

BUDGET AND SALARY REVIEW COMMITTEE

March 29, 2012

PRESENT:

Patrick Grattan, Chairman
Kevin McDonald
Lawrence Andrews
Ray Staats
Arthur Bassin
Richard Keaveney
Richard Scalera
Robin Andrews

ABSENT:

Roy Brown - notified
Elizabeth Young – notified
William Hughes –notified

ALSO PRESENT:

Becky Vinchiarello, Deputy Clerk
Bernie Kelleher
Ronald Caponera
Catherine Hogencamp
Michael Cole
John Rutkey
Dean Knox
P.J. Keeler
Michael Benvenuto
David Robinson
Sheriff Harrison
David Ames
Arthur Proper
Sara Sterling
Bob Pinto

Chairman P. Grattan called the meeting to order at 2:00 P.M.

Department of Human Services – M. Cole

Resolution Request - Authorization to contract with MTM Services for “Collaborative Documentation” Training at a cost not to exceed \$6,000.00. Funds to be used from Federal Salary Share. Motion to approve by L. Andrews, seconded by R. Staats, motion carried. Refer to Finance.

M. Cole gave an update that he had obtained a resignation notice in writing from the Administrative Assistant in the Billing Department of his office. He plans to proceed with this.

Pine Haven – A. Proper

Resolution Request: Request authorization to create and fill (2) part-time Leisure Time Activity Aide positions, GR10 at an hourly rate of \$12.7788. This will help to bring overtime numbers down, reducing cost over all. Motion to approve by K. McDonald, seconded by R. Scalera, motion carried. Refer to Finance.

Resolution Request: Authorization to fill the approved vacant budgeted positions:

- (1) Food Service Helper, full-time, GR10B at a starting salary of \$28,010.05.
- (1) Registered Professional Nurse (RPN), part-time, GR 17 at an hourly rate of \$25.5560.
- (3) Nurse Aide II (CNA), full-time, GR 10C at a starting salary of 28,679.00.
- (1) Laundry Worker, per diem, GR 10 at an hourly rate of \$12.7788.

Motion to approve by L. Andrews, seconded by R. Andrews, motion carried. Refer to Finance.

Central Garage – D. Ames

Resolution Request – Authorization to fill the position of Senior Auto Mechanic in Central Garage GR13C \$43,165.00 to allow for expansion of services performed in house while simultaneously reducing .2 and .4 expenditures for outside service/repair. Motion to approve by P. Grattan, seconded by K. McDonald, motion carried. Refer to Finance. The committee said that a Special Public Works could be held before Full Board if needed.

Human Resources – A. Bassin for J. Rutkey

The Summer Youth Employment Program was discussed. Budgeting for this project was cut in half for 2012 because they were not getting enough participation. It was questioned if they should change the application form. There was a motion to keep the program the same as last year with 23 potential participants by A. Bassin, seconded by K. McDonald, motion carried. They can do a budget amended later if needed.

Probation – M. Benvenuto

Resolution Request:

Authorizing approval to fill an existing Grade 12 Bookkeeper position from a Civil Service List having a 2012 Step 4 base salary of \$37,668.00, due to retirement. Motion to approve, with confirmation of paperwork, by R. Scalera, seconded by R. Staats, motion carried. Refer to Finance.

Resolution Request:

Authorization to Create & Fill a Temporary Grade 12 Bookkeeper position at an hourly Step 1 rate of \$17.5249 for a maximum earnings amount not to exceed \$9,652.00. He would like to hire his existing employee back upon retirement to train the new employee filling the position. This should be budget neutral as the new hire will get paid less than the retiree. Motion to approve by R. Staats, seconded by R. Andrews, motion carried. Refer to Finance. He mentioned that he would most likely need this temporary position for three months.

Sheriff's Department: Sheriff Harrison

Resolution Request – Authorization for one full-time Deputy Sheriff promotion to Sergeant due to retirement effective March 23, 2012 with a base salary of \$61,790.00.

Resolution Request – Authorization to fill one full-time Deputy Sheriff due to retirement effective March 23, 2012, with an annual salary of \$44,533.00.

Motion to approve both requests by R. Staats, seconded by K. McDonald, motion carried. Refer to Finance.

The Sheriff added that a staffing analysis will be completed by the State Commission of Corrections in the near future. They usually always recommend more staff for the jails.

\$72,000.00 has been billed YTD for Out of County Inmates.

E-911

Resolution Request: Authorizing the Emergency Management Grant Administrator to accept the FY2011 HazMat Grant Program totaling \$53,500.00 with no match from Columbia County. In addition he is requesting authorization to disperse such grants in accordance with State Homeland Security Guidelines. Motion to approve by R. Andrews, seconded by A. Bassin, motion carried.

Refer to Finance.

Office for the Aging

Resolution Request – Authorization to increase the budget for the Nutrition Food Program and Supplies Food by \$5,250.00. OFA and the Town of Canaan have entered into a contract to provide meals at the Canaan site for a total amount of \$5,250.00. Motion to approve by R. Scalera, seconded by L. Andrews, motion carried. Refer to Finance.

Highway – B. Kelleher

Resolution Request – Authorization to award the bid for Stone and Gravel Products consisting of Aggregate, Course Aggregate, Sub-base Course, Screen Fill and Run of Bank Gravel to all of the following vendors based on cost, type of material and length of haul at the time of need as per the attached appendix “B”. Rifenburgh Construction, Peckham Materials, A. Colarusso & Son Inc., John A. Alvarez & Sons, and Southern Columbia Sand & Gravel. Motion to approve by L. Andrews, seconded by R. Staats, motion carried. Refer to Finance.

Resolution Request - To award the bid for (1) Used 2011 Carrier Mounted Hydraulic Excavator to Vantage Equipment who was the sole bidder at a cost of \$285,000.00, motion to approve with a budget amendment of \$145,000.00 from DM-5E-5131-4028-E4000 to DM-5E-5130-2050-E2000 by R. Andrews, seconded by R. Keaveney, motion carried. Refer to Finance.

Resolution Request- To award the bid for (2) Two Stainless Steel Dump Truck Bodies, (2) plows, (2) wings and (1) underbody scraper to Zwack Inc. of Stephentown who was the low responsible bidder at a total cost of \$173,361.00. Motion to approve by P. Grattan, seconded by L. Andrews, motion carried. Refer to Finance.

Resolution Request – Authorization to award the bids of the following:

Hot-In-Place Recycling - Highway Rehabilitation Corp. of Brewster N.Y. -Sole Bidder,
Shoulder Milling and Pavement Milling - A. Colarusso & Sons Inc. - Lowest Responsible Bidder
Pavement Reclamation to Reclamation of Kingston, LLC - Sole Bidder.

Motion to approve by R. Staats, seconded by R. Keaveney, motion carried. Refer to Finance.

DPW – D. Robinson

Resolution Request – Authorizing the Commissioner of Public works to create and fill the position of a Per Diem Laborer GR11, hourly wage of \$14.0572. This position is needed because the current employee filling it will be entering the Air Force, and it is required that the County keeps the position vacated open for that employee’s return. Motion to approve by P. Grattan, seconded by R. Staats, motion carried. **Refer to Finance.**

D. Robinson then discussed a Resolution authorizing the Chairman of the Board of Supervisors to execute a professional services agreement with Clark Patterson Lee in the amount of \$40,400.00 for the design and construction administration of a new highway garage at the County’s NYS Route 23B site in the Town of Greenport due to limited space at the current location. The Public Works Committee decided to HOLD this request until a site evaluation was conducted. Motion to table until after site evaluation by R. Keaveney, seconded by R. Staats, motion carried.

Facilities – D. Robinson

Resolution Request - Authorization to fill a Laborer position, Grade 11, which is vacant due to termination of an employee in his probationary period, Step 1 salary \$29,351.00. Motion to approve by R. Staats, seconded by K. McDonald, motion carried. **Refer to Finance.**

Engineering- D. Knox

Resolution Request – 2012 Multi-Bridge Repair Design Contract

Authorizing the Chairman of the Board of Supervisors to execute a professional services agreement with Barton & Loguidice, PC of Albany, NY, in the amount of \$38,700.00, for engineering assessment, field inspection, flag analysis, structural design and construction support services for element-specific repairs to five (5) county bridges. Funding will be 100% county cost. Motion to approve by P. Grattan, seconded by R. Scalera, motion carried. **Refer to Finance.**

With no further business there was a motion to adjourn at 3:30PM by L. Andrews, seconded by R. Staats, motion carried.

BUDGET & SALARY:

Patrick Grattan, Chairman

Lawrence Andrews

Robin Andrews

Arthur Bassin

Roy Brown

William Hughes, Jr.

Richard Keaveney

Kevin McDonald

Richard Scalera

Raymond Staats

Elizabeth Young

