

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: NOVEMBER 27, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
SEEBER
MONTESI
LEGGETT
MACDONALD
HYDE

OTHERS PRESENT:

CARLA SHERMAN, COUNTY AUDITOR
PAMELA VOGEL, COUNTY CLERK
ELIZABETH McLAUGHLIN, COMMISSIONER (D), BOARD OF ELECTIONS
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMY CLUTE, DIRECTOR OF SELF-INSURANCE
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS VANSELOW
BROCK

SUPERVISORS BEATY
BRAYMER
SIMPSON
SOKOL
LEE POLLOCK, ROSE & KIERNAN, INC.
MICHAEL WILD, TOWN OF QUEENSBURY RESIDENT
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the November 27, 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 10:05 a.m.

Motion was made by Ms. Seeber, seconded by Mr. Montesi 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 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 was a request for a transfer of funds between various budget codes totaling \$1275 to cover a shortfall in the Retirees Hospitalization code and to purchase a new chair for a staff member.

Motion was made by Mr. Montesi, seconded by Mr. McDevitt 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.*

There being no further County Auditor 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.*

Mrs. Vogel presented the following requests:

- 1) To authorize a transfer of funds in the amount of \$500 from Budget Code A.1410 130, Part Time Salaries, to Budget Code A.1410 120, Overtime Salaries to cover a shortfall.

Motion was made by Mr. McDevitt, seconded by Mr. MacDonald 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.*

- 2) To authorize the submission of a grant application to the Local Government Records Management Fund for funding in an amount not to exceed \$75,000 to address digital conversion of long-term papers.

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 December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

A brief discussion ensued in regards to digital records.

Mr. Conover entered the meeting at 10:12 a.m.

Mrs. Vogel apprised of a recent recognition the Warren County Records Storage Center received from the New York State Archives and Archives Partnership Trust for Excellence in Archival Program Development on October 24, 2017.

There being no further County Clerk business to discuss, privilege of the floor was extended to Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, 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, Ms. McLaughlin presented the following requests:

- 1) To authorize a new five-year contract with Clear Ballot Group, Inc. in an amount not to exceed \$26,649 for software modules, training, implementation, ongoing upgrades and purchase of equipment for ClearCount software.

Motion was made by Mr. MacDonald, seconded by Mr. Montesi and carried unanimously to approve the request and the necessary resolution was authorized for the December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize a transfer of funds between various budget codes in the total amount of \$19,655 to fund the aforementioned contract with Clear Ballot Group Inc.

Motion was made by Ms. Seeber, seconded by Mr. MacDonald 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.*

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

Mrs. Kissane presented the following requests:

- 1) To authorize a new contract with Mailings Made Easy, Inc. for various mailing services in connection with the Warren County Foreclosure Action for the term commencing January 1, 2018 and terminating December 21, 2018.

Motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize an extension on the existing contract with Bartlett, Pontiff, Stewart & Rhodes, P.C. for legal services in connection with labor matters, as well as for consulting services for the term commencing January 1, 2018 and terminating December 31, 2020.

A lengthy discussion ensued during which concerns were raised with regard to renewing the contract without having gone through an RFP process. A motion was subsequently made by Mr. MacDonald, seconded by Mr. Montesi and carried unanimously to renew the existing contract for three months, through March 31, 2018, and directing the County Attorney to prepare and release an RFP for these legal services for the remainder of the desired renewal term, and the necessary resolution was authorized for the December 15th Board meeting.

- 3) To authorize a new contract with John W. Gahan, Jr. for consulting services related to Medicaid billing for the former Westmount Nursing Home at a rate of \$150 per hour, plus travel and disbursements, for the term commencing on December 15, 2017 and terminating upon completion of work in a total amount not to exceed \$2,500.

Following some discussion, a motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried by majority vote, with Ms. Seeber voting in opposition, to approve the request and the necessary resolution was authorized for the December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To fill the vacant position of First Assistant County Attorney (*Base Salary \$71,494*), due to promotion.
- 5) To fill the vacant position of Second Assistant County Attorney (*Base Salary \$50,000*), due to resignation.

A lengthy discussion ensued with regard to the two vacant positions, during which the Committee decided to fill the First Assistant position and leave the Second Assistant position vacant for now.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 6) To authorize the extension of the current contract with Brian Reichenbach for special counsel to the Board of Supervisors (\$185 per hour for up to sixteen hours per week) until December 31, 2017.

A discussion ensued regarding the hourly rate for the contract and the cost incurred through the current agreement, following which a motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried by majority vote, with Ms. Seeber voting in opposition, to approve the request and the necessary resolution was authorized for the December 15th Board meeting. *A copy of the resolution request is on file with the minutes.*

- 7) To authorize a transfer of funds in the amount of \$13,320 from Budget Code A. 1420 110, Salaries-Regular, to Budget Code A. 1420 440, Legal/Transcript Fees, to cover the extension of the contract for special counsel.

Motion was made by Mr. MacDonald, seconded by Mr. Montesi and carried by majority vote, with Ms. Seeber voting in opposition, to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further County Attorney business to discuss, privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Seeber exited the meeting at 11:09 a.m.

Ms. Clute presented the following requests:

- 1) To authorize a new contract with Needham Risk Management Resource Group, LLC for Safety Consultant Services over the term commencing on January 1, 2018 and terminating on December 31, 2018 with the option to renew annually until December 31, 2023.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize a new contract with Bill Lindloff, of Pro CUTS, for Chainsaw Safety Training Courses at a rate of \$850 per day for up to six days plus travel and hotel expenses for the term commencing January 1, 2018 and terminating December 31, 2018.

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 December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To fill the vacant position of Self-Insurance Specialist, *Grade 12, Base Salary \$37,835*, due to retirement.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee for

reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 4) To authorize the Self-Insurance Administrator to serve as Treasurer of the New York State Association of Self-Insured Counties for the term commencing on January 1, 2018 and terminating on December 31, 2019.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To authorize the renewal of the County's property and casualty insurance coverage with Rose & Kiernan for 2018 in a total amount not to exceed \$820,000.

Privilege of the floor was extended to Lee Pollock, of Rose & Kiernan Insurance, who spoke about the insurance coverage renewal proposal. He advised three quotes were received with NYMIR being the lowest. A brief discussion ensued.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald and carried unanimously to approve the request pertaining to renewal of the County's property and casualty insurance and the necessary resolution was authorized for the December 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing with the Items for Discussion portion of her agenda, Ms. Clute apprised she had prepared a notice to send to the Workers Compensation Board and Warren County employees to inform that the County was not providing Paid Family Leave, a copy of which was included on the last page of her agenda.

Discussion ensued in regards to the costs involved with Paid Family Leave and Mr. MacDonald requested Ms. Clute provide an estimate to the Committee to take into consideration for the year 2019. The Committee authorized Ms. Clute to release the notice she had prepared to County employees.

Mr. Sokol exited the meeting at 11:30 a.m.

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 11:31 a.m.

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