

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
August 27, 2018

Absent: Representatives Koutnik and Stammel

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

YOUTH BUREAU –KATHY DeJONG

Kathy DeJong stated there was a clerical error in the way the funds were allocated in the 2018 Youth Bureau Resource Allocation Plan. Kathy DeJong presented the corrected resource allocation plan. Representative Oberacker moved for approval of the corrected allocation plan. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

BOARD OF ELECTIONS –CHRISTINA MORRISON

Christina Morrison requested approval to add Deputy Commissioner positions and eliminate Election Clerk positions. Representative Oberacker moved for approval to add the Deputy Commissioner positions and eliminate Election Clerk positions. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Christina Morrison requested approval to increase the Inspector of Elections salary by adding \$10 primary and \$15 general to previous pay. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Board Chair Bliss entered the meeting during the above discussion.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN

Allen Ruffles discussed placing two parcels on tax roll section 8 and stated the list of 2019 vehicles from Enterprise has been slightly adjusted. Allen Ruffles requested approval to send 2 staff members to the annual payroll conference in Albany for an amount not to exceed \$500. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Allen Ruffles presented the sealed bid packet for the Unadilla Health Clinic.

SHERIFF –RICH DEVLIN

Sheriff Rich Devlin requested approval to hire above base salary for the nurse at the Correctional Facility, step 3 at \$60,026. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Sheriff Rich Devlin requested the following budget modification to account for the Child Passenger Safety Seat Grant:

Increase	0000-3386-A	\$5,500 for a total of \$10,000
Increase	3310-2300-A	\$2,500
Increase	3310-4800-A	\$3,000

Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Sheriff Rich Devlin requested approval to purchase car seats through Evenflo in the amount of \$5,511.96. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

The Sheriff discussed his budget for 2019 noting his plan to request an increase in staffing for the Road Patrol as well as a PT or FT position to be designated as a School Resource Officer.

Board Chair Bliss stated that the Village of Cherry Valley and Richfield Springs is interested in sharing a used vehicle from the Sheriff's department and inquired as to how to handle the installed equipment.

OFFICE FOR THE AGING –TAMIE MacDONALD

Tamie MacDonald requested approval to re-classify (3) Senior Aging Services Aide positions (Grade 5N) to Aging Service Specialists (Grade 9Q). Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

DSS –EVE BOUBOULIS

Eve Bouboulis requested approval to renew the contract with OFA for HEAP application intake for non temporary assistance ages 60 and older. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested approval to renew contract with OFO for TANF Non-Residential Domestic Violence Services. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested approval to amend Resolution No. 175-2007 Adopting Foster Care Children Driver's License/Permit Policy. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested approval to create Senior Social Welfare Examiner #10 and abolish Data Entry Machine Operator #3. Representative Oberacker

moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested approval to create, fund and fill Senior Social Welfare Examiner #11. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested approval to contract with Kids Oneida for preventive services at a cost of \$75,325 per staff person, not to exceed \$225,975. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested permission to expedite a lease sooner than 2019 as there are currently two department vehicles that need to be replaced now due to high repair costs. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

BUILDING SERVICES –DOUG CZERKIES

Doug Czerkies requested approval to create, fund and fill a Building Maintenance Mechanic position and to abolish a Maintenance Worker position. Representative Oberacker moved for approval. Seconded, Frazier and McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

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

Allen Ruffles brought up the matter regarding a small parcel of land within bounds of Doubleday Field claimed by the Village of Cooperstown, the title of which was recently acquired by the County during a Tax Foreclosure proceeding. The committee had questions pertaining to this issue and suggested that the Treasurer invite representatives of the Village to a meeting to discuss the matter further.

COMMUNITY SERVICES –SUE MATT

Sue Matt requested approval to amend Resolution 9-20180103 with Kate Bolger, NPP, APRN, 2410 Walley Road, Franklin, NY 13375 for the provision of psychiatric nurse practitioner services to increase hours from 624 to 1016 and to increase funding from \$56,160 to not to exceed \$91,440 for the duration of the contract. Additional funding is in budget line 4310-4880 and is 100% reimbursed through fees, state and federal aid. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Sue Matt requested approval to fill an Account Clerk Typist position due to retirement effective September 30, 2018. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Sue Matt requested approval to fill an encumbered Account Clerk position. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

PLANNING/SOLID WASTE- KAREN SULLIVAN

Karen Sullivan requested approval to abolish the Account Clerk/Typist position and create, fund and fill an Office Specialist position at grade 10 salary range \$30,626-\$36,121. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Karen Sullivan requested approval to create, fund and fill a Planner Trainee position under the Solid Waste Department at grade 13C and salary of \$34,946 to be included in the 2019 budget. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

HIGHWAY –BILL MASON/RICH BRIMMER

Rich Brimmer requested the following budget transfer:

Transfer from	5113-2121-D	CHIPs Capital Main.	\$104,000
Transfer to	5113-2104-D	CHIPs Culvert replacement	\$104,000

Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Rich Brimmer requested the following budget modifications:

Increase	0000-2665-DM	Sale of equipment	\$65,000
Increase	5130-2000-DM	Equipment	\$65,000

Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Increase	0000-3506-D	Bridge NY	\$50,000
Increase	5113-2116-D	CR 16	\$50,000

Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Rich Brimmer requested approval to contract with Accent Stripe for the period of January 1, 2018—December 31, 2018 for centerline/edgeline painting not to exceed \$200,000 out of 5112-2092-D. Representative Oberacker moved for

approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. 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 Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Rich Brimmer stated approximately \$1.7 million was submitted for CHIPS reimbursement this quarter and that the Town of Decatur purchased the Osh Kosh for \$5,000.

Bill Mason presented a staffing proposal which would result in a full time tree crew. Allen Ruffles commented on the possible effect the proposal would have on insurance and workers compensation. After discussion, Representative Oberacker moved for approval to fund the (6) full time positions. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

DEPARTMENT OF HEALTH –CHERYL STRONG

Cheryl Strong requested approval to contract with VMC for preschool transportation management services for \$100,800 per year for three years with 59.5% reimbursement from the State. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

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

Allen Ruffles gave an update regarding telemedicine and when it will go live.

Allen Ruffles discussed replacing the office lock system.

PERSONNEL –PENNEY GENTILE and PROBATION –DAN NAUGHTON

Penney Gentile requested an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Representative Oberacker moved to enter into an executive session to include Penney Gentile, Dan Naughton and Board Chair Bliss. Seconded, Kennedy. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

The committee reconvened.

COUNTY ATTORNEY –ELLEN COCCOMA

Ellen Coccoma stated the 2019 Workers Comp budget had been sent to the committee members prior to the meeting. Board Chair Bliss inquired about the potential impact a tree crew would have on workers comp. Representative Frazier

moved to approve the 2019 Workers Comp budget as presented. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Ellen Coccoma gave an update regarding the CAFA plan, drafting a local law regarding the opioid public nuisance and hiring Phillips Lytle to assist with the In Rem/foreclosure process.

Ellen Coccoma requested to enter into an executive session to discuss pending litigation. Representative McCarty moved for approval to enter into an executive session to include Board Chair Bliss, Allen Ruffles and Andrew Crisman. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

The committee reconvened.

Representative Frazier moved to approve the settlement payment of County litigation against CCRN LLC in the amount of \$350,000. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Representative McCarty moved to approve the settlement of the claim Zabala v. Otsego County for personal injury in the amount of \$40,000. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

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

Allen Ruffles discussed placing two parcels on tax roll section 8. Representative McCarty moved for approval to place Parcel #75 324.00-1-8.29 and Parcel #77 324.18-1-57.01 on tax roll section 8. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Allen Ruffles discussed a class action law suit against the State regarding reimbursing counties the 911 surcharge fees.

Andrew Crisman presented the following budget transfers:

Emergency Services

Transfer from	Equipment	3641-2000-A	\$5,000
Transfer to	Training	3641-4050-A	\$5,000

Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Board of Representatives—for services above the retainer agreement with Roemer

Transfer from	Contingent	1990-4800-A	\$20,000
Transfer to	BOR-Contracts	1010-4900-A	\$20,000

Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Allen Ruffles requested approval to contract with Phillips Lytle to assist with the In Rem/foreclosure process. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Allen Ruffles discussed how to proceed with Roses Hill. Representative McCarty moved to set the reserve at \$140,000. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Representative McCarty exited the meeting.

Board Chair Bliss exited the meeting.

PUBLIC DEFENDER –BRUCE MAXSON

Bruce Maxson discussed the creation and modification of positions for implementation of CAFA/CAP with NYS settlement funds and distribution. Representative Frazier moved for approval to create, fund and fill the proposed positions numbered 1-5 and modify positions 6 and 7 as presented. Seconded, Oberacker. Total: 2,846; Ayes: 1,600; Absent: 1,246- Koutnik, Stammel and McCarty. Motion carried.

Bruce Maxson presented the paperwork for renewing the Rural Law Center contract to be discussed further at the next Admin meeting.

There being no further business to discuss, the committee adjourned until Friday, September 21st at 1:00 p.m. at the County Office Building.