

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY**  
**April 24, 2018**

Also present: Board Chair Bliss

**911 COMMUNICATIONS- ROB O'BRIEN**

Rob O'Brien requested approval to create, fund and fill a dispatcher position which is 100% funded by the PSAP grant. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,441; Absent: 1,405-Oberacker, Koutnik, Stammel. Motion carried.

**COMMUNITY SERVICES- SUSAN MATT**

Sue Matt explained that there is one individual that has been placed in a forensic psychiatric center. Mrs. Matt added that the center provides a comprehensive program that evaluates, treats and rehabilitates patients who are admitted by court order because they are incompetent to stand trial. Mrs. Matt noted that there is no money budgeted for criminal actions in the 2018 budget, adding that the cost is approximately \$13,000 per month. Mrs. Matt stated that she has an invoice from January to pay and that the individual could potentially be in the center until December.

Representative Stammel arrived during the above discussion.

Representative Frazier moved approval to pay up to 6 months starting in January 2018 at a cost not to exceed \$78,000 (Jan-June) and for a budget transfer/modification in the amount of \$78,000 as determined by the Treasurer. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

**SHERIFF- RICH DEVLIN**

Rich Devlin requested approval to purchase emergency warning equipment for an unmarked patrol vehicle in the amount of \$3,500 from JPJ Electronics. Representative Stammel moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Rich Devlin distributed and discussed a school safety proposal which would provide one assigned Deputy to the Otsego Northern Catskill BOCES and one Deputy assigned on a rotating basis to our local school districts as school resource officers (SRO). Sheriff Devlin noted that BOCES has agreed to fund one Deputy position and funding for the other rotating Deputy could potentially be a county cost estimated at approximately \$85,000 including benefits. (Salary \$49,451 + benefits)

## **PLANNING/SOLID WASTE/TRANSPORTATION- TAMMIE HARRIS, ERIK SCRIVENER**

Tammie Harris requested approval to accept the only response to the RFP for the mattress recycling program from Triad Recycling and Energy Corp and to enter into a contract for continuation of services. Representative McCarty moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Tammie Harris requested approval to amend the transportation contract with Birnie Bus to accommodate the changes to the Otsego Express route 12 to allow for continuation of such route at a cost of \$66,172/year. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Tammie Harris requested approval for the following budget modification:

Increase Transportation contracts 5630.4900A by \$66,172  
Increase rev. 4589A by \$66,172

Representative Stammel moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Tammie Harris requested approval to pay a 2017 invoice for the electrical inspection at the NTS in the amount of \$208. Representative Frazier moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Erik Scrivener requested approval to hire two (2) interns funded by the LGE grant as related to the Highway asset management program at an hourly rate of \$15/hr with a salary nte \$20,000 per contractor. Mr. Scrivener noted that they will work approximately 500 hours which would include but is not limited to finishing the county's project, possibly look at culverts and work with towns. Representative Frazier moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

## **INFORMATION TECHNOLOGIES- BRIAN POKORNY**

Brian Pokorny discussed how IT chargebacks are handled now and made a recommendation for the future to eliminate them. Allen Ruffles stated that he contacted Maximus who completes the county's Cost Allocation Plan and Mr. Cloos explained that IT costs can be captured through the annual cost allocation plan which is used for claiming purposes. Mr. Ruffles also explained that he has spoken to the departments that use the chargebacks for claiming purposes and that they are on board with the change. Mr. Pokorny stated that if approved, individual IT budget line amounts in each department's budget would be transferred to IT department budget lines. Representative Frazier moved approval to eliminate the IT chargeback process as recommended and to transfer all departmental IT budget line amounts into the IT department budget lines.

Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

### **BOARD OF REPRESENTATIVES- CAROL MCGOVERN**

Carol McGovern requested approval to accept the mortgage tax distribution report for the period of October 1, 2017 through March 31, 2018 as presented in accordance with reports of the County Clerk and County Treasurer. Representative McCarty moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

### **COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN**

Allen Ruffles stated that there is a law firm in Rochester that specializes in the In Rem/foreclosure process which other counties use that maybe could assist Otsego County with their process.

### **HIGHWAY- BILL MASON, RICH BRIMMER**

Bill Mason requested approval to renew resolution no. 70-20170201 for the year 2018- enter into agreements for professional engineering services for various county roads and bridges with the following vendors :

1. AECOM  
40 British American Boulevard  
Latham, New York 12110
2. Barton & Loguidice  
290 Elwood Davis Road  
P.O. Box 3107  
Syracuse, New York 13220
3. C&S Engineers, Inc.  
1099 Airport Blvd.  
North Syracuse, New York 13212
4. Spectra Engineering, PC  
19 British American Boulevard  
Latham, New York 12110
5. Shumaker Consulting Engineering & Land Surveying, PC  
320 North Jensen Road  
Vestal, New York 13850
6. Delta Engineers, P.C.  
164 Court Street  
Binghamton, New York 13901-3514
7. Foit - Albert Associates  
435 New Karmer Road  
Albany, New York 12205
8. WSP – SELL  
1 Columbia Circle

- Albany, NY 12203
9. McManus Engineering Group, LLC  
5 West Beaver Street, Unit 9  
P.O. Box 270  
Cooperstown, New York 13326
  10. Fisher Associates  
135 Calkins Road, Suite A  
Rochester, New York 14623
  11. James Jordan Associates Architects  
68 Main Street  
P.O. Box 111  
Richfield Springs, New York 13439
  12. Delaware Engineering, D.P.C.  
8-12 Dietz Street, Suite 303  
Oneonta, New York 13820
  13. Greenman-Pedersen, Inc.  
80 Wolf Road, Suite 300  
Albany, New York 12205

Representative McCarty moved approval to enter into agreements which are to be in accordance with the procurement process. Seconded, Frazier. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Rich Brimmer requested approval to contract with the following vendors for stone, sand, gravel and trucking- bid reference 8911:

1. Barrett Paving
2. Hanson Aggregates
3. Tri City Highway
4. Cobleskill Stone Products
5. Parker Excavating
6. Kiser Sand and Gravel
7. Seward Sand and Gravel
8. Clark Co.
9. Kukenberger Sand and Gravel
10. E&R Popes excavating
11. Stevens excavating
12. Burrells excavating

Representative Frazier moved approval. Seconded, McCarty. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Rich Brimmer requested approval to pay 2 invoices from GSI totaling \$253,955 for the repairs made to Co Hwy 28 bank slide #1 at a cost of \$166,665 and Co Hwy 28 bank slide #2 at a cost of \$87,290. Representative McCarty moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Bill Mason stated that the plans for CR #35 over Cherry Valley Creek are ready and is estimated at approximately \$325,000 for the construction project. Mr.

Mason explained that if the county decided to proceed this year with the project that he could utilize extreme winter weather recovery funding to pay for it, noting that the county pays the expenses and then would get reimbursed by the state. Mr. Mason stated that if the county waits until next year to do the project that the costs would increase substantially. The committee asked where this project was ranked on the Highway department's 2018 project list. Mr. Mason replied that CR59 project is ranked #1 and the CR35 project is ranked #2. Representative Frazier moved approval to move forward with the CR#35 bridge project utilizing the extreme winter weather recovery funding at a cost not to exceed \$400,000 in accordance with the procurement process. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Representative Frazier asked for more information concerning declaring vehicles surplus as discussed at the April Public Works committee meeting. Representative Frazier added that Enterprise has already assessed the county's fleet, established a tentative annual replacement schedule and determined an estimated value of each vehicle. Allen Ruffles stated that he will contact Enterprise for the report.

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

Representative McCarty moved for an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person to include Penney Gentile. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Representative Frazier moved to come out of executive session. Seconded, McCarty. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Representative McCarty moved to appoint Daniel Wilber as the District 10 representative to fill the vacancy. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Representative Frazier moved approval to request state law to allow the late filing of an oath of office from the November 2017 election. Seconded, McCarty. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

#### **COUNTY TREASURER CON'T- ALLEN RUFFLES, ANDREW CRISMAN**

Allen Ruffles requested approval to create, fund and fill a 6 month TE Accountant position effective 5/1/18 at \$22.9792 per hour to assist with the 2019 budget process and manor litigation. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Allen Ruffles discussed a draft policy: request for budget transfer/modification policy and asked for input. After further discussion, Representative Frazier moved approval of the following policy. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

#### REQUEST FOR BUDGET TRANSFER/MODIFICATION POLICY

A copy of this written budget transfer/modification request with justification shall be sent to the County Treasurer for account verification PRIOR to submitting the request to the Parent Committee

1. The Department Head shall then submit his/her request for budget transfers/modifications, with written justification, to his/her Parent Committee.
  - (1) Any budget transfer or modification of up to \$2,000 must have PRIOR written approval from the Parent Committee and be duly recorded in the committee minutes.
  - (2) Any budget transfer or modification of \$2,000 or more must also have PRIOR written approval from the Administration Committee and be duly recorded in the committee minutes and a resolution of the Board of Representatives.
  - (3) Budget transfers/modifications made in aggregate over the calendar year in excess of \$15,000 within each major code must have PRIOR written approval from the Administration Committee and be duly recorded in the committee minutes and a resolution of the Board of Representatives.
2. If the Parent Committee makes any changes to the original request or denies the request, the Department Head shall notify the County Treasurer in writing.
3. If the transfer/modification request is \$2,000 or more, the Department Head may personally appear before Administration Committee to present his/her written request with justification. If requested by the Department Head, the County Treasurer will present the request on the Department Head's behalf.

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Transfer (movement of budgeted expenditures from one budget code to another)

Budget title and code funds are moving from: \_\_\_\_\_

Budget title and code funds are moving to: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Modification (an increase in expenditure matched by an equal increase in revenue)

Revenue title and code funds are moving from: \_\_\_\_\_

Expenditure title and code funds are moving to: \_\_\_\_\_

Amount:\$ \_\_\_\_\_

Justification (attach pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Allen Ruffles updated the committee about the Mental Health CFR audit that will need to be completed in addition to the annual county audit.

Allen Ruffles stated that the county is earning interest on the money borrowed for the Highway plows and trucks which is currently in escrow until the equipment is delivered.

Allen Ruffles gave an update on the ARI contract as related to the vehicle maintenance program for the county's non Enterprise fleet.

Allen Ruffles gave an update on the safety condition of the 20 Lake Street, Richfield Springs property that was foreclosed on, sold at auction and the bidders backed out. Representative McCarty moved approval to put out an RFP/Bid for the demolition of the 20 Lake Street, Richfield Springs property. Seconded, Frazier. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Allen Ruffles stated that he is reaching out to financial institutions as related to borrowing money for the Jail renovation project.

Allen Ruffles briefly discussed results of the RFP for Telemedicine and EAP.

Allen Ruffles requested approval for the following 2018 budget transfers and modifications:

Codes- Transfer from Codes 3620.4515A vehicle repair \$1,000

Transfer to Codes 3620.4010A Lodging, meals and tolls \$1,000

DOH- Increase rev. 3401A donations by \$1,800

Increase DOH 4010.4800A other by \$1,800

ES- Increase rev. 4332A by \$33,861.20

Increase Emergency Services 3642.4805A SHSP FY16 by \$33,861.20

CAC- Transfer from CAC 3700.4900A contracts \$2,500

Transfer to CAC 3700.4500A materials and supplies \$2,500

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

Allen Ruffles requested approval for the following 2017 year end transfers and modifications which does not include the A fund:

<b>2017 CD FUND Budget Transfers</b>				
<b>FROM:</b>	<b>WIA PROGRAM</b>	<b>FRINGE BENEFITS</b>	<b>6293-8000-CD</b>	<b>(6,149.55)</b>
<b>TO:</b>	TANF PROGRAM	FRINGE BENEFITS	6294-8000-CD	6,149.55
<b>2017 CG Fund Budget Modifications</b>				
Increase:	CDBG Grants	MICRO-ENTERPRISE GRANT	8673-4800-CG	24,646.97
Increase:	CDBG Grants	MICRO ENTERPRISE LOAN REPAY	0000-2171-CG	7,859.93
Increase:	CDBG Grants	REPAY CUSTOM ELECTRONICS LOAN	0000-2173-CG	16,787.04
Increase:	CDBG Grants	CDBG #868PF23-14	8687-4802-CG	392,782.66
Increase:	Federal Grants	CDBG #868PF23-14	0000-4923-CG	392,782.66
Increase:	CDBG Grants	CDBG #868SB847-15	8687-4804-CG	1,053.45
Increase:	Federal Grants	CDBG #868SB847-15	0000-4925-CG	1,053.45
Increase:	CDBG Grants	CDBG# 868ME36-15	8687-4805-CG	197,323.50
Increase:	Federal Grants	CDBG# 868ME36-15	0000-4926-CG	197,323.50
Increase:	CDBG Grants	CDBG #868PF50-15	8687-4806-CG	392,334.60
Increase:	Federal Grants	CDBG #868PF50-15	0000-4927-CG	392,334.60
<b>2017 D FUND Budget Transfers</b>				
<b>D- HIGHWAY FUND</b>				
<b>FROM:</b>	<b>HIGHWAY ADMIN</b>	<b>Heat and Lights</b>	<b>5010-4150-D</b>	<b>(2,406.85)</b>
<b>TO:</b>	HIGHWAY ADMIN	TRAINING	5010-4050-D	250.00
<b>TO:</b>	HIGHWAY ADMIN	TELEPHONE	5010-4100-D	1,554.23
<b>TO:</b>	HIGHWAY ADMIN	POSTAGE & UPS	5010-4400-D	56.98
<b>TO:</b>	HIGHWAY ADMIN	LEGAL SERVICES	5010-4750-D	250.00
<b>TO:</b>	HIGHWAY ADMIN	OTHER	5010-4800-D	295.64
<b>FROM:</b>	<b>MAINTENANCE</b>	<b>MAT. &amp; SUPPLIES</b>	<b>5110-4500-D</b>	<b>(49,232.78)</b>
<b>TO:</b>	MAINTENANCE	ASPHALT/STONE/SAND/OIL	5110-4570-D	35,729.42
<b>TO:</b>	MAINTENANCE	RENTALS	5110-4818-D	13,503.36

<b>FROM:</b>	<b>CHIPS</b>	<b>CULVERT REPLACEMENT</b>	<b>5113-2104-D</b>	<b>(185,766.59)</b>
TO:	CHIPS	CAPITAL MAINT	5113-2121-D	185,766.59
<b>FROM:</b>	<b>EMPLOYEE BENEFITS</b>	<b>RETIREMENT</b>	<b>9010-8000-D</b>	<b>(5,137.46)</b>
TO:	EMPLOYEE BENEFITS	SOCIAL SECURITY	9030-8000-D	5,036.46
TO:	EMPLOYEE BENEFITS	UNEMPLOYMENT INS	9050-8000-D	101.00
<b><u>2017 DM FUND Budget Transfers</u></b>				
<b><u>DM- MACHINERY FUND</u></b>				
<b>FROM:</b>	<b>MACHINERY</b>	<b>EQUIPMENT</b>	<b>5130-2000-DM</b>	<b>(8,113.33)</b>
<b>FROM:</b>	<b>MACHINERY</b>	<b>MAT. &amp; SUPPLIES</b>	<b>5130-4500-DM</b>	<b>(1,000.00)</b>
<b>FROM:</b>	<b>MACHINERY</b>	<b>PPE &amp; WORK APPAREL</b>	<b>5130-4505-DM</b>	<b>(8,940.69)</b>
<b>FROM:</b>	<b>MACHINERY</b>	<b>FUEL</b>	<b>5130-4560-DM</b>	<b>(29,998.48)</b>
<b>FROM:</b>	<b>MACHINERY</b>	<b>RETIREMENT</b>	<b>9010-8000-DM</b>	<b>(409.13)</b>
TO:	MACHINERY	PERSONAL SERVICE	5130-1000-DM	2,226.45
TO:	MACHINERY	PARTS	5130-4540-DM	42,401.34
TO:	MACHINERY	MAINTENANCE AND REPAIRS	5130-4562-DM	3,655.48
TO:	MACHINERY	SOCIAL SECURITY	9030-8000-DM	178.36
<b>FROM:</b>	<b>MACHINERY</b>	<b>INSTALLMENT PURCHASE - PRINC</b>	<b>9785-6700-DM</b>	<b>(1,433.77)</b>
TO:	MACHINERY	INSTALLMENT PURCHASE - INTEREST	9785-7700-DM	1,433.77
<b><u>2017 E FUND BUDGET TRANSFERS AND MODIFICATIONS</u></b>				
<b>FROM:</b>	<b>MANOR</b>	<b>HEALTH INS. - OTSEGO CO</b>	<b>9060-8000-E</b>	<b>(16,520.21)</b>
TO:	MANOR	SOFTWARE, SOFTWARE MAINT. & UPGRADES	6020-4645-E	7,810.11
TO:	MANOR	OTHER	6020-4800-E	8,616.50
TO:	MANOR	UNEMPLOYMENT INSURANCE	6020-4955-E	93.60
INCREASE:	MANOR	APPROPRIATED FUND BALANCE	0000-0599-E	133,927.21
INCREASE:	MANOR	INTEREST ON DEPOSITS	0000-2401-E	2.18
INCREASE:	MANOR	REF PRIOR YEARS EXP	0000-2701-E	2,223.85
INCREASE:	MANOR	MISCELLANEOUS REV	0000-2770-E	91.57
INCREASE:	MANOR	OTHER	6020-4800-E	3,517.06
INCREASE:	MANOR	CONTRACTS	6020-4900-E	24,124.75
INCREASE:	MANOR	AMORTIZATION OF PREPAID BOND INTEREST	9710-7701-E	108,603.00
<b><u>2017 S FUND Budget Transfers</u></b>				

FROM:	WORKERS COMP	PERSONAL SERVICE	1710-1000-S	(5,809.14)
FROM:	WORKERS COMP	PHYSICALS	1710-4000-S	(14,751.00)
FROM:	WORKERS COMP	INVESTIGATIVE SERVICES	1710-4001-S	(1,000.00)
FROM:	WORKERS COMP	MILEAGE	1710-4005-S	(314.79)
FROM:	WORKERS COMP	TELEPHONE	1710-4100-S	(213.81)
FROM:	WORKERS COMP	POSTAGE & UPS	1710-4400-S	(3,000.00)
FROM:	WORKERS COMP	MAT. & SUPPLIES	1710-4500-S	(500.00)
FROM:	WORKERS COMP	WORKERS COMP REIMB	1710-4705-S	(40,935.87)
FROM:	WORKERS COMP	OTHER	1710-4800-S	(11,572.42)
FROM:	WORKERS COMP	RETIREMENT	9010-8000-S	(2,980.00)
FROM:	WORKERS COMP	SOCIAL SECURITY	9030-8000-S	(8.75)
TO:	WORKERS COMP	WORKERS COMP PAYMENTS	1720-4706-S	81,085.78
<b>2017 S FUND Budget Modifications</b>				
INCREASE:	WORKERS COMP	INSURANCE RECOVERIES	0000-2300-S	43,345.71
INCREASE:	WORKERS COMP	APPROPRIATED FUND BALANCE	0000-0599-S	131,559.69
INCREASE:	WORKERS COMP	WORKERS COMP PAYMENTS	1720-4706-S	174,905.40

Representative Frazier moved for approval. Seconded, Stammel. Total: 2,846; Ayes: 1,964; Absent: 882- Oberacker, Koutnik. Motion carried.

There being no further business to discuss, the committee adjourned until Thursday, May 24<sup>th</sup> at 9 a.m. at the County Office Building.