

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: MARCH 4, 2015**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS VANSELOW  
MCDEVITT  
TAYLOR  
FRASIER  
WOOD  
BROCK  
SEEBER

**OTHERS PRESENT:**

MARTIN AUFFREDOU, COUNTY ATTORNEY  
JOAN SADY, CLERK OF THE BOARD  
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
JULIE BUTLER, PURCHASING AGENT  
MARY BETH CASEY, COMMISSIONER OF THE BOARD OF ELECTIONS (R)  
ELIZABETH McLAUGHLIN, COMMISSIONER OF THE BOARD OF ELECTIONS (D)  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD OF SUPERVISORS  
PAUL DUSEK, COUNTY ADMINISTRATOR  
FRANK E. THOMAS, BUDGET OFFICER  
DON LEHMAN, *THE POST STAR*  
THOM RANDALL, *ADIRONDACK JOURNAL*  
SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD

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Mr. Vanselow called the meeting of the Support Services Committee to order at 9:47 a.m.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Mike Colvin, Director of Information Technology, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Colvin presented a request to enter into a new agreement with Reverus Corporation for an amount not to exceed \$5,000 to provide network consulting services for the term commencing upon execution and terminating for cause upon 60 days written notice.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve the request to enter into a new contract with Reverus Corporation, as outlined above, and the necessary resolution was authorized for the March 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Colvin provided an update on the cost of equipment for recording meetings held in the Board Room, advising he had completed his tests on camera angles and determined the best way to capture the entire Board Room would be to install four cameras, which would create a quad screen for viewing. Mr. Colvin stated the cost would be around \$500 to purchase the Digital Video Recorder (DVR), four cameras and any miscellaneous parts needed for installation. He referred to a diagram included in his agenda that depicted the positions of the cameras. *A copy of the diagram is on file with the minutes.*

Mr. Vanselow questioned whether a viewer could click on one of the four small screens to enlarge it and Mr. Colvin replied in the negative.

Ms. Seeber asked if Mr. Colvin anticipated the same audio difficulties that were experienced in the Committee Room. Mr. Colvin answered it would be necessary to speak into the microphones just like in the Committee Room to capture the best sound quality. Ms. Seeber asked if there was a microphone at the podium where the public spoke and Mr. Colvin answered affirmatively. He added the audio quality had a lot to do with the device the video was

watched on.

Mrs. Frasier inquired as to whether Mr. Colvin had any idea how many viewers had watched the Committee meetings on YouTube; Mr. Colvin indicated that he did not have this information available, but could acquire it. Mr. Vanselow noted that he believed this information could be seen on the YouTube page.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to make a referral to the Finance Committee to determine a source of funding for the installation of video recording equipment in the Board Room at an estimated cost of \$500.

Moving on, Mr. Colvin presented information on a Document Reader for use in the Committee and Board Rooms. He stated that it was brought to his attention that it would be useful to have equipment available during a presentation to keep track of the documentation the presenter was referring to. Mr. Colvin noted he had included information on the Document Reader, which was essentially an updated version of an overhead projector, that could project any sort of document, rather than just transparencies; he noted the cost of this particular machine cost was \$570.

Mr. Brock stated he had suggested the Document Reader, but was unaware the cost would be so high. Mr. Colvin explained he did not have a lot of time to research this and noted he could attempt to find a less expensive model before the next meeting. Mr. Brock asked if there was any way to purchase a used document reader and Mr. Colvin answered affirmatively, noting that sites such as Ebay offered this type of used equipment. Mr. Brock asked if Mr. Colvin would be able to purchase this equipment on Ebay and Mr. Colvin noted there was a high probability that he would be unable to successfully bid for the equipment because he would require Committee approval; he added that if the Committee were to provide authorization to make the purchase for up to a certain amount, it would help him to acquire the equipment for the best possible price.

Ms. Seeber questioned whether the Document Reader would be duplicating the technology already available in the Committee Room. Mr. Vanselow noted that the current equipment was conducive for powerpoint presentations and Mr. Colvin advised the Document Reader would be used in addition to equipment already in place.

It was the consensus of the Committee to authorize Mr. Colvin to purchase a Document Reader for an amount not to exceed \$250.

This concluded the review of the Information Technology agenda; privilege of the floor was extended to Julie Butler, Purchasing Agent, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Mrs. Butler presented a request to attend the New York State Association of Municipal Purchasing Official's Annual Spring Conference in Albany, NY on May 13-15, 2015. She noted that Jason Shpur, Deputy Purchasing Agent, usually attended as well; however, she noted, after a close review there did not seem to be enough new material to justify that they both attend.

Motion was made by Ms. Wood, seconded by Mr. Brock and carried unanimously to approve the travel request as outlined above. *A copy of the Authorization to Attend Meeting or Conference form is on file with the minutes.*

Next, Mrs. Butler presented a request for authorization to register Warren County as a member of the National Joint Powers Alliance. She explained this was a national cooperative that held contracts in various categories and would

give the County the opportunity to piggyback on cooperative contracts at a national level which offered larger volumes and lower prices. She advised the application was included in the agenda packet for review and she apprised there was no cost for the County to register.

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

Mrs. Butler advised her final request was to authorize adoption of the 2015 Warren County Purchasing Policy.

Motion was made by Mr. Brock, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the March 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Martin Auffredou, County Attorney, who advised of a bid for foreclosure mailing assistance, which was developed by Mrs. Butler and Shelly VanNostrand, Legal Assistant. He noted the foreclosure mailings were very large and time-consuming and also required a lot of postage. Mr. Auffredou stated Mailings Made Easy Inc. was the only responder to the bid and he noted the typical cost of these mailings was in the range of \$15,000 to \$18,000; however, he added, they were refunded through the Foreclosure process. Mr. Auffredou presented a request to enter into a new agreement with Mailings Made Easy, Inc., for the mailing of foreclosure envelopes, for the term commencing upon date of award and terminating December 31, 2015, with the option of renewing for two additional one- year terms; he added that the cost of the contract would depend upon the volume of the mailing and would be reflected in an invoice submitted by Mailings Made Easy.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to enter into a new contract with Mailings Made Easy, Inc., and the necessary resolution was authorized for the March 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

This concluded the review of the Purchasing agenda; privilege of the floor was extended to Mary Beth Casey, Republican Commissioner of the Board of Elections, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Casey introduced Elizabeth "Beth" McLaughlin, Democratic Commissioner of the Board of Elections.

Moving on, Ms. Casey directed the Committee's attention to the new Election District Boundary Lines & Maps included in her agenda packet. She noted that the maps depicted the District changes being made in each of the Towns or Wards. She advised the Law required the maps be made official by February 15, 2015, but she noted small changes could be made after the February 15<sup>th</sup> date, if needed. Ms. Casey said they had been working with the Planning Department's GIS (Geographic Information System) staff, who she opined were wonderful to work with on a large project such as this was. Ms. Casey stated the changes would effect 25,000 to 30,000 residents and could not have been accomplished without the support of the GIS staff; she added that they had also been working with NTS, the software vendor for the voter registration program on the map changes. Ms. Casey informed the changes to the maps would become official on April 1, 2015.

Mr. Taylor asked if the changes would effect any of the polling places. Ms. Casey stated that the polling places would remain the same with a few exceptions; LaFayette Fire Station, which she noted consisted of Ward 2 Districts

3 & 5, would move to the Town of Queensbury Activity Center with the rest of the Ward, while the Human Services Building, which served as the polling place for voters of Ward 1 Districts 4 & 6, would be moved to the Bay Ridge Fire Station along with the rest of the District, with the exception of North Queensbury's voters who would remain in the same location due to the remoteness of the location.

Ms. McLaughlin stated these changes should make it easier on the voters. Ms. Casey noted that they had consolidated neighborhoods and she explained in the past a certain number of residents were needed to create a new District, which made it difficult because residents did not always know their District. She explained that the maps would be displayed at the entrance of all the polling locations with a street list underneath, telling the voter what District they were located in. Ms. Casey stated they believed this would be a more user friendly process.

Mr. Vanselow asked what would the savings be by reducing from 70 Districts to 44. Ms. McLaughlin stated that the savings on training the polling location inspectors alone would be approximately \$17,000.

Ms. Seeber asked if a table would be set up at the entrance of each polling location to provide direction; she said that the maps were great, but noted there had been a lot of positive feedback from being able to receive help at the door. Ms. Seeber stated that she understood this was being done to reduce cost and she questioned whether anyone had looked into splitting the poll operator shifts, as well as the idea of using interns from high schools and colleges. Ms. Casey apprised the State of New York mandated that every elections inspector take a two-hour training class, for which they were paid \$25; in addition, she advised they had reached out to the local high schools and SUNY Adirondack, but had not received positive feedback. Ms. Seeber asked if there was any way to split the shifts and Ms. Casey stated it would be difficult due to the fact that the poll inspectors had to sign the opening and closing tapes. Ms. Seeber suggested that Don Lehman, *The Post Star*, write about this opportunity in an effort to notify the community; she added that colleges looked favorably upon students with some type of experience in an election campaign, not necessarily affiliated with any specific party.

Mr. McDevitt noted the map of Glens Falls, Ward 3, showed Route 9 as a geographical barrier, with the exception of the bottom where it jumps over Route 9, and he questioned if this was due to the number of voters in that area. Ms. Casey responded affirmatively, advising each polling location was allowed 1,150 voters per District. She noted the rules were established back when lever machines were used and could only count up to 999 voters restricting the numbers to 850 to 950 voters per machine; she added if there were more than 950 voters, a second machine was used. Ms. Casey apprised if there were more than 1,150 voters a new District was made. Ms. Casey explained these laws were established when one person could go into the booth for up to 3 minutes to place their vote. She noted that currently, voters filled out their ballots and put them in a machine; she added that in some polling places up to three people could vote at the same time in each of the districts. Ms. Casey expounded Election Law had not yet caught up with the times and she notified the Committee of current Legislation which stated each Election District would consist of 3,000 voters.

Mr. Vanselow asked if the official maps were included in the agenda. Ms. Casey answered, affirmatively, adding minor changes could still be made.

Chairman Geraghty stated this was a reduction in Districts, which should cause a reduction in cost to the Towns and Ms. Casey confirmed this was correct.

Moving on, Ms. Casey presented a request for herself, Ms. McLaughlin and Kimberly Ross, Democratic Deputy Commissioner, to attend the New York State Election Commissioner's 100<sup>th</sup> Anniversary Conference in Cooperstown, NY on May 27-29, 2015 using a County vehicle.

Motion was made by Ms. Wood, seconded by Mr. McDevitt and carried unanimously to approve the travel request as outlined above. *A copy of the Authorization to Attend Meeting or Conference for is on file with the minutes.*

This concluded the review of the Board of Elections agenda; privilege of the floor was extended to Mr. Auffredou who noted he had an update to provide with regard to the designation of Official Newspapers for Warren County. Mr. Auffredou apprised he had met with Supervisor Vanselow, Dan Alexander, President and Publisher of the *New Enterprise* and Thom Randall, of the *Adirondack Journal*, in relation to this matter. He added that based on the information provided and discussed, he had reached the conclusion that the *News Enterprise* did meet the exception criteria specified in the New York State Construction Law governing the designation of Official Newspapers, based on prior experience and the fact that the County had been designating the *News Enterprise* as one of its official newspapers for some time. Mr. Auffredou stated that no further discussion or action on this matter was required.

On a related note, Mr. Auffredou recalled other questions brought up by the Committee as to whether the New York State Construction Law should be amended and a referral had been made to the Legislative & Rules Committee for review and possible action to involve NYSAC (New York State Association of Counties) and gain support from other counties. He explained the problem with the current Construction Law related to the language included requiring a "paid circulation" for designated Official Newspapers. Mr. Auffredou advised he had received a phone call from Assemblyman Dan Stec, who advised he had sponsored a Bill in the Assembly which sought to amend the Limited Liability Company Law as well as the General Construction Law; he added that if the bill made its way into Law it would amend the General Construction Law to remove the "paid subscription" requirement, allowing the Communities quite a bit more flexibility in determining what newspapers could be used. Mr. Auffredou opined if that language was removed he had no question that *The Chronicle* would qualify for designation as an Official Newspaper, as well. He noted that the change to the Limited Liability Company Law would also allow Pam Vogel, County Clerk, more flexibility in designating a newspaper for her publishing needs. Mr. Auffredou advised that currently, *The Post Star* was the only newspaper that met the definitions provided in the Law. He concluded that he did not believe the Committee needed to take any further action at this time and he suggested that they wait to see whether the pending legislation sponsored by Assemblyman Stec was voted into law.

Mr. McDevitt asked if Senate sponsorship for the Bill was needed Mr. Auffredou responded affirmatively.

Mr. Brock asked that Mr. Auffredou contact Mark Frost, of *The Chronicle*, to make him aware of these updates.

Mr. McDevitt asked how long it would take for the Bill to be enacted and Mr. Auffredou responded he was unsure of the time frame, but noted he had gotten the impression that the Bill had been introduced before Assemblyman Stec was elected to the Assembly and that he had taken over trying to further its progress.

This concluded the update by the County Attorney and privilege of the floor was extended to Amy Clute, Self Insurance Administrator, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Clute presented a request to attend the 2015 New York State Association of Self Insured Counties (NYSASIC), Spring meeting in Syracuse, NY on May 6-8, 2015. She noted this was the organization she had been President of and was currently holding an Officer position.

Motion was made by Mr. Taylor, seconded by Ms. Wood and carried unanimously to approve the travel request as outlined above. *A copy of the Authorization to Attend Meeting or Conference form is on file with the minutes.*

This concluded the review of the Self Insurance agenda; privilege of the floor was extended to Joan Sady, Clerk of the Board, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes*

Commencing her agenda review, Mrs. Sady advised that in light of her impending retirement, she was presenting a request to Amend the Table of Organization to create and fill the position of Legislative Office Specialist, annual salary of \$34,000, effective March 23, 2015. She noted that this would begin the reorganization of the Office of the Clerk of the Board and begin training of a new employee. Mrs. Sady expounded that at the April Board Meeting, she would submit a request to Amend the Table of Organization to reflect appointments, promotions and salary adjustments to complete the reorganization of the Clerk of the Board's Office resulting from her retirement on April 30, 2015.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the request and refer same to the Personnel Committee. *A copy of the request form is on file with the minutes.*

Ms. Seeber noted that 14 months ago she had brought up the issue of American Family Life Insurance Company better known as AFLAC. She stated that she and Mr. Dusek had been corresponding by email on the issue and Ms. Clute had indicated that the County had looked into it years ago. Ms. Seeber said that this would not only save the County money, but it would also benefit the Employees. She asked for this issue to be addressed within in the next few months, noting that although it was not a top priority, she still felt that it was important. Mr. Dusek advised he had received all the information Ms. Seeber had sent to him and he needed to coordinate with Gretchen Stefan, County Human Resources Director; he opined there shouldn't be any reason why they could not get something started within the next couple of months.

Privilege of the floor was extended to Thom Randall, *Adirondack Journal* who advised Mr. Alexander had made a pledge that any legal advertisements placed by the County with the *News Enterprise* would be published in the *Adirondack Journal* as well, at no charge to the County. Mr. Vanselow questioned whether there were any legal matter with this pledge; Mr. Auffredou responded he had discussed this matter with Mr. Alexander and attested this was a business decision Mr. Alexander was entitled to make. Mr. Auffredou reiterated that if the Bill supported by Assemblyman Stec was voted into law, both the *News Enterprise* and the *Adirondack Journal* would meet the legal definition of a newspaper.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Taylor and seconded by Ms. Wood, Mr. Vanselow adjourned the meeting at 10:35 a.m.

Respectfully Submitted,  
Samantha Hogan, Assistant Secretary to the Clerk of the Board