

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: OCTOBER 28, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
LEGGETT
HYDE
HOGAN
WILD
DRISCOLL

OTHERS PRESENT:

REPRESENTING WARREN COUNTY HISTORICAL SOCIETY:

STAN CIANFARANO, HISTORIAN
TERI ROGERS, EXECUTIVE DIRECTOR
CARLA SHERMAN, AUDITOR
PAMELA VOGEL, COUNTY CLERK/DMV
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
RONALD F. CONOVER, CHAIRMAN OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SOKOL
MAGOWAN
DICKINSON

RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
FRANK THOMAS, BUDGET OFFICER

SUPERVISORS BRAYMER
GERAGHTY
MCDEVITT
SIMPSON

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARA FRANKENFELD, GIS ADMINISTRATOR
AMANDA BECK, ASSISTANT PLANNER
CHRIS BELDEN, ASSISTANT COUNTY PLANNER
MICHAEL SWAN, COUNTY TREASURER
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the October 28, 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 meeting of the Support Services Committee to order at 9:04 a.m., at which point there was not a quorum present.

Copies of the County Auditor, County Clerk/DMV, Information Technology and Clerk of the Board agendas were distributed to the Committee members and copies of same are on file with the meeting minutes.

Ms. Hogan entered the meeting at 9:06 a.m.

Privilege of the floor was extended to Stan Cianfarano, *County Historian*, and Teri Rogers, *Executive Director, Warren County Historical Society*, who reviewed a PowerPoint presentation entitled, *Warren County 360 Degrees Celebrating Place and People*; a copy of the presentation is on file with the minutes.

Mr. Cianfarano apprised the Warren County Historical Society's annual open house would be held on November 9th from 11:00 a.m. until 2:00 p.m.

Mr. Leggett entered the meeting at 9:12 a.m.

Upon Mr. Leggett joining the meeting, Mr. Loeb pointed out that there was now a quorum present and he asked for a motion to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board. Motion was made by Mr. Wild, seconded by Ms. Hogan

and carried unanimously.

There being no further County Historian business to discuss, Mr. Loeb apprised early voting had started on Saturday and the Board of Elections Department had indicated to him the electronic poll books were working very well and there had been 166 voters already. He noted consideration needed to be given to the additional Primary Elections next year, as well as early voting, which required more hours for both poll workers and the Commissioners alike. He advised the extra hours worked would require filing of a 1099 for tax purposes, which had not been necessary in the past. In addition, he pointed out there was no overtime or compensation time offered to the Commissioners or their Deputies and so the extra hours worked went uncompensated.

Privilege of the floor was extended to Carla Sherman, *Auditor*, who requested a transfer of funds in the amount of \$500 from the Contingent Account to pay for increased telephone expense that was not budgeted for and the purchase of study materials for Part II of the Internal Auditor Certification.

Motion was made by Mr. Wild, 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 Auditor business to discuss, privilege of the floor was extended to Pamela Vogel, *County Clerk/DMV*, who presented the following request:

- 1) To create and fill the position of Senior Motor Vehicle Examiner, *Grade 10, Annual Base Salary \$37,633*, and delete the position of Motor Vehicle License Registration Clerk, *Grade 8, Annual Base Salary \$34,988*.

Mrs. Vogel explained this change would allow the employee chosen to fill the Senior Motor Vehicle Examiner position to perform all full-service transactions on the DMV floor, while providing them authorization to perform all supervisory duties and provide supervisory oversight. She indicated that her agenda included a listing of significant changes occurring in the DMV which she proceeded to review. A lengthy discussion ensued, during which Mr. Loeb cited his opinion that the Committee should authorize creating the Senior Motor Vehicle Examiner position requested, but retain the Motor Vehicle License Registration Clerk position Mrs. Vogel had slated for deletion in order to meet the need for services to the public. Mr. Wild noted there were some services that could be completed online through the New York State DMV website and he suggested introducing one or two computer kiosks where people could make their transactions without having to wait on line. It was noted that municipalities did not receive any revenue for transactions completed through the New York State DMV website and this could lead to a loss of revenue for Warren County. At the conclusion of the discussion, Mr. Loeb requested separate motions be made for the creation and deletion of positions requested by Mrs. Vogel.

Motion was made by Mr. Driscoll, seconded by Mr. Leggett and carried unanimously to approve the request to create the new position of Senior Motor Vehicle Examiner and forward same to the Personnel & Higher Education Committee. *Copies of the resolution request form and Notice of Intent to Fill Vacant Position form are on file with the minutes.*

Motion was made by Mr. Wild, seconded by Mr. Leggett and carried unanimously to approve the request to delete the position of Motor Vehicle License Registration Clerk and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further County Clerk/DMV business to discuss, privilege of the floor was extended to Mike Colvin, *Director, Information Technology*, who presented the following requests:

- 1) To authorize a new contract with Catalog & Commerce Solutions to provide redesign services for the County website in an amount not to exceed \$29,750.

Motion was made by Ms. Hogan, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the November 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend the contract with Reverus Corporation to increase the rate from \$125/hour to \$150/hour and increase the not to exceed amount to \$10,000.

Motion was made by Mr. Wild, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the November 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Wild reintroduced discussion regarding modernization of the DMV Office, asking Mr. Colvin if it was possible to install computer kiosks in that area and Mr. Colvin indicated that this was a possibility. It was noted, once again, that this activity would result in an equipment expense and a revenue reduction for Warren County.

There being no further Information Technology business to discuss, privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who presented a request for a transfer of funds in the amount of \$3,000 from Budget Code A.1990 469, *Contingent Account-Other Payments/ Distributions*, to Budget Code A.1010 444, *Legislative Board, Travel/Education/Conf.*, to cover Supervisor mileage reimbursements through the end of 2019.

Motion was made by Ms. Hogan, seconded by Mr. Driscoll 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 Clerk of the Board business to discuss, privilege of the floor was extended to Ryan Moore, *County Administrator*, to review the County Administrator agenda, copies of which were distributed to the Committee members; *a copy of the County Administrator agenda is also on file with the meeting minutes.*

Mr. Moore presented a request to amend the Travel Policy to include various changes to reflect current activities, specifically to authorize the County Treasurer and County Clerk, or their designee, to be excepted from the requirement of using County vehicles and allowing them to use personal vehicles when performing departmental banking functions. He explained that at times these staff used their personal vehicles to do County banking in connection with their lunch break. He noted an additional change to allow Veterans' Services employees to transport persons in association with the Peer-to-Peer Program.

Motion was made by Mr. Wild, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the November 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further County Administrator business to discuss, privilege of the floor was extended to Robert Terwilliger, *First Assistant County Attorney*, who distributed copies of the County Attorney agenda to the Committee members; a copy of the agenda is on file with the meeting minutes. Commencing the agenda review, Mr. Terwilliger provided a summary on current litigation and a discussion ensued relative to the railroad litigation.

Continuing with the Action Agenda/New Business Items portion of the agenda, Mr. Terwilliger presented a request to authorize the Chairman of the Board the option to opt-out of the opioid negotiating class.

A discussion ensued in regards to Ohio opioid negotiating class as compared to the litigation being

prepared for New York participants, at the conclusion of which a motion was made by Mr. Driscoll, seconded by Mr. Wild and carried unanimously to approve the request and the necessary resolution was authorized for the November 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being 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 10:36 a.m.

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