

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
September 23, 2021
9:00 a.m.

In accordance with Chapter 417 of the Laws of 2021, members may attend the meeting remotely by videoconferencing.

The meeting was streamed via facebookLIVE.

Members: Representative Kennedy- present, in Board Chambers
Representative Marietta- present, via zoom
Representative McCarty- present, in Board Chambers
Representative Frazier- absent
Representative Martini- present, via zoom
Representative Wilber – present, in Board Chambers

Others present: Representative Basile via zoom, Board Chair Bliss in Board Chambers arrived during the meeting.

PUBLIC DEFENDER- MIKE TROSSET in Board Chambers

Mike Trosset distributed a summary proposing how to utilize Hurrell-Harring funding spend out through year 4, noting that ILS has approved. Mr. Trosset would like to make a presentation to the Board explaining the spend out and how the plan will be implemented. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Board Chair Bliss arrived in the Board Chambers during the above discussion.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to award the lowest bid for bridge deck sealing OTGOV-019-21 to Town and County Bridge & Rail at \$1.33/sq. ft. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Rich Brimmer requested approval to purchase the following equipment using CHIPS funding:

- One bucket loader not to exceed \$200,000
- One bucket loader with forks not to exceed \$210,000
- One 1 ton dump not to exceed \$59,000
- One ¾ ton pickup not to exceed \$40,000
- One skid loader with attachments not to exceed \$120,000
- One tow behind air compressor not to exceed \$60,000

- One 6 inch water pump & hoses not to exceed \$40,000
- One guide rail post pounder not to exceed \$130,000

Representative Marietta moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Rich Brimmer requested approval to hire five (5) HMEO I temp positions for the snow and ice season at step 3, \$20.7255/hr. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Rich Brimmer requested approval to award the highest bid for timber sales #8 to Wagner Co. \$226,226.26 for Taylor Hill and \$84,848.48 for Dozen Dads, adding that Public Works approved that any amount over \$300,000 in sales go back into replanting. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

PLANNING/SOLID WASTE- ERIK SCRIVENER via zoom

Erik Scrivener requested approval to establish the 2022 transfer station tipping fee and rate schedule, noting that the tipping fee is being increased to \$95/ton, noting the reasoning is to cover the contractual increase. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Erik Scrivener requested approval to award the lowest bid OTGOV-021-21 for the Tiny Homes project to Umbrella Construction Corp. at \$37,854 base bid and \$25,677 alternative 1 and authorize the Board Chair to execute the contract and other documents to include change orders within the CDBG project budget. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

DEPARTMENT OF HEALTH- HEIDI BOND via zoom

Heidi Bond requested approval of a 16 week leave of absence for an employee to allow her to attend school/clinical rotation from January 3, 2022- April 29, 2022. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Heidi Bond requested approval to purchase an ultra cold freezer for vaccine storage at a cost not to exceed \$19,999. Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Heidi Bond requested approval to purchase ArcGIS at a cost not to exceed \$40,000. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Heidi Bond requested approval of the following budget modification:

Increase rev. 4040.444010 by \$65,000
Increase A4040.548000 other by \$65,000

Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Board Chair Bliss asked Mrs. Bond to give an update on vaccines and the status of COVID cases.

EMERGENCY SERVICES- VICTOR JONES via zoom

Victor Jones requested approval to fill a vacant funded PT Deputy Fire Coordinator position at \$1,543. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Victor Jones requested approval for Paul Neske to attend the NYS Fire Academy for the Fire/Arson investigation seminar, not to exceed \$200. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Representative Wilber left the meeting.

SOIL AND WATER CONSERVATION- JORDAN CLEMENTS via zoom

Jordan Clements discussed the timber sales bid and requested approval to award the bid to Wagner Co. \$226,226.26 for Taylor Hill and \$84,848.48 for Dozen Dads. The committee informed Mr. Clements that Rich Brimmer already presented the request to award the bid and it was approved earlier in the meeting

The committee took a short recess.

Representative Wilber rejoined the meeting.

COMMUNITY SERVICES- MARTHA QUACKENBUSH via zoom

Martha Quackenbush requested approval to purchase two (2) cars using Federal Salary Sharing funds @ \$56,518 for the Behavioral Health Resource Center. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

PERSONNEL- PENNEY GENTILE via zoom

Penney Gentile requested approval to reclassify the current Personnel Technician title to Senior Personnel Technician which would require creating,

funding and filling a Senior Personnel Technician title. Ms. Gentile also notified the committee that once the reclassify occurs, then she will be back-filling the vacant funded Personnel Technician position. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried. Board Chair Bliss suggested not back filling the Personnel Technician until after the budget gets adopted.

REAL PROPERTY TAX SERVICE- HANK SCHECHER in Board Chambers

Representative McCarty 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: 2,235. Absent: 439- Frazier. Motion carried.

Representative Wilber left the meeting.

The meeting reconvened.

Representative McCarty moved to come out of executive session. Seconded, Martini. Total: 2,674. Ayes: 1,748. Absent: 926- Frazier, Wilber. Motion carried.

COUNTY ATTORNEY- ELLEN COCCOMA via zoom

Ellen Coccoma requested approval to accept the proposed "Big 3" distributors' opioid litigation settlement and authorize the County Attorney to execute documents necessary to effectuate the settlement. Representative Kennedy stated that NYSAC recommends creating a task force to start working on how we would get the money once awarded and do a needs assessment on prevention, treatment and recovery. Representative Martini moved approval to accept the settlement. Seconded, McCarty. Total: 2,674. Ayes: 1,748. Absent: 926- Frazier, Wilber. Motion carried.

Ellen Coccoma gave two other updates related to the opioid litigation.

Representative Wilber rejoined the meeting.

Ellen Coccoma stated that she and the Treasurer continue to work on the in rem foreclosure situation.

CLERK OF THE BOARD/COUNTY AUDITOR- CAROL MCGOVERN in Board Chambers

Carol McGovern requested approval to renew the countywide office supply contract with Hummels for an additional year in accordance with bid OTGOV-014-19. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

TREASURER- ALLEN RUFFLES via zoom

Allen Ruffles presented a credit card policy and requested approval of such as presented. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Allen Ruffles discussed 21 Water Street, Morris, a prior foreclosed property, which is abandoned and vacant that was sold and the bidders backed out of the sale. Mr. Ruffles suggested that the County put such property out for sealed bid. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Allen Ruffles followed up on the two properties that the committee approved last month to be pulled from the auction list as requested by the Land Bank. Mr. Ruffles explained the process that occurred on a prior property obtained by the Land Bank where the taxes owed were waived. Mr. Ruffles explained that \$31,408.53 is owed in back taxes for 50 Elm, Oneonta and \$45,867.36 is owed in back taxes for 62 Elm, Oneonta. Representative Martini moved to waive the taxes owed and transfer the 50 Elm and 62 Elm properties to the Land Bank. Seconded, Marietta. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Allen Ruffles requested approval for the following budget transfer for the Sheriff:

Transfer from A3110.546250 vehicle lease \$25,000
Transfer to A3110.545150 vehicle repairs \$25,000

Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Allen Ruffles requested approval for the following budget modification for Board of Elections:

Increase A1450.430891 by \$55,606.53
Increase A1450.545000 M&S by \$55,606.53

Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Allen Ruffles requested approval for the following budget modification for Board of Elections:

Increase A1450.430891 by \$17,974.95
Increase A1450.545000 M&S by \$7,499.95
Increase A1450.549000 contracts by \$10,475

Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Representative Wilber moved for an executive session to discuss matters leading to the medical, financial, credit or employment history of a particular corporation. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

The meeting reconvened.

Representative Martini moved to come out of executive session. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Allen Ruffles requested approval to contract with Insero for consulting services in connection with ARPA funds, not to exceed \$20,000 for two years (\$10,000 per year). Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Allen Ruffles requested approval to award the Deferred Compensation RFP to Empower for three years. Representative Wilber moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

OFFICE FOR THE AGING-TAMIE REED via zoom

Tamie Reed requested approval to unfund the HEAP TE Senior Aging Services Aide position and create, fund and fill a HEAP TE Examiner position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

SOCIAL SERVICES- EVE BOUBOULIS, LISA GRAMPP via zoom

Eve Bouboulis requested approval to renew contract with OFO for non-res DV TANF, from 4/1/21-3/31/22, not to exceed \$25,000. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Representative Wilber left the meeting.

Eve Bouboulis requested approval to reclassify the Staff Development Coordinator title from a grade 17 to grade 19, noting that by doing this, the stipend currently being paid will be removed. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 1,748. Absent: 926-Frazier, Wilber. Motion carried.

Eve Bouboulis requested approval to reclassify the Case Supervisor Grade A title from a grade 18 to grade 20, noting that this title should be realigned within the rest of the upgrades in the Caseworker series that occurred several

years ago.(amend res. 113 of 2018) Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 1,748. Absent: 439- Frazier. Abstain: 487- Wilber. Motion carried.

Representative Wilber rejoined the meeting.

Eve Bouboulis requested approval to allocate \$575,000 from the American Rescue funds for DSS to utilize for the completion of the Agency Housing project to include the community center, the completion of the houses on site, paving, etc. Erik Scrivener joined the meeting via zoom and discussed the probable cost as estimated by the architect. After further discussion, Representative Marietta suggested that the overall project plan as revised be presented to the full board. No action was taken.

Eve Bouboulis requested approval to contract with Catholic Charities from 11/1/21-12/31/21, not to exceed \$50,000 for Code Blue services. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Eve Bouboulis requested approval for the following budget transfer:

Transfer from Day Care A6055.547300 \$10,000
Transfer to Medical Assistance A6101.547300 \$10,000

Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Eve Bouboulis requested approval for the following budget modification:

Increase rev. A6010.446100 by \$37,870
Increase A6010.549000 contracts by \$27,370
Increase A6010.549100 fees for services by \$10,000
Increase A6010.548000 other by \$500

Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Eve Bouboulis mentioned that she had a request for non-mandated trainings that she is not going to present today, which was for staff to attend Escape Rooms team building training but the Treasurer has questioned this if it is an appropriate expense before moving forward.

Eve Bouboulis requested approval to unfreeze and fill two Caseworker positions #1 and #3.

Representative Wilber left the meeting while the two Caseworker positions were being discussed.

Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 1,748. Absent: 926- Frazier, Wilber. Motion carried.

Representative Wilber rejoined the meeting.

Eve Bouboulis requested approval to create, fund and fill a Clerk position #24. Representative Marietta moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Eve Bouboulis requested approval to create, fund and fill an Employment and Training Assistant position #8, adding that such position will not be filled until the waiver is lifted which is anticipated to be lifted in November. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a part time Caseworker #2 position. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,235. Absent: 439- Frazier. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a part time Senior Caseworker position #1. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439-Frazier. Motion carried.

Representative McCarty asked how many people do you have working remote now?

INFORMATION TECHNOLOGIES- BRIAN POKORNY in Board Chambers

Brian Pokorny requested approval of 2022 funding to create, fund and fill a Programmer Analyst position. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,235. Absent: 439-Frazier. Motion carried.

Brian Pokorny requested approval of 2022 funding to create, fund and fill a Microcomputer Specialist position. Mr. Pokorny explained that E911 may have some funding in their PSAP grant for this position. Representative Martini moved for approval. Seconded, Marietta. Representative Wilber asked if any of this work could be contracted out to consultants. Representative McCarty asked if the department has "on-call" for the weekends if needed. Total: 2,674. Ayes: 2,235. Absent: 439-Frazier. Motion carried.

EMERGENCY SERVICES con't- PENNEY GENTILE ON BEHALF OF VICTOR JONES via zoom

Penney Gentile requested approval to extend the TE Account Clerk Typist position for up to an additional 90 days. Representative Wilber moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,235. Absent: 439-Frazier. Motion carried.

PERSONNEL con't- PENNEY GENTILE via zoom

Penney Gentile informed the committee that Rich Brimmer will be sending the committee an explanation regarding the request to hire the TE positions above base.

There being no further business to discuss, Representative Wilber moved to adjourned.