

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: SEPTEMBER 28, 2018

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT  
SOKOL  
MAGOWAN  
HOGAN  
WILD  
DRISCOLL  
VACANT

OTHERS PRESENT:

AMANDA ALLEN, CLERK OF THE BOARD  
JULIE BUTLER, PURCHASING AGENT  
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
HERB LEVIN, DIRECTOR, WEIGHTS & MEASURES  
RYAN MOORE, COUNTY ADMINISTRATOR  
CARLA SHERMAN, COUNTY AUDITOR  
WILLIAM VANNESS, COMMISSIONER (REPUBLICAN), BOARD OF ELECTIONS  
PAMELA VOGEL, COUNTY CLERK/DMV  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LOEB  
HYDE

SUPERVISORS BRAYMER  
GERAGHTY  
MERLINO  
AMY LAVINE, FIRST ASSISTANT COUNTY ATTORNEY  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
MICHAEL SWAN, COUNTY TREASURER  
THOM RANDALL, *ADIRONDACK JOURNAL*  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the September 28, 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 Chairman Loeb, Supervisor Leggett, as Vice Chairman, called the meeting of the Support Services Committee to order at 10:48 a.m.

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

Ms. Hogan entered the meeting at 10:49 a.m.

Privilege of the floor was extended to William VanNess, *Commissioner (Republican), Board of Elections*, 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. VanNess presented a request to authorize a new five-year contract with NTS Data Services for support, maintenance, poll book printing and virtual database administration related to signature digitization, voter registration, full document imaging, interface messaging, election management and election reporting for a term commencing January 1, 2019 and terminating on December 31, 2023 at a rate established in the terms of the agreement.

A brief discussion ensued regarding the contract and the susceptibility of voting machines to cyber attack, following which a motion was made by Mr. Wild, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the October 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. VanNess informed due to the age of the voting machines and the State voting machine

requirements it would be necessary to replace the machines in the near future and he would like to establish a capital project to allow for monies to be budgeted towards the large purchase. He noted his Office was vigilantly searching for grant opportunities to fund this expense, but he was not certain any would be offered. Mr. Thomas noted that quite often there was a significant amount of funding remaining unspent in the Board of Elections Miscellaneous Fees & Expenses budget code (421) at the end of the year; he suggested one solution may be to transfer this remaining funding into a capital project. A discussion ensued in regards to the life of voting machines, preventative maintenance contracts and replacement time.

There being no further Board of Elections business to discuss, privilege of the floor was extended to Mike Colvin, *Director, Information Technology (IT)*, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes*. Mr. Colvin proceeded with the review of his Department's 2019 Budget request, which was the sole item on his agenda, during which he answered questions posed by the Committee. During his Budget review, Mr. Colvin apprised he had requested the creation of a new position for his Department, that being a full-time Computer Help Desk Technician I, to be addressed through the 2019 Budget.

A brief discussion ensued regarding the request to create the new position during which a motion was made by Mr. Sokol and seconded by Mr. Wild to approve creation of the position and refer same to the Personnel & Higher Education Committee. Ryan Moore, *County Administrator*, requested clarification as to whether the intention was to create the requested position and allow for same to be filled before the end of 2018, or to address creation in the 2019 Budget. Following further discussion, it was the consensus of the Committee to allow the Budget Officer to address this request through the 2019 Budget; Messers Sokol and Wild subsequently withdrew their motion and second, respectively.

There being no further IT business to discuss, privilege of the floor was extended to Julie Butler, *Purchasing Agent*, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes*. Ms. Butler indicated the only item listed on her agenda pertained to the 2019 Budget request which she proceeded to review.

There being no further Purchasing business to discuss, privilege of the floor was extended to Herb Levin, *Director, Weights & Measures*, 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. Levin presented his 2019 Budget request and answered questions posed by the Committee. Mr. Levin notified he planned to retire on September 15, 2019 and he apprised a Civil Service exam for his position was scheduled to be give in November of 2018; he said had been promoting the exam to the best of his ability. He informed he would like to work with the new Director following his retirement for a couple of months, and at the end of training if his assistant resigned he would like the opportunity to be hired to fill that position one day a week, depending upon the limitations of his retirement rules and regulations.

There being no further Weights & Measures 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*.

Chairman Conover entered the meeting at 11:23 a.m.

Commencing her agenda review, Ms. Sherman presented her 2019 Budget request and answered questions posed by the Committee. Mr. Wild requested Ms. Sherman develop a reporting of items she had identified as problems within the County's auditing system, coupled with the solutions implemented to resolve them, to provide the Committee with insight on the process. Ms. Sherman agreed to do so and present the report at a future meeting.

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.*

Commencing her agenda review, Ms. Vogel presented her Department's 2019 Budget requests and answered questions posed by the Committee. Next, she provided an update on the local mortgage tax, which would expire on December 1<sup>st</sup> as a result of Legislature not renewing the tax, as outlined in her agenda. She explained the local mortgage tax generated revenues of approximately \$900,000 annually and she said she hoped a renewal would be forthcoming. A discussion ensued.

There being no further County Clerk business to discuss, privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who distributed copies of her agenda, *a copy of the agenda is on file with the minutes.* Mrs. Allen reviewed the various 2019 Budget requests for her Department and answered questions posed by the Committee.

There being no further Clerk of the Board 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.*

Ms. Kissane began by introducing an item not included on her agenda, that being discussion regarding the possible write-off of Westmount debt deemed to be uncollectible as both the resident and the responsible party were now both deceased and the statute of limitations date was nearing. Tammie DeLorenzo, *Assistant to the County Administrator*, explained the steps she had taken in an effort to collect the debt which had proven to be unsuccessful. Ms. Kissane indicated the amount of debt to be written off totaled \$11,271.

Motion was made by Mr. Sokol, seconded by Mr. Wild and carried unanimously to write-off \$11,271 in Westmount debt deemed to be uncollectible and the necessary resolution was authorized for the October 19<sup>th</sup> Board meeting.

Concluding her agenda review, Ms. Kissane presented her 2019 Budget request and answered questions posed by the Committee.

Ms. Braymer questioned the need for three attorney positions and she raised concerns about the way in which the Second Assistant County Attorney position was filled, subsequently suggesting that the position be deleted. A discussion ensued, at the conclusion of which it was the consensus of the Committee that the steps taken to fill the position were appropriate and that the Office should remain staffed as it was, with one County Attorney and two Assistant County Attorneys.

There being no further County Attorney business to discuss, privilege of the floor was extended to Ryan Moore, *County Administrator*, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.* Mr. Moore indicated his 2019 Budget request was the only item listed on his agenda and he proceeded to review same, answering questions posed by the Committee.

Ms. Braymer suggested consideration be given to joining the National Association of Counties (NACo), advising the President was from Warren County. Mr. Leggett stated Mrs. Allen indicated to him this would be carried out through her Office and the membership cost was currently being researched.

As there was no further business to come before the Support Services Committee Mr. Leggett adjourned the meeting at 12:29 p.m.

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