

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: APRIL 20, 2015**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: VANSELOW  
FRASIER  
MCDEVITT  
WOOD  
BROCK  
SEEBER  
MONTESI  
LEGGETT  
VACANT

**OTHERS PRESENT:**

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
PAM VOGEL, COUNTY CLERK  
HERB LEVIN, DIRECTOR, WEIGHTS AND MEASURES  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
BRIAN REICHENBACH, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISOR BRAYMER  
DON LEHMAN, *THE POST STAR*  
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

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Mr. Vanselow called the meeting of the Support Services Committee to order at 2:03 p.m.

Motion was made by Ms. Wood, 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 Mike Colvin, Director of Information Technology, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the Agenda review, Mr. Colvin presented a request to appropriate funds from Budget Code A.895.00, Computer Reserve Fund, to various Budget Codes for the purchase of computers and related equipment and software.

Motion was made by Ms. Wood, seconded by Mr. Montesi and carried unanimously to approve the request as outlined above and to forward same to the Finance, Personnel & Higher Education Committee. *A copy of the Resolution Request form is on file with the minutes.*

Regarding a pending item, Mr. Colvin defined details of a previous request for Out-of-State travel for Jeremy Scrimo to attend the Alpha DevCon 2016 Conference in Burlington, MA. He informed the cost for travel and lodging was \$475.

Next, Mr. Colvin provided information concerning the Board of Supervisors going paperless by purchasing tablets. A brief discussion ensued following which it was determined that the Supervisors who had their own tablets could use them on a trial basis to decide if the efficiency of using tablets was worth the cost for them.

Mr. Colvin informed he would be creating a newsletter every three months consisting of information pertaining to all matters and changes that were occurring in the world of Information Technology (IT).

Following, Mr. Colvin reported the document reader with camera and projector would be in working order by the end of the week. He added the unit could be used anywhere in the room with the use of the extension cable.

Privilege of the floor was extended to Pam Vogel, County Clerk, 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. Vogel presented a request for support of a proposed Department of Motor Vehicle (DMV) Retention increase. She informed the increase would take them from 12.7% to 25% and she noted the Bill was moving along in the Senate with support from Senator Patty Richie. A brief discussion ensued.

Motion was made by Ms. Wood, seconded by Mr. Montesi and carried unanimously to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Following, Mrs. Vogel presented a request to attend the New York State (NYS) Association of County Clerks conference in Poughkeepsie, NY, June 6-8, 2016, at a cost of \$204.

Motion was made by Ms. Seeber, seconded by Mrs. Frasier and carried unanimously to approve the request to attend the NYS Association of County Clerks conference. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Privilege of the floor was extended to Herb Levin, Director of Weights and Measures, who distributed copies of the agenda to the Committee members; a copy of the agenda is on file with the minutes.

Commencing his agenda review, Mr. Levin presented a request to attend the NYS Weights and Measures Association Annual Training in Syracuse, NY, June 6-10, 2016, at a cost of \$497.50 which included lodging and meals. He informed he would be given a \$100 rebate from the NYS Petroleum Quality Program for training in petroleum that would be placed in the general fund.

Motion was made by Mr. Montesi, seconded by Ms. Wood and carried unanimously to approve the request to attend the NYS Weights and Measures Association Annual Training. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Privilege of the floor was extended to Brian Reichenbach, County Attorney, who distributed copies of the agenda to the Committee members; a copy of the agenda is on file with the minutes.

Commencing his agenda review, Mr. Reichenbach withdrew request No. 2, as he needed additional information and would present it to the Finance, Personnel & Higher Education Committee. Returning to Action Agenda Item 1, he presented a request to extend the temporary part-time Legal Assistant position for an additional six weeks.

Motion was made by Mr. Montesi, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

Moving on to Action Agenda Item No. 3, Mr. Reichenbach presented a request to fill the 1st Assistant County Attorney position, base salary \$70,029, due to retirement. He advised he had already offered the position to an attorney that he interviewed.

Motion was made by Mrs. Frasier, seconded by Mr. Montesi and carried unanimously to approve the request to fill the position of 1st Assistant County Attorney as outlined above, and to forward same to the Finance, Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Continuing, Mr. Reichenbach presented a request to transfer funds from Budget Code A.1420.110, Salaries – Regular, to Budget Code A.1420 130, Salaries – Part Time, in the amount of \$9,000, to cover the cost of the six week extension of the Legal Assistant position.

Motion was made by Mr. Montesi, seconded by Mrs. Frasier and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance, Personnel & Higher Education Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Concluding, Mr. Reichenbach informed Ilana Morgan who was hired on a provisional basis, had placed first on the Civil Service Legal Assistant test and he inquired if additional action was necessary to appoint her to the position, Amanda Allen, Clerk of the Board, responded it was not necessary to take further action.

There being no further business to come before the Support Services Committee, on motion made by Ms. Seeber and seconded by Mrs. Frasier, Mr. Vanselow adjourned the meeting at 2.38 p.m.

Respectfully submitted,  
Molly Ganotes, Legislative Office Specialist