

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE:           JANUARY 26, 2018**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: LOEB  
                  LEGGETT  
                  SOKOL  
                  HYDE  
                  MAGOWAN  
                  HOGAN  
                  WILD  
                  DRISCOLL  
                  VACANT

**OTHERS PRESENT:**

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
HERB LEVIN, DIRECTOR, WEIGHTS & MEASURES  
JULIE BUTLER, PURCHASING AGENT  
WILLIAM VANNESS, COMMISSIONER OF THE BOARD OF ELECTIONS (R)  
PAM VOGEL, COUNTY CLERK  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BRAYMER  
                  MCDEVITT  
DON LEHMAN, *THE POST STAR*  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

---

---

*Please note, the following contains a summarization of the January 26, 2018 Meeting of the Support Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2018/support/>*

Mr. Loeb called the meeting of the Support Services Committee to order at 12:37 p.m.

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

Privilege of the floor was extended to Michael Colvin, Director of Information Technology, who distributed copies of his meeting agenda to the Committee members. *A copy of the agenda is on file with the meeting minutes.*

Commencing his agenda review, Mr. Colvin presented a request to appropriate funds in the amount of \$15,700 from the Computer Reserve Fund, Budget Code A.895, to various departmental budgets for the purchase of computers and related equipment and software.

Motion was made by Mr. Leggett seconded by Mr. Driscoll and carried unanimously to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. Colvin introduced a request to authorize a new contract with Carousel Industries in an amount not to exceed \$5,000 per year, to provide phone system consulting on an as needed basis.

Mr. Wild inquired about maintenance priority and Mr. Colvin replied they had never had a problem in the twelve years they had the contract. Mr. Wild asked if a secondary consulting service could be useful and Mr. Colvin responded he would look into the matter and report back to Committee.

Motion was made by Mr. Leggett seconded by Mr. Wild and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Information Technology business to discuss, privilege of the floor was extended to Herb Levin, Director, Weights & Measures, who distributed copies of the Weights & Measures agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Levin presented a request to amend the Salary Schedule to identify an hourly rate of \$23.50 (not to exceed \$8,000 for 2018) for the Weights and Measures Inspector (per diem) position and authorization to fill the position. He informed the position would be filled by a retired State Specialist #1 who was willing to work one day per week for the County. He indicated the duties would include price accuracy and packaging as well as fuel pump inspections. A brief discussion ensued.

Motion was made by Mr. Sokol seconded by Mr. Driscoll and carried unanimously to approve the request as outlined above and refer same to the Personnel & Higher Education Committee. *Copies of the resolution request forms and the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

There being no further Weights & Measures business to discuss, privilege of the floor was extended to Julie Butler, Purchasing Agent, who distributed copies of the Purchasing agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Mrs. Butler presented a request to authorize Warren County's participation in the National IPA Government Cooperative Contract at no cost to the County.

Motion was made by Mr. Sokol, seconded by Mr. Wild and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mrs. Butler presented a request to fill the vacant position of Purchasing Assistant, Grade 7, Annual Base Salary \$32,749, due to resignation.

Motion was made by Mr. Leggett seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and refer 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.*

There being no further Purchasing business to discuss, privilege of the floor was extended to William VanNess, Commissioner of the Board of Elections (Republican), who distributed copies of the Board of Elections agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. VanNess informed following the resignation of his deputy he had received five responses to the job posting. He indicated Terry Comeau, County Coroner, was interested in the position, following which he presented a request to fill the vacant position of Republican Deputy Commissioner of the Board of Elections, Annual Base Salary \$46,782, due to resignation. Ms. Braymer inquired if Mr. Comeau would have to forfeit his coroner position with the County and Mr. VanNess replied in the negative. Mr. Leggett asked if Mr. VanNess set the salary of the position and Mr. VanNess answered the salary was set to match the Democratic Deputy of Elections position as included in the County Budget.

Motion was made by Mr. Driscoll, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and refer 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.*

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

Commencing her agenda review, Mrs. Vogel presented a request to amend Local Law No. 5 of 2016 which imposed the Warren County Local Mortgage Tax to extend it for an additional two years, commencing December 1, 2018 and terminating December 1, 2020. She explained the history of the tax, the amount it raised and the process for extending it, as provided in the handout included in the agenda packet.

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

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

Commencing her agenda review, Ms. Kissane announced an executive session was necessary to discuss pending and ongoing litigation matters.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to enter into executive session pursuant to Section 105(d) of the Public Officer's Law.

Executive session was held from 1:30 p.m. until 1:45 p.m.

Upon reconvening, Mr. Loeb noted that no action had been taken during the executive session.

Following, Ms. Kissane presented the following requests:

- 1.) To authorize acceptance of a settlement offer in the amount of \$3,000 for the matter of Warren County v. Russell.

Motion was made by Mr. Sokol, seconded by Mr. Leggett and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 2.) To amend Resolution No. 496 of 2017 to extend the termination date of the agreement with Bartlett, Pontiff, Stewart & Rhodes P.C. for legal services from March 31, 2018 to December 31, 2018.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. Driscoll, and seconded by Mr. Magowan, Mr. Loeb adjourned the meeting at 1:46 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist