

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: FEBRUARY 22, 2016**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: VANSELOW  
FRASIER  
MCDEVITT  
WOOD  
BROCK  
SEEBER  
LEGGETT  
VACANT

**COMMITTEE MEMBERS ABSENT:**

SUPERVISOR: MONTESI

**OTHERS PRESENT:**

JULIE BUTLER, PURCHASING AGENT  
PAM VOGEL, COUNTY CLERK  
PAUL DUSEK, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS MACDONALD  
SIMPSON  
STROUGH

DON LEHMAN, *THE POST STAR*

THOM RANDALL, *ADIRONDACK JOURNAL*

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the February 22, 2016 meeting of the Support Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2016/support/>*

Mr. Vanselow called the meeting of the Support Services Committee to order at 11:43 a.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier 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 Paul Dusek, County Administrator, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the Agenda review, Mr. Dusek presented a request to approve the revisions to the Workplace Violence Prevention Plan and Program which he outlined briefly. *A copy of the revised Workplace Violence Prevention Plan and Program is on file with the minutes.*

Following discussion, a motion was made by Ms. Wood, seconded by Mrs. Frasier and carried by majority vote, with Ms. Seeber voting in opposition, to approve the request and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

This concluded the County Administrator portion of the meeting and the County Clerk/DMV portion of the meeting commenced at 11:48 a.m.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the County Clerk/DMV agenda to the committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Vogel requested to fill the vacant positions of Recording Clerk (Grade 7, Base Salary \$30,949), due to resignation, and Motor Vehicle License Registration Clerk PT (Grade 8, Base Salary \$16,119), for which the prior approval had expired.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve both requests and forward same to the Finance, Personnel & Higher Education Committee for reporting purposes. *Copies of Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Mrs. Vogel then presented a request to fill the position of Motor Vehicle License Registration Clerk FT (Grade 8, Base Salary \$32,238), due to resignation.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request and forward same to the Finance, Personnel & Higher Education Committee for reporting purposes. *A copy of Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mrs. Vogel continued with her agenda review moving on to a request to authorize Betsy Henkel (County employee/liason to new owner of Westmount Health Facility), the County Administrator, and the County Attorney to approve the disposition of records for Westmount Health Facility created prior to December 31, 2015 in accordance with New York State Retention and Disposition Schedule.

A short discussion ensued following which a motion was made by Ms. Wood, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the March 18, 2016 Board meeting. *A copy of the request is on file with the minutes.*

Ms. Wood exited the meeting at 12:00 p.m.

This concluded the County Clerk/DMV portion of the meeting and the Purchasing portion of the meeting commenced at 12:01 p.m.

Privilege of the floor was then extended to Julie Butler, Purchasing Agent, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Butler presented a request for the Deputy Purchasing Agent and Purchasing Assistant to attend the annual New York State Association of Municipal Purchasing Officials Conference from May 11 - May 13, 2016 at the Marriott Hotel in Albany, New York.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request. *A copy of the Authorization to Attend Convention or Meeting is on file with the minutes.*

Mrs. Butler then continued with a request to adopt the 2016 Warren County Purchasing Policy included in the agenda packet, which she reviewed briefly.

Motion was made by Mrs. Frasier, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the March 18, 2016 Board Meeting. *A copy of the request is on file with the minutes.*

Next, Mrs. Butler proposed a request to transfer surplus office furniture consisting of four guest chairs, one office chair, two work stations and two file cabinets to the City of Glens Falls at no cost.

Motion was made by Mr. McDevitt, seconded by Mr. Brock and carried unanimously to approve the request and the necessary resolution was authorized for the March 18, 2016 Board Meeting. *A copy of the request is on file with the minutes.*

Proceeding with the Agenda review, Mrs. Butler requested authorization for an Intermunicipal Agreement with Warren County's municipal subdivisions in order to consolidate commodity purchasing in accordance with the Efficiency Plan. Mr. Leggett questioned the term of the agreement and Mrs. Butler responded it would be for a one-year term with two possible one-year extensions.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the March 18, 2016 Board meeting. *A copy of the request is on file with the minutes.*

Mr. Dusek exited the meeting at 12:15 p.m.

Privilege of the floor was extended to Amanda Allen, Clerk of the Board, who requested authorization for herself and Samantha Hogan, Senior Legislative Office Specialist, to attend the New York State Association of Clerks of County Legislative Boards meeting in Cooperstown, New York from May 18 to May 20, 2016.

Motion was made by Mrs. Frasier, seconded by Mr. Leggett and carried unanimously to approve the request. *A copy of Authorization to Attend Meeting or Convention form is on file with the minutes.*

There being no further business to come before the Support Services Committee, on motion made by Ms. Seeber and seconded by Mr. Brock, Mr. Vanselow adjourned the meeting at 12:18 p.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board