

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: GOVERNMENTAL OPERATIONS & ADVOCACY

DATE: MARCH 22, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BEATY
LEGETT
WILD
CONOVER

OTHERS PRESENT:

ELIZABETH McLAUGHLIN, COMMISSIONER (D) BOARD OF ELECTIONS
WILLIAM VANNESS, COMMISSIONER (R) BOARD OF ELECTIONS
PAM VOGEL, COUNTY CLERK
JULIE BUTLER, PURCHASING AGENT
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS BRAYMER
DRISCOLL
GERAGHTY
MAGOWAN
SMITH
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR DIAMOND

Please note, the following contains a summarization of the March 22, 2021 meeting of the Governmental Operations & Advocacy Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

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”. Supervisors Beaty and Leggett were physically present while Supervisors Wild and Conover attended virtually.

Mr. Beaty called the meeting of the Governmental Operations & Advocacy Committee to order at 1:11 p.m.

Copies of the Board of Elections, County Clerk/DMV and Purchasing agendas were distributed to those present; those participating remotely accessed the agenda via the Warren County website. *Copies of the agendas are on file with the meeting minutes.*

Motion was made by Mr. Leggett, seconded by Mr. Conover and carried unanimously to approve the minutes of the previous Governmental Operations & Advocacy Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Elizabeth McLaughlin, *Commissioner (D) Board of Elections*, and William VanNess, *Commissioner (R) Board of Elections*, who presented the following requests:

1. To amend the Table of Organization and Salary Schedule to increase the hourly rate of pay for the Elections Inspectors from \$12.50/hr to \$15/hr, effective June 1, 2021, in an effort to resolve issues with retention and recruiting.

Motion was made by Mr. Leggett, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Personnel, Administration and Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

2. To authorize the appropriation of funds in the amount of \$43,718 from Budget Code A.898.00, *Capital Reserve, Election Equipment*, to Budget Code A.1450 421, *Board of Elections, Equipment Rental*, annually through the year 2028 to cover the cost of the Dominion voting machine lease.

Motion was made by Mr. Leggett, seconded by Mr. Conover 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.*

3. To authorize a new contract with Needham Risk Management at an hourly rate of \$110, in an amount not to exceed \$3,960 for polling inspector virtual training.

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

Continuing to the Information for Discussion portion of the agenda, the following was reviewed:

1. Printers for 2nd Early Voting Site if approved by Legislation - OKI \$795 each need 2 - Ms. McLaughlin apprised if the proposed State Legislation passed and a second early voting site was authorized, two more printers would be needed to accommodate the new law and the Board of Elections may request approval for equipment purchases in the future. She stated after research the specific OKI printers currently being used were no longer in production. Mr. VanNess stated the cost of the printers could be reduced greatly from the \$795 per printer that was originally obtained, as other printers were available at lower cost.
2. Dominion repairs to 42 ICP voting machines for \$8,484 - Transfer from Misc 439 to Equipment Repair 422 - Mr. VanNess stated they were previously told they could advise the Committee of the transfer and wanted to make the Committee aware of the item, as the department budget was reduced by almost \$30,000. He advised they had originally anticipated repair of sixty-eight machines, but were able to reduce that down to forty two that were consistently used. He added the repairs must be performed by Dominion in order for the company to testify in court if any issues arose.

Next, under the Referrals/Pending Items portion of the agenda, Mr. VanNess apprised Nassau County requested the ADA voting booths no longer in use; he noted that Resolution No. 82 of 2021 authorized disposal of the equipment and machines. Ms. McLaughlin apprised Saratoga County requested ten of the twenty-five BMD Dominion voting machines no longer in use, Washington County had requested two or three and Essex County would like the rest.

Mr. VanNess informed a \$23.5 million grant was proposed in the State Budget for distribution to local Board of Elections offices. He explained the State grant process did not require an application, but rather an explanation of how the funds would be used and if the proposal passed it would be possible to include equipment and training expenditures starting at the beginning of 2021. A brief discussion ensued in regards to various grants.

There being no further BOE business to discuss, privilege of the floor was extended to Pamela Vogel, *County Clerk*, who commenced review of review of the County Clerk/DMV agenda, presenting the following requests:

1. To authorize a new contract with Info Quick Solutions, Inc. for electronic document/records management services for the County Clerk's Office pursuant to the terms and provisions of the specifications WC 13-21 and proposal. Mrs. Vogel reviewed the information provided in her agenda which substantiated the need for the contract.

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

2. To recognize the New York State Association of County Clerk's 100th Anniversary.

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

Proceeding to the Discussion Items portion of the agenda, Mrs. Vogel informed she had included copies of the Receipt and Disbursement Summary Report with Clerk certification, a narrative description of all accounts for receipts and disbursements, as well as the Warren County DMV Department Transaction and Revenue Reports for review with the meeting agenda. She noted she had received good reviews online for the appointment system, along with the Letter to the Editor in *The Post Star* and a note attached to a DMV transaction in the drop box which she read aloud.

There being no further County Clerk/DMV business to discuss, privilege of the floor was extended to Jule Butler, *Purchasing Agent*, who commenced review of the Purchasing agenda, with a request to approve the 2021 Warren County Purchasing Policy.

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

Chairwoman Seeber expressed her appreciation to Ms. Butler for her help, as well as from the County Attorney's Office and County Administrator's Office on the creation of a Contract for Review Certification form.

There being no further business to come before the Committee, on motion made by Mr. Conover, seconded by Mr. Wild and carried unanimously, Mr. Beaty adjourned the meeting at 2:13 p.m.

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