

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY**  
**May 23, 2019 @ 9 a.m.**

Present: Kennedy, Oberacker, Frazier, Koutnik, McCarty  
Absent: Stammel

**OTSEGO COUNTY CONSERVATION ASSOCIATION-LESLIE ORZETTI**

Leslie Orzetti gave an update on the the Otsego County Trails grant briefly explaining the process and how funds will be disbursed, noting that Soil and Water will be providing a match with in kind services by utilizing their equipment and providing administration functions. Ms. Orzetti stated that a County forest property, Bilderback Forest is included in the project, noting that there needs to be a Public Access Covenant, which states that the property will stay open to the public for at least 25 years adding that the Public Works Committee has approved such request. Representative Koutnik asked how these public accessible trails are advertised? Ms. Orzetti stated that the trails are on the Otsego outdoors website, the Soil and Water website and she is working with DMC to add to their website as well.

Representative Frazier arrived during the above discussion.

**DISTRICT ATTORNEY- JOHN MUEHL**

John Muehl stated that the new Discovery legislation goes into effect 1/1/2020 which will significantly increase the workload in his office therefore requesting approval to create, fund and fill a full time Assistant District Attorney position at an annual salary of \$80,000 effective 10/1/19. Mr. Muehl stated that he has approximately \$12,000 within his budget including about 15% from the forfeiture account that can be used to help fund such position but the remaining balance for the salary and fringe would have to come from contingency. (Estimated cost of the salary for 3 months plus fringe is \$31,000) Representative Oberacker moved approval to create, fund and fill the FT ADA position and to utilize contingency for the balance of funds needed for 2019. Seconded, Frazier. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

**BOARD OF ELECTIONS- LORI LEHENBAUER AND MIKE HENRICI**

Lori Lehenbauer requested approval for the following budget transfer:

Transfer \$2,200 from BOE 1450.4500 M&S to BOE 1450.4050 training

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Lori Lehenbauer informed the committee of an email she received from R. S. Richard Jr, a Cybersecurity advisor with the Cybersecurity and Infrastructure Security Agency, which is an agency of the US Department of Homeland Security reaching out to the county to discuss the services, programs and resources that HS has to offer that can enhance the county's cybersecurity position.

Lori Lehenbauer stated that cyber threats/attacks are occurring more frequently and that the Board of Elections department fully supports a dedicated IT position for cybersecurity purposes in the future.

Brian Pokorny stated that the county needs to be proactive against potential cyber-attacks adding that he will continue such discussion during budget time.

Lori Lehenbauer stated that the county will have one location this year for early voting, which will be at the Emergency Services Classrooms, noting that there is specific building/sidewalk/parking lot/entrance work that needs to be completed for the poll site to be ADA accessible, which Building Services will be completing. Mrs. Lehenbauer added that they are unaware of whether the state will assist with funding or not as is related to early voting.

Lori Lehenbauer and Mike Henrici stated that it would cost the county approximately \$500,000 to \$750,000 for a full countywide rollout for early voting noting such cost would include new voting machines, electronic poll books, etc.

#### **INFORMATION TECHNOLOGIES- BRIAN POKORNY**

Brian Pokorny requested approval to purchase 60 computers and 60 monitors not to exceed \$39,600 from CDW-G off the National IPA contract. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

#### **HIGHWAY- RICH BRIMMER, JAMES DEMEKAMP**

Rich Brimmer requested approval authorizing the implementation and funding in the first instance of the state-aid program eligible costs, of a capital project and appropriating funds therefore for CR#54 safety improvements, not to exceed \$1,625,000. Mr. Brimmer explained that this project includes paving, guiderails and regrading sections of the road with poor visibility, noting that the IPP cost was \$5,000,000. Mr. Brimmer feels that safety improvements can be completed with the amount of state aid approved but it will not be done to the extent of the initial IPP. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Representative McCarty asked Mr. Brimmer to look at culvert that was installed on CR#30 by a resident.

#### **PLANNING, TRANSPORTATION- TAMMIE HARRIS**

Tammie Harris requested approval to amend Resolution No. 115-20190403 to correct the amount of the Wilcox Construction contract from \$84,250 to \$84,520 in

connection with the Tiny Homes project. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Tammie Harris requested approval to authorize the Chair to sign a 119R Agreement with Birnie Transit and ARC Otsego in order to receive STOA funds for the Otsego Express and ARC routes. Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Tammie Harris stated that there is a new program called C-PACE, which provides the public benefit of PACE but is administered by Energy Improvement Corporation (EIC) and not the county. Ms. Harris added that such program would require a Local Law. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Tammie Harris requested approval to accept the NYSERDA Clean Energy Community Grant in the amount of \$250,000 and enter into a contract for such. Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Tammie Harris requested approval for the following budget modification:

Increase rev. 3091 by \$250,000  
Increase 8160.4900 by \$250,000

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

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

Carol McGovern requested approval to accept the mortgage tax report as prepared by the County Clerk and approved by the state for the period of 10/1/18-3/31/19 as presented. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Carol McGovern requested approval for a resolution establishing the standard workday and reporting days for the NYS and local employees retirement system for certain county officials for 2019. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,948; Absent: 523- Stammel, Abstain: 375- McCarty. Motion carried.

Carol McGovern requested approval to fill a vacant funded Deputy Clerk of the Board/Deputy County Auditor position.

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. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

The committee reconvened.

Representative Oberacker moved approval to fill the vacant funded Deputy Clerk of the Board/Deputy County Auditor position. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

### **LAND BANK- TOLGA MORAWSKI**

Tolga Morawski stated that the land bank is interested in acquiring a tax foreclosure property located at 18 Cherry Street, City of Oneonta, noting that there is approximately \$26,000 in back taxes due. Mr. Morawski stated that if acquired, the land bank plans to demolish the building.

Representative McCarty asked for an update on several land bank properties:

-Lancaster Street/house fire property Cherry Valley- Mr. Morawski stated that it is still in Probate court.

-20 Lake Street, Richfield Springs- Mr. Morawski stated they are testing for asbestos and they are working with HCR

Tolga Morawski gave an update on additional properties donated to the Land Bank by the property owner:

-26 Canadarago Street, Richfield Springs- will be demolished this summer

-177 South Main Street, Richfield Springs- will be demolished this summer

Representative Kennedy explained that there are concerns of when properties go to the Land Bank in the foreclosure process where delinquent taxes are owed, noting that there is a gap in the money that the county tries to recover by going to public auction vs. giving the property to the land bank at no cost.

Representative Kennedy stated that the land bank is asking for 18 Cherry Street, City of Oneonta to be given to the land bank to demolish and that the back taxes owed be waived.

Representative Frazier asked Tolga Morawski if the land bank could give a final report to the committee on the county conveyed properties given to the LB including such things as before and after photos, costs, analysis, what was invested, what were the outcomes, etc.

Tolga Morawski stated that the land bank commits to a one year turn around on getting a 1-4 unit-sized building/property back on the tax roll.

Representative Koutnik moved to convey the 18 Cherry Street, City of Oneonta property to the Land Bank and waive the approximately \$26,000 in delinquent taxes due. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

### **YOUTH BUREAU- KATHY DEJONG**

Kathy DeJong requested approval for the following reappointments to the Youth Advisory Board for a 2-year term:

Victor Ronovech-Oneonta  
Joan VanValkenburg-City of Oneonta  
Donald Mundy-Town of Oneonta  
Vera Sosnowski-Milford  
Jackie Hinckley-Richfield  
Steve Andrews-City of Oneonta  
William Rivera-Oneonta

Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

### **PERSONNEL- WENDY LICHTMAN**

Sheriff Richard Devlin and Deputy Sheriff Ough entered the meeting.

Representative McCarty moved to enter into an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person to include the Sheriff and Dep. Ough. Seconded, Frazier. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

The committee reconvened.

### **TREASURER- ANDREW CRISMAN**

Andrew Crisman requested approval to contract with Venesky and Co. to provide services in conjunction with the 2019 Cost Allocation at a cost of \$13,500, under the best value provision. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Andrew Crisman briefly discussed the state bills S4676/A4863, amending the Real Property Tax Law, that if passed would change the process for charging interest and eliminate reverse chronological order requirements under foreclosure.

Andrew Crisman stated that Insero have completed their onsite annual audit and would like to attend the July Administration committee meeting to discuss their findings.

Andrew Crisman requested approval for the following 2018 budget transfers and modifications:

Transfer from Public Transportation 5630.2000 service equipment \$1,102,318.76  
Transfer from Employee benefits 9010.8000A Retirement \$166,435.08  
Transfer from Employee benefits 9030.8000A Social Security \$71,160.35

Transfer from Employee benefits 9040.8000A Worker's Comp. \$10,600.45  
Transfer from Employee benefits 9050.8000A Unemployment Insurance \$16,673.81  
Transfer from Employee benefits 9089.8000A Flexible spending \$447.50  
Transfer to County Treasurer 1325.4900A contracts \$6,000  
Transfer to County Attorney 1420.4900A contracts \$55,117.69  
Transfer to Employee benefits 9060.8000A Health Insurance \$1,306,518.26

Transfer from Social Services 6055.4730A day care \$267.12  
Transfer to Social Services 6070.4731A purchase of service \$267.12

Transfer from Employee benefits 9030.8000CD Retirement \$3,045.87  
Transfer to WIA program 6293.8000CD fringe benefits \$3,045.87

Increase Sales Tax revenue 1110A by \$599,002.04  
Increase Interfund transfers 9502.9000A transfer to Enterprise fund \$599,002.04

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846;  
Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Andrew Crisman requested approval for the following budget transfer for  
Mental Health:

Transfer from MH 4310.4900A contracts \$21,430.28 to Psychiatric exp./state  
charges 4390.4696 Criminal Actions \$21,430.28

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846;  
Ayes: 2,323; Absent: 523-Stammel. Motion carried.

Andrew Crisman reminded the committee of the MUNIS stakeholder  
presentation in the Boardroom today at 2 p.m.

### **COUNTY CLERK- REPRESENTATIVE KENNEDY ON BEHALF OF KATHY GARDNER**

Representative Kennedy distributed a draft resolution opposing the driver's  
license access and privacy act concerning undocumented individuals for the  
committee to consider, adding that the County Clerk supports the resolution of  
opposition. Representative Koutnik and Oberacker asked for more information  
concerning such act. After further discussion, Representative McCarty moved for  
approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Noes: 348-Koutnik; Absent:  
523-Stammel. Motion carried.

There being no further business to discuss, the committee adjourned until  
Friday, June 21<sup>st</sup> at 9 a.m. at the County Office Building.