

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: APRIL 30, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: LOEB
LEGGETT
SOKOL
HYDE
MAGOWAN
HOGAN
WILD
VACANT

OTHERS PRESENT:

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER
DICKINSON
GERAGHTY
MCDEVITT
MERLINO
SIMPSON
STROUGH
MICHAEL SWAN, COUNTY TREASURER
LEXIE DELURAY, DIRECTOR REAL PROPERTY SERVICES
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR: DRISCOLL

Please note, the following contains a summarization of the April 30, 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 Support Services meeting to order at 9:15 a.m.

Motion was made by Mr. Magowan, seconded by Mrs. Hyde 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 (IT)*, 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 \$42,000 from the Computer Reserve Fund, Budget Code A.895, to various Departmental budgets for the purchase of computers and related equipment and software. Mr. Magowan inquired about the need for car laptops and scanners in Sheriff's vehicles and Mr. Colvin replied the current laptops were out-dated and the software was no longer supported. He added the scanners were for the Sheriff's Department to scan licences of individuals who were pulled over for traffic infractions.

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

Mr. Loeb spoke regarding a request by the Warren County Soil & Water Conservation District to be placed on the County website. Ryan Moore, *County Administrator*, informed he was in favor of helping them, but was concerned about the cost to the County, which could come from the hours used to create and maintain their web page and the potential security risk. Mr. Colvin explained their page would only be informational, so there was no chance of a security risk. In regards to the time put in to create and maintain the page, Mr. Colvin apprised that it would be minimal. Mr. Moore gave an overview of the services provided by the Warren County Soil & Water Conservation District. Mr. Wild mentioned they were another outside agency that received their health insurance through the County. Mr. Thomas explained the agency was determined by the State and they had a Board of Directors which he and Mr. Leggett were members of.

Mr. Sokol entered the meeting at 9:20 a.m.

Mr. Leggett provided an explanation as to why the Soil & Water Conservation District received health insurance through the County. Mr. Wild inquired what other groups received County benefits and Mr. Moore replied he would look into the matter. Mr. Thomas indicated members of the Committee should attend a Warren County Soil & Water Conservation District meeting to learn more about the group. A brief conversation ensued, following which it was consensus of the Committee to move forward with providing the Soil & Water Conservation District with a presence on the County website.

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

Commencing her agenda review, Ms. Kissane introduced a request to ratify the contract with Able Process Servers, LLC to serve legal process on respondents and interested parties in a court proceeding, at the cost outlined in the contract specifications included in the agenda documents, for the term commencing April 15, 2018 and extending until terminated by either party. Mr. Sokol inquired if there were monies available in the existing budget to cover the cost of this contract, and Ms. Kissane replied affirmatively.

A brief discussion ensued, following which a motion was made by Mr. Sokol, seconded by Mr. Leggett and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 15th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Kissane presented a request to charge off uncollected Westmount receivables in the amount of \$23,350. She indicated this was due to two individuals that had passed away and did not have an estate or property in Warren County, nor was there any other responsible party to collect the debt from. Mr. Magowan inquired why only property in Warren County was considered and Ms. Kissane replied Saratoga and Washington Counties were also searched; however, she added, searching further would outweigh the cost of the debt. Mike Swan, *County Treasurer*, advised his office was working on collecting sizable amounts of money from four Westmount residents who were deceased. He indicated they started to collect debt four to five months after an individual passed away. A brief discussion ensued.

Motion was made by Mr. Wild, seconded by Mr. Leggett and carried unanimously to approve the request to charge off uncollected Westmount debt, as outlined above, and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, Ms. Kissane presented a request for a new contract with Nixon Peabody LLC, to provide legal counsel for litigation with the Saratoga and North Creek Railway, LLC, in the amount of \$395/hour plus travel & court appearance costs, in a total amount not to exceed \$40,000 per year, with a commencement date to be determined and to extend until terminated by either party. Ms. Kissane advised she was presenting this item as the funds for the contract were coming from her budget, which was overseen by the Support Services Committee, but said she felt it should be referred to the Public Works Committee for consideration at their next meeting scheduled for May 1st.

Motion was made by Mr. Wild, seconded by Mr. Sokol and carried unanimously to approve the request as presented and refer same to the Public Works Committee. *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. Sokol and seconded by Mr. Leggett, Mr. Loeb adjourned the meeting at 9:46 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist

