

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
July 23, 2018

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

OCCA –LESLIE ORZETTI

Leslie Orzetti stated that the OCCA would like to submit a CFA for trail improvement at four sites and is therefore requesting a resolution of municipal endorsement. Representative McCarty moved to approve and endorse the application of the OCCA for a grant under the Environmental Protection Fund for the Otsego County Trail Enhancement Project: Enhancing Recreational Opportunities in Rural Otsego County. Seconded, Oberacker and Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

CODE ENFORCEMENT –TONY GENTILE

Tony Gentile requested approval to create, fund and fill a Clerk position. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN

Andrew Crisman asked the committee about setting a reserve for the sale of the Unadilla clinic.

PLANNING/SOLID WASTE- KAREN SULLIVAN

Karen Sullivan requested approval to allocate the following CDBG program income monies and to schedule a public hearing regarding the project proposals for August 1, 2018 at the County Board Meeting:

- \$85,000 to the Tiny Home Project 868PF28-17 for the construction of a community center to assist with case management of on-site residents
- \$50,000 for a feasibility study for the Town of Maryland proposed distribution site
- \$50,000 for a Housing Rehabilitation "Farm Restore" program
- \$200,000 for a Micro-Enterprise Program with a focus on Agriculture
- \$100,000 to the Coditum Education Program
- \$100,000 to the City of Oneonta for funding to assist the ARC ReUse Program with building expansion

Representative Koutnik moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN (cont.)

Allen Ruffles informed the committee of a class action law suit against the State regarding reimbursing counties the 911 surcharge fees. The Treasurer stated he will forward the information to the committee members and to the 911 Communications Director.

Allen Ruffles stated he is working with Enterprise regarding vehicle replacement and that he should have a final list for the Budget Workshop on Thursday. The committee discussed how to proceed with vehicles in Emergency Services, Building Services and Board of Elections.

HIGHWAY –BILL MASON/RICH BRIMMER

Bill Mason requested approval to change all Road Maintainers and MEO Is to MEO IIs. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 2,846. Motion carried.

Rich Brimmer requested approval to renew Resolution 34-20170104 for the purchase of on road, off road and heating fuel off of their bid which is good through the end of the year. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Bill Mason presented a request to change the process of filling vacant, funded positions that was approved at the May Public Works meeting. After discussion, Representative Oberacker moved for approval for Department Heads to fill recently vacated, funded positions with approval from the Treasurer, Personnel Director and the Chair of the respective parent committee and if parent committee Chair is unavailable the Chair of the Board. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Rich Brimmer requested approval to pay two invoices from Mirabito totaling \$32,269.30 for fuel delivered out of contract and above bid price. Representative McCarty moved for approval to pay the invoices. Seconded, Koutnik. After further discussion, both Representatives McCarty and Koutnik withdrew their motion and second.

EMERGENCY SERVICES –ART KLINGER

Art Klingler requested approval to purchase a replacement truck for HazMat response from Homeland Security Grant not to exceed \$40,000, 100% grant funded. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

SHERIFF –RICH DEVLIN and PERSONNEL –PENNEY GENTILE

Sheriff Rich Devlin discussed reclassifying Jail Nurse positions to reflect more accurately the work being done. Penny Gentile recommended the Corrections Nurse title and distributed and discussed a chart outlining various nursing positions,

their respective grades, number of hours worked per year, and the 2018 salary range both hourly and yearly. Penney Gentile explained that at present the Corrections Nurse title is unrepresented by either bargaining unit and that if an agreement cannot be reached as to which bargaining unit will represent the title, the matter is then submitted to PERB for a determination.

Sheriff Rich Devlin requested approval to create, fund and fill (2) Corrections Nurse positions and abolish (2) RPN positions. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,846. Motion carried.

PERSONNEL –PENNEY GENTILE

Penney Gentile raised for discussion the possibility of employees donating vacation time to a bank for individuals who are in need of additional sick time and discussed how to handle the Friday after the Thanksgiving holiday.

Penney Gentile announced that Emergent has been selected to consult with Board members and Department heads about setting goals in line with the Strategic Plan.

Penney Gentile notified the committee that there will be a Public Safety and Legal Affairs committee meeting on August 1st at 9 am that Board members are welcome to attend.

Penny Gentile requested to be reappointed as Personnel Officer for a six year term effective August 6, 2018. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN (cont.)

Allen Ruffles requested approval to create, fund and fill a Jr. Accountant position. Representative Oberacker moved for approval. Seconded, Frazier and Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Allen Ruffles requested approval to pay a stipend in the amount of \$2,500 to the intern currently working in the Treasurers office. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 2,407; Abstain: 439-Frazier. Motion carried.

REAL PROPERTY –HANK SCHECHER

Hank Schecher announced his retirement as Director, Real Property Tax Service (full time) effective July 31, 2018. Hank Schecher requested reappointment as Director, Real Property Tax Service (full time) effective August 2, 2018 for the balance of the term ending September 30, 2019. Representative Oberacker moved for approval to accept Hank Schecher's retirement and reappointment as Director, Real Property Tax Service. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Hank Schecher distributed a pamphlet entitled Municipal Options for More Efficient Assessment Administration from the NYS Department of Taxation and Finance for the committee members to review.

Board Chair Bliss left the meeting.

BUILDING SERVICES –DOUG CZERKIES

Doug Czerkies explained that there have been billing issues with the electric company and therefore needs to request a budget transfer as a stop gap measure to pay for the electric bills at the Public Safety Building until the billing and crediting issues can be resolved.

Doug Czerkies requested the following budget transfer:

Transfer from	1622-2500-A	Misc. Renovations	\$35,000
Transfer to	1629-4150-A	PSB Heat & Lights	\$35,000

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Doug Czerkies requested approval to pay through the GP the invoice from Osterhoudt Refrigeration in the amount of \$359.85 for repairs made at the Central Kitchen. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,846. Motion carried. Doug Czerkies stated it is difficult to estimate the cost of services for the purposes of creating an APO and would like to see an adjustment in the Purchasing policy.

Doug Czerkies requested approval to pay through the GP the invoice from Keil's Construction in the amount of \$960 for septic repairs at the Bassett Clinic. Representative McCarty moved for approval. Seconded, Oberacker and Koutnik. Total: 2,846; Ayes: 2,407; Abstain: 439- Frazier. Motion carried.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN (cont.)

Andrew Crisman presented the following budget modifications:

OFA

Increase	0000-3451-A	\$2,050
Increase	6772-4050-A	\$2,050

Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

Planning

Increase	0000-3902-A	\$5,000
Increase	8020-4625-A	\$5,000

Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

With regards to surplus vehicles, Allen Ruffles compared Auctions International with Absolute Auctions and stated he will verify the fees associated with each vendor.

Allen Ruffles requested approval to attend a summer conference not to exceed \$600. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Allen Ruffles requested to enter into an executive session to discuss potential litigation. Representative Kennedy moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,846. Motion carried.

Representative McCarty left the meeting during executive session.

The committee reconvened.

Representative Frazier moved to come out of executive session. Seconded, Oberacker. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

OTHER –REPRESENTATIVE KENNEDY

Representative Kennedy presented a Memorandum of Support, Enact State Tax Reforms to Ensure Internet Fairness and Tax Conformity. Representative Oberacker moved to approve the Memorandum of Support. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried.

OTHER –REPRESENTATIVE KOUTNIK

Representative Koutnik distributed a list of the County's policies. Representative Koutnik requested approval to eliminate duplicate policies located in more than one category. Representative Oberacker moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 2,471; Absent: 375- McCarty. Motion carried. Representative Koutnik distributed an updated list of policies with a majority of the duplicate policies removed, noting he would like input as to how to categorize the remaining duplicates.

The committee discussed how to proceed with policy making in the future.

There being no further business to discuss, the committee adjourned until Monday, August 27th at 1:00 p.m. at the County Office Building.