

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY**  
**December 19, 2018**

Absent: Representatives Frazier and Stammel

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

**RULES OF ORDER –REPRESENTATIVE KOUTNIK with COUNTY ATTORNEY –ELLEN COCCOMA**

Representative Koutnik reviewed the recommended changes to the following rules:

- Rule 2 in regards to change of venue
- Rule 4-Special County Board Meetings
- Rule 5-Quorum
- Rule 9-Standing/Special Committees
- Rule 23-include language regarding the podium
- Rule 40-Call the Question

Board Chair Bliss entered the meeting during the above discussion.

Ellen Coccoma suggested among other things revising Rule 10-Committee Structure, omitting references to Otsego Manor and removing from the list in Rule 21 special committees that are not in use. The committee discussed Rule 28-Approval of Resolutions and how to clarify Rule 15 regarding Human Services. Ellen Coccoma stated she will do additional research regarding special committees and will send a copy of the revisions to the Board members for review.

**BOARD OF ELECTIONS –LORI LEHENBAUER, MICHAEL HENRICI**

Lori Lehenbauer requested the following budget transfer:

Transfer from	Meals & Lodging	1450-4010A	\$700
Transfer to	Mileage	1450-4005A	\$500
Transfer to	Postage	1450-4400A	\$200

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

Lori Lehenbauer explained the rationale behind the Deputy positions.

**COMMUNITY SERVICES –SUE MATT**

Sue Matt stated she received a check in the amount of \$96,292 for Pay for Performance. Sue Matt requested approval to deposit the funds into the Transitions

Account 0077-0915-A. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.  
Sue Matt presented the following contracts for renewal:

**January 1, 2019 – December 31, 2019**

For psychiatric services:

Appropriations 4310- 4880 all are 100% reimbursed from fees, state and federal funds

**Samuel Press, M.D.**, 303 Kinderhook Lane, Nassau, New York 12123, for the provision of psychiatric services, up to 700 hours at \$160.00 per hour not to exceed \$112,000. Funding included in budget lines 4310-4880 and are 100% reimbursed from fees, state and federal funds.

**Jean M. Van Kingsley, PMHNP-BS**, an independent nurse practitioner, residing at 17 Overlook Drive, Sidney, New York, 13838 for the provision of psychiatric nurse practitioner services, up to 500 hours at \$90.00 per hour not to exceed \$45,000. Funding included in budget lines 4310-4880 and are 100% reimbursed from fees, state and federal funds.

Appropriations 4250-4880 all are 100% reimbursed from fees, state and federal funds.

**Bassett Hospital**, 1 Atwell Road, Cooperstown, NY 13326 for the provision of Addiction Medicine Services up to 200 hours at \$350 per hour not to exceed \$ 70,000. Funding is included in budget line 4250-4880 and 100% reimbursed from fees, state and federal funds.

Services:

**LEAF** (\$ 417,811) for prevention services and community education and awareness 100% State Aid. Appropriations 4323-4698

**January 1, 2019 – December 31, 2021**

**Springbrook, Inc.** for psychiatric nurse practitioner and/or medical staff services for 2019 (\$ 138,304 100% State Aid), 2020 (\$142,452 100% state aid) and 2021 (\$146,727 100% State Aid) Appropriations 4326-4693

**Family Resource Network** for youth and family support services (\$ 99,745, 100% State Aid) Appropriations 4329-4694

**The Neighborhood Center Inc.**, for Regional Mobile Crisis Assessment Team (\$618,404, 100% State Aid) Appropriations 4325-4810

**ARC Otsego** \$ 180,053, 100% state aid) Appropriations 4330-4695

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

Representative McCarty discussed the possibility of DSS having a presence at the 242 Main St office and partially funding a security guard. Representative McCarty suggested that Sue Matt, Eve Bouboulis and Doug Czerkies meet to discuss the matter further.

### **OFFICE FOR THE AGING –TAMIE MacDONALD**

Tamie MacDonald requested approval to accept the grant from Rural Health Network of South Central NY in the amount of \$20,000 for transportation capacity building. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Tamie MacDonald requested approval for the following 2019 appointments/reappointments:

#### **Office for the Aging Advisory Council**

Kathy Stocking, term to expire 12/31/19 (District 9)

Su Hartley, term to expire 12/31/19 (District 14)

Roger Halbert, term to expire 12/31/20 (District 2)

Allegra Schechter, term to expire 12/31/20 (District 7)

Robert Taylor, term to expire 12/31/21 (District 5)

Norman Chapman & Kathy Kleeschulte, term to expire 12/31/21 (District 1)

Jean & Joe Seroka, term to expire 12/31/21 (District 3)

Dorothy Gill, term to expire 12/31/21 (District 12)

#### **At Large Members – One-year term**

Kurt Schulte, City of Oneonta Housing Authority

Janice Brenner, Otsego County DSS

Susanne Smith, Otsego County Public Health

Jenny Congdon, A O Fox Adult Day Center

Ann Thayer, Alzheimer's Association

Pat Knuth, The ARC Otsego

Tammy Christman, Catskill Area Hospice & Palliative Care

Tracey Marmet, Social Security Administration

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

## **DEPARTMENT OF HEALTH –HEIDI BOND**

Heidi Bond requested authorization to contract for Department of Health's Preschool Program contracted services for 2019. Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Heidi Bond requested the following budget modification to account for the receipt of DSRIP funds:

Increase	0000.3472	\$9,003.05
Increase	4010.4801	\$9,003.05

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

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

Carol McGovern requested approval of annual support agreement with Cornell Cooperative Extension in the amount of \$160,000 for 2019 as budgeted in 8751.4680A. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Carol McGovern requested approval of annual support agreement with Soil and Water in the amount of \$165,000 for 2019 as budgeted in 8730.4680. Representative McCarty moved for approval. Seconded, Oberacker and Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Carol McGovern requested approval to pay 2019 NYSAC dues in the amount of \$8,374 as budgeted in 1920.4650A. Representative Oberacker moved for approval. Seconded, Koutnik and McCarty. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Carol McGovern requested approval for Representative Farwell to attend the NYSAC winter conference in Albany, \$250 registration fee and mileage not to exceed \$215. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

The committee discussed the support agreement with Cornell Cooperative Extension and whether or not that includes support for the Ag Implementation Specialist (AIS). As it does not, Representative Oberacker moved for approval of the additional \$25,000 for the Ag Implementation Specialist. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried. The committee decided to wait for a final version of the AIS contract with Cornell before taking action to approve it.

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

Rich Devlin requested that the committee approve and sponsor a Resolution for the 2019 STOP-DWI plan. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Rich Devlin requested approval for the following Jail blanket purchase orders for 2019:

George Weston Bakeries, Inc. at \$600 (budget 3150-4525A)  
Philadelphia, PA

Byrne Dairy, Inc. at \$1,100 (budget 3150-4525A)  
Lafayette, NY

Sysco Food Service at \$8,000 (budget 3150-4525A)  
Halfmoon, NY

NYS DOCS at \$3,000 (budget 3150-4525A)  
Rome, NY

Interline Brands, Inc. at \$1,600 (budget 3150-4500A)  
Boston, MA

Total food: \$12,700  
Total cleaning supplies: \$1,600

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

Rich Devlin requested approval for the Sheriff annual purchase order with Starr Uniform in the amount of \$17,500. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Rich Devlin requested approval for the Sheriff annual purchase order with ARI Fleet Services in the amount of \$30,000. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Rich Devlin presented the following contracts for renewal:

Cushing Systems maintenance software upgrades for RMS System  
\$19,000.00

Keene – Jail doors and Gates service \$10,000.00

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

Rich Devlin requested approval to renew the contract with Black Creek – Jail Security System maintenance / software upgrades in the amount of \$49,000.

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

Rich Devlin requested approval to renew contract with Church and Scott Pharmacy for Jail Pharmaceuticals in the amount of \$120,000, noting this request will need to go before the PSLA committee. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Rich Devlin requested approval to fill a Deputy Sheriff Sergeant position due to a retirement. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Rich Devlin requested approval to create and fill a PT Deputy Sheriff's Sergeant position, funding in the 2019 budget. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

## **IT –BRIAN POKORNY**

Brian Pokorny requested approval to purchase CrowdStrike/Falcon antivirus software off National IPA Contract through CDW-G in the amount of \$21,400. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Brian Pokorny requested approval to purchase Hyland's Onbase Document Management Software for an amount not to exceed \$26,600, contract and vendor to be determined. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Allen Ruffles and Andrew Crisman entered the meeting.

## **HIGHWAY- RICH BRIMMER**

Rich Brimmer requested approval to renew RESOLUTION NO. 31-20180103 for 2019 to purchase off OGS the following:

- Tires
- Bituminous Concrete
- Liquid Asphalt
- Culverts (Greater 6')/Drainage Structures
- Sign Material (Posts, Blanks, etc.)
- Cracksealing Material & Supplies
- Guiderail Supplies
- Sand/Salt
- Liquid De-Icing Chemicals/Melters

Oil  
 Gasoline  
 Tack Coat  
 Road Patch  
 Services – Type 1, 2, 3, Recycling Train  
 Services – In-Place Recycle  
 Services – In-Place Micro Surfacing  
 Services - Crack Sealing  
 Services - Slurry Seal  
 Services - Surface Treatment (Single/Double/Fiber Mat)  
 Services – Fog Sealing  
 Services – Cold Mix Paving

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

Rich Brimmer requested approval for the following equipment purchases in 2019 from 5130-2000-DM (equipment CHIPs):

- (1) Front End Loader not to exceed \$156,000
- (1) Hydraulic telescoping Excavator (Gradall) not to exceed \$350,000
- (1) Backhoe not to exceed \$110,000
- (1) 1-ton Cab and Chassis not to exceed \$35,000
- (1) 1-ton Cab and Chassis or a ¾ ton pickup not to exceed \$35,000

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

The committee discussed the RFP for parts service.

**SOCIAL SERVICES- EVE BOUBOULIS**

Eve Bouboulis requested the following 2018 budget transfer to pay for Mobile Iron Software:

Transfer from	6010.1910	Fees for Service	\$3,000
Transfer to	6010.4835	IT Other/Software	\$3,000

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

Eve Bouboulis requested approval to send 12-14 DSS staff members to attend NYPWA Winter Conference in Albany, January 23-25, 2019 not to exceed \$5,535.59.

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

Eve Bouboulis requested approval to renew contract with Catholic Charities for Day Care Registration for an amount not to exceed \$76,373. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Eve Bouboulis requested approval of the following Personnel requests:

- Create Homemaker #5, Grade 4B, \$24,262 - \$28,495
- Create Casework Aide #2, Grade 5D, \$25,307 - \$29,766
- Create Social Services Attorney #3, Grade 25E, \$71,400
- Create Sr. Support Investigator #2, Grade 12I, \$34,274 - \$40,509
- Create Fiscal Supervisor #1, Grade 16P, \$40,950 - \$48,490
  
- Unfund Claims Specialist #1, Grade 12R, \$33,438 - \$39,518
- Unfund Principal Account Clerk Typist #1, Grade 14M, \$36,532 - \$43,232
- Abolish PT Community Services Worker #2, Grade 4A, \$13.2754/hr

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

### **COUNTY ATTORNEY- ELLEN COCCOMA**

Ellen Coccoma requested approval to contract with KBM Management located in Syracuse, NY for consulting services for Third Party Administrator for Workers Comp program in the amount of \$6,625. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Ellen Coccoma informed the committee that the current independent insurance adjuster is retiring and that she will research other vendors who could provide the service.

### **REAL PROPERTY TAX SERVICE –HANK SCHECHER**

Representative Oberacker moved to enter into an executive session including Allen Ruffles and Andrew Crisman 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: 1,509; Absent: 1,337- Frazier, Stammel, McCarty. Motion carried.

Representative Oberacker moved to come out of executive session. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

The committee discussed staffing. Hank Schecher suggested that during the budget process impacted parties should be notified if a requested position will potentially be eliminated.

Representative Koutnik moved for approval to create, fund and fill a Deputy Director position and unfund the stipend in Real Property. Seconded, Oberacker. Total: 2,846; Ayes: 1,509; Noes: 375 –McCarty; Absent: 962- Frazier, Stammel. Motion carried.

### **PLANNING/TRANSPORTATION- TAMMIE HARRIS**

Tammie Harris requested approval to assign the Trolley Transportation contract to Leatherstocking Trolley for 2019. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

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

Allen Ruffles stated the collection at the Manor is done and requested approval to pay ORHA \$3,173 for closing on the Manor. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Doug Venesky of Venesky & Company introduced himself to the committee and discussed how the accounting firm can help various departments find revenue opportunities by preparing a Cost Allocation Plan and Cost Reports for County Government.

### **OTHER**

Representative Kennedy presented a request on behalf of Representative Shannon for approval to attend the NYSAC winter conference not to exceed \$600 including registration \$250, meals \$100, mileage \$100 and depending on the weather, lodging \$150. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

### **TREASURER –ALLEN RUFFLES/ANDREW CRISMAN (cont.)**

Allen Ruffles discussed the results from the auction of surplus items and Representative McCarty inquired as to how the proceeds would be allocated among the various departments.

Allen Ruffles requested approval to fill a Principal Account Clerk Typist position within the Treasurers office and the Real Property office. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Allen Ruffles requested approval to contract with MUNIS for an amount not to exceed \$445,000. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

Allen Ruffles requested the following budget transfer to partially fund the cost of MUNIS next year:

Transfer from	1430.4900A	\$100,000
Transfer to	1989.4645A	\$100,000

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

Allen Ruffles gave an update regarding the Unadilla Clinic, Coddington's Florist and the storage sheds in Unadilla.

Allen Ruffles informed the committee that the Enterprise lease will go up for Building Services due to the cost of the V-plow to be added to the truck.

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

- Health insurance-what going to 3 tiers would mean
- Need to update Health Insurance book
- New health insurance goes into effect January 1<sup>st</sup> however payment will be taken out one month early
- Need to create a Repurchase Agreement/in rem process
- Over the next few weeks will be working closely with the Highway Dept before going on leave to determine how to build up the Highway fund balance
- Sales tax

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