motion carried.

Eve Bouboulis requested the following contract renewals pending 2019 budget approval:

- Dr. Steve Silverman for Psychological Evaluation services funded by FFFS not to exceed \$32,400
- The Family Resource Network for CCSI services funded by FFFS not to exceed \$22,183
- Delaware Opportunities for Big Buddies Program services funded by FFFS not to exceed \$20,000
- Opportunities for Otsego for Building Healthy Families Program funded by FFFS not to exceed \$35,000
- Opportunities for Otsego for Non-Residential Domestic Violence Services funded with Title XX not to exceed \$55,000
- Area school districts for in-house Caseworker

Representative Frazier moved for approval of the aforementioned contract renewals. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

### **TREASURER –ALLEN RUFFLES/ANDREW CRISMAN**

Allen Ruffles discussed the Unadilla Storage Units and how to proceed since every year they go to auction. Representative Frazier stated he would follow up with the floodplain manager for suggestions.

### **PERSONNEL- PENNEY GENTILE, ELLEN COCCOMA**

Penney Gentile requested approval to reappoint Arthur Klinger, Emergency Services Coordinator for a term commencing January 1, 2019 and ending December 31, 2020 at annual salary not to exceed \$60,762. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Penney Gentile requested approval to reappoint Lori Lehenbauer as Commissioner of Elections (Republican) for the term commencing January 1, 2019 and ending on the 31<sup>st</sup> day of December 2020 at an annual salary not to exceed \$47,518/year. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Ellen Coccoma requested approval to extend the PT Temporary Family Court position until 12/31/2018. The committee and those present discussed other ways of providing coverage in Family Court. No action was taken.

Bruce Maxson entered the meeting during the above discussion.

Ellen Coccoma requested approval to authorize a stipend for PT Assistant Public Defender(s) acting as Public Defender effective January 1, 2019 until the new Public Defender is appointed at a rate of \$392/week. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Penney Gentile requested approval to unfund the PT Public Defender position effective December 31, 2018. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Penney Gentile requested approval to create, fund and fill the FT Public Defender position for the term ending the 31<sup>st</sup> of December 2019 at a salary not to exceed \$87,000/yr. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Penney Gentile requested approval to appoint Bruce Maxson to the FT Family Court position effective January 1, 2019 at a salary not to exceed \$70,000/year. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Penney Gentile requested approval to adopt a local law for 2019 subject to permissive referendum Establishing the Salaries of Director of Real Property Tax

Service II, Personnel Officer, Director of Public Health, Commissioner of Social Services Group I, Commissioner of Elections (Democratic), County Treasurer, County Clerk, Superintendent of Highways, Board of Representatives (including Chair of the Board), and County Attorney. Representative Koutnik moved for approval. Seconded, Kennedy. After discussion, Representatives Koutnik and Kennedy withdrew their motion and second.

Representative Koutnik moved to adopt a local law for 2019 subject to permissive referendum Establishing the Salaries of Director of Real Property Tax Service II, Personnel Officer, Director of Public Health, Commissioner of Social Services Group I, Commissioner of Elections (Democratic), County Treasurer, County Clerk, Superintendent of Highways, and County Attorney however excluding the Board of Representatives (including Chair of the Board). Seconded, Stammel. Total: 2,846; Ayes: 1,937; Noes: 375 –McCarty; Absent: 534- Oberacker. Motion carried.

Representative McCarty moved to adopt a local law for 2019 Establishing the Salaries of the Board of Representatives (including the Chair of the Board). Seconded, Frazier. Total: 2,846; Ayes: 1,789; Noes: 523 –Stammel; Absent: 534- Oberacker. Motion carried.

Representative Koutnik moved for approval to adopt a Resolution Establishing Salaries for Managerial/Confidential and Elected Officials for the year 2019 at the levels based on the salary study excluding the Board of Representatives (including Chair of the Board). Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Representative McCarty moved for approval to adopt a Resolution Establishing Salaries for 2019 for the Board of Representatives (including the Chair of the Board) at the levels based on the salary study. Seconded, Frazier. Total: 2,846; Ayes: 1,441; Noes: 871 –Koutnik, Stammel; Absent: 534- Oberacker. Motion carried.

## **OTSEGO LAND TRUST –PATRICIA SZARPA/DAVID DIAZ**

Patricia Szarpa, Executive Director of the Land Trust and David Diaz, Land Protection Manager gave an overview of the Land Trust and discussed the Roses Hill Road property including but not limited to the following:

- Currently owns 5 public access sites
- Supports community services
- The Land Trust takes on maintenance and management obligations
- Owning Roses Hill would be in line with the Town of Otsego's Comprehensive Plan goals
  - o Protecting viewshed
  - o Improving drinking water and ground water quality
- Supports hunting

The committee discussed the options moving forward and thanked the Land Trust for their presentation.

## **COUNTY ATTORNEY –ELLEN COCCOMA**

Ellen Coccoma discussed the use of electronic signature on contracts provided that there are safeguards in place. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Ellen Coccoma requested approval to use the contract management software that makes the use of electronic signature possible. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

## **TREASURER- ALLEN RUFFLES, ANDREW CRISMAN**

Allen Ruffles discussed trying to formalize the lease agreement for the Unadilla Clinic and how to proceed with Coddington's Florist.

Allen Ruffles requested approval to contract with Vertical Solutions for Great Plains accounting software in the amount of \$37,726.95. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Allen Ruffles requested approval to contract with the Burke Group for the GASB 75 Service Agreement in the amount of \$7,750. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

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

- RFP Excellus next year
- Community Services received money, will need to do budget modifications
- 3 + 1 investment group
- Creating new positions only at budget time
- Update on spending at the Highway Dept

Andrew Crisman requested approval for the following budget modifications and budget transfer on behalf of the Office for the Aging and Real Property:

OFA Increase rev. 0000.4776 by \$5,963  
Increase 6772.4770 by \$5,963

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

OFA Increase rev. 0000.3776 by \$5,258  
Increase 6772.4770 by \$5,258  
Increase rev. 0000.3776 by \$3,420  
Increase 6772.4720 by \$3,420

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

Real Property      Transfer from 1355.4005 \$7.68  
                                 Transfer to 1355.4010 \$7.68

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

There being no further business to discuss, the committee adjourned until Wednesday, December 19<sup>th</sup> at 9 a.m. at the County Office Building.