

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: SEPTEMBER 21, 2020**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: MAGOWAN  
LEGGETT  
WILD  
BRUNO  
DRISCOLL  
HOGAN

**OTHERS PRESENT:**

PAM VOGEL, COUNTY CLERK  
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
CARLA SHERMAN, COUNTY AUDITOR  
ELIZABETH McLAUGHLIN, COMMISSIONER OF THE BOARD OF ELECTIONS (D)  
WILLIAM VANNESS, COMMISSIONER OF THE BOARD OF ELECTIONS (R)  
JULIE BUTLER, PURCHASING AGENT  
JEFF WOODELL, DIRECTOR, WEIGHTS & MEASURES  
FRANK E. THOMAS, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
KEVIN B. GERAGHTY, BUDGET OFFICER  
SUPERVISORS BRAYMER  
FRASIER  
MCDEVITT  
SEEBER  
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTORS OF PUBLIC AFFAIRS  
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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**COMMITTEE MEMBER ABSENT:**

SUPERVISOR: SHEPLER

*Please note, the following contains a summarization of the September 21, 2020 meeting of the Support Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://www.warrencountyny.gov/gov/comm/Archive/2020/support/>*

*Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All of the Committee members in attendance participated via video or teleconference except for Supervisors Driscoll and Magowan who were physically present.*

Mr. Magowan called the Support Services meeting to order at 11:50 a.m.

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

Copies of the County Auditor, Board of Election, County Clerk/DMV, Information Technology, Purchasing and Weights & Measures agendas were distributed to those in attendance and those participating virtually accessed the agendas via the Warren County website; *copies of the agendas are on file with the meeting minutes.*

Privilege of the floor was presented to Carla Sherman, *County Auditor*, who reviewed her 2021 Budget request and answered questions posed by the Committee. *A copy of the Budget is on file with the minutes.*

Mr. Magowan asked if there were any public comments and Don Lehman, *Director of Public Affairs*, replied in the negative.

There being no further County Auditor business to discuss, privilege of the floor was extended to William VanNess, *Commissioner of the Board of Elections (R)*, and Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, who reviewed the Board of Elections 2021 Budget request and answered questions posed by the Committee. *A copy of the Budget is on file with the minutes.*

Concluding the agenda review, Mr. VanNess presented a request for authorization to enter into a seven-year lease agreement for twenty-five New Dominion “Ice” Accessible Voting Machines, at an annual cost of \$43,718 (*\$306,026 over the seven-year term*) including service, maintenance and training, and a buyout or extension option at close of the seven-year lease. He explained they were having trouble with some of their current machines, adding the funds were available in a capital reserve to cover the lease. Mr. Magowan inquired if the new machines included support and training and Mr. VanNess replied affirmatively. Julie Butler, *Purchasing Agent*, advised the Purchasing Policy would not allow for purchase of the machines after the lease expired.

Following discussion, a motion was made by Mr. Driscoll, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 14, 2020 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. VanNess mentioned there was a process in place for those who voted over the counter at the Board of Elections, informing there could only be two individuals in the office at one time. He stated members of the public were required to wear face coverings and they were required to make an appointment.

There being no further Board of Elections business to discuss, privilege of the floor was extended to Mike Colvin, *Director of Information Technology*, who presented a request for an appropriation of funds totaling \$7,102 from Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budgets for the purchase of computers and related equipment and software.

Motion was made by Mr. Driscoll, seconded by Mr. Bruno and carried unanimously to approve the request 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. Colvin reviewed his 2021 Budget request and answered questions posed by the Committee. *A copy of the Budget is on file with the minutes.*

Mr. Magowan asked if there were any public comments and Mr. Lehman replied in the negative.

There being no further Information Technology business to discuss, privilege of the floor was extended to Ms. Butler who reviewed her 2021 Budget request and answered questions posed by the Committee. *A copy of the Budget is on file with the minutes.*

Mr. Magowan asked if any public comments had been made and Mr. Lehman replied in the negative.

There being no further Purchasing business to discuss, privilege of the floor was presented to Jeff Woodell, *Director, Weights & Measures*, who reviewed his 2021 Budget request and answered questions posed by the Committee. *A copy of the Budget is on file with the minutes.*

Mr. Magowan asked if there were any public comments and Mr. Lehman replied in the negative.

There being no further Weights & Measures business to discuss, privilege of the floor was extended to Pam Vogel, *County Clerk*, who reviewed her 2021 Budget request and answered questions posed by the Committee. *A copy of the Budget is on file with the minutes.*

Mr. Magowan asked if there were any public comments and Mr. Lehman replied in the negative.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Driscoll and seconded by Mr. Bruno, Mr. Magowan adjourned the meeting at 1:28 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist