

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: SEPTEMBER 23, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: LOEB
LEGETT
SOKOL
MAGOWAN
HOGAN
WILD
DRISCOLL

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
PAM VOGEL, COUNTY CLERK
REPRESENTING THE BOARD OF ELECTIONS:
ELIZABETH McLAUGHLIN, COMMISSIONER (D)
WILLIAM VANNESS, COMMISSIONER (R)
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISOR GERAGHTY
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTER
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: HYDE
DICKINSON

Please note, the following contains a summarization of the September 23, 2019 Meeting of the Support Services Committee; the meeting in its 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 Support Services meeting to order at 9:15 a.m.

Motion was made by Mr. Magowan seconded by Mr. Wild and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the agenda review, Ms. McLaughlin presented a request to amend the existing contact with NTS to include use of their Scan-Flow system to assist in enhancing the existing voter registration and imaging application. She advised they learned about Scan-Flow at a recent training session, noting this software would allow the Office to go paperless; she indicated they currently saved registrations for two years. Mr. VanNess explained they would perform an administrative transfer of funds in the amount of \$18,300 within their existing budget to support the cost of the four-year contract.

Ms. Hogan entered the meeting at 9:23 a.m.

Mr. Wild inquired if there was a need for additional security in association with the Scan-Flow system and Mike Colvin, *Director of Information Technology*, replied New York State already monitored all Board of Elections platforms throughout the State.

Motion was made by Mr. Wild, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review Mr. VanNess and Ms. McLaughlin reviewed their 2020 Budget request and answered questions posed by the Committee.

Privilege of the floor was extended to Mr. Colvin, who distributed copies of the Information Technology 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 extend the existing contract with Charter Communications to increase the internet speed from 100 mb to 200 mb, increasing cost from \$769/mo. to \$950/mo. for a three-year term commencing upon execution.

Following some discussion, motion was made by Mr. Sokol, seconded by Mr. Wild and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. Colvin introduced a request for a transfer of funds in the amount of \$35,000 from the Contingent Account to Budget Code A.1680 470, *Contract*, for upgrades to the County website. A discussion ensued, following which a motion was made by Ms. Hogan, seconded by Mr. Wild and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the request for Transfer of Funds form is on file with the minutes.*

Concluding his agenda review, Mr. Colvin reviewed his 2020 Budget request and he answered questions posed by the Committee.

Privilege of the floor was extended to Julie Butler, *Purchasing Agent*, who distributed copies of the Purchasing agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Butler reviewed her 2020 Budget request and she answered questions posed by the Committee.

Concluding her agenda review, Ms. Butler presented a request to approve revisions to the Warren County Purchasing Policy. She indicated the changes and updates were highlighted in yellow and green.

Motion was made by Mr. Sokol, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Herb Levin, *Director, Weights & Measures*, who distributed copies of the Weights & Measures agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Levin reviewed his 2020 Budget request and he answered questions posed by the Committee.

Concluding, Mr. Levin explained he would be retiring in January, but would be able to continue working on a per-

diem part-time basis, if necessary.

Privilege of the floor was extended to Pam Vogel, *County Clerk*, who distributed copies of the County Clerk agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Mrs. Vogel reviewed her 2020 Budget request and she answered questions posed by the Committee.

Mr. Sokol exited the meeting at 10:20 a.m.

Concluding, Mrs. Vogel informed Governor Cuomo had postponed his proposed licence plate legislation.

Privilege of the floor was extended to Carla Sherman, *County Auditor*, who distributed copies of the County Auditor agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Sherman reviewed her 2020 Budget request and she answered questions posed by the Committee.

Privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, who distributed copies of the County Attorney 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 for a transfer of funds in the amount of \$50,000 from the Contingent Account to Budget Code A.1420 440, *Law (County Attorney), Legal/Transcript Fees*, to pay the deductible for the Leslie McNulty settlement. Ryan Moore, *County Administrator*, indicated he would look for alternate sources of funding to cover as much of the deductible expense as possible and reduce the amount of the transfer from the Contingent Account.

Motion was made by Mr. Wild, seconded by Mr. Magowan and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the request for Transfer of Funds form is on file with the minutes.*

Concluding her agenda review, Ms. Kissane reviewed her 2020 Budget request and she answered questions posed by the Committee.

Privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who distributed copies of the Clerk of the Board agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Mrs. Allen reviewed her 2020 Budget request and she answered questions posed by the Committee.

Privilege of the floor was extended to Ryan Moore, *County Administrator*, who distributed copies of the County Administrator agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Moore presented a request to amend Resolution No. 391 of 2016, approving the Warren County Payroll Rules Policy, to remove any reference to half-day vacation; at Mr. Moore's request, Tammie DeLorenzo, *Assistant to the County Administrator*, outlined the changes made.

Motion was made by Mr. Wild, seconded by Ms. Hogan and carried unanimously to approve the request as outlined

above and the necessary resolution was authorized for the October 19th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding his agenda review, Mr. Moore reviewed his 2020 Budget request and he answered questions posed by the Committee.

As there was no further business to come before the Support Services Committee, on motion made by Ms. Hogan and seconded by Mr. Wild, Mr. Loeb adjourned the meeting at 11:00 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist