

Support Services Committee Agenda  
January 28, 2015  
9:30 a.m.

Committee Members: Supervisor Vanselow, Chairman  
Supervisors McDevitt  
Taylor  
Frasier  
Wood  
Brock  
Seeber

1. **Committee meeting called to order by Chairman Vanselow**
2. **Motion to approve minutes of December 15, 2014 Committee meeting**
3. **Action Agenda**

**Clerk of the Board**

A.) Request to amend Resolution No. 257 of 2014 Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes, to update retirement reporting information.

**County Attorney**

A.) Review of County Law Section 214 regarding designation of official newspapers and the history of designations.

**Information Technology**

A.) Request for appropriation of funds in the amount of \$60,000 from the Computer Reserve Fund to Office Equipment Reserve for the server virtualization project.

Rationale: It is necessary to purchase hardware to get this project started.

4. **Motion to adjourn**

Attachments:

- 1.) Request to Amend Res. No. 257 of 2014
- 2.) Miscellaneous #20 - Request to Appropriate Funds from Computer Reserve

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2015

**Resolution introduced by Supervisors Vanselow, McDevitt, Taylor, Frasier, Wood, Brock and Seeber**

### **AMENDING RESOLUTION NO. 257 OF 2014; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES**

RESOLVED, that Resolution No. 257 of 2014 be, and hereby is, amended accordingly regarding the standard workday and time reporting resolution for all elected and appointed officials in Warren County government as set forth in "Schedule A" attached, is hereby approved by the Warren County Board of Supervisors.

"Schedule A"

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER 1	NO SUBMISSION
ELECTED OFFICIALS									
Bachman, Paul M.D.	Coroner	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.17	N	2.69		
Beaty, Douglas	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	--		✓
Brock, James	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	5.33		
Dickinson, Dennis	Supervisor - Lake George	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	5.2	✓	
Geraghty, Kevin	Supervisor - Warrensburg Chairman of the Board	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.17	N	11.78		
Hogan, Kate	District Attorney	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.17	N	29.03		
Kenny, William	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	11.16		
McDevitt, Peter	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	5.25		
Mertino, Eugene	Supervisor - Lake Luzerne	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	9.38		
Orluk, William	Coroner	XXXX	XXXXXXXXXX	7	01.01.15 - 12.31.18	N	--		✓
Scidmore, Gary	Coroner	XXXX	XXXXXXXXXX	7	01.01.15 - 12.31.18	N	1.52		
Seeber, Rachel	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	9.31		
Simpson, Matthew	Supervisor - Horicon	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	9.06		
Sokol, Matthew	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	15.26		
Swan, Mike	County Treasurer	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.15	N	23.07		
Taylor, Harold "Bud"	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	16.46		
Thomas, Frank	Supervisor - Stony Creek Budget Officer	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	13.16		
Vanselow, Ronald	Supervisor - Johnsburg	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	4.02		

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<i>ELECTED OFFICIALS, continued</i>									
Vogel, Pamela	County Clerk	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.15	N	28.81		
Westcott, Mark	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	--		✓
Wood, Evelyn	Supervisor - Thurman	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	6.04		

**APPOINTED OFFICIALS**

Allen, Amanda	Deputy Clerk of the Board	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Auer, Patricia	Director, Public Health	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y		✓	
Auffredou, Martin	County Attorney	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Bartlett, Amy	1 <sup>st</sup> Assistant County Attorney	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Brown, Travis	5 <sup>th</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	11.17.14 - 12.31.15	Y			
Burin, Matt	3 <sup>rd</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Carusone, Jason	1 <sup>st</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Casey, Mary Beth	Commissioner, Board of Elections	XXXX	XXXXXXXXXX	7	01.01.15 - 12.31.18	Y			
Clute, Amy	Self-Insurance Administrator	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Colvin, Michael	Director, Information Tech.	XXXX	XXXXXXXXXX	7	03.03.14 - 12.31.15	Y			
Combs, Jeffrey	Second Deputy Fire Coordinator	XXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	2.6		
Davenport, Emilee	4 <sup>th</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			

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<b>APPOINTED OFFICIALS, continued</b>									
Delurey, Lexie	Director, Real Property Tax Services	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
DiResta, Denise	Director, Veterans' Services	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Donlon, Kevin	2 <sup>nd</sup> Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Dubarry, Ross	Airport Manager	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Dusek, Paul	County Administrator	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Flores, Marcy	1 <sup>st</sup> Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Gallagher, Mary	County Auditor	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Halloran, Nellie	3 <sup>rd</sup> Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Hajos, Kevin	Deputy Superintendent of Public Works	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Hunsinger, Chris	Director, Employment & Training Administration	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Kladis, Emily	Deputy Commissioner, Board of Elections	XXXX	XXXXXXXXXX	7	01.01.15 - 12.31.18	Y			
LaFlure, Brian	Fire Coordinator/Director, Office of Emergency Services	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
LaMotte, Wayne	County Planner	XXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y		✓	
Lamouree, C. Shawn	Undersheriff	XXXX	XXXXXXXXXX	7	10.31.12 - 12.31.15	Y			

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<b>APPOINTED OFFICIALS, continued</b>									
Liebert, Glenn	5 <sup>th</sup> Assistant Public Defender	XXXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Lynch, Robert	Deputy County Treasurer / Fiscal Assistant to the County Administrator	XXXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
McKinstry, JoAnn	Assistant to the County Administrator	XXXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
McLaughlin, Beth	Commissioner, Board of Elections	XXXXX	XXXXXXXXXX	7	01.01.15 - 12.31.18	Y			
Mellon Jr., Charles	Third Deputy Fire Coordinator	XXXXX	XXXXXXXXXX	6	01.01.14 - 12.31.15	N	2.62		
Nemninger, Patricia	Personnel Officer	XXXXX	XXXXXXXXXX	7	04.28.14 - 04.27.20	Y			
Racino, Bryan	4 <sup>th</sup> Assistant Public Defender	XXXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Ross, Kim	Deputy Commissioner, Board of Elections	XXXXX	XXXXXXXXXX	7	01.01.15 - 12.31.18	Y			
Sady, Joan	Clerk of the Board	XXXXX	XXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Schmid, Maureen	Commissioner, Department of Social Services	XXXXX	XXXXXXXXXX	7	11.21.14 - 12.31.17	Y		✓	
Schrock Sealey, Cynthia	Deputy Commissioner, Department of Social Services	XXXXX	XXXXXXXXXX	7	02.23.14 - 12.31.17	Y			
Smith, Benjamin	6 <sup>th</sup> Assistant District Attorney	XXXXX	XXXXXXXXXX	7	11.17.14 - 12.31.15	Y			
Steffan, Gretchen	County Human Resources Director	XXXXX	XXXXXXXXXX	7	01.06.14 - 12.31.15	Y			

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<b>APPOINTED OFFICIALS, continued</b>									
Tennyson, Jeffery	Superintendent of Public Works	XXXXX	XXXXXXXXXXXX	7	08.01.14 - 08.14.18	Y			
Trombley, Marie	Deputy County Clerk	XXXXX	XXXXXXXXXXXX	7	01.01.12 - 12.31.15	Y			
Tyree, Tim	2 <sup>nd</sup> Assistant Public Defender	XXXXX	XXXXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Wallace, Charles	Administrator, Fire Prevention & Building Code Enforcement	XXXXX	XXXXXXXXXXXX	7	09.23.13 - 12.31.15	Y			
Wappett, John	Public Defender	XXXXX	XXXXXXXXXXXX	7	01.01.14 - 12.31.15	Y			
Wolfe, Joan	Confidential Assistant/ Superintendent of Public Works	XXXXX	XXXXXXXXXXXX	7	01.01.14 - 12.31.15	Y			

## ***RESOLUTION REQUEST FORM NO. 20***

### ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office of the County Administrator**

**DATE: 1/28/2015**

- (a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.
- (b) Details: To appropriate funds in the amount of \$60,000 from the Computer Reserve (A.895.00) to codes:  
  
A.1680 220.1 Information Technology Office Equipment Reserve \$60,000
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.895.00 Computer Reserve Fund.

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

**SCHEDULE "A"**  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Michael Colvin  
(Supervisory Committee) (Employee Name)

to attend NYSLGITDA Conference  
(Name of meeting or organization)

at Saratoga Hilton, 534 Broadway, Saratoga Springs, NY 12866  
(Address)

On 5/12/2015-5/15/2015 Mode of transportation to be used County Vehicle  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_

Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 1/28/15

Michael Colvin  
Department Head Signature

Date: 1/28/15

[Signature]  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.