

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: FEBRUARY 24, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MAGOWAN
LEGGETT
WILD
BRUNO
DRISCOLL
HOGAN
SHEPLER

OTHERS PRESENT:

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
PAMELA VOGEL, COUNTY CLERK/DMV
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
SUPERVISORS FRASIER
MERLINO
SEEBER
SIMPSON
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the February 24, 2020 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/2020/support/>

Mr. Magowan called the meeting of the Support Services Committee to order at 9:00 a.m.

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

Copies of the County Clerk/DMV and Self-Insurance agendas were distributed to the Committee members and copies of same are on file with the meeting minutes.

Privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who presented a request to authorize a new contract with Bill Lindloff of Pro CUTS to provide up to eight days of Chainsaw Safety Training Courses at a rate of \$900 per day, plus travel and hotel expenses, over the term commencing upon execution and terminating December 31, 2020.

A discussion ensued regarding the possibility of coordinating sessions with any area municipalities contracting with Mr. Lindloff for the same training to save on travel and hotel expenses, following which a motion was made by Mr. Leggett, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the March 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Hogan entered the meeting at 9:06 a.m.

There being no further Self-Insurance business to consider, privilege of the floor was extended to Pamela Vogel, *County Clerk/DMV*, who presented a request to fill the vacant position of Motor Vehicle License Registration Clerk #7, *Grade 8, Base Annual Salary \$34,988*, due to resignation.

Chairman Thomas entered the meeting at 9:12 a.m.

Mrs. Vogel outlined the duties associated with the vacant position and the process for filling it, as provided in her agenda. A lengthy discussion was held regarding the necessity of the License Registration Clerk position, following which a motion was made by Mr. Leggett, seconded by Ms. Shepler

and carried unanimously to approve the request as outlined above and forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is 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. Leggett, Mr. Magowan adjourned the meeting at 9:36 a.m.

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