

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SHARED SERVICES

DATE: JUNE 3, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: BEATY
FRASIER
THOMAS
CONOVER
MACDONALD
VACANT

OTHERS PRESENT:

JULIE BUTLER, PURCHASING AGENT
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, WARREN COUNTY BUDGET OFFICER
SUPERVISORS BRAYMER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: WOOD
MERLINO
BROCK

DICKINSON
LEGGETT
MCDEVITT
MONTESI
SIMPSON
SOKOL

JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MIKE SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the June 3, 2016 meeting of the Shared Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<http://www.warrencountyny.gov/gov/comm/Archive/2016/shared/>

Mr. Beaty called the meeting of the Shared Services Committee to order at 9:31 a.m.

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

Privilege of the floor was extended to Julie Butler, Purchasing Agent, who discussed Consolidated Commodity Purchasing and the Intermunicipal Agreement. A discussion ensued.

Mrs. Butler inquired about an informational meeting for Town, Village and City staff to discuss tracking commodities and the expectations of the County Purchasing Department. She informed she would contact Kevin Hajos, Deputy Superintendent of Public Works to inquire when the next meeting of the Warren County Highway Superintendents was being held to discuss Consolidated Commodity Purchasing.

Next, Mrs. Butler discussed an accurate way to track the annual quantity of commodities. She provided a copy of an Excel spreadsheet which included the following information:

- Detailed item description;
- Purchase date;
- Annual quantity;
- Most recent unit cost;
- Delivery location; and
- Current and other vendor's w/contract information.

Mrs. Butler provided an example of the savings that were generated from consolidating commodities following which a brief discussion ensued.

Mr. Thomas announced he attended a recent Criminal Justice & Public Committee Safety meeting during which Office of Emergency Services representatives discussed problems with EMS (Emergency Medical Services) service within Warren

County. He informed the sentiment of the Committee was that discussions regarding EMS services would eventually be referred to the Shared Services Committee.

There being no further business to come before the Shared Services Committee, on motion made by Mr. MacDonald and seconded by Mr. Conover, Mr. Beaty adjourned the meeting at 9:58 a.m.

Respectfully submitted,
Molly Ganotes, Legislative Office Specialist