

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JULY 22, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
LEGGETT
SOKOL
HYDE
HOGAN
WILD
DRISCOLL

COMMITTEE MEMBER ABSENT:

SUPERVISOR MAGOWAN
DICKINSON

OTHERS PRESENT:

ELIZABETH McLAUGHLIN, COMMISSIONER (D) BOARD OF ELECTIONS
WILLIAM VANNESS, COMMISSIONER (R) BOARD OF ELECTIONS
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
PAMELA VOGEL, COUNTY CLERK/DMV
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BRAYMER
GERAGHTY
MCDEVITT
SIMPSON
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
LEXIE DELUREY, DIRECTOR OF REAL PROPERTY TAX SERVICES
JIM LIEBERUM, WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT
MANAGER
TOM CLEMENTS, THE CLEMENTS FIRM
DINA CLEMENTS, THE CLEMENTS FIRM
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the July 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 9:02 a.m. *(Please note due to a lack of attendance, Chairman Conover served to make a quorum of the Committee).*

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

Copies of the Clerk of the Board, County Attorney and Self-Insurance agendas were distributed to the Committee members and copies of same are on file with the meeting minutes.

Privilege of the floor was extended to William VanNess, *Commissioner (R), Board of Elections*, and Elizabeth McLaughlin, *Commissioner (D), Board of Elections*, who distributed copies of their agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Hyde entered the meeting at 9:04 a.m., making the quorum and no longer requiring Chairman Conover to serve. Ms. Hogan entered at 9:05 a.m.

Commencing the agenda review, Mr. VanNess presented a request to authorize a new three-year contract with Tenex Software Solutions and the purchase of ninety Tenex Electronic Poll Book Computers including hardware and software, license, registration and management as well as onsite training and cases in a total amount not to exceed \$86,887, plus an annual licensing fee of \$11,250 to commence after year one. Mr. VanNess noted the original quote received was for the poll book purchases was \$83,989, which was exclusive of shipping costs, and had subsequently been increased to include them.

Mr. Leggett entered the meeting at 9:10 a.m.

Mr. VanNess provided an explanation of grant funding anticipated to cover the costs of this contract, but apprised that the County would need to expend funds and seek reimbursement. A brief discussion ensued during which Ryan Moore, *County Administrator*, asked if the grants were reimbursable, requiring the County to expend monies before grant funds were returned, as well as whether there was sufficient funding within the existing budget to cover the initial expense. Mr. VanNess confirmed these were reimbursing grants; he added that although there was sufficient funding in the budget currently, it would likely be needed to cover other expenses later in the year. Mr. Moore asked Ms. McLaughlin and Mr. VanNess to review their budget and meet with him in the next few days so that this matter could be addressed at the next Finance Committee, if necessary.

A 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 August 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Board of Elections business to discuss, privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who commenced her agenda review, apprising she had only one informational item to address, that being the 2020 Self-Insurance Plan Participant Assessments for Workers' Compensation which were included in the agenda packet for review. She invited any Committee Member with questions or concerns to contact her directly.

There being no further Self-Insurance 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 which is on file with the meeting minutes. Commencing her agenda review, Mrs. Vogel presented a request to authorize acceptance of a \$5,000 bequest from the Estate of John Austin, *former County Historian and Warren County Judge*, for the care and maintenance of his historical and genealogical library which had also been donated to Warren County and would be housed in the Warren County Records Storage Center.

A brief discussion ensued in regards to the Honorable John Austin and his historical work.

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 August 16th Board meeting. A copy of the resolution request form is on file with the minutes.

Mrs. Vogel then presented a request to amend the 2019 County Budget in the amount of \$5,000 to reflect receipt of the bequest from the Estate of the late Honorable John Austin, as mentioned above.

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

There being no further County Clerk/DMV business to consider, privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, to review the County Attorney agenda.

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

- 1A) To amend Resolution No. 17 of 2019 and change the term of Supervisor Thomas' appointment to the Warren County Soil and Water Conservation District Board of Directors which commenced January 1, 2019 and should terminate December 31, 2019.

Motion was made by Mr. Leggett, seconded by Mr. Wild and carried unanimously to approve the request and the necessary resolution was authorized for the August 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 1B) To accept Brad Magowan's resignation on the Warren County Soil and Water Conservation District Board of Directors.

Motion was made by Mr. Leggett, seconded by Ms. Hogan and carried unanimously to accept Mr. Magowan's resignation. *Note: this action does not require a resolution.*

- 1C) To accept Tim Costello's resignation on the Warren County Soil and Water Conservation District Board of Directors.

Motion was made by Mr. Leggett, seconded by Mr. Wild and carried unanimously to accept Mr. Costello's resignation. *Note: this action does not require a resolution.*

- 1D) To make the following appointments to the Warren County Soil and Water Conservation District Board of Directors:
- Michael Greenslade (*replacing Brad Magowan - resigned*) for the term commencing August 16, 2019 and terminating December 31, 2019; and
 - Susan Wilson (*replacing Tim Costello - resigned*) for the term commencing August 16, 2019 and terminating December 31, 2021.

Motion was made by Mr. Leggett, seconded by Mr. Driscoll and carried unanimously to approve the requests. *Copies of the resolution request forms are on file with the minutes.*

Continuing to the Discussion Items portion of the agenda, Ms. Kissane announced an executive session was necessary to discuss a possible settlement in the case of Warren County v. King and in the case of McNulty v. Warren County.

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

Executive session was held from 9:32 a.m. until 9:53 a.m. Upon reconvening, Mr. Loeb announced that no action had been taken during the executive session.

Ms. Kissane apprised she had hired a First Assistant County Attorney who would be starting on August 1st.

There being no further County Attorney business to discuss, privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who presented a request to authorize a transfer of funds in the amount of \$5,422.82 from Budget Code A.1010 860, *Legislative Board, Hospitalization*, to Budget Codes A.1340 860, *Budget Officer, Hospitalization*, and A.1340 865, *Budget Officer, Dental Insurance*. Mrs. Allen explained these expenses were budgeted for under the Legislative Board budget, but needed to be moved to the appropriate codes within the Budget Officer's budget.

Motion was made by Mr. Leggett, seconded by Ms. Hogan and carried unanimously to approve the request and forward same to the Finance 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. Wild and seconded by Ms. Hogan, Mr. Loeb adjourned the meeting at 9:55 a.m.

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