

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: DECEMBER 5, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SHEEHAN
VANNESS
GIRARD
GOODSPEED
TAYLOR

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SIMMES
STRAINER

OTHERS PRESENT:

REPRESENTING THE BOARD OF ELECTIONS:
MARY BETH CASEY, COMMISSIONER
AMY CLUTE, ADMINISTRATOR OF SELF-INSURANCE
ROBERT METTHE, DIRECTOR OF INFORMATION
TECHNOLOGY
CHAIRMAN MONROE
PAUL DUSEK, COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND
FISCAL SERVICES
NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD
TODD LUNT, HUMAN RESOURCES DIRECTOR
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

Mr. Sheehan called the meeting of the Support Services Committee to order at 1:16 p.m.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the minutes of the November 6, 2008 meeting, subject to correction by the Clerk of the Board.

Mr. Sheehan thanked Mr. VanNess for filling in for him during his absence at last months meeting.

Privilege of the floor was extended to Robert Metthe, Director of Information Technology (IT). Mr. Metthe advised that in response to an inquiry he received, he was requesting that two computers be transferred to the Lake George Post of the American Legion. He stated that the computers were not included in the County inventory as they had been acquired by a donation from Adirondack Community College and they were no longer being utilized.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to transfer two computers to the Lake George Post of the American Legion as outlined above and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the request to transfer or sell County equipment is on file with the minutes.*

Mr. Metthe exited the meeting at 1:20 p.m.

Commencing the Board of Elections portion of the meeting, privilege of the floor was extended to Mary Beth Casey, Commissioner of the Board of Elections, who distributed copies of the Board of Elections Agenda to the Committee. A copy of the Agenda is on file with the minutes.

Agenda Item 1, Ms. Casey explained, referred to pending items from prior Committee meetings, the first of which was in reference to transporting the ballot marking device (BMD) voting machines. She stated that it had been determined that it was more cost effective to utilize the low bidder of Ropter Brothers Moving Company to transport the BMD's, rather than to have the individual Town's transport them. She advised that Ropter Brothers Moving Company had been successful in transporting the BMD's to and from the Municipal Center with no issue. She added that the pending

item could be deleted.

Regarding new items, Ms. Casey stated Item 1 was a request to amend the existing contract with NTS Data Services, LLC. for an amount not to exceed \$36,391.20, commencing January 1, 2009 and terminating December 31, 2009, for supplying the administration and support on the voter registration software.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to amend the existing contract with NTS Data Services, LLC. for an amount not to exceed \$36,391.20 as outlined above, and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request is on file with the minutes.*

Proceeding to Agenda Item 2, Ms. Casey requested to amend the Inter-Municipal Agreement with the Town of Johnsbury for an amount not to exceed \$12,000 for reimbursement polling place access improvements that had been made.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the request to amend the contract with the Town of Johnsbury in an amount not to exceed \$12,000 as outlined above, and the necessary was authorized for the December 19, 2008 Board meeting. *The resolution request form is on file with the minutes.*

Ms. Casey requested that the County enter into an Inter-Municipal Agreement with the Town of Thurman in an amount up to \$2,720 to reimburse the Town for the installation of a handicapped door opener at the Town polling place. She added that the funds were reimbursable through the New York State Polling Place Access Improvement Grant.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the request to enter into an Inter-Municipal Agreement with the Town of Thurman in an amount not to exceed \$2,720 as outlined above, and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving along, Ms. Casey apprised Agenda Item 3 was a request to transfer funds in the amount of \$14,720 from the New York State Polling Place Access Improvement Grant to Contracts. Ms. Casey stated that the transfer was necessary in order to reimburse the Town of Thurman and the Town of Johnsbury for polling place access improvements that had been made.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the request to transfer funds in the amount of \$14,720 as outlined above, and refer same to the Finance Committee. *A copy of the transfer of funds request is on file with the minutes.* **NOTE: Subsequent to the meeting, it was determined that it was not necessary to be referred to the Finance Committee due to it being an interfund transfer.**

Item 4, she said, was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$1,045 to reflect receipt of reimbursement from the HAVA Voter Education and Poll Worker Training Grant.

Ms. Casey stated Item 5 was a request to amend the 2008 County budget to increase estimated

revenues and appropriations in the amount of \$293,750 to identify voting systems purchased through OGS and SBOE on behalf of the Warren County Board of Elections.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the requests to amend the County budget as outlined above, and refer same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Agenda Item 6, Ms. Casey apprised was a request to authorize the payment to the Town of Queensbury Highway Department in the amount of \$1,376.51 to compensate the Town for staff delivery and pick up of 26 lever voting machines to polling places located within the Town of Queensbury for the 2008 General Election. Ms. Casey advised that there had been a contract with the Town of Queensbury to supply the delivery services, but that the contract had expired in 2007.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to authorize the payment of \$1,376.51 to the Town of Queensbury for lever voting machine delivery and pick up supplied during the 2008 General Election as outlined above, and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Casey advised that Agenda Item 7 consisted of a request to authorize payment to Ft. Orange Press in an amount not to exceed \$11,836 for the printing of the 2008 ballot supplies. She said that due to a mis-communication between the Board of Elections Department and the Purchasing Department, a request for proposal (RFP) had not been sent out.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the payment to Ft. Orange Press in an amount not to exceed \$11,836 for the printing of ballot supplies and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the Agenda review Ms. Casey reviewed the Departments accomplishments for 2008 and outlined the goals that had been established for 2009; copies of which are on file with the minutes.

This concluded the Board of Elections portion of the Support Services meeting.

Privilege of the floor was extended to Amy Clute, Administrator of Self-Insurance, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Beginning with Agenda Item 1, Ms. Clute requested renewal of the Excess Workers' Compensation policy with Midwest Employers Casualty Company to be paid to TD Banknorth as the insurance broker in the amount not to exceed \$126,654. Ms. Clute advised that the annual premium was the lowest rate per payroll that it had ever been since the County began purchasing Excess Workers' Compensation Coverage.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the renewal of the Excess Workers' Compensation Coverage through Midwest Employers Casualty Company to be paid to TD Banknorth as the insurance broker in an amount not to exceed

\$126,654 as outlined above, and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Proceeding to Agenda 2, Ms. Clute requested renewal of the Employers Liability policy with United States Liability Insurance Company with the premium being paid through TD Banknorth as the insurance broker in an amount not to exceed \$22,121.

Motion was made by Mr. Taylor, seconded by Mr. VanNess and carried unanimously to approve the renewal of the Employers Liability Insurance Coverage with United States Liability Insurance Company with the premium being paid to TD Banknorth as the insurance broker in an amount not to exceed \$22,121 as outlined above, and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Clute advised that Agenda Item 3 consisted of a request to authorize the interfund transfers within the Self-Insurance Department of unencumbered monies in the Self-Insurance Fund up to a maximum limit of \$5,000,000 as of December 31, 2008 in the Contributory Reserve Fund. She pointed out that as of this point it looked like the amounts would be even; however, she noted, she would be unable to make that determination until all outstanding medical bills and claims had been received.

Motion was made by Mr. Goodspeed, seconded by Mr. VanNess to approve the interfund transfers as outlined above, and necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request is on file with the minutes.*

Continuing on with Item 4 on the Agenda, Ms. Clute requested approval of the agreements between Warren County and various insurance providers for health and dental insurance for Warren County employees and retirees and establishing the rates for the coverage with an effective date of January 1, 2009.

Motion was made by Mr. Girard, seconded by Mr. Goodspeed and carried unanimously to approve the agreements between Warren County and various insurance providers for health and dental insurance for Warren County employees and retirees and establishing the rates for the coverage with an effective date of January 1, 2009 and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving along, Ms. Clute suggested that they skip to Item 6 on the Agenda, a quotation for insurance from New York Municipal Insurance Reciprocal (NYMIR), which would have to be delayed, due to Cool Insurance being unable to attend today's meeting. She stated that Joan Sady, Clerk of the Board, had informed her that the renewal did not have to be approved until the first week in January.

It was the consensus of the Committee to meet the first week in January of 2009 to review the quotation from Cool Insurance for insurance from NYMIR.

With respect to Item 5 on the Agenda, Ms. Clute reiterated that at the last Committee meeting a motion had failed due to the lack of a majority vote to appoint Needham Risk Management for safety services consultation. Mr. VanNess pointed out that the discrepancy was with a difference

in hours that the two companies were willing to supply for the services provided. Mr. Girard questioned whether action could be taken today due to attendance issues. Mr. Sheehan suggested organizing a Support Services Committee meeting prior to the Board meeting on December 19, 2008 to have further discussions.

Motion was made by Mr. VanNess and seconded by Mr. Taylor to contract with Cool Insurance Agency as the Safety Services Consultant for Warren County. The motion failed due to lack of the majority vote with Messrs. Girard and Goodspeed voting in opposition.

It was the consensus of the Committee to organize a Support Services Committee meeting at 9:00 a.m. on December 19, 2008.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Girard and seconded by Mr VanNess, Mr. Sheehan adjourned the meeting at 1:44 p.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist