

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JULY 30, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT
MAGOWAN
HOGAN
DRISCOLL
VACANT

OTHERS PRESENT:

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR - PT
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER
FRASIER
GERAGHTY
MCDEVITT
SIMPSON
MICHAEL SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LOEB
SOKOL
HYDE
WILD

Please note, the following contains a summarization of the July 30, 2018 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/2018/support>

In the absence of Committee Chair Loeb, and Vice-Chair Leggett, Supervisor Magowan called the meeting of the Support Services Committee to order at 9:46 a.m. Mr. Magowan announced that due to a lack of attendance, there was no quorum present and so the Committee could not take any action. He indicated that they would allow the Departments wishing to present to circulate and discuss their agenda items and to take questions from the Committee members.

Mr. Leggett entered the meeting at 9:47 a.m., and as Vice-Chair, he assumed the roll of Committee Chairman. Due to a lack of attendance, Chairman Conover served to make a quorum of the Committee, allowing action to be taken.

Ms. Hogan entered the meeting at 9:50 a.m.

Mr. Leggett called for a motion to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board. The motion was made by Mr. Driscoll, seconded by Ms. Hogan and carried unanimously.

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 is on file with the minutes.*

Commencing his agenda review, Mr. Colvin presented a request to authorize a contract with NetApp, in an amount not to exceed \$4,970.70, to extend maintenance/support for the NetApp

storage device over the term commencing May 1, 2018 and terminating April 30, 2019.

Motion was made by Mr. Magowan, seconded by Mrs. Hogan and carried unanimously to approve the request and the necessary resolution was authorized for the August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Magowan mentioned he was notified that Mr. Colvin was able to achieve a significant savings in a recent purchase and asked Mr. Colvin to explain to the Committee what the savings entailed. Mr. Colvin apprised he had budgeted for 30 laptops for the Public Health Department, informing he had found a model that did everything they needed it to do for \$400 less per device, resulting in a savings of \$12,000.

Continuing, Mr. Colvin requested authorization for a contract with Stimulus Software, in an amount not to exceed \$12,018.45, for e-mail archive license and maintenance over a term commencing upon execution and terminating five years from the execution date.

Ms. Hogan inquired if e-mails were currently being archived and Mr. Colvin replied affirmatively but said this was through the use of free software which made searching the documents time consuming. He advised that in light of the growing number of FOIL requests received for archived emails, he felt it was time to upgrade the software to a version which provided for a quicker searching mechanism.

Motion was made by Mr. Magowan, seconded by Ms. Hogan and carried unanimously to approve the request and the necessary resolution was authorized for the August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

With reference to the request for transfer of funds included in the agenda packet, Mr. Colvin informed he no longer required the funds due to the aforementioned savings he had obtained and so he wished to withdraw the request.

There being no further Information Technology 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.*

Commencing her agenda review, Ms. Clute presented the following requests:

- 1) To amend Resolution No. 500 of 2017 to allow for up to ten days of safety training during 2018 with Bill Lindloff of Pro CUTS, rather than up to six days.

Mr. Leggett said he had spoken with the Town of Chester DPW employees who were experienced with chainsaws, but chose to participate in the training anyway, and the feedback he received was that they really enjoyed the program from a safety perspective. Ms. Clute extended her appreciation to Mr. Leggett for hosting the program.

Motion was made by Mr. Magowan, seconded by Ms. Hogan and carried unanimously to amend Resolution No. 300 of 2017 as requested above and the necessary resolution was authorized for the August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing with Information for Discussion portion of the agenda, Ms. Clute notified she had met with the Budget Team a few weeks ago and reviewed the 2019 Self-Insurance budget of \$1,407,889, which was up by .38% or \$5,300. A brief discussion ensued pertaining to the cause of the increased cost of the insurance.

There being no further Self-Insurance 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.*

Commencing her agenda review, Ms. Kissane presented the following requests:

- 1) To authorize a transfer of funds in the amount of \$12,000 from Budget Code A.1420 110, *Law (County Attorney), Salaries-Regular*, to Budget Code A.1420 130, *Law (County Attorney), Salaries-Part-Time*, to cover the salary of the newly created part-time position in her Office, as well as for a transfer of \$35,000 from Budget Code A.1420 110, *Law (County Attorney), Salaries-Regular*, to Budget Code A.1420 440, *Law (County Attorney), Legal/Transcript Fees*, to pay for the contract for legal counsel.
- 2) To amend Resolution No. 295 of 2018 to reflect a settlement amount of \$3,657.57, rather than \$4,813.57, due to a clerical error.

Motion was made by Ms. Hogan, seconded by Mr. Driscoll and carried unanimously to approve the request for transfer of funds and forward same to the Finance Committee; as well as to approve the request to amend Resolution No. 295 of 2018 and the necessary resolution was authorized for the August 17th Board meeting. *Copies of the resolution request forms are on file with the minutes.*

Ms. Braymer queried if the request to transfer funding for legal/transcript fees was intended to pay bills received in relation to the contract with Nixon Peabody, LLC for special counsel to the County on matters pertaining to the railroad and Ms. Kissane replied she was transferring funds so the monies were available when bills were received, but said she had not received any so far. She added that the contract in place was for an amount not to exceed was \$40,000.

As there was no further business to come before the Support Services Committee, on motion made Mr. Conover and seconded by Mr. Magowan, Mr. Leggett adjourned the meeting at 10:02 a.m.

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