

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS

DATE: SEPTEMBER 27, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS STROUGH
DRISCOLL
CONOVER
FRASIER
THOMAS
MCDEVITT
SEEBER

OTHERS PRESENT:

PAMELA VOGEL, COUNTY CLERK
CARLA CURREN, AUDITOR
MICHAEL COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
JULIE BUTLER, PURCHASING AGENT
REPRESENTING THE BOARD OF ELECTIONS:
ELIZABETH McLAUGHLIN, COMMISSIONER (D)
WILLIAM VANNESS, COMMISSIONER (R)
SUPERVISOR CRAIG LEGGETT, INTERIM COUNTY ADMINISTRATOR
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD
SUPERVISORS HOGAN
MAGOWAN
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the September 27, 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>

Mr. Strough called the meeting of the Legislative, Rules & Governmental Operations Committee to order at 2:13 p.m.

Motion was made by Mr. Conover, seconded by Mr. McDevitt 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 Clerk/DMV, Auditor, Information Technology and Board of Elections agendas were distributed to those in attendance; *copies of the agendas are file with the meeting minutes.*

The Committee began with a review of the Discussion portion of the County Clerk/DMV agenda which included the following:

- 2023 Budget Review request - documentation provided as an agenda attachment.
1. A. 1410 County Clerk - Revenue and Expenditures.
 2. A. 1665 Public Records - Expenditures.
 3. A 7510 Historian - Expenditures.

Proceeding to the Action Agenda: New Business, Pamela Vogel, *County Clerk*, presented the following item:

1. To authorize a transfer funds in the amount of \$300 from Budget Code A.1410 110, *Full Time Salaries*, to Budget Code A.1410 120, *Overtime Salaries*, to cover a potential deficit for the remainder of 2022.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further County Clerk/DMV business to discuss, the Committee commenced with review of the Auditor agenda with the following Action Agenda/New Business Item as follows:

1. 2023 Budget request review - documentation provided as an agenda attachment.

There being no further Auditor business to discuss, the Committee commenced with a review of the Information Technology agenda with a request that was not included on the agenda to transfer funds in the amount of \$3,000 amongst various budget codes to cover unforeseen expenses.

Motion was made by Mr. Driscoll, seconded by Ms. Seeber and carried unanimously to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Michael Colvin, *Director, Information Technology*, proceeded with a review of the 2023 Budget request, a copy of which was provided as an agenda attachment.

There being no further Information Technology business to discuss, the Committee commenced with review of the Purchasing agenda with the following Action Agenda/New Business Item as follows:

- A. Review of the 2023 Purchasing and Stockroom Budget request- documentation provided as an agenda attachment.

There being no further Purchasing business to discuss, the Committee commenced with a review of the Board of Elections Action Agenda/New Business Items portion of the agenda in the following order:

- B) 2 - New Election Management Techs - documentation provided as an agenda attachment.

Mr. Driscoll exited the meeting at 2:50 p.m.

- C) To amend the County Budget in the amount of \$22,620.96 to reflect receipt of grant funding from New York State Board of Elections for the purpose of assisting with expenses related to postage.

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

- D) To authorize a new contract with Sage-Smith Consulting, LLC, to provide election night report/recording and service PA pursuant to the terms and provisions of the specifications of the proposal included within the agenda packet commencing January 1, 2023 and terminating December 31, 2027.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve the request as outlined above and the necessary resolution was authorized for the October 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

- A) 2023 Budget request Review - documentation provided as an agenda attachment.

There being no further Board of Elections business to discuss, the consensus of the Committee was to hold off on reviewing the Legislative, Rules & Governmental Operations agenda until the next meeting, as the Committee was running over schedule.

There being no further business to come before the Committee, on motion made by Mrs. Frasier, seconded by Ms. Seeber and carried by a unanimous vote of those present (*Mr. Driscoll absent*), Mr. Strough adjourned the meeting at 3:11 p.m.

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