

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
June 24, 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-absent
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 Assistant County Attorney Denise Hollis via zoom. Personnel Officer Penney Gentile arrived during the meeting.

BOARD OF REPRESENTATIVES/CLERK OF THE BOARD/COUNTY AUDITOR- CAROL MCGOVERN in board chambers

Carol McGovern requested approval to attend the NYSACCLB conference in October, total costs not to exceed \$750 and for the following related budget transfer:

Transfer from BOR A1010.540050 mileage \$600
Transfer to BOR A1010.540500 training \$600

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Carol McGovern requested approval for an exception to the spending freeze/other line to pay for annual microfilm storage in the amount of \$40. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Carol McGovern requested approval to establish the standard work day and reporting days for the NYS and Local Employees retirement system for certain County officials based on the ROA maintained and submitted by those officials. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

PUBLIC DEFENDER- MIKE TROSSET via zoom

Mike Trosset informed the committee that a new PT Assistant Public Defender will start July 12th.

Mike Trosset explained that they are working through CAFA issues-noting it will resume back to in person mid-July.

Mike Trosset requested approval to contract with Rural Law for the appeals program at \$40,000- state funded. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Mike Trosset informed the committee that the new grants administrator has recently submitted claims for reimbursement over \$235,000, adding that he is making an impact.

Mike Trosset requested approval to purchase an air conditioner unit for an office in the Old Jail building. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Mike Trosset informed the committee that he has been working several months on options for office space, noting that he is recommending and moving forward with his request to lease/rent the Fly Creek office space.

Representative Marietta left the meeting.

BOARD OF ELECTIONS- LORI LEHENBAUER AND MIKE HENRICI via zoom

Lori Lehenbauer requested approval to fund the Republican Clerk in the office at \$500. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Lori Lehenbauer requested approval to fill a TE Part time Motor Equipment Operator/Democrat. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Lori Lehenbauer requested approval to accept the lowest bid and contract for printer services, noting a 5 year contract and an estimated cost for 2021 is \$28,000. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to award the bid to Tioga Construction for the bridge floor replacement project on 11B – OTGOV-009-21 and to authorize the purchase of related materials and services from various vendors; total project cost not to exceed \$625,000 from CHIPS capital maintenance.

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Rich Brimmer requested approval to fill a soon to be vacant funded MEO II position #23, due to a resignation. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Board Chair Bliss asked for an update on the CR 54 project. Rich Brimmer replied that the project is slowly moving forward and will probably start the first part of July.

Representative Frazier informed the committee that the Public Works committee and Highway have been working on a long term plan and capital costs as related to plow truck replacements.

OFFICE FOR THE AGING- TAMIE REED via zoom

Tamie Reed requested approval to accept notice of grant awards and approve the following budget modifications for American Rescue Plan funds and COVID Vaccine Access funds in the amount of \$272,479.

Increase rev. A6772.447723 by \$28,209
Increase approp. A6772.547702 by \$20,000
Increase approp. A6772.548000 by \$8,209

Increase rev. A6772.447726 by \$8,306
Increase approp. A6772.510000 by \$2,441
Increase approp. A6772.540050 by \$1,000
Increase approp. A6772.540500 by \$1,315
Increase approp. A6772.545000 by \$500
Increase approp. A6772.548000 by \$1,000
Increase approp. A9060.580060 by \$2,050

Increase rev. A6772.447721 by \$134,829
Increase approp. A6772.547700 by \$134,829

Increase rev. A6772.447720 by \$82,522
Increase approp. A6772.510000 by \$30,000
Increase approp. A6772.540100 by \$500
Increase approp. A6772.544000 by \$1,000
Increase approp. A6772.545000 by \$2,000
Increase approp. A6772.547200 by \$1,200
Increase approp. A6772.547702 by \$10,000
Increase approp. A6772.548000 by \$7,000
Increase approp. A6772.549000 by \$14,500
Increase approp. A9060.580060 by \$16,322

Increase rev. A6772.447722 by \$9,609
Increase approp. A6772.548000 by \$9,609

Increase A6772.447720 by \$9,004
Increase A6772.510000 by \$9,004

Representative Martini moved for approval. Seconded, Wilber. Total: 2,674.
Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Board Chair Bliss left the meeting.

Tamie Reed requested approval to contract with Otsego Rural Housing for home modifications from 4/1/21-3/31/22, in the amount of \$20,315.

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674.
Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Representative Marietta rejoined the meeting via zoom.

Tamie Reed requested approval to contract with Cooperstown Centers for in-home services from 6/1/21-3/31/22, in the amount of \$30,000.

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674.
Ayes: 2,299. Absent: 375-McCarty. Motion carried.

Personnel Officer Penney Gentile joined the meeting via zoom.

Tamie Reed requested approval to create, fund and fill a Part time Motor Vehicle Operator position #3 and unfund the Temp. Motor Vehicle Operator position. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Representative Martini asked for an update on the congregate dining sites. Tamie Reed explained that the Cherry Valley and Nader tower meal sites have reopened with guidelines, adding that other locations are not ready to open their sites yet.

COMMUNITY SERVICES- SUSAN MATT via zoom

Susan Matt requested approval of the following budget modifications:

Increase rev. A4322.434907 by \$1,104
Increase approp. A4322.549200 by \$1,104

Increase rev. A4322.434905 by \$20,064
Increase approp. A4322.549202 by \$20,064

Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Susan Matt requested approval to create, fund and fill a Medical Records Clerk position at \$29,941, noting that the funding will come from a vacant position that was not filled for 4 months in 2021. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Board Chair Bliss rejoined the meeting in the Board Chambers during the above discussion.

Susan Matt requested approval to amend resolution 10-20190102 with Neighborhood Center to increase the contract by \$20,064 (state aid), not to exceed \$638,468 annually for the term of the contract. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Susan Matt requested approval to amend resolution 9-20200102 with Friends of Recovery for Delaware and Otsego to increase the contract by \$1,104 (state aid), not to exceed \$612,304 annually for the term of the contract. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Susan Matt requested approval to amend resolution 12-20200102 with ONC BOCES to increase funding from the Federal System of Care grant, not to exceed annually \$245,700 for 2021 and not to exceed \$75,000 in 2022. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Susan Matt requested approval to amend res. 7-20200102 with Parson's Child and Family Services to increase funding from the Federal System of Care grant, not to exceed \$102,490 annually for 2021 and 2022. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Susan Matt requested approval to purchase cultural competency training using Federal System of Care funds in the amount of \$5,000. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Susan Matt informed the committee of funding that she available, noting the specific deadlines as to when the funds need to be spent by and if not spent then the funding will need to be given back.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile requested approval to fill the soon to be vacant funded Director of Community Services position due to retirement. Representative

Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

THREE + ONE- GARRETT MACDONALD AND SAMANTHA ROTHSCHILD in Board Chambers and WILLIAM CHERRY via zoom

Garrett Macdonald and Bill Cherry gave an overview of the cashvest program and how they use data to see if they can maximize the value on all cash.

CODE ENFORCEMENT- TONY GENTILE via zoom

Tony Gentile requested approval to fill a vacant funded Part time Building/Fire Inspector position #1. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

SHERIFF- RICH DEVLIN via zoom

Sheriff Devlin requested approval of the following budget transfer, pending PSLA committee approval, for the new Deputy Sheriff to attend the police academy:

Transfer from A3110.520000 Sheriff equipment \$5,000
Transfer to A3110.540500 Sheriff training \$5,000

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Sheriff Devlin requested approval to send a Deputy Sheriff to training at the Zone 5 police academy in the amount of \$6,000. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

BUILDING SERVICES- GARTH BROWN via zoom

Garth Brown explained door access issues, noting the lack of control with the hard keys. Mr. Brown shared a department control log that will help assist departments with tracking keys and other county assets. It was noted that protocols are in place but some departments are not following them. Representative Wilber stated that all keys should be issued by Building Services and before an employee leaves employment that all items are returned as applicable before they received their final paycheck. Mr. Wilber also suggested that all buildings be accessed by swipe cards only. Mr. Brown added that not all County buildings have a swipe card system but rather a hard key.

Representative Kennedy suggested that the Building Services Director, the Personnel Director and the Information Technologies Director work on a plan of action.

Representative Marietta left during the above discussion.

INFORMATION TECHNOLOGIES – BRIAN POKORNY via zoom

Brian Pokorny requested approval to purchase the following annual software maintenance licensing using the National IPA technology solutions contract:

- NetMotion- not to exceed \$7,950
- Unitrends- not to exceed \$2,450
- Zoom- not to exceed \$6,000

Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Brian Pokorny requested approval to lease 42 copiers, not to exceed \$1,820/month. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,909. Absent: 765- Marietta, McCarty. Motion carried.

Representative Marietta rejoined the meeting via zoom.

Brian Pokorny informed the committee that phase I of the phone project has been rolled out, approximately 40 phones, adding that phase II, approximately 400 phones will be completed before the end of the year.

Brian Pokorny requested that a County credit card be issued to the Department of Information Technologies. Representative Marietta moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Brian Pokorny explained that due to the announcement from Albany today as related to not extending the Executive Order for open meetings, informed the committee that a demo camera system was received yesterday noting that we have been waiting on getting this equipment for several months. Mr. Pokorny explained that depending on the functionality of the demo system for broadcasting and whether the board decides to zoom the meetings and live stream the meetings in the future is requesting approval to purchase a new camera system for the Board room for \$6,000. Representative Wilber moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Representative Martini left the meeting.

EMERGENCY SERVICES- VICTOR JONES via zoom

Victor Jones requested approval to create, fund and fill a Part time/TE Account Clerk Typist for a period not to exceed 90 days. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,943. Absent: 731- McCarty, Martini. Motion carried.

E911/COMMUNICATIONS- ROBERT O'BRIEN via zoom

Rob O'Brien requested approval to purchase Vesta 911 Telephone System Refresh in the amount of \$299,403.35 from Kraus Associates, from A3020.520000, noting that this purchase was previously awarded but due to issues with the Niagara County contract, Otsego County had to put this out to bid itself.

Representative Martini rejoined the meeting via zoom during the above discussion.

Representative Frazier moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Rob O'Brien requested approval for the following budget transfer:

Transfer \$150,000 from Contingency A1990.548000

Transfer \$150,000 to SICG A3020.547848

Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Representative Marietta mentioned an email from Erik Scrivener concerning the funding applied for from the Scriven Foundation in connection with the EMS project adding that his interpretation is that the County will not be funded the \$300,000 that was originally applied. Rob O'Brien stated that the Foundation may be willing to give the County \$20,000-\$30,000 in funding to perform a study. Representative Marietta suggested that the County apply for Infrastructure development funding.

SOCIAL SERVICES- EVE BOUBOULIS via zoom

Eve Bouboulis requested approval to renew the contract with Opportunities for Otsego for non-residential DV TANF, not to exceed \$25,000 from 4/1/20-3/31/21. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Eve Bouboulis requested approval of a non-mandated training for 20 DSS staff to attend the NYPWA summer virtual conference, 7/19-7/29 at a cost not to exceed \$2,600. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Board Chair Bliss left the meeting.

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

- One (1) Account Clerk Typist position #5
- Three (3) Social Welfare Examiner positions #10, #6, #17
- One (1) Caseworker position # 6
- One (1) Case Supervisor Grade B #2

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Eve Bouboulis requested approval to extend a Temp. Caseworker position for an additional 3 months at \$21.8503/hr. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a Clerk position #23. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

DEPARTMENT OF HEALTH- HEIDI BOND via zoom

Heidi Bond requested approval to contract with NYSDOH-HRI for the Public Health Preparedness program from 6/1/21-7/31/22 at \$1,531,034, noting that 85% will go to school districts and 15% will be retain by DOH. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

County Attorney Ellen Coccoma stated that it is her understanding that the suspension of the in person requirement for the open meetings law ends June 24th at midnight. Mrs. Coccoma expressed two issues. One, board members will now have to be in person although there is an exception. Two, public attendance at the meeting has to be in compliance with state law and any DOH requirements. Heidi Bond explained that all NYS restrictions are lifted except for a few places, which then falls back to the CDC guidance which says you should wear a mask and social distance if you are not vaccinated. After further discussion, it was suggested that the location of the July board meeting be changed because there is not a lot of space in the Board room. Representative Martini asked about privilege of the floor. Representative Marietta asked about requirements if the meeting was in the Courthouse. After more discussion it was suggested that the board meeting be moved to the EMS training rooms at the Meadows building as well as all individuals whether vaccinated or not be required to wear a mask at the meeting. It was mentioned that committee meetings could remain in the Board chambers as that room should be sufficient and can socially distance.

COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles requested approval to fill a vacant funded Accountant position #1. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Allen Ruffles requested approval of end of year transfers as presented to balance the 2020 budget. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Allen Ruffles stated that the auction date will need to be changed again due to the State's moratorium on foreclosures. Mr. Ruffles explained that the auction will be in mid-October, the month of September for repurchase agreements and August 31, 2021 would be the last day to pay taxes on 2018 and 2019 in rem parcels. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Following up on discussions from the past couple of months, Allen Ruffles requested a resolution to waive interest and penalty fees in connection with clearing up the issues with several forest exemption parcels. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375-McCarty. Motion carried.

Allen Ruffles discussed a vendor that reached out to him with a proposal to offer consultant services to provide services on how the Rescue funds will be used as well as would complete the required reporting of such funds. After further discussion, Mr. Ruffles feels that he can handle the reporting and tracking of such funds internally. No action taken.

Allen Ruffles explained that it is his and the external auditor's recommendation to get rid of the deficits in the Highway and Machinery funds going back to 2016. The committee agreed with the recommendation.

Allen Ruffles explained the Chase AP check printing program that has been in the works for several months now. Mr. Ruffles stated that a file needs to be generated out of MUNIS for Chase which is not compatible and would require a custom report being created at a cost of \$8,000. After further discussion with all parties involved, it was determined that another County (Wayne County) needs the same report in which they would pay for half of the cost as well as Chase has also agreed to contribute \$2,000 per County towards the cost, leaving Otsego County with at \$2,000 cost. The committee agreed to move forward.

Allen Ruffles stated that he would like to have a health insurance informational meeting with employees in August to review the free benefits (Ex. EAP, Telehealth) available to them under the plan, recommending that employees are allowed up to 15 minutes for each of the two sessions to attend during the work day without using PTO. The committee supports the idea.

Allen Ruffles stated that we will be going live with MUNIS payroll soon and the need to run payroll from GP in parallel to make sure there are no errors. Mr. Ruffles explained that he has negotiated a monthly contract with Vertical Solutions to do such at a cost of \$10,500 for a one-time fee and a \$1,468 reoccurring monthly fee. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

Allen Ruffles gave a brief budget update explaining that departments are currently entering in their requests, the Personal Service budgets will be input into the system mid-July and then he will run reports.

Allen Ruffles shared the Department of Treasury's timeline and key dates with respect to the Cares Act funding.

Representative Wilber 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, Martini. Total: 2,674. Ayes: 2,299. Absent: 375- McCarty. Motion carried.

The meeting adjourned in executive session.