

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
July 22, 2021
9:00 a.m.

The meeting was held in the Board Chambers and was streamed via facebookLIVE.

Committee members present: Representative Kennedy, Representative McCarty, Representative Frazier, Representative Martini (arrived during the meeting), Representative Wilber.

Committee members absent: Representative Marietta

BUILDING SERVICES- GARTH BROWN via zoom

Garth Brown requested approval to deem the Courthouse water intrusion issue an emergency and to accept the quote from FW Dennis of \$77,495. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Garth Brown requested approval of the following budget transfer:

Transfer \$28,000 from Contingency
Transfer \$28,000 to A1620.525020

Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

BOARD OF ELECTIONS- MICHAEL HENRICI AND LORI LEHENBAUER via zoom

Mike Henrici requested approval to accept the Technology Innovation and Election Resource grant for \$55,606.53 and the Early Voting Expansion Grant program for \$17,974.95. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Mike Henrici requested approval to extend the Shoebox grant \$489.55 and the Aid to Localities grant \$249.26. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Mike Henrici requested approval to attend a conference in Albany from 8/31/21-9/2/21 and for the of the following related conference expenses:

-Commissioner Henrici total cost \$831.24 (\$130 for Monday night additional lodging, \$585 for the two night lodging package, \$86.24 mileage, and \$30 conference registration)

-Commissioner Lehenbauer and her Deputy total cost \$478.72 (\$160 for lunches, \$60 for conference registration and \$258.72 mileage)

Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Lori Lehenbauer requested approval to fill a vacant funded Republican Technician/Election Specialist position, pending IGA committee approval. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

SHERIFF- RICH DEVLIN via zoom

Rich Devlin requested approval to fill five (5) full time vacant funded Correction Officer positions #6, #22, #27, #44, #47. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Rich Devlin asked for consideration of a waiver from the hiring process.

REAL PROPERTY TAX SERVICE- HANK SCHECHER in Board Chambers

Hank Schecher explained that in 2019, the printing of more County maps was discussed but the maps were never purchased. Mr. Schecher added that he would like to purchase County maps this year noting that he would like to charge a \$2.00 fee for someone to purchase. Representative Wilber moved for approval to purchase 5,000 County maps at an approximate cost of \$6,000. Seconded, Frazier. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Hank Schecher gave an overview of past staffing discussions discussed with the committee, what the department's current staffing levels are and the need to prepare for succession planning. After further discussion, the committee agreed that funding should be added into the 2022 budget to allow for Real Property Tax Service employees to be trained by ORPS in the assessment field.

Hank Schecher explained that he will gather more information concerning aerial mapping (such as return on investment) which was discussed at the Technology and Strategic Planning committee before making a proposal.

PUBLIC DEFENDER- MIKE TROSSET in Board Chambers

Representative Wilber left the meeting.

Mike Trosset explained that he sent the committee information via email concerning the availability of Hurrell Haring funding and will discuss further at next month's meeting.

Mike Trosset continued discussion on the commercial lease proposal for the Fly Creek office space.

Representative Wilber returned to the meeting during the above discussion.

Mike Trosset requested approval of distribution #8 to contract for the Legal Aid Conflict office funding. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Mike Trosset explained a letter he sent to ILS for year 3 and 4 of Hurrell Haring funding which describes a draft proposal as to what the funding will be used for. Mr. Trosset requested input or comments from the committee and will bring back next month for action.

Mike Trosset informed the committee that his office is now required to attend the IDV (Integrated domestic violence) court.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to fill a recently vacated funded Mechanic's Helper position due to a promotion. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Rich Brimmer requested approval to fund work on CR 1A bridge, to remove an existing DOT flag, not to exceed \$30,000 from D5112.522100 (local bridge repairs), noting that this bridge is shared with Delaware County and they have agreed to reimburse us for half of the cost. Mr. Brimmer explained that Delaware County will be handling the engineering and Otsego County will act as the project manager. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Rich Brimmer requested approval to fill three (3) vacant funded MEO II positions at the highest grade @ \$19.5572/hr., adding that if approved two existing MEO II positions would need to be brought up to the same hourly rate. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Rich Brimmer requested approval to award the fuel bid OTGOV-011-21 to Mirabito using the firm differential prices. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

Rich Brimmer noted that he sent information to the committee via email that was not discussed at the meeting.

Representative Frazier asked for an update on the flooding.

Representative McCarty asked about road signage/sign repair and asked Mr. Brimmer if he had an estimate of costs as related to flood damage.

COUNTY ATTORNEY- DENISE HOLLIS via zoom

Denise Hollis requested approval to pay \$39,750 to Benetech which represents the second payment of the annual contracted amount. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

E911- ROBERT O'BRIEN in Board Chambers

Rob O'Brien requested approval to purchase two ambulances and associated equipment to support the county EMS solution utilizing Stimulus funds as presented totaling \$434,337. The committee discussed various aspects in connection with the EMS solution. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,928. Absent: 746- Marietta, Martini. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Representative Wilber left the meeting.

Penney Gentile asked if the committee wanted to discuss the Emergency Services Coordinator position as related to the applicants and the qualifications listed on the posting of such position, noting that there are applicants that are lacking certain qualifications/certifications. Ms. Gentile explained that the board may want to consider allowing for the person to obtain certain certifications within one year of employment noting that the position would then have to be reposted. After further discussion, the Committee agrees to repost the position for (10) ten days and to allow the CPR and EMT certification to be obtained within the first year of appointment.

Representative Martini arrived at the meeting and Representative Wilber returned to the meeting during the above discussion.

OFFICE FOR THE AGING- TAMIE REED via zoom

Tamie Reed requested approval to fill a temporary Senior Aging Services Aide position for HEAP at \$14.7684/hr., to fill a temporary HEAP examiner position for HEAP at \$16.7925/hr., and to fill a Caseworker position #3. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

PLANNING- ERIK SCRIVENER, SHANE DIGAN AND MEAGHAN MARINO from the IDA via zoom

Erik Scrivener requested approval of a MicroEnterprise contract amendment to utilize the remaining balance of \$19,271.85 for Trollbok Farm to reimburse them for inventory costs, marketing costs, working capital and other eligible expenses. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Erik Scrivener requested approval to adopt the Recycling bin policy in County buildings. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

Erik Scrivener requested approval to purchase two (2) 16-passenger Lot G buses off state contract not to exceed a total of \$171,000. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

Erik Scrivener requested approval to amend the Birnie Bus contract for the total operation of Route 5. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

Erik Scrivener requested approval to contract with the City of Oneonta for the operation of Route 6. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

The committee took a short break.

SOCIAL SERVICES- EVE BOUBOULIS via zoom

Eve Bouboulis requested approval to renew the contract with Office for the Aging for HEAP application processing of non-TA/FS over age 60, not to exceed \$40,310 from 9/1/21-8/31/22. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390-Marietta. Motion carried.

Eve Bouboulis requested approval of the following Personnel requests:

- Fill two (2) vacant funded Caseworker positions #23 and #31
- Fill one (1) vacant funded Clerk position #5
- Fill one (1) vacant funded Social Welfare Examiner position #4
- Fill one (1) vacant funded Data Entry Operator position #2

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

Eve Bouboulis requested approval to fund and fill two (2) Temporary HEAP Social Welfare Examiner positions up to 9 months upon hire and to fund and fill three (3) temporary HEAP Community Service Worker positions up to 9 months upon hire. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested to unfreeze and fill a Social Welfare Examiner position #1. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to create, fund and fill an Employment & Training Assistant position #7. 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 Staff Development Coordinator position #2, for six months only, effective 9/1/21-2/28/22. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a Casework Aide position #8. 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 Senior Caseworker position #10. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

DEPARTMENT OF HEALTH- HEIDI BOND via zoom

Heidi Bond requested approval to contract with NYSDOH for the Early Intervention Administration grant for the period of 10/1/21 thru 9/30/26 totaling \$179,705. (Annually \$35,941). Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Heidi Bond requested approval to contract with NYSDOH for Lead Poison and Prevention program for the period of 10/1/20 thru 9/30/21 in the amount of \$29,500, noting that this is a one year extension to the current contract. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Heidi Bond requested approval of the preschool contract-Building blocks comprehensive learning center for the provision of preschool related services for the period of 7/1/21 thru 6/30/22. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Heidi Bond requested approval of preschool contracts with other Counties as follows:

- Herkimer County – one (1) year from July 1, 2021 thru June 30, 2022
- Montgomery County – three (3) years from July 1, 2021 thru June 30, 2024
- Delaware County – three (3) years from July 1, 2021 thru June 30, 2024

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

Heidi Bond requested approval to fill a vacant funded Community Health Nurse position #2 at step 5, at \$50,264. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Heidi Bond requested approval to create, fund and fill a part time Licensed Practical Nurse at step 4, at \$20.8503/hr. and to create, fund and fill a part time Community Health Nurse at step 5, at \$28.1907/hr. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Allen Ruffles explained that the Department of Health needs a budget transfer (\$207) approved but per the policy requires only the parent committee approval, which has not been obtained and it does not require Administration Committee approval but is inquiring if the Administration Committee could just approve. After further discussion, the committee agreed that the policy should be followed and no action was taken.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile requested approval to lift the hiring freeze as related to the filling of recently vacant funded positions, adding that such positions could be filled by the department head within 30 days of being vacated and the department head must notifying the parent committee only. Representative Wilber moved for approval. Seconded, Martini. After further discussion, Representatives Wilber and Martini amended their motion and second to include that the notification to the parent committee must include the completed personnel form with signatures of the Personnel Officer and the Treasurer as well as the reason for filling the vacancy. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

BOARD OF REPRESENTATIVES- REPRESENTATIVE MARTINI in Board Chambers

Representative Martini asked for consideration to attend the NYSAC conference in September on Monday only at a cost of \$325, noting that a budget modification is also required. Allen Ruffles suggested to move \$325 from sales tax revenue to training. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,928; Absent: 390- Marietta. Abstained: 356- Martini. Motion carried.

INDUSTRIAL DEVELOPMENT AGENCY- JODY ZAKREVSKY FROM OTSEGO NOW in Board Chambers

Jody Zakrevsky gave project updates but was not limited to the following:

- Working with Corning in connection with their expansion
- Continuing marketing efforts to downstate businesses
- Advanced Biotech-building acquisition and building restoration
- Nexamp-solar array project
- Springbrook's Ford Block building restoration
- Cooperstown Distillery
- Richfield Springs Eco-business park
- Administering Micro-Enterprise grant program
- Working with Custom Electronics, Ioxus and Hartwick College to start an innovation/acceleration center
- Oneonta railyard site marketing
- Marketing in connection with the Acceleration Center-flexible digital displays
- Working with Ioxus on a possible new product line

Jody Zakrevsky requested approval of the release of the budgeted allocation of \$67,500 to the IDA. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Representative Wilber left the meeting.

PROBATION- DAN NAUGHTON in Board Chambers

Dan Naughton requested approval to fill a vacant funded Probation Officer I position, contingent on Public Safety and Legal Affairs committee approval.

Representative Wilber returned to the meeting.

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

COUNTY TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles requested approval for the County Administrator or other designee to attend the NYSAC fall conference in September at a cost of \$250 for registration and 2 nights of lodging at approx. \$150/night. After further discussion, Representative Wilber moved to approve conference expenses not

to exceed \$800 (to include: reg. \$250, lodging 2 nights @ approx. \$150/night, meals \$120, etc.) Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Allen Ruffles informed the committee that two responses were received in connection with the deferred compensation RFP and asked for consideration of a meeting to review and discuss the proposals with each responder.

Allen Ruffles requested approval to order the Sheriff's Department Enterprise vehicles for 2022 as follows:

- ten (10) 2022 Chevy Tahoe's (turning in 9 existing Sheriff vehicles and keeping 1 for a spare)

- two (2) 2022 Chevy Malibu's w/red lights and radio

- one (1) 2022 Jail vehicle (turning in 1 existing vehicle)

- one (1) 2022 Ford F350 (turning in 1 existing truck)

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

Allen Ruffles explained that because the used car market is booming, Enterprise would like to short cycle several 2018-2019 existing vehicle leases and in turn the County would enter into new leases for 2022 vehicles to replace those adding that the lease cost for the new lease would be less than the current lease on the older vehicle. Mr. Ruffles stated that he will bring back next month a vehicle short cycle list.

Allen Ruffles asked for consideration to lift the spending freeze and allow departments to spend within their budgets. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Allen Ruffles gave a brief 2022 budget update, adding that he would like departments to present their preliminary budgets to their committee in August.

Representative McCarty asked Mr. Ruffles if he has received the money from Soil and Water that is owed to the County. Mr. Ruffles stated that the County has not received the money owed and he continues to reach out to Jordan Clements for an update.

Allen Ruffles briefly discussed an investment opportunity called NYCLASS. Representative Kennedy stated that we need to finalize what we want to do with three plus one. Representative Wilber moved to move forward with NYCLASS. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Allen Ruffles discussed an email that he sent out to all municipalities and the board last week regarding the implementation/rollout of the MUNIS tax program to them that will be delayed a year. Mr. Ruffles asked if the Board wants to purchase another year with Allen Tunnell to allow other municipalities that use that tax program to continue using that program. Mr. Ruffles stated that

he will bring this back to a future meeting once he finally negotiates the cost down.

Allen Ruffles requested approval to extend the temporary Junior Accountant position until the end of the year. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,284. Absent: 390- Marietta. Motion carried.

Allen Ruffles asked if the County wanted to pursue a consultant in connection with the required reporting and questions about funding use of the American Rescue funds. After further discussion, at this point Mr. Ruffles feels that he can handle such reporting requirements in house but will obtain quotes from vendors in case assistance is needed in the future.

Allen Ruffles inquired if the County has an idea of what we are doing on September 8th, the Hall of Fame induction day, in regards to employees as there will be travel and parking impacts, noting that Cooperstown school is closing that day. Rich Brimmer, Highway Superintendent joined the meeting via zoom and stated that the State Police utilizes their Cooperstown Highway garage parking areas and facilities. Victor Jones, Assistant Emergency Services Coordinator joined the meeting via zoom to address his concerns but was not limited to:

- Parking at 197 Main Street will be limited as the Cooperstown Fire Department typically uses the Annex and Courthouse parking lots.
- Employees onsite at the County office building will have challenges getting to and from work with the increase of traffic as well as employees at other buildings may have travel challenges.
- safety concerning children on school buses.

The committee discussed various possibilities of action.

Penney Gentile stated that at the Public Safety and Legal Affairs committee meeting the Board Chair spoke about sending an email to all users that anyone who was able to work from home remotely that day to do so.

Victor Jones added the following:

- Meadows parking area is typically used for the staging of emergency response vehicles
- 242 Main Street, Oneonta- roads and interstate will be overwhelmed with already over heavily congested roads

Representative Wilber left the meeting during the above discussion.

Representative Martini moved for an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, removal, medical, financial, credit or employment history

of a particular person. Seconded, McCarty. Total: 2,674. Ayes: 1,797. Absent: 877- Marietta, Wilber. Motion carried.

The meeting adjourned in executive session.