

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: FEBRUARY 6, 2012

---

---

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR  
STRAINER  
FRASIER  
VANSELOW

OTHERS PRESENT:

PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR MASON

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LOEB  
MCDEVITT  
WESTCOTT

JULIE PACYNA, PURCHASING AGENT  
PATRICK MANNIX, UPSTATE PRINTING COMPANY  
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

---

---

Mr. Taylor called the meeting of the Support Services Committee to order at 11:00 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Vanselow and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy is also on file with the minutes.

Privilege of the floor was extended to Paul Dusek, County Administrator, to address Agenda Item 1 which consisted of a review of the bids received for County printing services. Mr. Dusek began by reminding the Committee that as a part of the 2012 Budget process, the County Print Shop had been closed. He explained this had been done in order to change to a centralized printing initiative that other surrounding Counties had successfully instituted which eliminated the need for personal desktop printers in favor of fewer centralized printing units. Mr. Dusek advised there was currently an RFP (request for proposal) outstanding to implement this program, with a bid opening scheduled for March 8<sup>th</sup>. Through this process, he said they had subsequently realized there were some printing projects that could not be addressed by the centralized printing approach, such as envelopes with return addresses and the County Directory booklet produced by the Clerk of the Board's Office, that would have to be accomplished with the assistance of an outside contractor as the County no longer had the facilities to complete them. Mr. Dusek pointed out that an RFP for specialized printing services had been released and the bids received were included in the agenda packet for the Committee's review. He said it would appear that Upstate Printing Company was the apparent low bidder for the printing services, but noted that he could not definitively confirm this because the bid analysis process was not yet complete. Mr. Dusek stated that the bid for outside printing services would not only address all of the projects that could not be accomplished by the County using the centralized printing facilities, but would also make the same printing services available to the Towns of Warren County. He advised that the owner of Upstate Printing Company was in attendance if the Committee members had any questions for him on the matter.

Mr. Dusek apprised that he and his Assistant, JoAnn McKinstry, were in the process of evaluating the costs of copying work provided by an outside source in comparison to those services that had been provided by the Print Shop, but said he did not yet have all of that information available; he added that they would have finalized reports to present at the next Committee meeting. Mr. Dusek explained that although all of the comparative fiscal information was not currently available, he had decided to address the matter because there had been some indications from members of the Board of Supervisors that this might not be the best direction for the County to proceed in. Before continuing this work, he said that he wanted to discuss the matter with the Committee to

determine whether there were additional issues or concerns to be addressed, as well as whether this was the preferred initiative.

Mr. Taylor said it was apparent that jobs requiring high quality work had traditionally been contracted to an outside source, rather than printed on an in-house basis. He said he was unsure what the associated costs would be to update the technology used in the Print Shop to allow this work to be done in-house, or whether it was even feasible.

Mr. Vanselow questioned whether the proposed contract for printing services would include an annual term and Julie Pacyna, Purchasing Agent, replied affirmatively, advising that it would include provisions for a one-year renewal extension.

Mr. Strainer asked if there was any information available concerning the cost per page for documents produced by the Print Shop which could be compared to the bid documentation received and Mr. Dusek replied that he and Mrs. McKinstry were in the process of developing it. Mrs. McKinstry interjected that she did have some information available concerning this issue and she proceeded to distribute a handout reflecting comparison figures for the Committee's review; *a copy of the information distributed is on file with the minutes*. Mr. Dusek noted that for the few comparisons completed, it would appear that smaller print jobs would have been comparable in price; however, he added, the Print Shop would not have been able to compete with the pricing available for larger jobs. As a theoretical example, he stated that if the total cost of Print Shop operations was \$100,000 and they raised \$60,000 in revenues, there would be a net cost of \$40,000 to the County, which was not sensible. In order to adjust the revenues, Mr. Dusek said they would need to increase the per copy charge in their analysis to determine how the adjusted figures compared to the bid responses received.

In response to Mr. Strainer's inquiry as to what Departments would make use of the outside printing services contract, Mr. Dusek advised that all divisions of the County had printing and copying needs and he cited the Real Property Tax Services Department as an example because they printed the County tax bills twice each year, generating approximately 90,000 printed documents annually. Mr. Dusek noted that this contract would not meet the needs of the Tourism Department for their glossy brochures and advertisements and these items would continue to be bid separately. Mr. Strainer then questioned whether funding for printing projects would be charged to the budgets of the individual Departments or towns seeking the services and Mr. Dusek replied affirmatively; he added that he would have more extensive information to present at the next Committee meeting, including a breakdown of costs for different types of services. Mr. Dusek maintained his assumption that further review would reveal that contracting with the apparent low bidder would be less costly than maintaining the County Print Shop, provided that the tax bills printed by the Real Property Tax Services Department could be produced through the centralized printing initiative. He advised that if this was determined not to be the case, they would have to consider the matter further before proceeding.

Mr. Strainer noted that New York State regulations required the Board of Elections to purchase a tremendous number of elections ballots and store those that went unused. He advised that in order to alleviate some of the costs associated with this process, other Counties had purchased equipment allowing them to print their ballots as needed and he questioned whether ballot printing could be included in either the centralized printing initiative or the contract for outside printing services. Ms. Pacyna replied that she did not feel this would be cost effective because the necessary printing equipment was very expensive and took up a lot of room. Mr. Strainer countered that he was considering the costs savings over a ten-year period when comparing it to the costs of the machinery, which he estimated to be in the range of \$45,000. Mr. Dusek stated that he had also read about the new procedures being implemented by other Counties for printing of ballots, but said he did not believe consideration for ballot printing was included in either bid.

A brief discussion ensued.

Mr. Taylor questioned whether any Committee action on this issue was necessary and Mr. Dusek replied in the negative, adding that he had intended to recommend that the Committee refrain from making a decision on the matter until the bid analysis was complete. He reiterated that even though all of the final information on the matter had not been available for presentation, he had chosen to discuss the topic based on indications that there might be some Supervisors not in favor of proceeding with the initiatives as planned. Mr. Taylor responded that he felt there was a lot of sentiment being expressed by the Supervisors because the closing of the Print Shop had led to the elimination of a filled position, causing a lay-off.

Continuing to Agenda Item 2, privilege of the floor was extended to Joan Sady, Clerk of the Board, who presented a request to realign her existing office staff following a recent retirement. She said her request would include Amending the Table of Organization and the Salary Schedule to shift positions within the Department to more accurately reflect the duties being performed; additionally, she noted that these changes would incur a minor salary adjustment. Mrs. Sady apprised that she had met with both Mr. Dusek and Chairman Stec to discuss the matter and gain their approvals prior to seeking Committee consent. She concluded that the realignment would become effective on March 1<sup>st</sup> and would be in the best interest of the Department.

Motion was made by Mr. Strainer and seconded by Mrs. Frasier to approve the aforementioned request.

Mr. Strainer stated that during his tenure as supervisor, Mrs. Sady's Department had been reduced by three positions and the remaining staff had done an exemplary job of maintaining the workload. He added that Mrs. Sady was the head of the Department and if this was the change she felt was best, he supported her.

There being no further discussion, Mr. Taylor called the question and the motion was carried by unanimous vote to amend the Table of Organization and Salary Schedule and refer same to the Personnel Committee. *A copy of the request is on file with the minutes.*

As there was no additional business to discuss, on motion made by Mr. Strainer and seconded by Mrs. Frasier, Mr. Taylor adjourned the meeting at 11:24 a.m.

Respectfully submitted,  
Amanda Allen, Sr. Legislative Office Specialist