

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
February 18, 2021
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- absent
Representative McCarty- present, via zoom
Representative Frazier- present, via zoom
Representative Martini- present, via zoom
Representative Wilber- present, via zoom

Others present via zoom: Board Chair Bliss, Representative Farwell, Penney Gentile, Personnel Officer and Allen Ruffles, County Treasurer

BOARD of ELECTIONS – LORI LEHENBAUER & MICHAEL HENRICI via zoom

Lori Lehenbauer requested approval to spend the Cyber Security grant in the amount of \$75,621.53. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

YOUTH BUREAU- KATHY DEJONG via zoom

Kathy DeJong asked for guidance on when to pay their agencies. Ms. DeJong explained and discussed the proposed state budget for the Youth Bureau funding and the amount going to Youth Bureau administration. Ms. DeJong asked if we could stand the \$1,500 until the 15% is reimbursed. Representative Kennedy mentioned that Ms. DeJong should plan to make the payments and if the difference is \$1,500, we can find it in the budget; the committee agreed.

COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles informed the committee that they have made their first ACH payment to Enterprise continuing to say that all departments involved worked together to get this paid on time avoiding thousands of dollars in fees. Mr. Ruffles said if this can be done for 3 months in a row, Enterprise will waive all the late fees.

Allen Ruffles requested approval to lease one (1) Sheriff vehicle from Enterprise at a cost of \$26 more per month. Representative Martini moved for

approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval of the snow and ice contracts with the Towns of Laurens, Springfield and Otsego for 2020-2023. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

Rich Brimmer requested approval to amend Res. No. 13-20210106 to include #2 Fuel Oil, Ultra Low Sulfur Diesel (ULSD) and Kerosene and to include all departments not just Highway. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

CON'T COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles discussed and suggested to begin the Enterprise pre-orders in August after the budget process in July.

Representative Marietta joined the meeting via zoom during the above discussion.

SHERIFF- RICH DEVLIN and CAM ALLISON via zoom

Sheriff Devlin requested approval to purchase explosive training supplies at a cost of \$3,000. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried.

Sheriff Devlin requested approval to purchase 25 weapon holsters for road patrol at a cost of \$3,000. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried.

Sheriff Devlin requested approval to purchase 15 ballistic vests for the jail at a cost of \$10,500. Representative Marietta moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Sheriff Devlin requested approval to fill a Corrections Officer PT position. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried.

Sheriff Devlin requested approval to fill Deputy Sheriff positions (21) and (23) at base pay. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried.

Sheriff Devlin requested approval to hire a Deputy Sheriff above base salary. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Sheriff Devlin inquired about the Enterprise vehicles.

OFFICE FOR THE AGING- TAMIE REED via zoom

Tamie Reed requested approval to accept Covid ADRC stimulus funding for the following budget modification:

\$17,665.00 from A-60-6772-0000-447722 to A-60-6772-0000-510000

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Tamie Reed requested approval to create, fund and fill a Motor Vehicle Operator (P/T – Temp). Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Tamie Reed gave a brief update regarding vaccination prep and planning for the local vaccinations.

Representative Martini left the meeting.

INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom

Brian Pokorny requested approval for the following annual purchase orders:

- CDW for \$48,000 Hardware
- SHI for \$5,000 Hardware
- Hummel's for \$750 Office Supplies
- Ed & Ed for \$35,000 Toner/Clicks/Maintenance
- LD Products for \$7,000 Toner
- ID Wholesaler for \$550 ID Badges
- Enterprise for \$6,000 IT Van/Lease
- Great America for \$15,000 Copier Lease
- USPS for \$80,000 Postage
- UPS for \$500 Shipping
- Quadient for \$13,000 Mail Machine/Lease

- Enterprise for \$4,000 Mailroom Vehicle/Lease

Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,318; Absent: 356- Martini. Motion carried.

Brian Pokorny requested to set up a meeting with the Negotiations Committee, including Penney Gentile and Allen Ruffles, to discuss past negotiations, terms of the contract and how it impacts the payroll system.

Representative Martini returned to the meeting via zoom.

CON'T COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles introduced Colleen and Leslie, external auditors from Insero via zoom and they presented, explained and discussed the 2019 Audit.

Representative Wilber left the meeting.

SOCIAL SERVICES- EVE BOUBOULIS via zoom

Eve Bouboulis requested approval to renew contract with Opportunities for Otsego for Transportation Initiative services not to exceed \$27,370 for term January 1, 2021 – December 31, 2021. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval to amend Resolution No. 38-20210106 (S&T Security) to reflect that the cost is not to exceed \$144,272.10 per year for a 5-year contract, increases at the prevailing wage rate which is required by the Department of Labor, for a term of January 1, 2021 through December 31, 2025, it is 3-year contract with the option in the fourth and fifth year to extend the mutual agreement of the two parties. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval to pay the NY Public Welfare Association annual dues of \$5,113. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Eve Bouboulis requested approval to fill the following positions:

- One Caseworker #6
- One Social Welfare Examiner #4
- One Senior Social Welfare Examiner

Representative McCarty moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile reviewed and discussed the County Administrator position including but not limited to the following: the position was created in the Board of Reps department and budgeted in the County Administrator department, Ms. Gentile suggested that the department the position is in should be the department that has it budgeted. After further discussion it was decided to keep the County Administrator position in Board of Reps department; Ms. Gentile will be editing the job specifications to include under minimum qualifications "experience in budget and financial management"; Ms. Gentile will bring the request form to fill this position to IGA and Admin in March; the position will be reposted in all the places previously discussed including the NYS Conference of Mayors; and, past applicants will be contacted and asked if they want to be considered again and if so, they will be requested to update the Personal Information Page and describe any additional work experience over the past year.

Penney Gentile explained the updates on the NY COVID-19 Paid Sick Leave as per clarification made by the NYS DOL in a webinar. Ms. Gentile will send all users an email regarding this update.

DEPARTMENT OF HEALTH- HEIDI BOND via zoom

Heidi Bond requested approval for blanket purchase orders to purchase vaccines for 2021 at a cost not to exceed \$23,000. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487-Wilber. Motion carried.

Heidi Bond requested approval to contract for Department of Health's preschool program contracted services. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

Heidi Bond requested approval to receive grant funds in the amount of \$49,625 for the Public Health Emergency Preparedness program for July 1, 2020 – June 30, 2021. Representative Marietta moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674; Abstain: 487- Wilber. Motion carried.

Representative Wilber returned to the meeting via zoom during the above request.

Heidi Bond gave an update on the vaccination process and what is going on as follows, but was not limited to:

- Received 1900 doses, gave all but 40 of them
- Second dose clinic was cancelled due to weather
- Did not receive any vaccine last week or this week
- 200 doses at a time, no increase in allocation
- 100 doses per week to pharmacies
- Adult home testing for staff is tested weekly or bi-weekly, residents are tested by protocol established by the state

EMERGENCY SERVICES– ART KLINGLER via zoom

Art Klingler requested approval to extend contract agreement with Asher Group for a 3-year extension of HyperReach service at a cost of \$27,000 (\$9,000 per year) from A3642.547857. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

BOARD OF REPRESENTATIVES- JOCELYN HARRIS for CAROL MCGOVERN in Board Chambers

Jocelyn Harris requested to reclassify 2 Account Clerk Typist positions to Senior Audit Clerks. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried.

Jocelyn Harris requested approval for the following budget modification in connection with the reclassification request:

Transfer: \$1,200 from A1910.546600 (Unallocated Insurance)
to A1320.510000 (Auditor's/Personal Service)

Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Jocelyn Harris requested approval for resolution to establish the standard work day and reporting days for the NYS and local employees retirement system for certain county officials for 2020. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

CON'T COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles informed the committee that he will be requesting to extend the temporary position that expires in March for another three months at a cost of \$10,000 to help close the books for 2020.

PUBLIC DEFENDER– MIKE TROSSET and REBEKAH TELFER via zoom

Mike Trosset and Rebekah Telfer reintroduced the concept of moving the Public Defender's office to Fly Creek as previously discussed with essentially an endorsement from ILS. Mike Trosset requested approval of the concept as presented and approved by ILS. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

CON'T COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles requested approval to spend from "Other" line A1362.548000 – any expenditures on property acquired through tax sale. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Allen Ruffles explained the Sale Tax tracker and the updated tracker from NYSAC.

Allen Ruffles gave an update on the Purchase Card program (P-Card). Mr. Ruffles would like to pursue the program with Chase and asked the committee if they felt the same or get an RFP.

OTHER

Representative Wilber motioned to reintroduce the Frazier, Wilber resolution. Representative Wilber moved to reintroduce the Frazier, Wilber resolution as amended. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

The committee had a brief discussion about the Community Events Grant Program.

There being no further business to discuss, Representative Kennedy motioned to adjourn. Seconded, Wilber. Motion carried.