

Warren County Board of Supervisors

Committee: **SUPPORT SERVICES**

Date: **May 23, 2006**

Committee Members Present:

Supervisors Sheehan
Monroe
Mason
Gabriels
Kenny

Committee Members Absent:

Supervisors VanNess
Girard

Others Present:

Julie Pacyna, Purchasing Agent
Mary Beth Casey, Commissioner
William A. Montfort, Commissioner
Joan Parsons, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Debra L. Schreiber, Legislative Office
Specialist

Mr. Sheehan called the meeting to order at 10:50 a.m.

Motion was made by Mr. Mason, seconded by Mr. Monroe and carried unanimously to approve the minutes of the April 24, 2006 meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Julie Pacyna, Purchasing Agent, who advised her Purchasing Assistant would not be returning from maternity leave and, therefore, she requested to fill the part-time purchasing assistant position.

Motion was made by Mr. Mason, seconded by Mr. Monroe to fill the vacant position of part-time Purchasing Assistant, base salary \$11,231, due to resignation, effective immediately.

At a previous committee meeting, Mr. Monroe stated the income derived from eBay sales was less than the Purchasing Assistant's salary. He advised at a Real Property committee meeting, Russ Scherrer of Auctions International, Inc. offered to perform the duties of listing the items and online sales. Mrs. Pacyna stated it was her recollection the committee was desirous of waiting a few months in anticipation of receiving some larger items.

With respect to the online vehicle sales, Mrs. Pacyna reported she had spoken with Paul Dusek, County Attorney, who advised it was acceptable. She queried whether they wanted her to do an RFP (request for proposal) or list the vehicles on eBay. In response to Mr. Kenny's question relative to the percentage Mr. Scherrer accepted

on items he sold, Mrs. Pacyna stated she thought he took 10% of the buyer's premium for the vehicles.

In addition, she said she would obtain the total eBay income derived from sales last year and return to the meeting.

Mrs. Pacyna exited the meeting at 10:55 a.m.

Privilege of the floor was extended to Mary Beth Casey, who distributed copies of her agenda packet to members of the committee, and a copy of same is on file with the minutes.

Mrs. Casey updated the committee on the lawsuit filed by the United States of America Department of Justice. She apprised that each County was asked to submit alternative suggestions for handicapped accessibility voting equipment. Exclusively for 2006, she said the first choice chosen by Warren County was a DRE (direct recorded electronic) voting machine that allowed them to use their paper as the ballot. This decision impacted approximately 0 to 5 disabled voters, she noted.

Upon researching the Election Law, Mrs. Casey expounded they developed information they felt comfortable bringing to the committee in anticipation of submitting to the New York State Board of Elections. Listed in the agenda were the Plan B Options which, she said, amounted to \$30,000 for the election year. She explained if Warren County failed to comply with selecting a voting machine for the disabled, NYS Board of Elections would impose a system upon the County and subtract it from the HAVA (Help America Vote Act) funds they received.

Mrs. Casey expounded they felt they came up with a viable plan at no cost to the County. She articulated the benefits of choosing the DRE voting machine such as precedence in the Election Law as well as meeting the Plan B criteria. Referring to the letter written to Robert Witko of Liberty Election Systems, she noted each County was allowed to implement Plan B and Warren County chose to utilize the DRE voting machine at the Warren County Municipal Center. In addition, pursuant to Election Law Section 7 202 (4), Mrs. Casey stated they could test a voting system on a demonstration basis because it was federally certified and Liberty Election Systems agreed to make their system available including the ballots, training and support services free of charge. Mrs. Casey stated she had comprised a letter to the State Board of Elections (SBOE) requesting permission for Warren County to be a test County and was hopeful the committee/Board of Supervisors would forward a resolution of support as well.

Motion was made by Mr. Mason, seconded by Mr. Kenny to forward a letter of support from the Support Services Committee as well as a Resolution of Support for the Board of Supervisors to the NYS Board of Elections.

In response to an inquiry by Mr. Monroe relative to the "DRE" machine, Mrs. Casey replied it was a direct recorded electronic voting machine that was user friendly. She stated the best bid they received was \$30,000.

After discussion, the motion was carried unanimously and the necessary resolution was authorized for the June Board Meeting.

Mr. Gabriels queried how the disabled voters were going to be notified the polling station was the Municipal Center. She advised that all disabled voters that received their ballots at their place of residence could vote by machine at the Warren County Municipal Center. Mr. Montfort, Commissioner, apprised the committee if the State Board of Elections denies them permission, Warren County could easily spend \$30,000 to \$40,000 on another system.

Mr. Mason indicated he wished to commend Mary Beth Casey and William Montfort for their research and effort in saving the County money.

Mrs. Casey and Mr. Montfort exited the meeting 11:10 a.m.

Mrs. Parsons entered the meeting at 11:10 a.m.

After retrieving the information requested by the committee, Mrs. Pacyna informed the committee for the last nine months, Warren County received \$12,377 in eBay sales and the yearly salary for the Purchasing Assistant was \$11,231. In addition to the eBay sales, she said the Purchasing Assistant helped with some of the daily duties in the office. She reported they were currently at 60 bids for the year and because she was considered a temporary clerk, she said she could only assign her eBay work. Mrs. Pacyna stated she would have additional flexibility if she were to hire someone from the eligible Civil Service list but she had not received the results from the recent examination.

Mr. Mason queried how soon would they be selling the vehicles online. After consulting with Paul Dusek, County Attorney, Mrs. Pacyna reported he had no problem selling the vehicles online. Recently she went to SAMPO (State Association of Municipal Purchasing Officials) and apprised the committee that Oneida County received \$125,000 in eBay sales, which included vehicles as well as items for their individual towns and colleges. However, if the committee chose to

have Russ Scherrer list the items, a new contract and RFP (request for proposal) would be required because it did not cover online sales.

At this point, Mrs. Pacyna was looking for direction from the committee as time was of the essence. She stated she was unsure whether there was enough time to switch to Mr. Scherrer as the public auction was scheduled for July 29, 2006; however, she could send the vehicles to the public auction.

Mr. Sheehan queried if she hired an individual from the Civil Service list, what percentage of their time would be dedicated to eBay duties. Mrs. Pacyna replied Shawna Grafals spent 90% of her time on eBay but it depended on the number of items listed. She mentioned she could probably keep a full time employee busy when she considered the number of bids and RFP's her office had prepared, but she would be happy with a part-time employee.

Motion was made by Mr. Mason approving the request to fill vacant a part-time position of Purchasing Assistant as well as authorizing Julie Pacyna, Purchasing Agent, to prepare an RFP for the online sale of surplus County vehicles.

Mr. Kenny queried about the number of vehicles to be sold and Mrs. Pacyna reported on average they sold approximately 15 vehicles per year at the auction ranging from \$200 to \$3,000, depending on the condition of the vehicle. Mr. Mason commented by approving the part-time position, the committee could terminate the position to utilize the services of Mr. Scherrer if it was not meeting their expectations. It had been mentioned by various towns in the past if the County would consider listing their town items for sale and Mrs. Pacyna stated she would accept that responsibility but at that point they would need a full time person. She said Oneida County had one full time person they paid \$40,000 per year to do eBay related duties.

Mrs. Pacyna commented she was unsure whether the sale of vehicles was addressed. Mr. Gabriels said he presumed there was not adequate time for Mr. Scherrer to sell the surplus County vehicles. Mrs. Pacyna suggested keeping the same routine and utilizing the BOCES (Board of Cooperative Educational Services) auction in July as a backup or she could prepare another RFP so he could sell the vehicles prior to July 29, 2006. Mr. Kenny acknowledged that Mr. Scherrer was extremely flexible and accommodating.

With respect to the Civil Service list, Mrs. Pacyna noted there may not be an eligible list as there were only five people that took the exam and there was no guarantee three passed.

After discussion, the previous motion was seconded by Mr. Gabriels and carried unanimously approving the request as outlined above and refer same to the Personnel Committee. A copy of the Notice to Fill Vacant Position is on file with the minutes.

There being no further business before the Committee, on motion by Mr. Kenny and seconded by Mr. Mason, Mr. Sheehan adjourned the meeting at 11:20 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist