

Warren County Board of Supervisors

Committee: **SUPPORT SERVICES**

Date: **August 27, 2007**

Committee Members Present:

Supervisors Sheehan
Monroe
Mason
Gabriels
VanNess
Girard
Geraghty

Others Present:

Paul Dusek, County Attorney
Judith Harris, Auditor
Julie Pacyna, Purchasing Agent
Herb Levin, Director of Weights & Measures
Francis X. O'Keefe, Treasurer
Robert Lynch, Deputy Treasurer
Board of Elections:
MaryBeth Casey, Commissioner
William Montfort, Commissioner
Joan Sady, Clerk of the Board
Hal Payne, Commissioner of Administrative &
Fiscal Services
JoAnn McKinstry, Deputy Commissioner of
Administrative & Fiscal Services
William H. Thomas, Chairman
Nicholas Caimano, Budget Officer
Debra L. Schreiber, Legislative Office Specialist

Mr. Sheehan called the meeting of the Support Services Committee to order at 1:30 p.m.

Motion was made by Mr. VanNess, seconded by Mr. Girard, and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk.

COUNTY ATTORNEY

Paul Dusek, County Attorney, distributed the proposed 2008 Budget packets to each of the Committee members, *a copy of which is on file with the minutes.*

Mr. Dusek apprised that the proposed 2008 Law (County Attorney, A.1420) Budget request was \$417,098, as compared to the 2007 appropriations of \$406,903, an increase of \$10,195. He said the Information Technology (IT) Department recommended the server in their Department be replaced as the warranty would expire in 2008 and the replacement cost for this equipment was approximately \$5,000.

Mr. Dusek requested increases in the .4's due to the additional costs (postage, supplies) associated with the foreclosure actions and Family Court Orders; in particular, a \$3,000 increase in postage (.424), from the \$7,000 appropriated in 2007 to \$10,000 proposed for 2008. In 2007, there was an occasion when they were required to lease a vehicle as there were no Fleet vehicles available; therefore, he said, he appropriated \$150 for

Travel/Education/Conference in 2008.

Mr. Dusek requested the salaries of the two Assistant Attorneys be increased by \$5,000, from the 2007 base salary of \$51,741 to the 2008 requested base salary of \$56,741.

In response to an inquiry by Mr. Caimano, Mr. Dusek stated their Department should reflect a revenue from the foreclosure actions as they recently generated \$300,000, which included the repayment of all abstracting fees, postage, et cetera. According to the County Attorney Budget Performance Report, Hal Payne, Commissioner of Administrative & Fiscal Services, stated their office generated a total revenue of \$44,733.12 to date.

Mr. VanNess entered the meeting at 1:39 p.m.

Mr. Caimano asked that future revenues generated from the foreclosure actions be reflected in the County Attorney Budget Performance Report.

Motion was made Mr. Geraghty, seconded by Mr. Monroe and carried unanimously approving the 2008 County Attorney Budget as presented; authorize the Committee chairman to sign it; and submit the same to the Budget Officer.

That concluded the County Attorney portion of the Support Services Committee and Mr. Dusek exited the meeting at 1:40 p.m.

AUDITOR

Judith Harris, County Auditor, distributed the proposed 2008 Budget packets to each of the Committee members, *a copy of which is on file with the minutes.*

Mrs. Harris stated the proposed 2008 County Auditor (A.1320) Budget request was \$121,574, as compared to the 2007 appropriations of \$120,368, an increase of \$1,206.

Motion was made by Mr. Monroe, seconded by Mr. Geraghty and carried unanimously approving the 2008 County Auditor Budget as presented; authorize the Committee chairman to sign it; and submit the same to the Budget Officer.

That concluded the County Auditor portion of the Support Services Committee and Mrs. Harris exited the meeting at 1:43 p.m.

PURCHASING

Julie Pacyna, Purchasing Agent, distributed the proposed 2008 Budget packets to each of the Committee members, *a copy of which is on file with the minutes.*

Mrs. Pacyna stated there were no changes to the proposed 2008 Central Storeroom (A.1660) Budget of \$39,728 from the 2007 appropriations. She noted the sick leave incentive did not apply to the Stockroom.

Motion was made by Mr. Mason, seconded by Mr. Monroe and carried unanimously approving the 2008 Central Storeroom Budget as presented; authorize the Committee chairman to sign it; and submit the same to the Budget Officer.

Mrs. Pacyna stated the proposed 2008 Purchasing (A.1345) Budget request was \$95,936, as compared to the 2007 appropriations of \$103,573, a decrease of \$7,637. She said the Deputy Purchasing Agent position had assumed additional responsibilities and she requested an increase from the 2007 base salary of \$32,918 to the 2008 requested base salary of \$37,500. She noted the increase would be contingent upon a performance review and become effective March 1, 2008.

Motion was made Mr. VanNess, seconded by Mr. Mason and carried unanimously approving the 2008 Purchasing Budget as presented; authorize the Committee chairman to sign it; and submit the same to the Budget Officer.

That concluded the Purchasing portion of the Support Services Committee and Mrs. Pacyna exited the meeting at 1:47 p.m.

WEIGHTS & MEASURES

Herb Levin, Director, Weights & Measures, distributed the proposed 2008 Budget packets to each of the Committee members, *a copy of which is on file with the minutes.*

Mr. Levin apprised the 2008 proposed Weights & Measures (A.6610) Budget request was \$49,997, as compared to the 2007 appropriations of \$44,827, an increase of \$5,170. He said he requested additional funds in the 2008 Budget to purchase new computer software and equipment associated with a new pricing law that became effective June 1, 2007.

Mr. Levin stated he requested a \$7,143 salary increase, from \$38,892 in 2007 to \$46,035 in 2008, because of the additional workload and comparable salaries of other County Directors of Weights and Measures. Mr. VanNess said he would recommend increasing the base salary for the Director of Weights and Measures by \$3,500 for 2008.

Motion was made by Mr. VanNess, seconded by Mr. Monroe and carried unanimously approving the 2008 Weights & Measures Budget and amending the salary increase request from \$46,035 to \$42,392 as presented; authorize the Committee chairman to sign it; and submit the same to the Budget Officer.

That concluded the Weights & Measures portion of the Support Services Committee and Messrs. Levin and Monroe exited the meeting at 1:55 p.m.

TREASURER

Francis O'Keefe, County Treasurer, distributed the proposed 2008 Budget packets to each of the Committee members, *a copy of which is on file with the minutes.*

Mr. O'Keefe apprised the 2008 proposed Treasurer (A.1325) Budget request was \$748,253, as compared to the 2007 appropriations of \$730,742, an increase of \$17,511. While he anticipated a four percent revenue increase (predicated upon the the town share of the County sales tax, as well as the bonding), he noted, there was a two percent increase in expenses relating to salaries and mandated items.

Mr. O'Keefe requested a \$5,000 increase in the base salary for the Junior Accountant within their Office, from the 2007 base salary of \$41,200 to the 2008 requested salary of \$46,200.

In response to an inquiry by Mr. Girard, Mr. O'Keefe replied the 2006 sales tax figure reflected on the Budget Worksheet Report was not an increase but rather the procedure by which the County must calculate the total amount of the sales tax. Mr. Caimano stated if the salary increase was approved, the total Treasurer Budget would increase 3.1%. Mr. O'Keefe said he felt his Department could fund the \$5,000 salary increase for the Junior Accountant.

A discussion ensued.

Motion was made Mr. Geraghty and seconded by Mr. Gabriels to approve the 2008 County Treasurer Budget.

Mr. Gabriels asked for clarification between the two titles, accountant and account clerk. Mr. Lynch responded the accountant had a four year degree while the account clerk had a degree, experience or a combination thereof. Mr. O'Keefe briefly reviewed the fiscal managers of other Departments within the County without educational degrees and the salaries they derived. He further stated it was not his intent to fill the current vacant positions in their Department.

After discussion, Mr. Sheehan called the question and the motion to approve the 2008 County Treasurer Budget was unanimously approved; authorizing the Committee chairman to sign it; and submit the same to the Budget Officer.

That concluded the County Treasurer portion of the Support Services Committee and Messrs. O'Keefe and Lynch exited the meeting at 2:15 p.m.

BOARD OF ELECTIONS

Mary Beth Casey and William Montfort, Commissioners, Board of Elections, distributed copies of their agenda, as well as their proposed 2008 Budget packets to each of the Committee members, *copies of which are on file with the minutes.*

Mrs. Casey stated this Committee had recommended the full Board of Supervisors review the charge backs and their potential changes and impacts on the County and local townships. If the Committee considered a full charge back, she said their revenue would

increase \$68,570. She stated it was their obligation to inform the Committee of the opportunity to incorporate the charge backs to the towns, as these charge backs constituted 32% of their Board of Elections budget for a two-year election and 43% of their budget in a three-year election. In response to questions raised by Mr. Geraghty, Mrs. Casey stated page 2 of the agenda reflected the actual costs for 2006, as well as the anticipated 2008 costs utilizing the current voting equipment. The County currently paid the salaries of the inspectors and machine custodians, she added. Mrs. Casey stated a resolution was adopted by the Board of Supervisors assessing a charge back to the towns of \$1,200 per machine and, she said, she anticipated the same fee being charged for 2008. The general consensus of the Committee recommended the charge backs remain status quo.

Continuing on, Mrs. Casey requested permission to amend the 2007 County Budget to increase estimated revenues and appropriations totaling \$23,146.68 to reflect the receipt of grant funds.

Motion was made by Mr. Geraghty, seconded by Mr. Girard and carried unanimously approving the request as outlined above, and refer same to the Finance Committee for consideration. *Copies of the resolution request forms are on file with the minutes.*

As previously stated, Mrs. Casey said there would be three elections in 2008 as well as four mandatory voter registration days that must be conducted in each town and in two polling locations in the City of Glens Falls and Town of Queensbury. All expenses related to the voter registration days were previously an expense incurred by the towns; however, she said, the County was now obligated for this expense, which was noted in the .439's of their Budget.

As a result of a recent enacted mandate, Mrs. Casey apprised they were required to purchase equipment which decreased their .2's and .4's by \$30,000. She said the lever voter machine was utilized in compiling the figures reflected in their 2008 proposed Budget. Despite the decrease in their Equipment and Contractual Codes, Mr. Montfort added the third primary increased their 2008 Budget \$68,846.

Mrs. Casey stated they had requested eliminating voter registration day due to the various options now available to eligible voters. While this voter registration day requirement had become outdated, she said they were mandated by NYS law.

Mrs. Casey requested a \$10,746 increase for the two Election Commissioners from the 2007 base salary of \$48,254 to the 2008 requested salary of \$59,000. She said the increase requested was derived from other county comparables holding the same title classification and performing similar duties and responsibilities.

Commencing in 2007, Mrs. Casey explained the \$28,000 appropriation of funds was designated for the voting system technicians and the Extra Help appropriation was earmarked for part time employees working either in their office or that assisted on Election Day at the nursing homes. In response to an inquiry by Mr. VanNess, Mr. Montfort explained the \$36,000 increase was based on the \$28,000 allocated for voting inspectors and \$3,600 was attributable to the voter registration date, all pertaining to the third election.

A discussion ensued.

Referencing the Budget Worksheet Report, Mr. Caimano related the 2007 Board of Elections Amended Budget was \$478,316, while the 2008 Budget request of \$279,734 did not include salaries. If the Committee approved a Department Budget increase of three or five percent, he suggested, the Commissioners determine any increase in salaries for their Deputy Commissioners. Alternatively, he said, if the Committee agreed to the 2007 Amended Budget of \$478,316, the Board of Election staff could potentially receive a 5% salary increase.

A discussion ensued.

Mrs. Casey apprised a majority of their duties and obligations were required mandates, thereby limiting their Department to charge backs and FOIL (Freedom of Information Law) requests as a way to generate revenue.

Mr. Girard commented he calculated a net \$22,000 increase in the .2 and .4 codes if all salaries remained unchanged and no additional staff were hired.

A discussion ensued relative to the number of voting districts located within Warren County, as well as Commissioner salary comparisons of other counties throughout New York State. When comparing like counties, Mr. Payne stated Genesee County had 54 districts, a difference in population of 300, and the two part-time (30 hours per week) Commissioners earned \$34,000 while the two Deputy Commissioners earned \$39,000. While Mr. Caimano acknowledged a seven percent increase in the Board of Election Budget only amounted to \$34,000, he said, the increase was still more than other Departments.

Mr. Girard queried the importance of the two part-time clerks and Mrs. Casey replied it was their desire to hire two part-time clerks who would familiarize themselves with the new software programs. She suggested the "Extra Help" appropriation be substituted with the part-time funds. With the third election causing some budgetary concerns, Mr. Girard recommended the two part-time positions be considered in 2009. Depending on the changes with the Election Law, Mrs. Casey asked the Committee to consider modifying the

request from two part-time senior clerks to two full-time senior clerks.

As a result of the number and amount of salary requests being considered, Mr. Gabriels stated it was his opinion the Committees were attempting to maintain single digit increases. He reminded his fellow members they had to be attentive to the taxpayer funds and assume some responsibility within their Committee rather than just pass it on to the Budget Officer. Mr. VanNess noted the Board of Elections had similar requests for 2007 and he was surprised these figures were presented for the 2008 Budget. To approve a salary increase from \$48,000 to \$59,000 would set a precedent, said Mr. Girard, and perhaps they should present the same offer to the Election Commissioners as was offered to another Department.

Mrs. Casey stated their Department had the option to generate revenue by requesting the \$1,200 charge back for the third election. While other Departments were maintaining a Budget of approximately three percent, she said it was unfair for the Committee not to adjust the County share, which would decrease the Board of Elections Budget. Mr. Caimano replied the increase in their Budget was a choice their Department made by requesting additional funds in the .1's; otherwise there was no significant difference in the 2008 requests from the 2007 appropriations.

A discussion ensued.

Mr. VanNess suggested considering one-half of their salary request (\$5,370), as well as the three percent cost of living (\$1,448) increase, which would raise the Commissioners salary to \$55,075 for 2008.

A discussion ensued.

Mr. Caimano noted that the cost of living raises were only given to County employees that did not seek increases in their salaries. There were no employees within the Board of Elections within the bargaining unit, commented Mr. Montfort. Mr. VanNess recommended increasing the Deputy Commissioner salaries by \$5,000 and the Commissioner salaries by \$7,000. He said it was unfair to compare the various County positions; however, he added, the salaries with same title classification must be comparable.

Motion was made by Mr. Geraghty, seconded by Mr. VanNess and carried unanimously approving the Board of Elections Budget as presented and amending the 2008 Commissioner salary requests to \$56,000 and the Deputy Commissioner salaries to \$36,457; authorize the Committee chairman to sign it; and submit same to the Budget Officer.

That concluded the Board of Elections portion of the Support Services Committee and Mrs. Casey and Mr. Montfort exited the meeting at 3:15 p.m.

CLERK OF THE BOARD

Joan Sady, Clerk of the Board, distributed the proposed 2008 Budget packets to each of the Committee members, *copies of which are on file with the minutes.*

Mrs. Sady apprised the 2008 proposed Legislative Board (A.1010) Budget request was \$741,833, as compared to the 2007 appropriations of \$742,333, a decrease of \$500.

Motion was made by Mr. Geraghty, seconded by Mr. Girard and carried unanimously approving the Legislative Board Budget as presented; authorize the Committee chairman to sign it; and submit same to the Budget Officer.

Mrs. Sady apprised the 2008 proposed Clerk - Legislative Board (A.1040) Budget request was \$302,468, as compared to the 2007 appropriations of \$309,686, a decrease of \$7,200.

Mrs. Sady stated there was a vacant position that was in the 2007 Budget. She further advised that Kathryn Goodman, Secretary to the Clerk of the Board, had announced her retirement on or about January 15, 2008. After discussions with the Personnel Officer, Mr. Payne and the Budget Officer, she recommended restructuring the Department to more clearly define the functions of the Department. She said she would propose eliminating the Secretary to the Clerk position and reclassifying the Assistant Secretary to the Clerk, currently held by Marie Edmonds, to Second Deputy Clerk. Upon the unexpected vacancy of another employee within the office, she indicated that Ms. Edmonds had assumed all fiscal duties within their office, as well as many of the managerial responsibilities. In addition to the reclassification, Mrs. Sady requested increasing the base salary for Second Deputy Clerk from \$30,090 to \$34,000.

Mrs. Sady requested the base salary for the vacant Senior Legislative Office Specialist be reduced from \$34,000 to \$33,000. She further asked that the Legislative Office Specialists 1 and 2 be reclassified to Senior Legislative Office Specialists, with a base salary of \$33,000. By eliminating one position and restructuring the Table of Organization within the Clerk of the Board Office, she said there would actually be a minimum savings of \$20,000 in the .1's (personal services) Code for 2008.

Mr. Sheehan apprised in discussions with the Budget Officer and Mr. Payne, it was recommended the Clerk of the Board salary be increased to \$60,000. Mr. Caimano noted when the duties of the County Administrator and Clerk of the Board were split, the salary for the Clerk of the Board was set at \$50,000 with the understanding that the salary would be re-evaluated when the position became more clearly defined. He said this proposal was

a "recipe" for accomplishing what had been recommended to other Departments in previous years; that upon a position becoming vacant, the opportunity then arose to reorganize a department to function more efficiently using less funds, he added.

Motion was made by Mr. VanNess and seconded by Mr. Mason to approve the Clerk - Legislative Board Budget.

Mr. Geraghty stated the position of Second Deputy Clerk served an important role within this Office and recommended the base salary be set at \$36,000. Mrs. Sady reiterated that the three individuals she requested upgrades for were invaluable to the office operations.

After discussion, Mr. VanNess amended his previous motion to include increasing the base salary of the newly classified Second Deputy Clerk from \$34,000 to \$36,000. Mr. Sheehan called the question, the motion was carried unanimously approving the 2008 Clerk-Legislative Board Budget as amended; authorize the Committee chairman to sign it; and submit same to the Budget Officer.

That concluded the Clerk of the Board portion of the Support Services Committee at 3:25 p.m.

ADMINISTRATIVE & FISCAL SERVICES

JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, distributed the proposed 2008 Budget packets to each of the Committee members, *copies of which are on file with the minutes.*

Mr. Payne apprised the 2008 proposed Administrative & Fiscal Services (A.1011) Budget request was \$213,822, as compared to the 2007 appropriations of \$212,770, an increase of \$1,052. He asked that the vacant Confidential Secretary to Commissioner of Administrative & Fiscal Services remain in the Table of Organization, but that it be unfunded.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously approving the 2008 Administrative & Fiscal Services Budget as presented; authorize the Committee chairman to sign it; and submit same to the Budget Officer.

Mr. Payne stated the 2008 proposed Print Shop (A.1671) Budget request was \$64,800, as compared to the 2007 appropriations of \$64,450, an increase of \$350.

Motion was made by Mr. Gabriels, seconded by Mr. Mason and carried by majority vote with Mr. VanNess abstaining, to approve the 2008 Print Shop Budget as presented; authorize the Committee chairman to sign it; and submit same to the Budget Officer.

Mr. Payne said the 2008 proposed Mail Room (A.1670) Budget request was \$71,700, compared to the 2007 appropriation of \$71,113, an increase of \$587.

Motion was made by Mr. Mason, seconded by Mr. Geraghty and carried by majority vote with Mr. VanNess abstaining, to approve the 2008 Mail Room Budget as presented; authorize the Committee chairman to sign it; and submit same to the Budget Officer.

There being no further business before the Committee, on motion by Mr. Geraghty and seconded by Mr. VanNess, Mr. Sheehan adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist