

BUDGET AND SALARY REVIEW COMMITTEE

January 26, 2012

PRESENT:

Patrick Grattan, Chairman
Kevin McDonald
Lawrence Andrews
Roy Brown
Arthur Bassin
Elizabeth Young
Ray Staats
Robin Andrews
William Hughes
Richard Keaveney
Richard Scalera

ALSO PRESENT:

Becky Vinchiarello, Deputy Clerk
Bernie Kelleher
Ronald Caponera
Catherine Hogencamp
Michael Cole
John Rutkey
Joe Ambrose
P.J. Keeler
Michael Williams-Riordon
David Robinson
Kary Jablonka
Nancy Winch
Rob Fitzsimmons
Paul Czajka
Holly Tanner

Chairman P. Grattan called the meeting to order at 2:05 P.M.

DSS- M. Williams-Riordon

Resolution Request: Authorization to fill the following vacant, budgeted position, effective February 9, 2012; One (1) Child Support Specialist, GR12, 2012 step one salary \$32,018.00. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

Resolution Request: Authorization to enter into and renew existing contracts for 2012. Motion to approve by W. Hughes, Jr., seconded by R. Scalera, motion carried. **Refer to Finance.**

OFA – K. Jablonka

Resolution Request – Authorization for the Administrator of the Office for the Aging to abolish a Clerk Typist position (\$31,391.00) and to create and fill a Keyboard Specialist (\$33,740.00) position in the 2012 budget. The Committee had asked that this request be held until after the 2012 Budget Meetings when it was presented at the July 28, 2011 Budget and Salary Committee. Discussion ensued on the fact that this would ultimately be an increase/or raise to an employee. Motion to approve by R. Keaveney, seconded by R. Scalera, motion carried. W. Hughes, Jr. voted No. **Refer to Finance.**

Department of Human Services – M. Cole

Resolution Request - Authorization to hire an Administrative Assistant for billing (plan for upcoming retirement) GR14 Step 1- \$37,356.00 contingent upon confirmation of a retirement date. Motion to approve by L. Andrews, seconded by R. Brown, motion carried. **Refer to Finance.**

Resolution Request -Authorization to utilize up to \$6,000.00 of the Kurt Almer Trust Fund for John Lyons, for tuition and associated expenses. After discussion it was decided that his request should be tabled until the County Attorney is able to review it with a labor councilor. Motion to hold by E. Young, seconded by R. Scalera, motion carried. **Refer to Finance.**

Health Department –N. Winch

Resolution Request: To fill a vacancy of the budgeted position of Environmental Health Director due to a retirement. This position is flat management, \$60,000.00, waiving the 15/10/5% and six month wait on health benefits.

Resolution Request: To create and fill a vacancy of a Public Health Educator Step 1 Salary \$45,357.00 to address public health priorities and keep the department compliant with activities in the NYSDOH Municipal Public Health Services Plan and Community Health Assessment.

Resolution Request: To fill a vacancy that is expected in the position of Public Health Preparedness Coordinator which is essential to emergency planning for the Public Health Preparedness grant program of the Health Department. Step 1 salary - \$45,357.00 and is covered by a grant. Motion to approve all three requests by R. Brown, seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request: Authorization to renew annual contracts on the basis of the terms and conditions of the proffered contracts, as listed on attached Appendix A with said contracts effective January 1, 2012 and expiring December 31, 2012. Motion to approve by W. Hughes, Jr., seconded by K. McDonald, motion carried. **Refer to Finance.**

Resolution Request – Authorization to contract with a law judge. Not to go over \$250.00 a day or \$1,000.00. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried. **Refer to Finance.**

Pine Haven – L. Andrews

Resolution Request - Authorization for the Administrator to *fill* the approved vacant budgeted positions:

(5) Food Service Helper Per Diem GR10B 13.4148/hr Step 1

(1) Food Service Helper, full-time @ GR10B at a Step 1 salary of \$28,010.05.

(1) Licensed Practical Nurse (LPN), full-time @ GR 15 at a starting salary of \$47,082.00.

(3) Licensed Practical Nurse (LPN), part-time @ GR 15 at an hourly rate of \$22.5489.

(6) Nurse Aide II (CNA), full-time @ GR 10C at a Step 1 salary of 28,679.00.

(3) Nurse Aide II (CNA), part time @ GR 10C at a Step 1 hourly rate of \$13.7352.

All positions requested are budgeted. Motion to approve by L. Andrews, subject to correct rates to be provided by the HR Department, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

County Attorney – R. Fitzsimmons

Resolution Request - Authorization to amend the annual salary of the director of the Veterans' Service Agency from \$5,000.00 to \$30,000.00. It was requested that mileage reimbursement not be given unless absolutely necessary and that he conforms to the County's Vehicle Use policy. Motion to approve by L. Andrews, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

District Attorney – P. Czajka

Resolution Request – Authorization for the Healthcare Consortium and the District Attorney to exchange office space, as well as authorization to construct a wall and door in the Building of 325 Columbia St., a bathroom (s) to be constructed, and parking spaces to be reserved for security issues. Motion to approve by K. McDonald, seconded by E. Young, motion carried. R. Andrews voted No. **Refer to Finance.**

P. Czajka then requested permission to pay dues from his department to the National District Attorney Association. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried.

Resolution Request - Authorization to Re-instate Catherine Skype as a Crime Victim Advocate Grade 13A, 2012 Step 1 Salary \$35,357. Motion to approve by E. Young, seconded by K. McDonald, motion carried. **Refer to Finance.**

Sheriff's Department – R. Brown

Resolution Request - Authorization to fill the vacant appointed budgeted position of Deputy Director of Emergency Management. They currently have two vacancies. This would be to not exceed \$4,000.00 a year, although the current Deputy makes \$2,500.00 so it would more likely be around that salary. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

County Clerk – H. Tanner

Resolution Request - Authorization to fill one vacant budgeted Sr. Index Clerk position GR11 base \$34,531.00 inclusive of the 2.75% and any applicable longevity, effective 1/2/12 and to fill any vacant Index Clerk position created there from.

Resolution Request – Authorization to fill one vacant budgeted index clerk position GR10 base \$33,740.00 effective immediately on a temporary basis until the position can be filled from the new civil service list which will not be effective until June. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried. **Refer to Finance.**

Solid Waste – D. Robinson

Resolution Request - To award the contract for the Household Hazardous Waste Collection to MXI Environmental Services, LLC. MXI, LLC was the lowest bidder and the contract is not to exceed the budgeted amount of \$35,000.00. Motion to approve by R. Brown, seconded by W. Hughes, Jr., motion carried. Refer to Finance.

Highway – B. Kelleher

salary \$39,236.00 and any vacancies created there from upon the anticipated retirement of an employee. B. Kelleher told the Committee he believed it would be around 45 days before the position would be back filled. Motion to approve by R. Staats, seconded by A. Bassin, motion carried. Refer to Finance.

Resolution Requests: Authorization to purchase Two (2) 4-Wheel Drive pickup Trucks off NYSOGS purchasing contract from HoseltonAuto Mall in Rochester, NY at a total cost with accessories not to exceed \$59,000.00. Motion to approve by L. Andrews, seconded by R. Staats, motion carried. Refer to Finance. The vehicles will most likely not come in or be billed until June or July.

Resolution Request: Requesting authorization to extend five (5) service contracts as per the attached Appendix “A” for one (1) additional year as provided in the existing contracts awarded under Resolution No. 123-2011. Motion to approve by E. Young, seconded by A. Bassin, motion carried. Refer to Finance.

DPW – D. Robinson

Resolution Request-Authorization for the Chairman of the Board of Supervisors to execute a professional services agreement with Alpine Environmental Services for the purpose of conducting a Hazardous Waste Assessment at the Columbia County Courthouse in support of the upcoming renovations in the amount of \$6,800.00. Motion to approve by L. Andrews, seconded by W. Hughes, Jr., motion carried. Refer to Finance.

Human Resources – J. Rutkey

Resolution Request – Authorization to modify the annual salaries of non-union management personnel, non-union licensed professional personnel, and non-elected non-union , non – management, confidential, exempt class, and unclassified personnel of the County of Columbia. After discussion it was decided that more information needed to be provided. The Committee would like to see the positions and current salaries of the employees. This request was put on HOLD.

Controller – R. Caponera

R. Caponera explained that funding for the Traffic Safety Board was left out of the 2012 Budget. There was a motion by R. Brown to amend the 2012 Budget to add \$500.00 for the Traffics Safety Board, seconded by W. Hughes, Jr. motion carried. Refer to Finance.

L. Andrews expressed his opinion that Committee Chairs would benefit from guidance on .1 issues.

With no further business there as motion to adjourn at 3:45 PM by W. Hughes Jr., seconded by L. Andrews, motion carried.

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