

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: SEPTEMBER 27, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: VANSELOW
FRASIER
MCDEVITT
WOOD
BROCK
SEEBER
LEGGETT
VACANT

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: MONTESI

OTHERS PRESENT:

JULIE BUTLER, PURCHASING AGENT
CARLA SHERMAN, COUNTY AUDITOR
MARY BETH CASEY, COMMISSIONER OF THE BOARD OF
ELECTIONS (R)
ELIZABETH MCLAUGHLIN, COMMISSIONER OF THE BOARD OF
ELECTIONS (D)
HERB LEVIN, DIRECTOR OF WEIGHTS & MEASURES
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
PAM VOGEL, COUNTY CLERK
AMY CLUTE, ADMINISTRATOR, SELF-INSURANCE
AMANDA ALLEN, CLERK OF THE BOARD
JOANNE MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER
DICKINSON
MACDONALD
MERLINO
STROUGH
ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
DAVID HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS, VILLAGE
OF LAKE GEORGE
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY OF THE CLERK TO THE BOARD

Please note, the following contains a summarization of the September 27, 2016 meeting of the Support 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/support/>

Mr. Vanselow called the meeting of the Support Services Committee to order at 9:01 a.m.

Motion was made by Mr. McDevitt, 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 distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Butler presented the 2017 Budget Request for the Purchasing Department, a copy of which is on file with the minutes.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to accept the 2017 Budget Request as presented and refer same to the Budget Officer.

This concluded the Purchasing portion of the meeting.

Privilege of the floor was extended to Carla Sherman, County Auditor, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review Ms. Sherman presented the 2017 Budget Request for the County Auditor, a copy of which can be found on file with the minutes.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to accept the 2017 Budget Request as presented and refer same to the Budget Officer.

This concluded the Auditor portion of the agenda.

Privilege of the floor was extended to Mary Beth Casey, Commissioner of the Board of Elections (R) and Beth McLaughlin, Commissioner of the Board of Elections (D), who distributed copies of their agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. McLaughlin presented the 2017 Budget Request for the Board of Elections, a copy of which is on file with the minutes.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to accept the 2017 Budget Request as presented and refer same to the Budget Officer.

This concluded the Board of Elections portion of the meeting.

Privilege of the floor was extended to Herb Levin, Director of Weights & Measures, 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. Levin presented his 2017 Budget Request for Weights & Measures, which the Committee reviewed and accepted, as presented.

Next, Mr. Levin distributed documents reflecting quotations for two different prover units (*one called a "Seraphin Volumetric Calibration Trailer" and the other called a "Dual Prover Trailer (30 & 100 Gallon) with Pump-Off"*) which were used to verify the accuracy of a gas meter. He noted the current unit used by his department was over 50 years old and was in need of replacement. He outlined the two options briefly and requested authorization to purchase one of them, but noted the source of funding would need to be determined, as there were no funds available within his Budget to support this purchase. Mr. Levin noted that the delivery fee for this equipment was considerable and advised if the equipment was purchased he would pick the trailer up himself using his County vehicle in order to save this cost.

After some discussion, a motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request for funding in the amount of \$35,939 to purchase the Dual Prover Trailer (30 & 100 Gallon) with Pump-Off unit and forward same to the Finance, Personnel & Higher Education Committee to determine a source of funding. *A copy of the request is on file with the minutes.*

This concluded the Weights & Measures portion of the meeting.

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.*

Mr. Colvin presented a request to authorize a transfer of funds in the amount of \$20,000 from Budget Code A.1680 110, Information Technology Salaries, to Budget Code A.1680 470, Information Technology, Contract, to fund anticipated equipment purchases for custom programming needs.

Motion was made by Ms. Seeber, seconded by Mrs. Frasier and carried unanimously to approve the request and forward the same to the Finance, Personnel & Higher Education Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Next, Mr. Colvin presented the 2017 Budget Request for the Information Technology Department, a copy of which is on file with the minutes.

Motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to accept the 2017 Budget Request as presented and refer same to the Budget Officer.

This concluded the Information Technology portion of the meeting.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review Mrs. Vogel presented the 2017 Budget Request for County Clerk, DMV and Historian, a copy of which is on file with the minutes.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to accept the 2017 Budget Request as presented and refer same to the Budget Officer.

This concluded the County Clerk/DMV portion of the meeting.

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 the agenda review, Ms. Clute requested authorization to enter into contract with SGRisk LLC for actuarial services over a four-year term commencing January 1, 2017 and terminating on December 31, 2020.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the aforementioned request 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.*

This concluded the Self-Insurance portion of the meeting.

Privilege of the floor was extended to Amanda Allen, 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 the agenda review, Mrs. Allen requested a transfer of funds in the amount of \$3,226.01 from Budget Code A.1010 440, Legislative Board, Legal/Transcript Fees to Budget Code A.1185 435, Medical Examiners & Coroners, Medical Fees. She explained the Coroner's budget had been exhausted and this transfer was needed to cover the bills already incurred. She added that she may need to request funding later in the year to cover any additional autopsy bills received.

Motion was made by Ms. Wood, seconded by Mr. McDevitt and carried unanimously to approve the request and 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.*

Continuing, Mrs. Allen presented the 2017 Budget Requests for her Department, *a copy of which is on file with the minutes.*

A motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to accept the 2017 Budget Requests as presented and refer same to the Budget Officer.

Lastly, Mrs. Allen advised the Budget Officer had requested she obtain a quote for the purchase of tablets for Board Members which had come in at \$183.42 each. Following some discussion, a motion was made by Ms. Seeber and seconded by Mr. Brock to purchase up to five tablets for use on a trial basis. Discussion continued at the conclusion of which Ms. Seeber amended her motion and Mr. Brock amended his second to purchase up to twenty tablets, with the final number purchased to be dependent upon a poll of Supervisors, and refer same to Finance, Personnel & Higher Education Committee to determine a source of funding. Mr. Vanselow called the question and the motion was carried by majority vote, with Ms. Wood, Mrs. Frasier and Mr. McDevitt voting in opposition. *A copy of the resolution request form is on file with the minutes.*

This concluded the Clerk of the Board portion of the meeting.

Privilege of the floor was extended to JoAnne McKinstry, Assistant to the County Administrator, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. McKinstry presented the 2017 Budget Request for the County Administrator's Office, a copy of which is on file with the minutes.

After discussion a motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to accept the Budget Request as presented and refer same to the Budget Officer.

This concluded the County Administrator portion of the meeting.

Privilege of the floor was extended to Mary Elizabeth Kissane, Assistant County Attorney, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Kissane presented the 2017 Budget Request for County Attorney's Office, a copy of which is on file with the minutes.

Motion was made by Mr. McDevitt, seconded by Ms. Seeber and carried unanimously to accept the Budget Request as presented and refer same to the Budget Officer.

There being no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Brock, Mr. Vanselow adjourned the meeting at 10:32 a.m.

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