

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY**  
**February 22, 2019**

Present: Kennedy, Frazier, Koutnik, Stammel, McCarty

Absent: Oberacker

Also present: Marietta, Bliss

**POLICIES**

The committee reviewed the Use of Photographic and recording devices at county meetings policy. Ellen Coccoma explained the reasoning for such policy. Representative Kennedy explained that paragraph 2 is the section that there is an objection to. The committee discussed various policy language additions and changes.

Dick Downey stated that courtesy and control need to be maintained, specifically courtesy is needed from the person videotaping and because of the various types of technology; control of such recording is needed because such recording can easily be compromised.

Richard Sternberg agreed for the need of such policy. Mr. Sternberg suggested that the county have a plan in the event of multiple media sources attend, such as maybe move the chairs in the back of the room forward and put the media behind those chairs. Mr. Sternberg stated that media should be placed on a first come, first serve basis. Mr. Sternberg added that everyone should be required to stand and state their name and address when addressing the board during privilege of the floor.

Adrian Kuzminski commended the board on their due diligence of addressing concerns on this important topic.

**OTSEGO COUNTY INDUSTRIAL DEVELOPMENT CORP.-JODY ZAKREVSKY**

Jody Zakrevsky requested approval to enter into a contract, seeking financial assistance for the general support of the operations of the IDA, in the amount of \$75,000 for 2019. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Jody Zakrevsky requested approval to enter into a sub-recipient agreement with the IDA to assist with grant administration services for its program income project-Town of Richfield industrial park feasibility study to consider manufacturing facilities, at no cost to the county. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Representative Marietta left the meeting.

## **MENTAL HEALTH- SUSAN MATT**

Sue Matt requested approval for a purchase order for \$60,000 to purchase medication from Cardinal Health-OGS #PC66755. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

## **BOARD OF ELECTIONS- LORI LEHENBAUER, MICHAEL HENRICI**

Lori Lehenbauer requested approval for the following budget transfer:

Transfer from BOE 1450.4515 vehicle exp. \$2,000 to BOE 1450.2000 equipment

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

## **DEPARTMENT OF HEALTH-CHERYL STRONG**

Cheryl Strong requested approval for the following budget modification:

Increase rev. 4407- Radon by \$3,843  
Increase DOH 4010.4810A Radon by \$3,843

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

## **INFORMATION TECHNOLOGIES-BRIAN POKORNY**

Brian Pokorny informed the committee that he declared computer equipment surplus at Public Works yesterday and is donating to BOCES. Representative Kennedy asked that Mr. Pokorny reach out to all of the BOCES that serve schools that are located in Otsego County.

Brian Pokorny requested approval to fill a vacant funded Microcomputer Specialist position due to a potential promotion. Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

## **SOCIAL SERVICES- EVE BOUBOULIS**

Eve Bouboulis requested approval to extend the S&T Security contract for Meadows Building security from March 1, 2019 to July 31, 2019, not to exceed an additional \$25,000. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Eve Bouboulis requested approval to renew a contract with Kids Oneida for STSJP services, not to exceed \$103,557. Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Eve Bouboulis requested approval to renew a contract with the Otsego County Probation department for STSJP services, not to exceed \$24,445. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Eve Bouboulis requested approval to purchase computer equipment from CDW, not to exceed \$33,013 using USDA snap bonus funds. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Eve Bouboulis requested approval for 35 county staff to attend a non-mandated, parenting with mental illness, training at the Meadows building at a cost not to exceed \$2,500, noting that the training is scheduled for March 4<sup>th</sup> but maybe postponed to another date in 2019. Representative Koutnik moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

#### **OTHER- REPRESENTATIVE FRAZIER**

Representative Frazier informed the committee that he has received responses back from some state and federal representatives, in regards to the letter sent concerning the Frontier issue.

Board Chair Bliss entered the meeting at 10:15 a.m..

#### **SHERIFF- RICH DEVLIN**

Rich Devlin requested approval to contract with Trinity Services Group to provide Jail meals, piggybacking off the Cayuga County contract. Sheriff Devlin added that he does not have an annual cost as it will fluctuate depending on the inmate population but the cost range per meal is from \$2 to \$6. Representative Frazier moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Rich Devlin informed the committee that there were two vehicles shown on the Enterprise list for disposal but will not be disposed of and traded in to Enterprise at this time. Sheriff Devlin expressed his concerns that no one spoke to them regarding which vehicles would be disposed of, noting that they have several vehicles to dispose of but those two specific vehicles on the list were never their intent to surplus them. Sheriff Devlin asked that his office be involved in future discussions regarding his department vehicles.

Rich Devlin requested approval to purchase 22 new ballistic vests for the Road Patrol off OGS contract, at a cost of \$32,000, noting that the life expectancy for such vests is approximately seven years. Representative Frazier moved for

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

Rich Devlin requested approval to purchase a LIDAR (laser radar unit) unit at a cost of \$1,795, adding that this was not budgeted for but he will use money he had budgeted for something else and not purchase that other item.

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

Rich Devlin requested approval for two people to attend civil school for two weeks at a cost of \$2,500. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534- Oberacker. Motion carried.

Rich Devlin explained that he resigned as a Deputy Sheriff in 2006 to become the Sheriff in 2007 adding that at that time he had 159 hours of comp time on the books. Sheriff Devlin stated that with the new contract, comp time is to be paid out; therefore, he is seeking payment for such. Representative Kennedy asked Sheriff Devlin if he had any more documentation that the Personnel department does not already have. Sheriff Devlin stated that he has his data calendar sheet showing the time and the same was provided to the Personnel department.

#### **BUILDING SERVICES- DOUG CZERKIES and GREG ROYER OF TRANE**

Doug Czerkies stated that the HVAC systems are aged and no longer supported by the manufacturer and an upgrade is needed. Mr. Czerkies introduced Greg Royer from Trane Commercial Systems who made a presentation to the committee about their energy performance program including but was not limited to building efficiency, scope of services, possible financing and next steps. Mr. Royer stated that the next step would be a board resolution authorizing Trane to conduct an investment grade audit and to sign a letter of intent. Mr. Royer added that if the audit is approved and Trane performs the services and then the county does not want to move forward with the project, the county would be liable for the related engineering cost incurred which would be about \$13,500. Representative McCarty moved approval for Trane to conduct an investment grade audit. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Board Chair Bliss left the meeting.

Doug Czerkies requested approval to purchase a tractor with loader and front mount snow blower at a cost not to exceed \$41,500, noting that the bid opening is scheduled for 2/25. 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 purchase parts through Gillees until a replacement system is in place, not to exceed the 2019-budgeted amount of \$356,250 in DM5130.4540. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Board Chair Bliss re-entered the meeting at 11:42 a.m.

## **PLANNING/SOLID WASTE- KAREN SULLIVAN**

Karen Sullivan requested approval to contract with ESRI to implement the ARC GIS online platform as part of the Highway Asset management program funded by the Local Government Efficiency grant. Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,312; Absent: 534-Oberacker. Motion carried.

Karen Sullivan gave the following updates:

1. Ag District open enrollment has concluded, the Ag and Farmland Protection Board met and made recommendations for approval of inclusions-Public hearing and resolution on 3/6.
2. Distributed a final copy of the resolution for the climate smart community pledge.

Representative Frazier asked if all of the 10 elements have to be included as #7, #8, and #10 are vague. Representative Kennedy stated that she was told that elements #1 through #10 are non-negotiable. Karen Sullivan added that she was informed that the pledge is a policy and not a regulation and that it is not enforceable.

Karen Sullivan requested approval for the following budget modifications and budget transfers:

As related to the Tiny Homes project:

Increase rev. 4981A by \$25,442.86

Increase Planning 8020.4900A contracts by \$25,442.86

As related to Local Government Efficiency Grant:

Increase rev. 3586A LGE grant by \$55,785.65

Increase Planning 8020.4900A contracts by \$55,785.65

As related to Solid Waste:

Transfer \$450 from Solid Waste 8160.4150A H&L to Solid Waste 8160.4100A Telephone

As related to Hazardous Mitigation grant:  
Increase rev. 4312A Haz. Mit. Grant by \$28,185.25  
Increase Solid Waste 8160.4900A Contracts by \$28,185.25  
Decrease rev. 3910A DEC grant by \$11,000  
Increase rev. 4312A Haz. Mit. Grant by \$11,000

As related to the DEC-septic grant:  
Increase rev. 3910A by \$59,700  
Increase Solid Waste 8160.4900A contracts by \$59,700

As related to snowmobile grant:  
Increase rev. 3890A by \$40,302.50  
Increase Recreational grants 7120.4800A other by \$40,302.50

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

Representative Stammel left the meeting at 12:00 p.m.

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

Hank Schecher stated that there has been movement on the Princ. Acct. Clerk Typist/tax bill position; interviews were conducted, but still need to have further discussions with the Treasurer's office as well as follow up discussions concerning the placement of such position in what department.

Hank Schecher stated that he was contacted by a couple of municipalities who are interested in the County taking over their assessing function, noting that the Director of RPTS and the assessors' terms end 9/30/19.

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

Ellen Coccoma stated that she would like to talk briefly with the full board after their March meeting to review and clarify procedures related to department requests for personnel and contracts.

Ellen Coccoma distributed and discussed a revised Use of Photographic and Recording devices at county meetings policy. Representative Koutnik moved approval of the revised policy. Seconded, McCarty. Total: 2,846; Ayes: 1,789; Absent: 1,057-Oberacker, Stammel. Motion carried.

#### **PERSONNEL- PENNEY GENTILE**

Penney Gentile stated that she received a request from NY Life requesting to set up a display table to offer life insurance to county employees. Ms. Gentile also noted that CSEA might want to set up a display table to offer CSEA life insurance.

After further discussion, Ms. Gentile will do further research and bring back her findings to the committee.

Representative Koutnik and Penney Gentile presented the policy for evaluating non-elected employees as recommended by the PRGS committee, noting this combines two policies into one policy and includes M/C and all unions but does not include elected officials. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057-Oberacker, Stammel. Motion carried.

The committee discussed with Penney Gentile the Sheriff's comp time issue. The committee asked Ms. Gentile to work with the County Attorney for a determination.

### **COUNTY ATTORNEY CON'T- ELLEN COCCOMA**

Ellen Coccoma requested approval of a resolution opposing the proposed and amended 2020 Executive State budget impacting Aid and Incentives to Municipalities and state cost shifts to counties. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057-Oberacker, Stammel. Motion carried.

The committee scheduled their next meeting for Monday, March 25<sup>th</sup> at 9 a.m. at the County Office Building.

### **PERSONNEL CON'T- PENNEY GENTILE**

Representative Koutnik 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. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057-Oberacker, Stammel. Motion carried.

The committee did not reconvene and adjourned while in executive session.