

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
May 20, 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-present, via zoom
Representative McCarty-present, via zoom
Representative Frazier-present, via zoom
Representative Martini-present, via zoom
Representative Wilber – present, via zoom

Others present: County Attorney Ellen Coccoma via zoom, County Treasurer Allen Ruffles via zoom, Board Chair Bliss in Board Chambers and Personnel Officer Penney Gentile via zoom

COUNTY ATTORNEY/WORKER'S COMPENSATION- ELLEN COCCOMA via zoom and TINA PANICHI from Benetech via zoom

Tina Panichi reviewed the Worker's Compensation program discussing but was not limited to claim status, changes to the program under the COVID executive orders until lifted and pre and post Worker's Comp Reform Act benefits.

Ellen Coccoma mentioned that she is planning on having an in-service training on the Worker's Compensation program for department heads and participating municipalities.

Ellen Coccoma explained that the County statutorily has to have a Worker's Compensation plan. Mrs. Coccoma explained that the County does not have disability insurance coverage, is not required by law to have it nor do we offer it.

Board Chair Bliss arrived in the Board Chambers and Personnel Officer Penney Gentile arrived via zoom during the above discussion.

SHERIFF- RICH DEVLIN via zoom

Rich Devlin informed the committee that he was withdrawing the request to fill a vacant funded FT Correction Officer position due to the employee rescinded their resignation.

Rich Devlin requested approval to purchase scheduling software in the amount of \$4,500, noting that this will interface with MUNIS. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Devlin requested approval to purchase computer interface at \$5,000 to export warrant information to the Sheriff App which is available to the public. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Devlin requested approval to purchase crowd control and safety equipment in the amount of \$15,000. Representative Marietta moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

County Attorney Ellen Coccoma left the meeting.

Rich Devlin requested approval to contract with SMRT for a facility conditions assessment at \$24,000 as required by the NYS Commission On Corrections, noting that there is no money budgeted in the 2021 budget for this. Allen Ruffles suggested that funding for this be transferred from contingency. Representative McCarty moved approval of the contract and related budget transfer from contingency. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to award the road striping bid, OTGOV-008-21, to Seneca Pavement Marking, not to exceed \$150,000 budgeted in D5112.522150 (centerline/edge) and not to exceed \$30,000 in D5113.522500 (cap. maint). Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

County Attorney Ellen Coccoma rejoined the meeting via zoom.

Rich Brimmer requested approval to fill two (2) vacant funded MEO II positions #7 & #10 due to promotions. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Brimmer requested approval to rebid Silane deck sealing as there are no extensions left on the contract, noting that there is no County funding in the 2021 budget for this but other municipalities have used this bid in the past. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

DEPARTMENT OF HEALTH- CHERYL STRONG via zoom

Cheryl Strong requested approval to amend resolution 149-20210303 for preschool services to reflect a change in the term ending date, to remove the transportation providers as they have their own resolution and to add a provider. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Cheryl Strong requested approval to contract with NYSDOH, Health Research Inc. for the Public Health Emergency Preparedness program for the period of 7/1/21-6/30/22, with a total award of \$50,099. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

E911 COMMUNICATIONS- ROBERT O'BRIEN via zoom

Rob O'Brien requested approval to purchase off NYS contract, Motorola radios, not to exceed \$166,000, funded by the SICG19 grant. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Rob O'Brien requested approval to fill two (2) vacant funded Dispatcher positions #6 & #9. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

CODE ENFORCEMENT- ANTHONY GENTILE via zoom

Tony Gentile requested approval to create, fund and fill a Clerk position #2, grade 5 effective June 9, utilizing the funding from unfunding a Keyboard Specialist position #3, grade 5 effective June 8, due to a resignation. Representative Marietta moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Representative Marietta left the meeting.

BUILDING SERVICES- GARTH BROWN via zoom

Garth Brown requested approval to create, fund and fill a FT Maintenance Worker/Cleaner position #2 for the Public Safety Building and to create, fund and fill a Temporary FT Maintenance Worker/Cleaner position for the Public Safety Building for up to 6 months from hire, noting that the TE is to fill the void while the FT employee is out on medical leave. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

Garth Brown informed the committee that he is having issues with the door access card system software program which is nearing end of life. Mr.

Brown noted that he needs to purchase additional cards, approximately 500 cards will last about 4 years and was quoted at \$3,055 for 500 cards. Mr. Brown added that another option is to change out the control boxes for each door in each building which would cost approximately \$80,000. Mr. Brown added that another issue is that department heads are not recovering key fobs/key cards from employees that are leaving, noting that there are cards/keys out there that they have no control over and we need to revamp the way this process is happening. Penney Gentile stated that employee ID badges are turned into Personnel.

Brian Pokorny added that an audit was completed last year and there were issues related to the encryption level of the cards and they recommended we upgrade the system sooner than later to get those ID cards more secure. Mr. Pokorny suggested that Mr. Brown speak to Bob Satriano to see if Homeland Security funding is available that could be used to purchase a new system.

EMERGENCY SERVICES- VICTOR JONES via zoom

Victor Jones requested approval to purchase traffic incident management trailers and equipment, not to exceed \$40,000, using 2017 grant funding. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

CHILD ADVOCACY CENTER- SARAH PURDY via zoom

Sarah Purdy requested approval to fill a vacant funded part time Forensic Interviewer position, noting that this position is paid with federal grant funding which such funding is guaranteed until October 2022. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

SOCIAL SERVICES- EVE BOUBOULIS via zoom

Eve Bouboulis requested approval to renew the contract with Otsego County Veteran's Affairs from 1/1/21-12/31/21, not to exceed \$37,045. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to amend resolution 256-20200805 to fill an Employment and Training assistant position #6, effective 6/2/21 prior to the waiver expiration. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to fill three (3) vacant funded Caseworker positions #16, #8, #30. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to fill a vacant funded Clerk position #18. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a Services Coordinator position #1, effective 6/2/21 and to unfund the Transportation Coordinator position #1, effective 7/7/21. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a Paralegal position #3. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a Temporary M/C Assistant Director of Planning at \$34.7728/hour for up to 6 months upon hire in connection with the agency home project, to maintain contact with contractors, assist with project completion and closeout. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

PUBLIC DEFENDER- KRISTIN TONER via zoom

Kristin Toner requested approval to fill a vacant funded part time Assistant Public Defender position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom

Brian Pokorny requested approval to purchase two (2) copiers from Ed and Ed Business Technologies: one Kyocera copier for the Personnel Office, not to exceed \$1,520 plus maintenance of \$.01/page and one Kyocera copier for the Treasurer's Office, not to exceed \$4,900 plus maintenance of \$.0075/page. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

PLANNING- SHANE DIGAN via zoom

Shane Digan requested approval to amend resolution 271-20200805/Microenterprise grant award funding to remove the commitment of funds to the Landmark Inn and award a portion of those now available funds to the Richfield Springs Food Cooperative totaling \$12,523.15. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles stated that today, the County received \$5,777,909 from the American Rescue Act. Mr. Ruffles suggested that we hold off spending that money immediately as he needs to obtain direction from the Comptroller's office on how to account for such money.

Allen Ruffles stated that as related to the retiree drug subsidy, the County's TPA has been working with a company to complete a reconciliation with CMS in which they are estimating the County could receive \$163,894.14 based on their recon testing. Mr. Ruffles added that the company does not charge a fee to do the recon but their payment is 25% of any money they find that is owed to the County. Representative Wilber moved approval to contract with the company to complete the RDS reconciliation. Seconded, Frazier. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

Allen Ruffles requested approval to contract with Here to Serve/James Wheeler to provide process server services in connection with posting in-rem parcels at a cost of \$50/parcel, noting that Mr. Wheeler is willing to contract with the County to 2026. Representative Wilber moved for approval to enter into such contract to 2026. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

Allen Ruffles gave an update on the forest exemption issues suggesting that the County hold off on considering waiving any penalties until he hears back from the other municipalities involved.

Allen Ruffles explained that in the 2021 Building Services budget there is funding to lease a 2021 Ford F250 (\$37,073) but due to the Ford chip shortage were unable to get the vehicle. Mr. Ruffles added that Ford has agreed to grant price protection of the 2021 vehicle but for a 2022 Ford F250, noting that the quote needs to be signed before June 10th. Mr. Ruffles also explained that there will be a \$285 increase for the plow and other work for the new year. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Allen Ruffles requested approval of the following budget modification for the Department of Health:

Increase rev. A4040.444010 Bioterrorism by \$45,000
Increase approp. A4040.545000 M&S by \$5,000
Increase approp. A4040.546250 vehicle lease by \$40,000

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

Allen Ruffles explained that has been working with the external auditors and there are restricted fund balance accounts/reserves that have been there since the early 2000's which need to be cleaned up, adding that departments have incorporated related expenditures within their annual budgets instead of

spending the funds in the restricted accounts. Mr. Ruffles explained that a board resolution is needed to unrestrict these restricted funds so the money can go back into the fund balance except for the STOP DWI money which has to be approved by the state although it does not need to be in a restricted fund. The restricted accounts discussed are as follows:

Handicap Education \$14,193.62
STOP DWI \$58,996.04
Victims Impact Panel \$1,964.27
DARE \$220.17
Planning-bus purchase \$13,502.13
County Clerk training DMV \$11,547.58
Public Defender Doe vs. Pataki \$4,845

Representative Martini moved for approval to unrestrict the above restricted funds. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Allen Ruffles mentioned that he wants to open the budget tool earlier this year to get the 2022 budget process moving earlier.

Allen Ruffles had a brief conversation about the County's credit card policy and the difficulty in the tracking of various types of credit cards that departments have which could be replaced with a Chase credit card, for better control and flexibility purposes, to the departments that want to have their own credit card which are: E911, Veterans, DOH, Probation, CAC, DA, DSS, IT, Sheriff, BOE, SW/Planning and Treasurer.

Allen Ruffles discussed three + one, who is a sole source vendor that manages cash and gets the best return on investment, noting that their fee is \$250 per \$1 million of budget or approximately \$26,500 if they are able to earn us more money than what is already being earned now.

Allen Ruffles gave an update on the auction.

Representative McCarty asked if the County received the sale of timber money from Soil and Water last year/this year.

Allen Ruffles spoke about the Highway as related to CHIPs funding and the \$8 million dollars matching County funds that would be required to get all of the roads and bridges done, which is approximately 2/3 of our tax levy. Mr. Ruffles explained that the difficulty in Upstate NY is that there are a lot of square miles in counties and low populations therefore small tax bases to be able to pay for it.

Representative McCarty explained that the County Industrial Development agency (IDA) has requested that the County loan them \$600,000 in connection with the development of the Richfield Springs business park adding that the loan will be paid back within one year. Representative McCarty explained that this loan will assist with additional funding needed to install water, sewer and natural gas to the business park, which the project is

estimated at costing \$2,400,000. After further discussion, Representative Frazier moved to loan the IDA \$600,000. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Representative Marietta rejoined the meeting via zoom.

COMMUNITY SERVICES- SUSAN MATT via zoom

Susan Matt requested approval of the following budget modification in connection with the contract management software implementation:

Increase rev. A4310.444900 OMH-salary sharing by \$20,000
Increase approp. A4310.549000 contracts by \$20,000

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

Susan Matt requested approval to purchase medication which is reimbursed through Medicaid from Cardinal Health, in the amount of \$17,000 (A4310.548950). Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile requested approval to fill the vacant funded Emergency Services Coordinator position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Penney Gentile requested approval to abolish the Maintenance Worker/Cleaner position in the Sheriff's department, noting that such position is being created in Building Services. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Board Chair Bliss asked Penney Gentile to give an update concerning the recent changes in the mask guidelines as issued by NYS/CDC as related to County buildings.

Representative Martini moved for 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: 2,674. Ayes: 2,674. Motion carried.

The meeting adjourned in executive session.