

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JANUARY 22, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
LEGGETT
SOKOL
HYDE
MAGOWAN
HOGAN
WILD
DRISCOLL
DICKINSON

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK/DMV
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
CARLA SHERMAN, COUNTY AUDITOR
AMANDA ALLEN, CLERK OF THE BOARD
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
RYAN MOORE, COUNTY ADMINISTRATOR
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER
GERAGHTY
MCDEVITT
MERLINO
SIMPSON
STROUGH
RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
MICHAEL SWAN, COUNTY TREASURER
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the January 22, 2019 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/2019/support/>

Mr. Loeb called the meeting of the Support Services Committee to order at 9:03 a.m.

Motion was made by Mr. Wild, seconded by Mr. Sokol 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 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 her agenda review, Mrs. Vogel presented a request to fill the vacant position of Motor Vehicle License Registration Clerk #10, *Grade 8, Annual Base Salary \$34,988*, due to termination.

Motion was made by Mr. Leggett, seconded by Ms. Hogan and carried unanimously to approve the request 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 County Clerk 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.*

Commencing his agenda review, Mr. Colvin requested to appropriate funds in the total amount of \$135,100 from Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budget codes for the purchase of computers and related equipment and software.

Mr. Magowan entered the meeting at 9:07 a.m.

A discussion ensued in regards to the functionality of time clocks, as well as accounting for employees in the building at any given time, in particular during an emergency situation, and employees who were considered to be “one punch”, during which Ryan Moore, *County Administrator*, apprised the “one punch” system would be addressed at the next Personnel & Higher Education Committee meeting.

Motion was made by Mr. Sokol, seconded by Ms. Hogan and carried unanimously to approve the request for appropriation of funds from the Computer Reserve and refer same to the Finance Committee. *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 Carla Sherman, *County Auditor*, who distributed copies of her agenda to the Committee members, a copy of which is on file with the minutes.

Commencing her agenda review, Ms. Sherman informed she had no action agenda items; she advised that as per a request from Mr. Wild, she was present to provide an informational review of how her Office handled situations where other Departments did not follow procedures. Ms. Sherman indicated that the agenda packet included the training information she provided to Departments for the New World accounting system, which she provided a brief overview of. She explained when she or her staff spotted errors they contacted the department which had made the mistake to help them correct the issue and provide a better understanding of the process to avoid future problems. Ms. Sherman informed her Office used training manuals, as well as County policies and the New York State Comptroller manual to conduct their business.

There being no further County Auditor 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 which is on file with the minutes. Mrs. Allen presented a request to authorize out-of-State travel for Supervisor Simpson to attend the National Association of Counties (NACo) Legislative Conference in Washington, D.C. on March 2-6, 2019. A brief discussion ensued in regards to the upcoming Conference, during which Mr. Simpson indicated one of his main focuses would be working to obtain funding for increased cell phone coverage in the northern part of Warren County.

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 February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Hyde entered the meeting at 9:27 a.m..

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.*

Commencing her agenda review, Ms. Kissane presented a request to reclassify the position of Legal Assistant-Real Estate to Tax Coordinator at the suggestion of Personnel Officer as this title was more appropriate; she asked that the change be made retroactive to December 26, 2018.

Motion was made by Mr. Leggett, seconded by Mr. Driscoll and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Kissane apprised the next item on her agenda, pertaining to extension of the contract with The Clements Firm, was withdrawn as the matter would be discussed at the next meeting of the Health,

Human & Social Services Committee. Concluding the agenda review, Ms. Kissane announced an executive session was required to discuss potential litigation.

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

Executive session was held from 9:30 a.m. until 9:43 a.m.; during the executive session Mr. Thomas entered the meeting.

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

There being no further County Attorney 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 which is on file with the minutes.

Mr. Moore began with a request to appropriate funds in the amount of \$37,599.94 from the Westmount Legacy Reserve to the Public Nursing Home Budget to allocate funds for miscellaneous fees and expenses and to authorize payment to Today's Options for an overpayment of claims.

Chairman Conover entered the meeting at 9:18 a.m.

Mr. Dickinson entered the meeting at 10:03 a.m.

Travis Whitehead, *Town of Queensbury Resident*, voiced his concern with the past sale of the former Westmount Health Facility and the current owners and potential transfer of ownership. Mr. Beaty voiced his concern in regards to the past sale of Westmount as he did at the time of the sale, as well as the decline in care of the current residents he said had occurred since the sale. Mr. McDevitt commented he had not been against the sale of the former Westmount Health Facility, but was opposed to the potential buyer, Kenneth Rosenberg.

A lengthy discussion ensued, at the conclusion of which the Committee requested that the County Attorney research what the Counties options and obligations were to the residents of the former Westmount Health Facility and report back next month.

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

Concluding his agenda review, Mr. Moore provided a report on the FOIL (*Freedom of Information Law*) request process since his Office had taken over the central repository in August.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Driscoll and seconded by Ms. Hogan, Mr. Loeb adjourned the meeting at 10:09 a.m.

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