

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JANUARY 24, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MAGOWAN
LEGGETT
BRUNO
DRISCOLL
HOGAN
SHEPLER

OTHERS PRESENT:

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
JULIE BUTLER, PURCHASING AGENT
HERB LEVIN, DIRECTOR, WEIGHTS & MEASURES
FRANK E. THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
KEVIN B. GERAGHTY, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR WILD

SUPERVISORS BRAYMER
FRASIER

MCDEVITT
SEEBER

JIM LAFARR, SHERIFF
TERRY COMEAU, UNDERSHERIFF
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY SERVICES
AMY DREXEL, EMERGENCY SERVICES COORDINATOR
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
THOM RANDALL, *ADIRONDACK JOURNAL*
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the January 24, 2020 meeting of the Support Services Committee; the meeting in it's entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2020/support>

Mr. Magowan called the meeting of the Support Services Committee to order at 11:06 a.m.

Motion was made by Mr. Driscoll, seconded by Mr. Leggett 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 (IT)*, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Colvin presented the following requests:

- 1) To authorize sharing of security awareness training with other municipalities in Warren County in order to obtain a better rate based on group size.

Motion was made by Mr. Driscoll, seconded by Mr. Leggett and carried by majority vote with Ms. Shepler abstaining to approve the request and the necessary resolution was authorized for the February 21st Board meeting. *A copy of the resolution request form is on file with the minutes. Note: Subsequent to the meeting it was determined by the County Attorney that a resolution was not required for this action.*

- 2) To appropriate funds totaling \$106,330 from the Computer Reserve Fund to various departmental budgets for the purchase of computers and related equipment and software.

Motion was made by Mr. Leggett, seconded by Mr. Driscoll and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with*

the minutes.

There being no further IT business to discuss, 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.*

Commencing review of the sole agenda item, Ms. Butler presented a request to approve revisions to the Warren County Purchasing Policy and reviewed the revisions in detail.

Ms. Hogan entered the meeting at 11:14 a.m.

Motion was made by Mr. Leggett, seconded by Ms. Shepler and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Purchasing business to discuss, the Committee moved on to review the Weights & Measures agenda, a copy of which is on file with the meeting minutes. Mr. Magowan announced it was Herb Levin's, *Director of Weights & Measures*, last day of work; he thanked Mr. Levin him for his years of service and congratulated him on his retirement.

Privilege of the floor was extended to Ryan Moore, *County Administrator*, who apprised the position of Director of Weights & Measures had been posted and the initial plan was to reorganize the Public Works Engineering Department to have a DPW employee assume the responsibilities; however, he said, that individual decided they were no longer interested in the position. He stated the Human Resources/Civil Service Department was in the process of reviewing the qualified applicants to conduct interviews. He noted the first round of interviews would be conducted by the Chair of the Personnel & Administration Committee, Human Resources Director, Budget Officer and himself. Mr. Moore said the finalists would be brought before the Support Services Committee with the hopes that the position would be filled as soon as possible. He added that in the meantime, Mr. Levin had agreed to work on a per-diem basis to cover the Office and help train the new Director, when hired.

Mr. Levin requested that his Office be allowed a small amount of space in the new EMS structure to be constructed to store the two trailers containing equipment used. He then proceeded to request an amendment to the Table of Organization and Salary Schedule to create and fill the new position of Weights & Measures Inspector - Per Diem #2 (*\$28.9285/hr - not to exceed \$8,000 per year*).

A brief discussion ensued following which a motion was made by Mr. Driscoll, seconded by Ms. Shepler and carried unanimously to approve the request and forward same to the Personnel & Administration Committee. *Copies of the resolution request and Notice of Intent to Fill Position form are on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. Driscoll and seconded by Mr. Bruno, Mr. Magowan adjourned the meeting at 11:27 a.m.

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