

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY**  
**June 25, 2018**

Absent: Representative Stammel

Also present: Board Chair Bliss, Allen Ruffles, Andrew Crisman

**HIGHWAY –RICH BRIMMER**

Rich Brimmer requested approval to purchase 15 radios for the new equipment arriving this year from Finger Lakes Communication Co Inc. off NYS OGS #PT67405 not to exceed \$10,000. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

**OFFICE FOR THE AGING –TAMIE MacDONALD**

Tamie MacDonald requested approval to attend the National Area Agency on Aging Conference (n4a) in Chicago, IL, July 29<sup>th</sup> – August 1<sup>st</sup> not to exceed \$2,000. Representative McCarty moved for approval. Seconded, Oberacker and Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

**BOARD OF REPRESENTATIVES –CAROL McGOVERN**

Carol McGovern stated that with the assistance of Purchasing she obtained two quotes for a clear podium for the Board chambers that came in under the budgeted amount of \$525. Carol McGovern stated she would proceed with making the purchase if there were no objections from the committee.

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

**E-911 –ROB O'BRIEN**

Rob O'Brien requested approval to purchase out of the SICG Grant (3020-4905) a security camera system for all of the tower sites in the amount of \$174,289.28, noting this purchase was budgeted and approved by the Purchasing Department. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried. Representative Kennedy inquired about visiting the New Lisbon tower site.

Representative Frazier stated the need for a full time IT position for Public Safety and 911. Rob O'Brien added that there is also a need for on call IT support and that such a position could be funded through the PSAP grant. Representative

Frazier suggested meeting with both Rob O'Brien and Brian Pokorny to discuss further.

Representative McCarty inquired as to the status of Roses Hill. Rob O'Brien stated that the survey is complete and quotes are being obtained for an appraisal.

### **PLANNING/SOLID WASTE- KAREN SULLIVAN**

Karen Sullivan discussed a request from John Rowley of the Lions Club regarding assistance with the cost of disposal of items collected during the clean up of the Susquehanna River event originally presented at the May SWEC meeting. Representative McCarty moved for approval to reimburse the cost of the disposal of items up to \$500 upon submission of expense receipts. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Karen Sullivan requested the following budget transfers:

Transfer from	Memberships/Dues	8020-4650	\$2,000
Transfer to	Postage	8020-4400	\$2,000

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

Transfer from	Training	8020-4050	\$500
Transfer to	Vehicle Repairs	8020-4575	\$500

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

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

Allen Ruffles stated the Unadilla Clinic has been appraised and asked the committee how to proceed. Representative McCarty moved to proceed with sealed bid for the Unadilla Clinic property. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057- Oberacker, Stammel. Motion carried.

Allen Ruffles discussed having an outside entity that specializes in the In Rem/foreclosure process that could possibly assist Otsego County with their process and the opportunity savings for the Treasurers office.

### **YOUTH BUREAU -KATHY DeJONG**

Kathy DeJong presented the 2018 Youth Bureau resource allocation plan, noting Milford is not having a summer program and that there were two new applicants. Representative Frazier moved to accept the plan as presented. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

**BUILDING SERVICES –DOUG CZERKIES**

Doug Czerkies requested that the County update/amend the current policy on tobacco use on County property to include language that states “the use of e-cigarettes or other electronic vaping devices is prohibited in all buildings.” Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

Doug Czerkies requested the following budget transfer to cover the service charge assessment for donated Federal surplus equipment, adding that this equipment will be used for keeping the communication towers accessible year round:

Transfer from	Communications Radio Mtc	3020-4810	\$8,821.40
Transfer to	Equipment	1630-2000	\$8,821.40

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

**DSS –LISA GRAMPP, MARY JANE WATERS**

Mary Jane Waters requested approval to create, fund and fill a Part time Caseworker position. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

**PUBLIC DEFENDER –BRUCE MAXSON**

Representative Frazier raised for discussion how to make sure requests needing full board resolution go through the complete process.

Bruce Maxson requested approval to modify the salary of the Assistant Public Defender in Family Court and increase it to \$52,849 to establish parity with the other PT Family Court position. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,948; Noes: 375- McCarty; Absent: 523- Stammel. Motion carried.

**PERSONNEL- PENNEY GENTILE**

Penney Gentile requested approval for the Sheriff's exemption from Resolution #125-20170301 requiring department heads fill vacant funded positions with Parent Committee approval only, in order to more expeditiously meet state mandates to maintain minimum staffing requirements at the Otsego County Correctional Facility. This exemption will allow filling vacant funded Correctional Facility position titles Correction Officer, Correction Sergeant, and Correction Lieutenant, without Parent Committee approval, while maintaining compliance with civil service regulations including completing Personnel designated form for

filling positions with signature of the Personnel Officer and Treasurer. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

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

The committee reconvened.

Representative Frazier moved to come out of executive session. Seconded, Koutnik. Total: 2,846; Ayes: 2,323; Absent: 523- Stammel. Motion carried.

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

Allen Ruffles announced that there will be a meeting June 28<sup>th</sup> at 10 a.m. to discuss telemedicine with both UCM and Allied Health presenting.

Andrew Crisman requested the following budget modification in behalf of Emergency Services:

Increase	0000-4331-A	\$51,432.40
Increase	3642-4804-A	\$51,432.40

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

Andrew Crisman also requested the following budget modification on behalf of the Department of Health:

Increase	0000-3472-A	DSRIP Funds	\$33,724.41
Increase	4010.4801-A	DSRIP	\$33,724.41

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

Andrew Crisman presented a request on behalf of the Cooperstown Chamber of Commerce for the release of funds in the amount of \$4,000 for the kiosk. The committee asked that Matt Hazzard of the Chamber attend the next IGA meeting to discuss the request further.

### **OTHER –REPRESENTATIVE KOUTNIK**

Representative Koutnik gave an update on the progress that the Performance Review Committee has made towards establishing a salary scale for M/C department heads and non department heads. Representative Koutnik

stated that the committee makes the following recommendation: a 1.5% increase plus up to an additional 1.5% merit based raise dependent upon performance review for department heads and for M/C non department heads raises be given based on CSEA guidelines. The PRGS committee also suggests increasing health care contribution by an additional 5% over the course of 3 years.

Representative Koutnik distributed a chart categorizing 195 County policies along with recommendations as to which committees and departments should review them.

Representative Koutnik discussed using County parking lots on Saturday during the Baseball Hall of Fame Induction Weekend to raise money for county programs. Representative Oberacker moved for approval to allow the County to charge for parking in two of the County owned parking lots during the Saturday of Baseball Hall of Fame Induction Weekend. Seconded, Koutnik. Total: 2,846; Ayes: 1,884; Absent: 962- Frazier, Stammel. Motion carried.

There being no further business to discuss, the committee adjourned until Monday, July 23<sup>rd</sup> at 1:00 p.m. at the County Office Building.