

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
August 19, 2021
9:00 a.m.

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

Committee members present: Representative Kennedy, Representative Marietta arrived during the meeting, Representative Frazier, Representative Martini, and Representative Wilber.

Committee members absent: Representative McCarty

Also present: Board Chair Bliss

PLANNING/SOLID WASTE- ERIK SCRIVENER and TAMMIE HARRIS via zoom

Erik Scrivener requested approval of the following budget transfer:

Transfer from SW A8160.549000 contracts \$33,355
Transfer to SW A8160.545620 maint. And repairs \$33,355

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

Erik Scrivener requested approval to accept bid and contract with Richard Wakeman for the NTS improvements/storm water upgrades at a cost of \$113,355. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 1,909; Absent: 765- Marietta, McCarty. Motion carried.

Erik Scrivener requested approval to create, fund and fill a Solid Waste Coordinator position #2 at \$46,623. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,909; Absent: 765- Marietta, McCarty. Motion carried.

Erik Scrivener requested approval to extend the comprehensive home energy/Geothermal contract to December, 31, 2022. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 1,909; Absent: 765- Marietta, McCarty. Motion carried.

Representative Marietta arrived.

SOCIAL SERVICES- EVE BOUBOULIS via zoom

Eve Bouboulis requested approval of the following budget transfer:

Transfer from Daycare A6055.547300 \$25,000
Transfer to HEAP A6141.547300 \$25,000

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

Eve Bouboulis requested approval of the following budget transfer:

Transfer from MMIS A6100.547300 \$900,000
Transfer to Foster Care A6119.547300 \$900,000

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

EMERGENCY SERVICES- VICTOR JONES via zoom

Representative Wilber left the meeting.

Victor Jones requested approval to purchase refreshments for EOC operation in support of Hall of Fame induction on September 8th, not to exceed \$300. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 1,812; Absent: 862- McCarty, Wilber. Motion carried.

Victor Jones requested approval to purchase (4) four AED's and alarmed boxes, not to exceed \$3,900.

Representative Wilber returned to the meeting.

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

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to fill a vacant, funded MEO II position #8 above base level at \$19.5572/hour. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Rich Brimmer requested approval to award the shotcrete bid OTGOV-006-21 to Town and County Bridge and Rail at \$247/bag for 0-100 bags and \$242/bag for over 100 bags. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Rich Brimmer requested approval to amend resolution 179-2021, to increase the amount from \$250,000 to \$290,000, to allow for additional purchases in connection with the Co Hwy #14 and #17 box culvert projects.

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

WORKER'S COMPENSATION- ELLEN COCCOMA via zoom

Ellen Coccoma discussed the preliminary 2022 budget for the Worker's Compensation program.

BOARD OF REPRESENTATIVES/CORONERS- CAROL MCGOVERN in Board Chambers

Carol McGovern requested approval of the following budget transfer:

Transfer from Contingency A1990.548000 Other \$800
Transfer to BOR A1010.54810 Advertising \$800

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

Carol McGovern requested approval of the following budget transfer:

Transfer from Contingency A1990.548000 Other \$20,000
Transfer to Coroner A1185.547110 Autopsy and coroner expense \$20,000

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

Carol McGovern requested approval for Representative Basile to attend the NYSAC conference at a cost not to exceed \$550. (\$400.75 for registration and ~ \$124.32 for mileage) and for the following related budget transfer:

Transfer from Co. Admin. A1230.510000 PS \$401
Transfer to BOR A1010.540500 training \$401

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

SHERIFF- RICH DEVLIN via zoom

Rich Devlin requested approval for the following budget transfer:

Transfer from Contingency \$10,000
Transfer to Animal Cruelty Investigations \$10,000

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

Rich Devlin requested approval to authorize payment of \$3,923.98 to JPJ electronics for additional work to new patrol vehicle that was not covered by the Enterprise agreement. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Rich Devlin requested approval for Jail staff to attend Sallyport conference at \$900. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Rich Devlin requested approval to purchase equipment to sync Black Creek systems on the same time through GPS as well as additional wireless access points security system @ \$22,000, noting that this was not originally budgeted but he has existing funds in the equipment line that will be used. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

COMMUNITY SERVICES- MARTHA QUACKENBUSH AND MIGUEL MARTINEZ via zoom

Martha Quackenbush gave a brief overview of revenues and mentioned OMH/OASAS 2 year reconciliations.

Martha Quackenbush requested approval of the following budget modification:

- Increase rev. A4310.444902 SOC grant by \$359,050
- Increase A4322.546940 Family resource network by \$1,063
- Increase A4322.549205 Parsons C&F center by \$10,000
- Increase A4322.549204 ONC BOCES by \$185,700
- Increase A4322.546920 RSS by \$99,522
- Increase A4310.549000 contracts by \$62,765

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

Martha Quackenbush stated that OMH has completed their site review for licensing and they are receiving another three year license to operate the clinic.

Representative Kennedy introduced the interim Director of Community Services, Miguel Martinez who was present via zoom.

Martha Quackenbush asked if there were any questions concerning the 2022 budget.

BUILDING SERVICES- MICHELE DAVOULAS in Board Chambers

Michele Davoulas requested approval to create, fund and fill two (2) Cleaner positions. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

COUNTY CLERK- JENNIFER BASILE in Board Chambers

Jennifer Basile gave an overview of the 2022 budget.

LAND BANK- ALLYSA RADER in Board Chambers and TOLGA MORAWSKI via zoom

On behalf of the Land Bank, Allysa Rader asked for consideration of removing 62 Elm and 50 Elm (City of Oneonta) properties from the auction list and acquire those properties explaining what the Land Bank would do with such properties. Representative Frazier suggested that in connection with properties going up for auction in the future that the County create a scope or contingencies of sale. Representative Wilber moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried. Allen Ruffles asked about the taxes due on these properties. Representative Kennedy mentioned that in the past, the County has forgiven the taxes, penalties and fees that were owed on the properties when transferring to the Land Bank. Representative Kennedy asked Allen Ruffles to compile the amounts of taxes, penalties and fees due on those properties, see how we have done it in the past and bring back to the committee in the future.

REAL PROPERTY TAX SERVICE- HANK SCHECHER in Board Chambers

Hank Schecher distributed and discussed a proposed plan for staffing as part of succession planning.

Board Chair Bliss left the meeting.

After further discussion, Representative Wilber moved to add funding for 2022 to create, fund and fill a M/C Deputy Director of RPTS II position at \$62,800. Seconded, Martini. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile reviewed the 2022 budget.

Penney Gentile requested approval to create, fund and fill eight (8) full time Basic Life Support Technicians, two (2) part time Basic Life Support Technicians, eight (8) full time Advanced Life Support Technicians and two (2) part time Advanced Life Support Technicians. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried. Allen Ruffles added that the funding for the first year will come out of the American Rescue funds and they will work on finding ongoing funding for future years. Penney Gentile stated that a decision needs to be made as to what department will these positions fall under.

E911- ROB O'BRIEN via zoom

Rob O'Brien requested approval to purchase IP upgrade for tower sites, not to exceed \$71,000, using SICG grant funding. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,299; Absent: 375-McCarty. Motion carried.

Rob O'Brien stated that a board resolution is required to authorize the filing of the CON (Certificate of Need). Representative Wilber moved approval to give Rob O'Brien and Victor Jones authority to file for a CON for the Emergency Ambulance Service when appropriate. Seconded, Frazier. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles stated that the committee needs to decide whether or not to move forward with 3+1 for investing and reporting for the County finances. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Allen Ruffles stated that the committee needs to decide whether or not to hire a consultant to assist with the reporting and planning of the ARPA (American Rescue Plan Act) funding as well as the County needs to establish a long term plan for the use of the ARPA funds in specific categories. Based on the initial calculation, Treasurer Ruffles stated that the County has over \$7 million in lost revenue that could go back into our fund to use for whatever we want. Representative Kennedy suggested having the ARPA numbers all laid out for them to discuss as well as to bring the consultant proposals to the budget workshop next week. Representative Frazier asked if the training center was on the list to use American Rescue funding for and if that project qualifies under what the funds can be used for. Treasurer Ruffles explained that the training center is on the list of possible uses of the ARPA funding at \$500,000.

Allen Ruffles presented an updated credit card policy.

Allen Ruffles requested approval to contract with Allen Tunnel for 2022 at \$29,700 in connection with the tax software system provided to other municipalities that use it. Representative Wilber moved approval of the Allen Tunnel contract, not to exceed \$30,000. Seconded, Martini. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Allen Ruffles requested approval to create, fund and fill a Property Tax Specialist position. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Allen Ruffles gave a property foreclosure update.

YOUTH BUREAU- KATHY DEJONG in Board Chambers

Kathy DeJong presented recommendations from the Youth advisory board allocating 2021 program funding. Mrs. DeJong mentioned receiving \$23,000 in Safe Harbor funding and what that money will be used for. Representative Wilber moved to accept the 2021 program allocation as presented. Seconded, Marietta. Total: 2,674. Ayes: 2,299; Absent: 375- McCarty. Motion carried.

Kathy DeJong briefly discussed the 2022 budget.

Kathy DeJong explained that as the part time Director, she runs office operations and the volunteer Youth Board makes decisions. Ms. DeJong explained that in preparation of succession planning, she is asking what the protocol is for hiring a new part time Director as there is possibly someone on the current Youth Board that is interested in taking over such position when she leaves. Representative Kennedy suggested that she reach out to Personnel.

TREASURER con't- ALLEN RUFFLES in Board Chambers

Christina Chatham from Enterprise joined the meeting via zoom to discuss Enterprise short cycle opportunities available to the County, noting that there are approximately 23-36 vehicles that may be able to be short cycled.

Allen Ruffles mentioned an upcoming health insurance budget meeting on September 24th and invited members to attend.

The committee took a short break.

Representative Wilber left the meeting.

Representative Frazier 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: 1,812. Absent: 862- McCarty, Wilber. Motion carried.

Representative Wilber rejoined the meeting during executive session. The meeting adjourned in executive session.