

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: NOVEMBER 20, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
STRAINER
MCDEVITT
FRASIER
VANSELOW

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LOEB
MASON

OTHERS PRESENT:

JULIE PACYNA, PURCHASING AGENT
MARY BETH CASEY, COMMISSIONER, BOARD OF ELECTIONS
WILLIAM MONTFORT, COMMISSIONER, BOARD OF ELECTIONS
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISOR WOOD
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, SECRETARY TO THE CLERK OF THE BOARD

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

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Mary Beth Casey, Commissioner, Board of Elections, who presented a request to close Capital Project No. H227.9550 280, Election Equipment Procurement and transfer the remaining funds in the estimated amount of \$1472.45 to the general fund.

Motion was made by Mr. Strainer, seconded by Mr. Vanselow and carried unanimously to approve closing Capital Project No. H227.9550 280, Election Equipment Procurement, as outlined above and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Board of Elections business to discuss, privilege of the floor was extended to Julie Pacyna, Purchasing Agent, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Pacyna requested approval for the adoption of the 2014 Purchasing Policy for Warren County. She noted any changes were highlighted in red, the majority of which were due to changes in legislation.

Ms. Pacyna advised Item No. 5 on page six referred to a new "piggy back" policy that pertained to authorizing the County to make purchases or contract for services through the use of contracts let by the United States or any agency thereof, any State or any other political subdivision or district therein providing it complied with the New York State bidding laws.

Ms. Pacyna apprised page eight included additional language with regards to the prevailing wage due to new requirements implemented by the New York State Department of Labor. She stated another key change was the implementation of the "Best Value Award and Methodology for Purchase Contracts", which was outlined on page fifteen. In reference to publishing request

for proposals (RFP) and bids, Ms. Pacyna noted the County was not required to advertise unless they pertained to Community Block Development Grant (CDBG) funding.

With regards to exemptions and exceptions to the Purchasing Policy, Ms. Pacyna advised that upon the request of Jeffery Tennyson, Superintendent of the Department of Public Works (DPW) she added Item h on page eighteen. She explained it pertained to when the procurement for goods and services were funded by State and/or Federal agencies, the Federal and/or State procurement policies superceded the County's Purchasing Policy.

Martin Auffredou, County Attorney, emphasized there were measures in place to ensure that any Department Head considering a "Best Value Contract" would be required to justify their decision to the Purchasing Agent before the contract was awarded. In reference to the "piggy back" policy, Mr. Auffredou provided an example where a contract was awarded in a County in the State of Pennsylvania for a particular good and it was established that Warren County needed that item. He stated if it was determined the amount of the purchase met the required General Municipal Law (GML) threshold it would be permissible for the County to "piggy back" onto that contract. He said if the purchase did not meet the required amount of the GML threshold, the County could utilize that contract as one of the sources solicited for the RFP. He advised with the assistance of the Department Head the Purchasing Agent would determine whether the contract awarded in the State of Pennsylvania was consistent with the New York State bidding laws and therefore could be "piggy backed" onto.

Mr. Vanselow queried how the Purchasing Agent or Department Head was aware of contracts outside of New York State they could "piggy back" onto and Ms. Pacyna replied the Department Heads sought them out. She added the Purchasing Department belonged to the Empire State Purchasing Group which provided a national library of all the current bids and contracts that were awarded.

Mr. McDevitt asked whether the County remained affiliated with Aeon Nexus, which provided the County with a Spend Analysis and Ms. Pacyna replied in the negative. She explained that they provided recommendations, some of which had been implemented; however, she said, the contract had expired.

In regards to prevailing wage legislation, Mr. McDevitt questioned whether the County had any current contracts that were applicable to the law and Mr. Auffredou replied affirmatively. He pointed out that the majority of the contracts and/or bids in the County contained some sort of prevailing wage requirement. Ms. Pacyna interjected the Purchasing Department was required to submit a request to the New York State Department of Labor (NYSDOL) detailing the requirements of each bid or contract and they would respond that a prevailing wage was not required or they would provide a prevailing wage schedule. Mr. Auffredou added it caused issues with minor contracts, as it was challenging for the small local contractors to pay the required prevailing wage to their employees.

Mr. McDevitt queried whether the repair work to the Warren County Bikeway required prevailing wage and Mr. Auffredou replied in the negative. He explained that the prevailing wage was not applicable because the not-for-profit group that maintained the trail had performed the repairs.

Ms. Pacyna noted a new requirement was implemented requiring the County to establish their own prevailing wage in circumstances where a State contract was utilized with a prevailing wage requirement that was already awarded.

There being no further discussion, a motion was made by Mr. Vanselow, seconded by Mr. McDevitt and carried unanimously to approve the adoption of the 2014 Purchasing Policy for Warren County and the necessary resolution was authorized for the December 20, 2013 Board meeting. *A copy of the resolution request 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. Strainer and seconded by Mrs. Frasier, Mr. Taylor adjourned the meeting at 9:43 a.m.

Respectfully submitted,

Sarah McLenithan, Secretary to the Clerk of the Board