

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: NOVEMBER 18, 2019**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: LOEB  
SOKOL  
HYDE  
MAGOWAN  
HOGAN  
DRISCOLL

**OTHERS PRESENT:**

AMY CLUTE, ADMINISTRATOR, SELF-INSURANCE  
AMANDA ALLEN, CLERK OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
BRAYMER  
MCDEVITT

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: LEGGETT  
WILD  
DICKINSON

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the November 18, 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 12:18 p.m. and he announced this was the last time they would meet this year. He said he had enjoyed being a member of the Committee and being the Chairman. He appraised the deliberations they had were the very essence of what it meant to be a County Supervisor, adding he hoped he had afforded a proper forum in which to do their jobs properly.

Mr. Magowan thanked Mr. Loeb for being the Chairman of the Support Services Committee.

Motion was made by Mr. Magowan, seconded by Ms. Hogan 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 Amy Clute, *Self-Insurance Administrator*, who distributed copies of her meeting agenda to the Committee members. *A copy of the agenda is on file with the meeting minutes.*

Commencing her agenda review, Ms. Clute presented a request to authorize the Self-Insurance Administrator to serve as Treasurer of the New York State Association of Self-Insured Counties for a term commencing January 1, 2020 and terminating December 31, 2021.

Motion was made by Ms. Hogan, seconded by Mr. Driscoll and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 20<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Self-Insurance business to discuss, privilege of the floor was presented to Amanda Allen, *Clerk of the Board*, who distributed copies of her meeting agenda to the Committee members. *A copy of the agenda is on file with the meeting minutes.*

Commencing her agenda review, Mrs. Allen presented a request for a transfer of funds in the amount of \$25,000 from

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Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiner & Coroners, Medical Fees*. She indicated the transfer was required to cover the expenses for coroner services for the remainder of the year, as estimated by Terry Comeau, *one of the Warren County Coroners*.

Mr. Driscoll noted that Mr. Comeau would be transitioning from his elected position as Coroner to Undersheriff in January and he asked how the resulting Coroner vacancy would be handled. Ryan Moore, *County Administrator*, responded that the County Attorney's Office was looking into this.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the request as presented and refer same to the Finance Committee. *A copy of the request for transfer of funds is on file with the minutes.*

There being no further Clerk of the Board business to discuss, privilege of the floor was presented to Mr. Moore who distributed copies of the County Administrator agenda to the Committee members. *A copy of the agenda is on file with the meeting minutes.*

Commencing his agenda review, Mr. Moore advised the first item listed was being presented on behalf of the Employment & Training Administration because the Director position was currently vacant. He then presented a request to appoint Daniel Dudley to the Saratoga-Warren-Washington Counties Workforce Development Board for a term commencing December 20, 2019 and terminating June 30, 2020.

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 December 20<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding his agenda review, Mr. Moore introduced a request to ratify the actions of the Purchasing Agent in registering for the PEPPM Purchasing Collaborative.

Motion was made by Mr. Magowan, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 20<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Additional accolades were extended to Mr. Loeb for his actions in the roles as Chair of the Support Services Committee and as a member of the Board of Supervisors.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Magowan and seconded by Ms. Hogan, Mr. Loeb adjourned the meeting at 12:27 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist