

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: NOVEMBER 29, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
LEGGETT
SOKOL
HYDE
MAGOWAN
HOGAN
WILD
DRISCOLL
VACANT

OTHERS PRESENT:

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
MIKE HUTCHERSON, ROSE & KIERNAN, INC.
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
RYAN MOORE, COUNTY ADMINISTRATOR
PAMELA VOGEL, COUNTY CLERK/DMV
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER
GERAGHTY
MCDEVITT
MERLINO
SIMPSON
AMY LAVINE, FIRST ASSISTANT COUNTY ATTORNEY
MICHAEL SWAN, COUNTY TREASURER
WAYNE LAMOTHE, COUNTY PLANNER
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the November 29, 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>

Mr. Loeb called the meeting of the Support Services Committee to order at 9:30 a.m.

Motion was made by Mr. Driscoll, seconded by Mr. Magowan 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 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 the agenda review, Ms. Clute presented the following requests:

- 1) To authorize a new contract with Bill Lindloff, of Pro CUTS, to provide chainsaw safety training for a term commencing January 1, 2019 and terminating on December 31, 2019 at a rate of \$900 per day for up to ten days of training plus travel.

A brief discussion ensued relating to the training provided, following which a motion was made by Mr. Leggett, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend Resolution No. 291 of 2016 to increase the not to exceed amount listed for independent medical examinations from \$7,000 to \$10,000 per case per year.

Ms. Clute explained these services were used in the event that an independent medical exam was needed

in association with a workers' compensation case. She indicated that although the cost of the examinations did not typically exceed the stated "not to exceed" amount, the rates for these services had increased and the Auditor had requested that the spending authority provided by resolution be increased, as well.

Mr. Thomas and Chairman Conover entered the meeting at 9:35 a.m.

Following some discussion, a motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize renewal of the County's property and casualty insurance with Rose & Kiernan for 2019 in a total amount not to exceed \$950,000.

Ms. Clute introduced Mike Hutcherson, *representing Rose & Kiernan, Inc.*, who provided a brief overview of the 2019-20 Renewal Survey included in the agenda packet, pointing out the factors which had generated premium increases. A discussion ensued.

Motion was made by Mr. Wild, seconded by Ms. Hogan and carried unanimously to approve the request and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Hyde entered the meeting at 9:49 a.m.

There being no further Self-Insurance business to discuss, privilege of the floor was extended to Pam 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 the agenda review, Mrs. Vogel presented a request to authorize submission of a grant application to Local Government Records Management Improvement Fund (*LGRMIF*) from the New York State Archives and Records Administration in an amount not to exceed \$75,000. Mrs. Vogel then provided an overview of the work her staff was able to complete in the past using this type of grant funding, as well as what they hoped to complete using this round of funding.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding her agenda review, Mrs. Vogel apprised she had received notice from the New York State Department of Taxation and Finance that the Local Mortgage Tax for Warren County would expire on November 30, 2018 because the State had not renewed the legislation as requested by the County. She noted that because they were aware the legislation was not going to be renewed in 2018 as requested, they had been able to anticipate a loss of revenue and accounted for this in the 2019 Budget. Mrs. Vogel said they anticipated a loss of about \$900,000 per year through the non-renewal of this tax.

Ryan Moore, *County Administrator*, indicated that because the County's prior legislation requesting the renewal of the additional mortgage tax had not been acted upon at the State level, the New York State Department of Taxation and Finance required the Board to adopt another local law seeking this legislation, in addition to sending a letter to the Department of Taxation and Finance thirty days prior to the law going into effect. He indicated that the local law would need to be introduced at the December 21, 2018 Board meeting and adopted at the January 2019 Board meeting, explaining that this would provide for the creation of a bill allowing the County to resume charging the additional local mortgage tax on March 1, 2019, assuming the bill was adopted at the State level as anticipated.

A brief discussion ensued, following which a motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request and refer same to the Finance Committee.

There being no further County Clerk business to discuss, privilege of the floor was extended to Mr. Moore, 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. Moore presented the following requests:

- 1) To authorize a transfer of funds in the amount of \$159,200 from Budget Code A.1990 469.01, Contingent Account, Other Payments/Salaries, to various budget codes to cover the costs of the Police Benevolent Association (PBA) settlement;
- 2) To authorize a transfer of funds in the amount of \$1,600.11 from various budget codes to Budget Code A.1011 130, County Administrator, Part-Time Salaries, to cover the expense of part-time employees utilized during the transition to the new Assistant to the County Administrator; and
- 3) To authorize a transfer of funds in the amount of \$48,500 from the Contingent Account to cover the full-time salary cost in the County Administrators office resulting from the hiring of a new County Administrator.

Motion was made by Mr. Sokol, seconded by Mr. Leggett and carried unanimously to approve the requests as outlined above and forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

There being no further County Administrator 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 renew the contract with Bartlett, Pontiff Stewart & Rhodes, PC, for legal services in connection with labor matters as well as for consulting services for a term commencing January 1, 2019 and terminating December 31, 2019, with the option to extend for an additional three one-year terms, in an amount not to exceed a flat rate \$3,750 per month and additional costs of \$180/\$150/\$120 per hour for additional services outside scope of flat rate services.

Mr. Leggett inquired if there was a savings with a month-to-month contract as compared to a yearly contract and Mrs. Kissane replied affirmatively.

Motion was made by Mr. Leggett, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize a new agreement with a contractor to be determined subsequent to bid opening for certified abstracts of title for delinquent parcels for Warren County and ratifying the actions of the Chairman of the Board in executing said contract prior to the December 21st Board meeting.

Following a brief discussion, motion was made by Mr. Magowan, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the December 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving on to the Information for Discussion/Review section of the agenda, Ms. Kissane provided an update on all County litigation, noting that part of the list could be discussed in open session, but an executive session would be required for the rest; *a copy of the listing of litigation Ms. Kissane discussed is on file with the meeting minutes.* Ms. Kissane reviewed the listing of cases appropriate for open

session; when she reached the portion of the list deemed too sensitive for public discussion, a motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to enter into an executive session to discuss pending litigation, pursuant to Section 105(d) of the Public Officer's Law.

Executive session was held from 10:25 a.m. until 11:04 a.m.

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

Motion was made by Mr. Magowan, seconded by Mr. Leggett and carried unanimously to authorize a settlement in the matter of Travis Whitehead v. Warren County and the necessary resolution was authorized for the December 21st Board meeting.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Wild, and seconded by Ms. Hogan, Mr. Loeb adjourned the meeting at 11:05 a.m.

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