

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
March 25, 2021
9:15 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
Representative Wilber – present, via zoom- arrived during the meeting

Others present: Board Chair Bliss in the Board Chambers, Personnel Officer Penney Gentile via zoom, Representative Farwell via zoom

CHILD ADVOCACY CENTER- SARAH PURDY via zoom

Sarah Purdy requested approval of the following budget modification:

Increase rev. A3700-443892 \$25,000
Increase approp. A3700-520000 equipment \$13,000
Increase approp. A3700-540500 training \$2,100
Increase approp. A3700-549000 contracts \$3,500
Increase approp. A3700-548000 other \$2,850
Increase approp. A3700-545000 M&S \$3,550

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

Sarah Purdy requested approval to purchase iRecord-recording equipment for the satellite office in Oneonta at a cost not to exceed \$11,000. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

Sarah Purdy requested approval of a resolution to declare May 2021 as Infant Safe Sleep Month. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

BUILDING SERVICES- GARTH BROWN via zoom

Garth Brown requested approval to extend the temporary cleaner position for an additional 90 days. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to accept the bids from Binghamton Precast for the box culvert for CR #14 and for the box culvert for CR #17 from bid OTGOV-006-20 at a cost of \$89,855 per culvert. Mr. Brimmer also requested approval to purchase all of the materials and supplies needed for these specific projects, not to exceed \$250,000 out of D5113.522500 (Cap. Maint. CHIPS). Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

Rich Brimmer requested approval to fill a vacant funded HMEO I position and backfill any vacancies that may be created due to a promotion. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

Rich Brimmer requested approval to fill a soon to be vacant funded HMEO I position and backfill any vacancies that may be created due to a promotion, contingent on Public Works Committee approval. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

OFFICE FOR THE AGING- TAMIE REED via zoom

Tamie Reed requested approval for the following budget modification:

Increase rev. A6772-449890 by \$15,000
Increase approp. A6772-549890 by \$15,000

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

County Treasurer Allen Ruffles arrived via zoom.

Tamie Reed requested approval to contract with Resource Center for Independent Living for \$15,000 for Veteran Direct Care program. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,187; Absent: 487- Wilber. Motion carried.

County Treasurer, Allen Ruffles left the meeting.

COUNTY CLERK- JEN BASILE in Board Chambers

Representative Wilber arrived via zoom.

Jen Basile requested approval to spend the following from the 4800 budget line:

IQS-archived film storage- \$1,944/annually
Reiss's moving and storage-storage unit containing old records
\$780/annually

Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried. Ms. Basile mentioned that they will seek approval at a later time to digitize the old records that are currently stored in Reiss's.

SHERIFF- RICH DEVLIN via zoom

Rich Devlin requested approval to purchase safety equipment/ portable lights to attach to the deputies uniforms, in the amount of \$2,000.

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

Rich Devlin requested approval to fill a vacant funded full time Correction Officer position due to a resignation. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

PLANNING- ERIK SCRIVENER via zoom

Erik Scrivener requested approval of the following budget modification:

Increase rev. A7120-438900 by \$67,708.40
Increase rev. A7120-427840 by \$3,563.60
Increase approp. A7120.548000 by \$71,272

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

REAL PROPERTY TAX SERVICE- HANK SCHECHER via zoom

Hank Schecher requested approval to pay the following:

- ORPTS V4- \$26,100
- SDG image mate online \$6,000
- NEGEO mapping online \$4,950

Representative Marietta left the meeting during the above discussion.

Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

COUNTY AUDITOR/BOARD OF REPRESENTATIVES- CAROL MCGOVERN in Board Chambers

Carol McGovern requested approval for a resolution to approve the County's Home Rule request made to the state legislature, introduced and numbered as bills A6059/S5061- additional mortgage recording tax. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

Carol McGovern requested approval to fill a vacant funded Senior Audit Clerk position. Representative McCarty moved for approval. Representatives Frazier and Martini seconded. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

E911- ROB O'BRIEN via zoom

Rob O'Brien requested approval to fill a vacant funded Assistant Director position. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284; Absent: 390- Marietta. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile requested approval to fill the County Administrator position.

Representative Marietta rejoined the meeting via zoom and Representative Basile joined the meeting via zoom during discussion on the above.

Representative Marietta moved approval. Seconded, Wilber. Total: 2,674. Ayes: 1,860; Noes: 814- McCarty, Frazier. Motion carried.

Penney Gentile requested approval of a 207-c review application. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

SOCIAL SERVICES- EVE BOUBOULIS, LISA GRAMPP via zoom

Eve Bouboulis requested approval to pay A. Treffeissen and Sons LLC \$17,630.08 for electrician work done at the Agency Housing project. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to fill the following vacant funded positions:

- (4) four Social Welfare Examiner positions #3, 7, 10, 12
- (1) one Caseworker position #2
- (1) one Clerk position #1

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

Eve Bouboulis requested approval to create, fund and fill a Senior Account Clerk Typist position #3 and unfreeze and un-fund an Account Clerk Typist position #7. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Representative Basile left the meeting during the above discussion.

TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles requested approval to lease one unmarked vehicle for the Sheriff's office from Enterprise. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Allen Ruffles discussed that in order to order and sign quotes to obtain Enterprise vehicles in 2022, the Board would have to approve vehicle purchases in approximately August of 2021.

Allen Ruffles requested approval to extend the temporary Junior Accountant position for an additional 90 days. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Allen Ruffles informed the committee that he will put out a RFP for the Deferred Compensation plan this year and RFP for health insurance and external auditors next year.

Allen Ruffles requested approval to pay bond counsel \$10,740 and fiscal advisors \$8,520 which were expenses related to the bond and to transfer money from contingency to pay for such. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Allen Ruffles stated that he did not budget for approximately \$120,000 in 2021 which is needed to complete the 2019 MUNIS contract, noting that he will seek a budget transfer next month. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Allen Ruffles discussed how forest tax exemptions on parcels work adding that there are eight parcels that did not comply with the DEC requirements, therefore were not entitled to the exemption which they are working through and will bring more details to next month's meeting. Mr. Ruffles noted that the County can waive the fees and interest on the County's portion only on the amount that the individual should have paid without the exemption.

Allen Ruffles briefly discussed existing processes, functions and timelines in connection with annual tax bills for towns, schools and villages adding that

those processes and functions need to be reviewed to determine if the proper department is performing those needed functions, in an effort to create efficiencies and accountability. Mr. Ruffles also discussed looking at the County's budget timeline and possibly adopting the County budget earlier.

Representative Kennedy suggested that the County Treasurer make a brief presentation at the April Board meeting to discuss the American Rescue plan.

Board Chair Bliss mentioned that in his meeting with the BOCES Superintendent earlier this week, that she and the BOCES board support moving forward with a shared transportation facility.

There being no further business to discuss, Representative Martini moved to adjourn. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.