

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: SEPTEMBER 26, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
SEEBER
MONTESI
LEGGETT
MACDONALD

OTHERS PRESENT:

HERB LEVIN, DIRECTOR OF WEIGHTS & MEASURES
JASON SPHUR, DEPUTY PURCHASING AGENT
CARLA SHERMAN, COUNTY AUDITOR
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
REPRESENTING THE BOARD OF ELECTIONS:
WILLIAM VANNESS, COMMISSIONER (R)
ELIZABETH McLAUGHLIN, COMMISSIONER (D)

COMMITTEE MEMBERS ABSENT:

SUPERVISORS VANSELOW
BROCK
HYDE

BRIAN REICHENBACH, COUNTY ATTORNEY
PAMELA VOGEL, COUNTY CLERK
AMANDA ALLEN, CLERK OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS SIMPSON
SOKOL
STROUGH
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the September 26, 2017 meeting of the Support Services Committee; the meeting in it's entirety can be viewed on the Warren County website using the following link:

<http://www.warrencountyny.gov/gov/comm/Archive/2017/support>

In the absence of Committee Chair Vanselow, Supervisor Frasier, as Vice Chair, called the meeting of the Support Services Committee to order at 9:07 a.m.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Herb Levin, *Director, Weights & Measures*, who distributed copies of his department's 2018 Budget Request to the Committee members. Mr. Levin provided a detailed review of the Budget Request and answered questions posed by the Committee. *A copy of the 2018 Weights & Measures Budget Request is on file with the minutes.*

A discussion ensued relative to the new 100 Gallon Prover that was recently purchased and how it had been used to help the Stewarts Shop in North Creek to calibrate newly installed diesel pumps.

There being no further Weights & Measures business to discuss, privilege of the floor was extended to Jason Shpur, *Deputy Purchasing Agent*, who distributed copies of his agenda to the

Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Shpur presented a request to approve revisions to the 2017 Warren County Purchasing Policy, previously adopted by Resolution No. 157 of 2017, to include language regarding retainage.

Motion was made by Mr. Montesi, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Shpur then reviewed his department's 2018 Budget Request and answered questions raised by the Committee. *A copy of the 2018 Budget Request for the Purchasing Office is on file with the meeting minutes.*

There being no further Purchasing business to discuss, privilege of the floor was extended to Carla Sherman, *County Auditor*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Sherman addressed the sole item listed on her agenda, which pertained to a review of her department's 2018 Budget Request, and she answered questions from the Committee. *A copy of the 2018 Budget Request for the County Auditor's Office is on file with the minutes.*

Mr. Geraghty entered the meeting at 9:23 a.m.

There being no further County Auditor business to discuss, privilege of the floor was extended to Mike Colvin, *Director of Information Technology*, who distributed copies of his agenda to the Committee members; *a copy of the agenda review is on file with the minutes.*

Commencing his agenda review, Mr. Colvin presented the following requests:

- 1) To amend Resolution No. 158 of 2017 to reflect actual travel costs of \$1,200. Mr. Colvin explained that the travel cost of \$600 included in the original request was based on 2016 conference costs; he noted he had been unaware that the 2017 conference was longer, making it more expensive.
- 2) For a transfer of funds in the amount of \$19,540 from Budget Code A.1680 110, *Information Technology, Salaries - Regular*, to Budget Code A.1680 130, *Information Technology, Salaries - Part Time*, which was necessary to cover the cost of part-time staffing used to supplement the Department until full-time employees were hired.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald and carried unanimously to approve both of the aforementioned the requests; the necessary resolution for Item 1 was approved for the October 20th Board Meeting and Item 2 was forwarded to the Finance Committee. *Copies of both resolution request forms are on file with the minutes.*

- 3) For a transfer funds in the amount of \$3,000 from Budget Code A.1680.110, *Information Technology, Salaries - Regular*, to Budget Code A.1680 120, *Information Technology, Salaries - Overtime*. Mr. Colvin advised this request related to the two information

technology positions transferred to his Department from the Sheriff's Office earlier in the year. He explained that although no funding was provided to his budget for these positions, he was able to cover the costs using existing funds budgeted for a regular full-time position that was vacant for seven months; however, he stated, his overtime budget had been left short.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Concluding his agenda review, Mr. Colvin reviewed his Department's 2018 Budget Request and he answered questions asked by the Committee. *A copy of the 2018 Budget Request for the Information Technology Department is on file with the meeting minutes.*

Mr. Leggett entered the meeting at 9:31 a.m.

There being no further Information Technology business to discuss, privilege of the floor was extended to William VanNess, *Commissioner of the Board of Elections (R)*, and Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, who distributed copies of their agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. VanNess presented a request to authorize donation of seventeen 19" Colby DVD/TV units to non-profit organizations as per the list provided in the agenda packet.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the October 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. VanNess apprised of the significant savings on moving the voting machines with staff instead of using Mullen movers and Ms. McLaughlin noted all of the metal voting boxes they had previously been authorized to dispose of had been distributed to other departments.

Mr. VanNess touched upon their requests for salary increases for both of the Board of Elections Deputy Commissioners. He pointed out the document included in the agenda packet entitled "Salary Revue for Deputy's/Confidential Secretary's" [sic] and noted the amount requested for the Deputy Commissioners was based on an average of the salaries for Deputies of other Departments, as reflected in this chart. Mr. VanNess advised they would discuss the salary increases further with the Budget Team.

A brief overview of the Board of Elections' 2018 Budget Request was provided and questions were answered from the Committee. *A copy of the Budget Request is on file with the meeting minutes.*

Mr. Simpson and Mr. Conover entered the meeting at 9:35 a.m.

Mr. VanNess spoke about independent petitions recently filed and Brian Reichenbach, *County*

Attorney, apprised there would be an oral argument in the Town of Chester about a particular individual who would not be included on the ballot which resulted in a petition. He explained the Board of Elections was only involved in this process because the petition had to go to their department in order for action to be taken; he clarified there had been no wrongdoing on their part.

Mr. Thomas entered the meeting at 9:46 a.m.

There being no further Board of Elections business to discuss, privilege of the floor was extended to Pamela Vogel, *County Clerk*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

In keeping with the requirements of the Travel Policy, Mrs. Vogel began her agenda review by reporting on travel requests approved by the Committee Chairman for herself and County Historian; she noted that both incidences of travel were within the GSA rate, were funded within her existing budget and were for events within New York State.

Mrs. Vogel then provided a detailed review of the 2018 Budget Requests for the Divisions of County Clerk, Department of Motor Vehicles and the County Historian and she answered questions posed by the Committee members. *Copies of the 2018 Budget Requests are on file with the meeting minutes.*

Mr. Strough entered the meeting at 9:58 a.m.

Mrs. Vogel mentioned Warren County would be recognized by New York State for their years of archival management at the end of the month.

Mr. Sokol inquired as to whether renovations for the Department of Motor Vehicles were complete and if Mrs. Vogel was satisfied with the results; Mrs. Vogel responded affirmatively, but noted she hoped in the future they would be able to implement the FOB system fully, instead of having to use a mixture of keys and FOBS for their entry doors.

There being no further County Clerk business to discuss, privilege of the floor was extended to Mr. Reichenbach who distributed copies of the County Attorney agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Reichenbach reviewed the 2018 Budget Request for the County Attorney's Office and he answered questions raised by the Committee. *A copy of the 2018 Budget Request is on file with the meeting minutes.*

Mr. Montesi inquired whether Mary Kissane, *First Assistant County Attorney*, would become Acting County Attorney upon Mr. Reichenbach's departure and he replied affirmatively. Ms. Seeber inquired as to whether the law was written to require that Ms. Kissane be paid the full County Attorney salary during the term she served as Acting County Attorney and Mr. Reichenbach replied in the affirmative.

Mrs. Frasier commended Mr. Reichenbach for all his hard work and noted he would be missed.

There being no further County Attorney business to discuss, privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Allen presented a request to transfer funds in the amount of \$700 from the Contingent Account to Budget Code A.1180 440, Justices & Constables, Legal/Transcript Fees, to cover a shortage in that code. She explained the expenses related to this budget were handled by the Treasurer's Office by journal entry to serve as offsetting expenses related to State revenue credits, and as such, the total expense for the year was unknown. She added that because there were no other funds within the Justices & Constables budget to transfer fund, the Treasurer's Office had recommended a transfer from the Contingent Account to cover the current \$180 deficit and to provide some funding for the remainder of 2017.

Motion was made by Mr. MacDonald, seconded by Mr. Montesi and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, Mrs. Allen provided a review of the various budgets maintained by her Office and she answered questions posed by the Committee members. During the review, Ms. Seeber requested copies of the City of Glens Falls, ANCA, Warren County Historical Society and Invasive Species contracts and Mrs. Allen agreed to provide them after the meeting.

There being no further Clerk of the Board business to discuss, privilege of the floor was extended to JoAnn McKinstry, *Assistant to the County Administrator*, who distributed copies of the County Administrator's agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Mrs. McKinstry reviewed the 2018 Budget Request for the County Administrators Department which consisted of the Mail Room, Print Shop and Public Nursing Home and she answered questions asked by the Committee Members.

As there was no further business to come before the Support Services Committee, on motion made by Mr. MacDonald and seconded by Mr. Montesi, Mrs. Frasier adjourned the meeting at 10:24 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board