

**BUDGET AND SALARY REVIEW COMMITTEE**

**June 28, 2012**

**PRESENT:**

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

**ABSENT:**

**Kevin McDonald -notified**

**ALSO PRESENT:**

**Becky Vinchiarello, Deputy Clerk  
Arthur Proper  
Ronald Caponera  
Rob Fitzsimmons  
Joseph Ambrose  
Catherine Hogencamp  
Kary Jablonka  
John Rutkey  
Dean Knox  
P.J. Keeler  
Ken Shoemaker  
Gary Flaherty  
Paul Mossman  
Diana Neceda  
Paul Czajka  
Holly Tanner  
Lt. Lanphear  
Robert Pinto  
Arlene Levinson  
Sarah Sterling  
Nancy Winch  
Jessica Shuflet**

**Press: 1**

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

**Health Department – N. Winch**

**Resolution Request- Authorization to fill the budgeted position of Senior Clerk. Motion to approve by E. Young, seconded by R. Andrews, motion carried. Refer to Finance.**

**Budget Transfer – Authorization to approve a budget transfer of \$4,000.00 from A0-4E-4010-4263 to A0-4E4010-4026 and an additional \$500.00 from A0-4E-4010-4430 to A0-4E-4010-4429. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried.**

**Pine Haven – A. Proper**

**Resolution Request – Authorization to fill the approved vacant budgeted positions of six (6) Nurses Aids II (CNA) FT GR10C starting salary of \$28,679.00 and two (2) Licensed Practical Nurses, FT GR15 starting salary of \$47,082.00.**

**Resolution Request: Authorization to create and fill three (3) Food Service helper Per Diem GR10B \$13.4148/ hr. This will help to curb out overtime numbers.**

**Motion to approve both by R. Brown, seconded by R. Staats, motion carried. Refer to Finance.**

**.2 Purchase – Authorization to purchase new outdoor furniture from donated funds at an estimated cost of \$7,500.00. Motion to approve by E. Young, seconded by R. Brown, motion carried.**

**Mental Health/Human Services – J. Ambrose**

**Resolution Request - Authorization to create and fill a Mental Health / Substance Abuse Coordinator. Motion to approve by W. Hughes, Jr., seconded by R. Andrews, motion carried. This position will include the salary step reductions. Refer to Finance.**

**Resolution Request - Request to fill a vacant position with a FT Children's Mental Health Clinic Therapist, Psychiatric Social Worker, due to the increased numbers of children in need of these services. Motion to approve by R. Andrews, seconded by W. Hughes, Jr., motion carried. Refer to Finance.**

**Resolution Request – Authorization to move \$24,200.00 of unused satellite clinic budgeted funds to the primary clinic cost center as well as authorization to transfer \$2,000.00 from their miscellaneous expense fund to their conference fund. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. Refer to Finance.**

**Office for the Aging:** K. Jablonka

**Resolution Request:** Permission for the Office for the Aging to contract with Home Aide Service of Eastern, NY d/b/a/ Eddy Lifeline to provide Lifeline services for seniors at a cost not to exceed \$6,000.00. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

**Youth Bureau:** Jessica Shuflet

**Resolution Request:** Authorizing the Youth Bureau to create and fill two (2) seasonal per diem recreation attendant positions at an hourly rate of \$10.00 per hour. Motion to approve by R. Brown, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

**Veterans Agency:** G. Flaherty

**Resolution Request:** Authorization to fill One (1) Part-time Transportation Aide, GR 11, \$16.0651/hr, effective June 29, 2012 due to the retiring of the current Transportation Aide. Motion to approve by R. Andrews, seconded by R. Brown, motion carried. **Refer to Finance.**

**Department of Social Services – P. Mossman**

**Resolution Request:** Authorization to fill the following vacant, budgeted positions, effective July 12, 2012: Two (2) Account Clerks, GR10B, 2012 base salary \$32,953, Step 1 salary \$28,010. Motion to approve by E. Young seconded by R. Staats, motion carried. **Refer to Finance.**

**Payroll – D. Neceda**

**Resolution Request -** Authorization to abolish the Director of Payroll/ Accounts Payable position and create and fill a Director of Payroll Position. Motion to approve by W. Hughes, Jr., seconded by R. Scalera, motion carried. **Refer to Finance.**

**Sheriff's Department:** Lt. Lanphear

**Resolution Request –** Authorization for the Chairman of the Board to accept and sign the Byrne Jag Grant Award in the amount of \$25,000.00 for the purpose of purchasing marine equipment. GMS# BJ12-1013-D00, DCJS# BJ11632605. Motion to approve by R. Andrews, seconded by R. Staats, motion carried. **Refer to Finance.**

**Emergency Management – Lt. Lanphear**

**2 Request:** Authorization to purchase 20 Computers w/attachments, at a cost of \$10,438.00 to replace existing computers. Motion to approve by P. Grattan, seconded by W. Hughes, Jr., motion carried.

**District Attorney:** P. Czajka

**Resolution Request:** Authorizing the District Attorney to make staffing changes:

-Fill one (1) budgeted vacant position of Paralegal effective September 1, 2012, \$43,948.00 (37,356.00 Step 1).

-Create and fill two (2) Paralegal positions. It was noted that these will be filled promotionally. \$43,948.00 (37,356.00 Step 1).

Fill the following vacant budgeted temporary and per diem positions:

- a) Two (2) Intern – Law school students with a minimum of one (1) year of Law School completed at an hourly rate of \$20 per hour;
- b) Three (3) Summer Laborers – College students with a minimum of one (1) year of college completed at an hourly rate of \$15 per hour;
- c) Three (3) Summer Laborers – High School graduates at an hourly rate of \$10 per hour;
- d) One (1) Investigator at a rate of \$200 per diem; and be it further

Authorization to transfer \$15,298.90 to the Investigator/Intern account.

Motion to approve all above requests by R. Brown, seconded by A. Bassin. P. Grattan recused himself from the discussion and the vote. R. Keaveney took the vote. R. Andrews was opposed. The motion carried. **Refer to Finance.**

**Resolution Request** – Authorization to adjust the seniority date for the District Attorney’s Confidential Secretary, Lisa Bleau to reflect her years of service and adjusting her salary and vacation allotment to reflect her longevity and authorization to make necessary adjustments to restore the sick time accumulated by Ms. Bleau for the years before becoming County Clerk (July 1981 through March 1998). Discussion ensued regarding past practice of the County to allow employees who have left the County and then return at a later date to receive sick time, vacation, and longevity, based on their previous employment with the County. Discussion also ensued regarding how elected officials have been treated under these circumstances.

There was a motion to reinstate all of the employee’s sick time and vacation that was lost but to give her no immediate pay out by P. Grattan, seconded by E. Young. L. Andrews, P. Grattan, E. Young, and R. Brown voted Yes. R. Keaveney, A Bassin, R. Andrews, R. Staats, W. Hughes Jr., and R. Scalera voted No. The motion was defeated. As discussion ensued the committee decided that the employee should be reimbursed for her vacation time as employees leaving the County are paid for that time.

**Resolution Request** - There was a motion to authorize the Payroll Department and/or Human Resources Department to adjust the vacation allotment for the District Attorney’s Confidential Secretary to reflect her years of service by L. Andrews, seconded by A. Bassin, motion carried. **Refer to Finance.**

There was another motion by P. Grattan to reconsider the original request for the Confidential Secretary’s sick time restoration, seconded by E. Young. All members of the committee voted No. The motion was defeated.

J. Rutkey will look further into sick time reimbursement practices in the County.

**County Attorney** – R. Fitzsimmons

**Resolution Request** – Authorization to amend the 2012 Adopted County Budget to provide for the New York State increase in the salary of the District Attorney from funds available in existing appropriations from the amount of \$128,149.27 to the amount of \$148,649.24 retroactive to April 1, 2012. Motion to approve by W. Hughes, Jr. seconded by E. Young, motion carried. **Refer to Finance.**

**Public Defender** – A. Levinson

**Resolution Request:** To approve a contract between Columbia County Public Defender and Albany Investigation and Process Services LLC to authorize A. Levinson to sign said contract on behalf of Columbia County and to have said contract retroactive to June, 20, 2012. This service is for private services at a rate of \$70.00 per hours plus mileage at the IRS rate not to exceed \$19,500.00. Motion to approve by R. Brown, seconded by E. Young, motion carried. **Refer to Finance.**

**County Clerk** –H. Tanner

**Resolution Request** – Authorization to abolish two PT Clerk Typist positions GR10 and to create and fill one FT Index Clerk GR10C \$33,740.00 (Step 1 \$28,679.00). Motion to approve by E. Young, seconded by W. Hughes, motion carried. **Refer to Finance.**

**Solid Waste** – R. Pinto for J. Race

**Resolution Request** - Authorization to fill the position of part time laborer in the Solid Waste Department, Grade 11 at a Step 1 hourly rate of \$14.0572, the position is vacant due to a resignation. Motion to approve by L. Andrews, seconded by E. Young, motion carried. **Refer to Finance.**

**Facilities** – R. Pinto

**Resolution Request:** Request to fill Laborer position that is vacant due to retirement, GR 11, starting salary \$29,351.00. Motion to approve by R. Brown, seconded by P. Grattan, motion carried. **Refer to Finance.**

**Engineering** – D. Knox

**Resolution Request** – Michaluk Bridge – Maple Lane/Bash Bish Brook pier replacement contract award to Alpine Construction Inc. Cost - \$249,240.00. Motion to approve by E. Young, seconded by R. Brown, motion carried. **Refer to Finance.**

**Resolution Request** – Michaluk Bridge – Maple Lane/Bash Bish Brook– Professional Services Agreement with Ryan Biggs Associates for the completion of bid documents Construction Administration and Construction inspection in the amount of \$29,100.00. Motion to approve by E. Young, seconded by R. Andrews, motion carried. **Refer to Finance.**

**Controller – R. Caponera**

**Resolution Request** – Approving and adopting the Columbia County Accounting Policies and Procedures Policy. Motion to approve by E. Young, seconded by A. Bassin, motion carried. **Refer to Finance.**

R. Caponera then explained that there was an issue with the County UPS and M. Carter in the MIS Department needed emergency authorization to purchase a new one. Motion to approve by E. Young, seconded by R. Brown, motion carried.

With no further business there was motion to adjourn at 3:46 PM by R. Brown, seconded by W. Hughes, Jr., motion carried.

**BUDGET & SALARY**

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**Patrick Grattan, Chairman**

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**Raymond Staats**

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**Elizabeth Young**