

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: NOVEMBER 1, 2007

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS SHEEHAN	FRANK O'KEEFE, TREASURER
GABRIELS	ROB LYNCH, DEPUTY TREASURER
VANNESS	RICK MURPHY, DEPUTY COMMISSIONER OF FISCAL SERVICES
GIRARD	JULIE PACYNA, PURCHASING AGENT
GERGHTY	WILLIAM MONTFORT, COMMISSIONER OF THE BOARD OF ELECTIONS
	MARY BETH CASEY, COMMISSIONER OF THE BOARD OF ELECTIONS
COMMITTEE MEMBERS ABSENT:	HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
SUPERVISORS MONROE	SERVICES
MASON	JOAN SADY, CLERK OF THE BOARD
	AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

Mr. Sheehan called the meeting of the Support Services Committee to order at 9:30 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the minutes from the August 27, 2007 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Frank O'Keefe, County Treasurer, who distributed copies of his agenda to the Committee members. *A copy of the request is on file with the minutes.*

Mr. O'Keefe apprised that the first agenda item referred to requests for salary increases for both Rob Lynch, Deputy Treasurer and Rick Murphy, Deputy Commissioner of Fiscal Services. He explained that initially, in the 2007 Budget request for the Treasurer's Office, a \$6,600 increase was included for Mr. Lynch and a \$4,000 increase for Mr. Murphy; however, he said, they had been removed prior to the adoption of the Budget. Mr. O'Keefe stated that they were now requesting that these increases be granted on a pro-rated basis, allowing a \$1,651 increase for Mr. Lynch and \$1,000 for Mr. Murphy for the term October 1, 2007 through December 31, 2008. He added that funding was available for both increases within the existing Budget and he highly recommended the advancement of the request.

Mr. Gerghty asked why the increases had been removed from the 2007 Budget and Hal Payne, Commissioner of Administrative & Fiscal Services, replied that he had spoken with the Budget Officer and discovered that the increases had initially been removed with the intent of adding them back in. However, Mr. Payne added, the proper paperwork had not been completed and the increases were mistakenly left out of the 2007 Budget.

Mr. VanNess asked if the salary increases had already been accounted for in the 2008 Budget and Mr. O'Keefe replied affirmatively.

Motion was made by Mr. Geraghty, seconded by Mr. Girard and carried unanimously to approve the request to increase the salaries of both Mr. Lynch and Mr. Murphy, pro-rated to October 1, 2007, as outlined above, and refer same to both the Personnel and Finance Committees. *Copies of both requests are on file with the minutes.*

Mr. O'Keefe advised that the second agenda item pertained to a transfer of funds, which he asked Mr. Lynch

to explain to the Committee.

Mr. Lynch advised that the transfer was necessary to fund projected expenses for chargebacks and the sales tax agreement with the City of Glens Falls, and he detailed the request as follows:

From Code: A.9730 610 - Bond Anticipation Notes
To Code: A.1013 470 - Sales Tax Agreement Glens Falls Contract
Amount: \$20,000

From Code: A.9730 610 - Bond Anticipation Notes
To Code: A.2490 439 - Community College Tuition
Amount: \$45,000

Mr. Geraghty asked why funds were needed for Community College Tuition and Mr. Lynch explained that when Warren County citizens attended colleges outside of the County a charge was levied. Mr. Lynch added that it was impossible to Budget accurately for this charge because there was no way to know what attendance rates would be. Mr. Payne noted that Warren County received an excess of \$1 million each year for students residing in other Counties that attended ACC (Adirondack Community College).

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the request for transfer of funds as outlined above and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. O'Keefe advised that he had no further business to present and he thanked the Committee for approving the requests submitted.

Messrs. O'Keefe, Lynch and Murphy exited the meeting at 9:38 a.m.

Privilege of the floor was extended to Julie Pacyna, Purchasing Agent, who distributed copies of her agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Mrs. Pacyna stated that her agenda included only one item, which was a request for continuation of the eBay program currently used by her Department. She explained that Resolution No. 465 of 2004 had previously approved a six-month trial period for the program, which had long since expired. Mrs. Pacyna noted that her Department had been very successful in selling items unused by the County on eBay and it was her opinion that they had made much more in selling these items via the internet auction site than they could have through the County Auction. She added that the agenda included a listing of the items sold on eBay for the Committee members perusal.

Mr. Girard asked Mrs. Pacyna if she felt they had made more selling via eBay than possible at the County Auction, considering staffing costs and time investment, and she replied affirmatively.

Mr. VanNess asked if the prior resolution authorizing utilization of the eBay program could be extended to appease Mrs. Pacyna's request and Joan Sady, Clerk of the Board of Supervisors, advised that it could.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to amend Resolution

No. 465 of 2004 to approve the continuation of the eBay program as used by the Purchasing Department and the necessary resolution was authorized for the November 16th Board meeting. *A copy of the request is on file with the minutes.*

Mrs. Pacyna thanked the Committee and she exited the meeting at 9:43 a.m.

Upon his request, privilege of the floor was extended to William Montfort, Commissioner of the Board of Elections. Mr. Montfort noted that although he had not been included for presentation on the meeting schedule, he had a pressing matter to discuss. He explained that his Deputy Commissioner would be retiring at the close of the year and it was imperative that arrangements be made to allow for the training of a replacement prior to the retirement. Mr. Montfort apprised that he had spoken with Richard Kelly, Personnel Officer, with respect to the matter and he had been advised that the best course of action would be to create a temporary position in order to train the new Deputy, based on the 2007 base salary provisions of \$30,457. He noted that the temporary position would only be necessary for about one month to gain training experience prior to assuming the position of Deputy Commissioner for 2008. Mr. Montfort advised that he had not been able to seek out a candidate for the position because he could not guarantee salary provisions until after the 2008 Budget was adopted.

Mr. Geraghty asked if the Deputy Commissioner position was subject to Civil Service approval and Mr. Montfort replied in the negative, adding that the person chosen would be selected by himself and serve at his pleasure.

Mr. VanNess reminded the Committee that during the Budget negotiation process they had extensively discussed and agreed to increase the salaries of the two Deputy Commissioner positions, based on the experience of the current Deputy Commissioners. He stated that a newly appointed Deputy Commissioner would not have the experience accumulated by the current Deputy and might not warrant the base salary increase initially approved. Mr. Montfort explained that because there were two Commissioners of the Board of Elections, for the Democratic and Republican parties, it was required by law that the base salaries for each be the same. Likewise, he added, the base salaries of the Deputy Commissioners must also be the same, with only longevity allowances separating them.

Mr. VanNess asked if there were sufficient funds remaining in the 2007 Budget to fund the temporary position and Mr. Montfort replied that although there were funds remaining in the Extra Help Budget code, the November election was upcoming and he was uncertain whether or not there would be funds leftover after the expenses of the election. Mr. Montfort noted that Mr. Kelly had suggested that he request approval for the temporary position and transfer funds within the Budget later in the year to cover salary costs if needed. He added that the position would only be in place for about one month and he estimated salary costs to accumulate in the range of \$2,500 for that period.

Mr. Sheehan stated that it might be prudent to delay approval of the position until after the elections to be sure that funding for the position was available before approving it. He added that it seemed unreasonable to approve the position without knowledge that funding would be available.

Mr. VanNess asked if it would be possible to fill the temporary position prior to the November elections if it was approved and Mr. Montfort replied that it would be impossible as the elections were less than one week away. In addition, Mr. Montfort apprised, the person chosen to fill the position would most likely be required

to give sufficient notice to their current employer.

Mr Geraghty asked if the person chosen to fill the temporary position would start with health benefits and Mr. Montfort replied in the negative, citing that there was a 30-day waiting period for benefits.

Discussion ensued with respect to the matter.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the request to create the new, temporary, position of Senior Records Clerk, with a base salary of \$30,336, to be in effect for the term December 3, 2007 through December 31, 2007 and refer same to the Personnel Committee. *A copy of the request is on file with the minutes.*

Mr. Gabriels entered the meeting at 9:52 a.m.

Mary Beth Casey, Commissioner of the Board of Elections, stated that as the Commissioner representing the Republican party she had no objection to the addition of this position for training purposes. She noted that she wanted to go on record making this statement because by law each of the Commissioners were supposed to maintain identical staffing.

Mrs. Sady addressed the Committee, requesting that the Employee Suggestion Award of \$100 be awarded to Debra Schreiber, Legislative Office Specialist, in recognition of her work in spearheading the effort to launch the Board of Supervisors Sharepoint site. She explained that this site included all Committee and Board minutes as well as Resolution Request forms, Local Laws and other such documentation. Mrs. Sady stated that this site saved the County time and money by offering these items on a computerized basis.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried unanimously to approve the request to award Debra Schreiber with the Employee Suggestion Award as outlined above and refer same to the Personnel Committee. *A copy of the request is on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. VanNess and seconded by Mr. Girard, Mr. Sheehan adjourned the meeting at 9:59 a.m.

Respectfully submitted,
Amanda Allen, Legislative Office Specialist