

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI
December 21, 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 Marietta-present, via zoom
Representative McCarty-present, via zoom
Representative Frazier-present, via zoom
Representative Martini-present, via zoom

Others present: County Treasurer Allen Ruffles, Personnel Officer Penney Gentile, Board Chair Bliss

SOIL AND WATER- JORDAN CLEMENTS via zoom

Jordan Clements requested approval of a (3) three year contract with Soil and Water to provide Forestry services at a cost of \$45,000/annually. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Jordan Clements requested approval of the annual contract with Soil and Water at a cost of \$155,925. Representative McCarty moved for approval. Seconded, Martini. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

OFFICE FOR THE AGING- TAMIE REED via zoom

Tamie Reed requested approval of the following 2021 Medicaid agreements managed by NY Connects (DSS partnership):

Consumer Directed Fiscal Intermediaries:

- Plan-it Staffing
- Resource Center for Independent Living (RCIL)
- Visiting Nurses Home Care Corp (Albany)

Licensed Personal Care Agencies:

- At Home Care Partners, Inc
- U.S. Care Systems, Inc
- Visiting Nurses Home Care Corp (Albany)

Personal Emergency Response Unit:

- Phillips Lifeline-Healthcare Monitoring Systems
- American Medical Alert

Home Modifications (Medicaid):

- Otsego Rural Housing Authority

Assisted Living Provider:

- Robynwood

Universal Assessment System (UAS) Nurse Assessment:

- Otsego County Public Health Department (Current contract through 12/31/2021)

Possible New Contracts:

Universal Assessment System (UAS) Nurse Assessment:

- U.S. Care Systems

This would be utilized as a service in the event Public Health Department is not available due to increasing COVID-19 numbers and staffing.

Fiscal Intermediary for Consumer Directed Care:

- Maxim Healthcare

Initial contract signed and sent in January 2020, currently held up as NYS is not approving additional FI's during the pandemic. Will continue to try to work with them going forward in 2021.

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Representative Marietta and Personnel Officer Penney Gentile arrived via zoom.

Tamie Reed requested approval of the following OFA 2021 contracts:

-Caregiver Respite \$41,808: January 2021 - December 2021-AHC Partners, Centers Cooperstown, Plan It Staffing, RCIL, US Care, VNA, Woodside Hall

-In-Home Support Services \$231,945: April 2021 - March 2022-AHC Partners, RCIL, VNA, Plan It Staffing, US Care, Heather's Cleaning, Exceptional Cleaning

-Senior Meals Program \$25,000: January - December 2021-Red Door, Hogan's Café, Unadilla Diner, Hartwick Diner, Worcester Inn

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Tamie Reed requested approval to accept a \$20,000 grant from Alzheimer's Association of CNY for caregiver respite services and to accept a \$20,000 grant from Rural Health Network of South Central NY for transportation capacity building. Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

Tamie Reed requested approval for appointments to the OFA advisory council as presented. Representative Martini moved approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

BOARD OF ELECTIONS- LORI LEHENBAUER AND MIKE HENRICI via zoom

Lori Lehenbauer requested approval of the following budget transfers:

Transfer from postage A1450.544000 \$650
Transfer to M&S A1450.545000 \$650

Transfer from postage A1450.544000 \$41.08
Transfer to vehicle lease A1450.546250 \$41.08

Transfer from postage A1450.54400 \$1,000
Transfer to M&S A1450.545000 \$1,000

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Representative Marietta left the meeting.

COMMUNITY SERVICES- SUSAN MATT via zoom

Susan Matt requested approval to fill a vacant funded Sr. Account Clerk Typist position due to a resignation. Representative Frazier moved for approval. Seconded, Martini. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

E911- ROBERT O'BRIEN via zoom

Rob O'Brien requested approval for the following:

1. purchase off NYS contract, microwave radio maintenance for 2021, not to exceed \$78,500, from expense line Communications & Maintenance 3020.548225

2. purchase of NYS contract, CAD maintenance for 2021, not to exceed \$39,000, from expense line PSAP grant 3020.547847
3. purchase off NYS contract, Priority dispatch software for 2021, not to exceed \$35,000, from expense line Communications & Maintenance 3020.548225
4. purchase AVTEC (radio console) labor & support for 2021, not to exceed \$32,000, from expense line Communications & Maintenance 3020.548225
5. purchase AVTEC Scout Care (program support) for 2021 off NYS contract, not to exceed \$37,000, from expense line Communications & Maintenance 3020.548225
6. purchase off NYS contract, security camera maintenance & support for 2021, not to exceed \$6,500, from expense line Communications & Maintenance 3020.548225
7. purchase off NYS contract, audio recorder maintenance & support for 2021, not to exceed \$15,200, from expense line Communications & Maintenance 3020.548225
8. purchase Tait Radio support and maintenance for 2021, not to exceed \$200,000, from expense line Communications & Maintenance 3020.548225
9. purchase "I am responding" emergency alerting system for 2021 off NYS contract, not to exceed \$18,000, from expense line PSAP grant 3020.547847
10. purchase Motorola telephone system maintenance and support for 2021, not to exceed \$51,500, from expense line Communications & Maintenance 3020.548225

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Rob O'Brien requested approval to fill a vacant funded full time Dispatcher position. Representative McCarty moved for approval. Seconded, Martini. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

SOLID WASTE/PLANNING- ERIK SCRIVENER AND SHANE DIGAN via zoom

Erik Scrivener requested approval to create, fund and fill a Senior Planner position in the Transportation budget and abolish the Senior Planner position currently in the Planning budget. Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Erik Scrivener requested approval to create, fund and fill a Planner position in the Planning budget and abolish the Planner position currently in the Transportation budget. Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390- Marietta. Motion carried.

Erik Scrivener requested approval to contract with Elot for Solid Waste electronic recycling for 2021 in accordance with the RFP. Representative

McCarty moved for approval. Seconded, Martini. Total: 2,187; Ayes: 1,797; Absent: 390-Marietta. Motion carried.

BUILDING SERVICES

Representative McCarty on behalf of Kim Firenze requested approval for the following budget transfers:

Transfer \$200 from A1630.525000 to A1630.541000
Transfer \$200 from A1630.525000 to A1625.541000
Transfer \$2,800 from A1629.545620 to A1625.525000

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Representative McCarty requested approval to amend Resolution 138 - 20190403 with LaBella to increase the cost by \$2,470. Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom

Brian Pokorny requested approval of the following budget transfer:

Transfer from Sales Tax A1985.549000 contracts \$35,500
Transfer to A1680.520020 IT hardware/equipment \$35,500

Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Brian Pokorny requested approval to purchase the following from CDW, off state contract:

-25 laptops, not to exceed \$17,000
-25 laptop cases, not to exceed \$500
-25 PC's, not to exceed \$14,000
-25 monitors, not to exceed \$4,000

Representative McCarty moved for approval. Seconded, Martini. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Brian Pokorny requested approval to fill a vacant funded Micro-Computer Specialist position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

BOARD OF REPRESENTATIVES- CAROL MCGOVERN via zoom

Carol McGovern requested approval to pay the 2021 NYSAC dues in the amount of \$8,542. Representative McCarty moved for approval. Seconded, Martini. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Carol McGovern requested approval of the following budget transfer:

Transfer from BOR A1010.540050 mileage \$2,300

Transfer to BOR A1010.549000 contracts \$2,300

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Carol McGovern requested approval of the following budget transfer:

Transfer from Coroners A1185.545000 M&S \$174

Transfer from Coroners A1185.546500 subscriptions/dues \$170

Transfer from Sales Tax A1985.549000 contracts \$5,456

Transfer to Coroners A1185.547110 autopsies and coroner expense \$5,800

Representative Martini moved for approval. Seconded, Frazier. After further discussion, no further action was taken due to the budget transfer has not been approved by the H&E committee yet.

TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles requested approval of the following budget transfers for Department of Health and Codes:

Transfer from A4042.547620 Clinic expense \$4,500

Transfer to A4042.547600 Rabies testing and treatment \$4,500

Transfer from A3620.540500 training \$332

Transfer from A3620.540100 lodging, meals, and tolls \$1,500

Transfer to A3620.546250 vehicle lease \$1,832

Representative McCarty moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

Allen Ruffles requested approval to accept the bond counsel fee schedule from Orrick, contingent on utilizing the bond. Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 1,797; Absent: 390-Marietta. Motion carried.

LAND BANK- TOLGA MORAWSKI via zoom

Tolga Morawski requested the release of the funding in the 2020 budget for the Land Bank in the amount of \$900. Mr. Morawski explained that originally

there was funding in the amount of \$1,000 but due to the 10% reduction in funding to outside agencies in 2020, the amount would be \$900. Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

Representative Marietta re-joined the meeting during the above discussion.

Tolga Morawski requested the release of the 2021 allocation for the Land Bank as budgeted, in the amount of \$900. Representative McCarty moved for approval. Seconded, Marietta. Total: 2,187. Ayes: 2,187. Motion carried.

Tolga Morawski gave an update on the 20 Lake Street property in Richfield Springs.

Tolga Morawski requested approval to appoint Stephen Yerly, Director of Code Enforcement for the City of Oneonta to the Land Bank board replacing Judy Pangman. Mr. Morawski also requested approval to reappoint Margaret Kennedy to the Land Bank board. Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to fill a vacant funded Working Supervisor position. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to contract with the Towns of Cherry Valley, Westford and Roseboom for Snow and Ice contracts from 2020-2023. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to renew resolution 15-2020, approving Highway department expenditures for material, supplies and services, under state contract to include: items: tires, bituminous concrete, liquid asphalt, sign material (posts, blanks, etc.) crack sealing material and supplies, guiderail supplies, sand/salt, liquid de-icing chemicals/melters, oil, gasoline, tack coat, road patch, propane. Services: Type 1, 2, 3, recycling train, in-place recycle, in-place micro surfacing, crack sealing, slurry seal, surface treatment (single/double/fiber mat), fog sealing, cold mix paving.

*Adding: steel cutting edges and snow plow shoes, propane

*Change: culverts (greater than 6ft)/drainage structures to culverts/drainage structures

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

Board Chair Bliss arrived during the above discussion, via zoom.

Rich Brimmer requested approval to renew and amend resolution 125-2020-approval for Highway to purchase automotive parts and equipment through Omnia Partners from vendors Advance Auto Parts.

* Adding Lawson products, Grainger, Hill top tire, Fastenal, Amazon Business and Kimball Midwest not to exceed the budgeted amounts from budget lines DM5132.4560, DM5132.4562 and D5110.4500. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to purchase automotive parts through Gillees (NAPA), as needed, not to exceed \$20,000 from budget lines DM5132.4560 and DM5132.4562. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to renew Resolution 16-2020-enter into contracts for professional engineering services for various county roads and bridges with AECOM, Barton & Loguidice, C & S Engineers, Inc., JMT of New York, Inc., Shumaker Consulting, Engineering, & Land Surveying, PC, Delta Engineers, P.C, Foit - Albert Associates, WSP – SELL, McManus Engineering Group, LLC, Fisher Associates, James Jordan Associates Architects, Delaware Engineering, D.P.C., and Greenman-Pedersen Inc. Representative McCarty moved for approval. Seconded, Marietta. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to renew contracts for sand, stone, gravel, etc. in accordance with bid OTGOV-001-20, which currently expires 3/31/21. Mr. Brimmer added that if the vendors are agreeable to extend the existing contract for another year then Resolution 146-2020 will need to be renewed and if they choose not to extend, then it will have to go back out to bid. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to accept the following fixed price/gal fuel bids from bid OTGOV-015-20:

Item #1 - No 2 fuel oil delivered/ Tanker loads, \$1.54300 per gal.

Item #1 - No 2 fuel oil delivered/ Regular delivery truck, \$ 1.63500 per gal

Item #2- ULSD delivered/ Regular delivery truck, \$ 1.66860 per gal

Item #4-Dyed Kerosene/ Regular delivery truck, \$1.87160 per gal

Buell Fuel

2676 State Route 12b

Deansboro, NY 13328

Item #2- ULSD delivered/ Tanker loads, \$ 1.55050 per gal

Item #3- Kerosene for mixture purposes ULSK/ULSD delivered/ Tanker loads, \$1.85050 per gal ULSK and \$1.55050 per gal ULSD.

Mirabito Energy Products

The Metrocenter – 49 Court Street

PO Box 5306
Binghamton, NY 13902

Item #3- Kerosene for mixture purposes ULSK/ULSD delivered / Regular delivery truck, \$1.91750 per gal ULSK and \$1.51750 per gal ULSD.

Reinhardt Corp.
3919 State Highway 23,
West Oneonta, NY 13861

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to purchase the following equipment from the CHIPS budget line DM5130.520000:

- Force Feed Loader (sod loader), not to exceed \$250,000
- Tandem axle plow/dump/sand truck, not to exceed \$235,000.
- Boom Mower attachment, to be mounted on an existing Challenger tractor, not to exceed \$60,000
- Mowing Tractor with Sickle Bar Mower, not to exceed \$53,000.
- 1-ton Dump truck, not to exceed \$48,000.
- ¾ ton Pickup truck, not to exceed \$40,000

Representative Frazier moved for approval. Seconded, Marietta. Total: 2,187; Ayes: 2,187. Motion carried.

Rich Brimmer requested approval to accept the bid from Nolan Bottle Gas, Inc. at \$ 1.11/gal for Propane, in accordance with bid OTGOV-016-20, noting that this would be contingent on the Public Works committee approving. Representative McCarty moved for approval. Seconded, Martini. Total: 2,187. Ayes: 2,187. Motion carried.

SOCIAL SERVICES- EVE BOUBOULIS, CHERYL SPARKS, JANET ELLIOTT AND JEANNIE SCHNEIDER via zoom

Eve Bouboulis requested approval to contract with Associated Services January 1, 2021 – December 31, 2021 at the fee rates established in the contractor quote. Representative Martini moved for approval. Seconded, Marietta. Total: 2,187. Ayes: 2,187. Motion carried.

Eve Bouboulis requested approval to extend the ICAN Preventive contract, from 1/7/21 through 2/3/2021, not to exceed an additional \$6,277. Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

Eve Bouboulis requested approval of the following contracts:

-Renew contract with the Probation Department, not to exceed the CSEA established salaries for PINS staff from 1/1/21 thru 12/31/23 (3 years)

-Renew contract with the District Attorney, for Welfare Fraud Investigation Services, not to exceed the board established M&C salary rates from 1/1/21 thru 12/31/23 (3 years)

-Renew contract with Opportunities for Otsego for Residential Domestic Violence Services from 1/1/21 – 12/31/25, not to exceed the OCFS established per diem rates (5 years)

-Renew contract with Opportunities for Otsego for Non-Residential Domestic Violence Services from 1/1/21 – 12/31/21, not to exceed \$55,000

-Renew contract for Day Care Registration services with Catholic Charities of Delaware, Schoharie and Otsego Counties, not to exceed \$76,373

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Eve Bouboulis requested approval to fill the following vacant positions:

-Senior Caseworker #1

-Caseworker #19

-Senior Social Welfare Examiner #1

-Social Welfare Examiner #12

-Social Welfare Examiner #27

-TE Caseworker

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Eve Bouboulis requested approval to fill the following positions which were frozen at the beginning of the year and are funded in the 2021 budget:

-Account Clerk Typist #7

-Case Supervisor Grade B #5

-Caseworkers #1, #3, #8, & #21

-Clerks #4 & #8

-Senior Caseworkers #2 & #6

-Social Welfare Examiner #1

Concerns about filling the positions was discussed and the committee informed Ms. Bouboulis that if things change with the County's cash flow that they will ask for budget reductions. Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

SHERIFF- RICH DEVLIN via zoom

Rich Devlin requested approval of 2021 annual Purchase Orders for the following:

1. Hills and Marks-cleaning supplies-\$10,000
2. Trinity Services group-food for inmates-\$120,000-3 year contract
3. Galls-office wide uniforms-Onondaga contract-\$46,000

Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Devlin requested approval for the following 2021 contracts:

-renew contract with MIB, for jail medical and physician services, at a cost of \$84,000.

-renew contract with ARI Fleet services, for vehicle maintenance, off state contract, at a cost of \$40,500

-renew contract with Keene, for jail doors and gate service, at a cost of \$12,000

-renew contract with Church and Scott, for jail pharmaceuticals, at a cost of \$120,000

Representative McCarty moved for approval. Seconded, Martini. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Devlin requested approval to contract with Black Creek, for jail security system maintenance/software upgrades, at a cost of \$61,000.

Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

Rich Devlin requested approval to fill a vacant funded part time Correction Officer position due to resignation. Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile requested approval to fill the full time Director of Veterans position. Representative McCarty moved for approval. Seconded, Martini. Total: 2,187. Ayes: 2,187. Motion carried.

Penney Gentile requested approval to fill the full time Director of Planning position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

YOUTH BUREAU- KATHY DEJONG via zoom

Kathy DeJong requested approval to reappoint the existing Youth Bureau board members for another 2 years. Representative Frazier moved for approval. Seconded, Martini. Total: 2,187. Ayes: 2,187. Motion carried.

Kathy DeJong requested approval to accept the Youth Bureau resource allocation plan for 2021 as presented. Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

TREASURER CON'T- ALLEN RUFFLES via zoom

Allen Ruffles gave an update on the economic impact and financial status of the County.

EMERGENCY SERVICES- ART KLINGLER via zoom

Art Klingler requested a letter of support prioritizing EMS personnel in the COVID-19 vaccine distribution. Mr. Klingler added that PSLA approved the request and since that meeting he has received confirmation from the DOH that EMS will be included in the first round of vaccinations but would still like to move forward with the letter. Representative Martini moved for approval. Seconded, Frazier. Total: 2,187. Ayes: 2,187. Motion carried.

VETERANS- SID LOEFFLER via zoom

Sid Loeffler requested an executive session to discuss personnel to include Personnel Officer, Penney Gentile. Representative Martini moved approval of an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person at 11:37 a.m. Seconded, McCarty. Total: 2,187. Ayes: 2,187. Motion carried.

The meeting reconvened at 12:10 p.m.

Representative Frazier moved to reduce the hours of the full time motor vehicle operator to part time, due to the continuing reduction in ridership. Seconded, Martini. Total: 2,187. Ayes: 1,812; Noes: 375- McCarty. Motion carried.

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