

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS

DATE: JUNE 30, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: STROUGH
DRISCOLL
CONOVER
FRASIER
THOMAS
MCDEVITT
SEEBER (ZOOM/IN PERSON)

OTHERS PRESENT:

JULIE BUTLER, PURCHASING AGENT
MICHAEL COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
PAMELA VOGEL, COUNTY CLERK
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
SUPERVISORS BRUNO
GERACI (ZOOM)
HOGAN (ZOOM)
MAGOWAN
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SCOTT ROGERS, DIRECTOR OF FACILITIES
JEREMY SCRIME, SENIOR COMPUTER ANALYST/PROGRAMMER
PATTI JO TENNYSON, ADMINISTRATIVE SERVICES, SUNY ADIRONDACK
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the June 30, 2022 meeting of the Legislative, Rules & Governmental Operations Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

Note: Pursuant to New York State Legislation (S.50001/A.40001): “Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize 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 were physically present, aside from Ms. Seeber who attended part of the meeting in person and part virtually..

Mr. Strough called the meeting of the Legislative, Rules & Governmental Operations Committee to order at 9:01 a.m.

The 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.*

Motion was made by Mr. Driscoll, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. McDevitt absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

The meeting commenced with review of the Purchasing agenda which consisted of a request to approve and adopt revisions to the Purchasing Policy.

Ms. Seeber exited the meeting at 9:03 a.m.

Motion was made by Mr. Conover, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mrs. Frasier, Mr. McDevitt and Ms. Seeber absent*) to approve the request as presented and the necessary resolution was authorized for the July 15th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Seeber returned to the meeting at 9:06 a.m.

There being no further Purchasing business to discuss, review of the Information Technology agenda commenced with the following requests:

- 1) For a new contract with software vendor Vinyl to provide a programming platform tool, for a term commencing July 1, 2022 and continuing unless terminated upon 30-days written notice.

Mrs. Frasier entered the meeting at 9:10 a.m.

Motion was made by Mr. Conover, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. McDevitt absent*) to approve the request as presented and the necessary resolution was authorized for the July 15th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) For a transfer of funds in the amount of \$12,000 from Budget Code A.1680 110, *Salaries*, to Budget Code A.1680 470, *Contracts*, to cover the cost of the new contract with Vinyl.

Motion was made by Mr. Conover, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. McDevitt absent*) to approve the request as outlined above and to refer same to the Finance Committee. *A copy of the request for Transfer of Fund form is on file with the minutes.*

Mr. Conover exited the meeting at 9:11 a.m.

- 3) For an appropriation of funds in the amount of \$16,000 from Budget Code A.895.00, *Computer Reserve*, to various departmental budgets for the purchase of computers and related software.

Motion was made by Mr. Thomas, seconded by Ms. Seeber and carried by a unanimous vote of those present (*Messrs. Conover and McDevitt absent*) to approve the request as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Conover entered the meeting at 9:13 a.m., and Mr. McDevitt entered the meeting at 9:14 a.m.

There being no further Information Technology business to discuss, review of the County Clerk agenda commenced with the following requests:

- 1) To amend the Table of Organization and Salary Schedule to create the new position of Legal Recording Clerk, *Grade 7, Base Annual Salary \$36,414*, and delete the position of Recording Clerk #1, effective July 18, 2022.
- 2) To fill the vacant position of Legal Recording Clerk, *Grade 7, Base Annual Salary \$36,414.*, due to creation.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the requests as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 3) To renew New York State Retention and Disposition Schedule for County Government Records LGS-1 and adopting LGS-1 as the County subject matter list.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

The “Monthly Receipts and Disbursements” report included in the agenda was reviewed, along with the “DMV Revenue and Transactions” reports which were also provided.

Discussion ensued regarding short-staffing in the County Clerk/DMV Office and how this factored into the continued delay in the return to providing DMV services without an appointment.

Mr. Conover exited the meeting at 9:25 a.m. and re-entered the meeting at 9:27 a.m.

Ms. Seeber exited the meeting at 9:31 a.m. and re-entered the meeting via Zoom at 9:32 a.m.

Mr. Driscoll exited the meeting at 9:38 a.m. and re-entered the meeting at 9:40 a.m.

Ms. Seeber exited the meeting at 9:42 a.m.

There being no further County Clerk business to discuss, review of the Legislative agenda commenced with the Referral/Pending Items portion of the agenda as follows:

- 1) First Assistant County Attorney to provide information related to whether the County had the ability to chargeback to the owners of abandoned properties the cost of environmental cleanup costs undertaken by the County. Robert Terwilliger, *First Assistant County Attorney*, explained the County had limited action to create a local law due to State and Federal laws, adding the best course of action was to work with the NYSDEC (*New York State Department of Environmental Conservation*) to receive a release of liability from the State, following the County could foreclose on the newly cleaned property and sell it to put it back on the tax roll.
- 2) Mission Statement for Warren County - County Administrator to once again circulate the draft Mission Statement to the Board of Supervisors for feedback before it was brought back to Committee for adoption. Mr. Strough read his suggested language, which was provided in the agenda attachment, aloud and asked for Committee approval.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Ms. Seeber absent*) to approve Supervisor Strough's suggestion for the Warren County Mission Statement as provided and the necessary resolution was authorized for the July 15th Board Meeting.

With regard to remaining Referral/Pending Items 3-7, Mr. Strough advised these would be addressed at the next meeting.

As there was no further business to come before the Legislative, Rules & Governmental Operations Committee, on motion made by Mr. Conover, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Ms. Seeber absent*), Mr. Strough adjourned the meeting at 10:02 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist