

BUDGET AND SALARY REVIEW COMMITTEE

April 26, 2012

PRESENT:

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

ALSO PRESENT:

**Becky Vinchiarello, Deputy Clerk
Paul Czajka
Ronald Caponera
Catherine Hogencamp
Joseph Ambrose
John Rutkey
Dean Knox
P.J. Keeler
Diana Neceda
Nancy Shadic
Sheriff Harrison
Holly Tanner
Arthur Proper**

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

Pine Haven – A. Proper

Resolution Request - Authorization to create and fill (1) RPN I, full time, GR17 at a starting salary of \$53,361.00 and to abolish the existing position of Supervising Head Nurse.

Resolution Request - Request authorization to fill the approved vacant budgeted positions:

(1) Nurse Aide II (CNA), full-time, GR 10C at a starting salary of \$28,679.00.

(1) Activity Aide, per diem, GR10 at an hourly rate of \$12.7788. Motion to approve all by L. Andrews, seconded by E. Young, motion carried. Refer to Finance.

Resolution Request - Authorization for the Administrator to award the bid to Matthews Buses, Inc. for a new van at a cost of \$48,464.00. This purchase will come from donations given to Pine Haven Home. Matthews Buses, Inc. was the lowest bid that met the specifications. Motion to approve by R. Andrews, seconded by K. McDonald, motion carried. Refer to Finance.

Health Department – N. Shadic

Resolution Request: Authorization to fill the budgeted position of Account Clerk. GR 10B \$32,953.00 due to a vacancy. Motion to approve by R. Staats, seconded by E. Young, motion carried. Refer to Finance.

R. Caponera announced that two bids have been received for the RFP for the sale of the CHHA. The bid package from Willcare for \$150K was the most favorable. J. Venesky from the Bonadio Group will be at the next Health Committee meeting to discuss the County's options. According to NYSDOH, three agencies have filed CONs for a CHHA in our County. They are all under review.

Mental Health/Human Services Department – J. Ambrose

Resolution Request – Authorization for a budget amendment providing for a line item for Federal Salary Share in the Mental Health Behavioral Services Department to account for yearly awarding of Federal Revenue Share dollars. Motion to approve by L. Andrews, seconded by R. Andrews, motion carried. Refer to Finance.

Resolution Request - Authorization to open a Valatie Behavioral Health Center.

Resolution 77-2011 was pulled due to complications with the building's proprietors. A separate budget for this project was submitted. Motion to approve by R. Andrews, seconded by E. Young, motion carried. Refer to Finance.

Resolution Request - Authorization to hire a 0.5 FTE Account Clerk to work 10 hours/week in Valatie and 7 hours/wk in Hudson. Resolution 79-2011 was pulled as PT staff was not needed without the Valatie Satellite Office. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried. Refer to Finance.

Payroll – D. Neceda

Resolution Request – Authorization to create one FT Chief Payroll Clerk position at a GR14A and to create one FT Payroll Clerk position at a GR 12C, both effective March 10, 2012. D. Neceda explained that both positions are promotional. A Chief Payroll Clerk is needed to assist with the new Tyler system. A worksheet of the employee's duties and positions was submitted. She plans to abolish the two existing positions if her employees pass the promotional exam given. The Early Retirement Incentive, used in the Payroll Department previously, was discussed. Motion to approve contingent upon the determination that the Payroll Department will realize the savings from the Retirement Incentive, seconded by E. Young, motion carried. **Refer to Finance.**

Sheriff's Department: Sheriff Harrison

Resolution Request – Authorization to fill one FT Deputy Sheriff due to resignation effective April 22, 2012, with an annual salary of \$44,533.00.

Resolution Request – Authorization to fill one FT Deputy Sheriff due to resignation effective April 22, 2012, with an annual salary of \$44,533.00. Motion to approve both positions by R. Brown, seconded by E. Young, motion carried. **Refer to Finance.**

Columbia County EMO – R. Brown

Resolution Request: Authorization for the Emergency Management Grant Administrator to accept the FY2012 State Homeland Security Program Grants. The total amount of the grant is \$74,000.00 with no required match by Columbia County. Specific breakdown for the grant is State Homeland Security Program \$55,500.00, and State Law Enforcement Terrorism Prevention Program \$18,500.00. Additionally requesting authorization to disperse such grants in accordance with State Homeland Security guidelines. Applications are due 4/25/2012. Motion to approve by W. Hughes, Jr., seconded by R. Staats, motion carried. **Refer to Finance.**

Historian – K. McDonald

Resolution Request – Authorization to fill one temporary PT Clerk Typist position in the Office of the Columbia County Historian effective June 25, 2012, not to exceed \$16,128.00. This position is authorized to work 40 hours bi-weekly for a period not to exceed ninety calendar days from the effective date. Motion to approve by E. Young, seconded by W. Hughes, motion carried. **Refer to Finance.**

Highway – R. Staats

Resolution Request - Authorization to fill the vacant position of Sr. Auto Mechanic in the Highway Department and any vacancies created there from, at the Grade 13C, 2012 Step I starting salary of \$36,691.00. This position is vacant due to the lateral transfer of an employee to Central Garage. Motion to approve by P. Grattan, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

Engineering – D. Knox

Resolution Request – Authorization for a Professional Services Agreement with Greenman Pedersen, Inc for the design and replacement of BIN 3342310 – East Taghkanic Bridge – Taghkanic in the amount of \$93,626.00.

Resolution Request – Authorization for a Professional Services Agreement with Barton & Loguidice PC for the design of replacement of BIN 3342540 – Canaan 4 Corners Bridge – Canaan, in the amount of \$71,170.00.

Resolution Request – Authorization for a Professional Services Agreement with WSP Sells for the condition evaluation of bridge deck/joints of BIN 3342270 – Stottville Bridge – Stockport in the amount of \$24,050.00. Motion to approve all three requests by E. Young, seconded by L. Andrews, motion carried. **Refer to Finance.**

Resolution Request – Authorization for a Professional Services Agreement with Creighton-Manning, LLP for the design of replacement of BIN 3342390 – Vosburgh Bridge – Livingston, in the amount of \$77,000.00. Motion to approve by R. Brown, seconded by K. McDonald, motion carried. **Refer to Finance.**

District Attorney – P. Czajka

Resolution Request- Authorization to fill the position of One (1) Chief Investigator, PT, base salary of \$30,000.00. Motion to approve by W. Hughes, Jr., seconded by E. young, motion carried. **Refer to Finance.**

Resolution Request – Authorization to fill One (1) Investigator position, PT at the rate of \$200.00 per diem. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request- Authorization to fill the position of Paralegal at an annual salary of \$43,948.00, or a PT ADA at the same salary. Motion to approve by R. Staats, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

Resolution Request-Authorization to amend the DA’s Confidential Secretary’s salary to \$60,000.00. Her duties shall be amended to include the duties of record management for the District Attorney’s Office. P. Czajka explained that the State Education Department Archivist said he cannot designate the duties of his records management to the County Clerk without further permission from the State. Discussion ensued regarding salaries of exempt positions in the County. A. Bassin suggested hiring a consultant to have a study completed on County employee’s salaries. Motion to approve the salary increase by W. Hughes, Jr., seconded by E. Young, motion carried. R. Brown voted NO. **Refer to Finance.**

The District Attorney had requested authorization to temporarily hire (for no more than eight weeks) three (3) persons at the rates of \$25.00 per hr. and 2 at \$12.00 per hr. to organize and move all District Attorney files in his home committee meeting. It has sense been decided this would be a more appropriate duty for participants of the Summer Youth Program.

County Clerk – H. Tanner

Resolution Request – Mortgage Tax Distribution – Authorization to distribute \$590K of mortgage tax money to the towns and villages of Columbia County. Motion to approve by W. Hughes, Jr., seconded by R. Brown, motion carried. **Refer to Finance.**

Resolution Request - Budget amendment. Authorization to increase appropriation account A0-1E 1410-4433-E4000 (records management) by \$74,518.24 and to off –set revenue account A0-8R-3089-0000-8R-3089. Motion to approve by E. Young, seconded by W. Hughes, Jr. motion carried. **Refer to Finance.**

Discussion ensued on the duties of the Records Management Officer, current salaries of County employees, salary discrepancies from one Department to the next, and prior requested salary increases that were not granted by the Board of Supervisors. J. Rutkey predicted that there will be tremendous pushback from Department Heads if the salary of the DA’s Confidential Secretary is increased to \$60,000.00. This prediction is due the fact that so many other Department Heads have come to the committee requesting smaller increases for them or their staff for additional work responsibilities, and have been turned down.

With no further business there was a motion to adjourn at 3:20 PM by E. Young, seconded by W. Hughes, Jr. motion carried.

BUDGET & SALARY

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