

BUDGET AND SALARY REVIEW COMMITTEE
January 24, 2013

PRESENT:

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

ABSENT:

Lawrence Andrews, notified

ALSO PRESENT:

Becky Vinchiarello, Deputy Clerk
Cathy Hogencamp
Ronald Caponera
Michaele Williams – Riordon
Paul Mossman
Robert Linville
John Howe
Lt. Lanphear
Rob Lopez
P.J. Keeler
Joseph Ambrose
Sheriff Harrison
Ronald Knott
Suzett Booy
Virginia Martin
Rick Juliano
Art Proper
Jason Nastke
Robert Pinto
Andrew Howard
Paul Czajka
Dean Knox
Bernard Kelleher
Rosemarie Ansel
Michael Cole
Diana Nceda
Ellen Thurston

Public: 1

Press: 1

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

P.J. Keeler, County Treasurer, gave an update on the County's cash flow. All payables have been met but numbers are expected to remain low until tax returns come in. For this reason, he requests that any spending that isn't absolutely necessary be delayed for as long as possible. The County is up \$350K in sales tax from this time last year.

R. Andrews gave an update on the Human Resources Committee. A memo will be going to out to all Departments with information regarding the temporary changes within the Department. Steve Acciani will be addressing all employee benefits issues. The County Attorney's Office will be handling all labor relation questions. The Controller's office will pay the Departments monthly bills. Payroll will address all payment deductions as well as new and departing employees. They are currently working on the posting for a new Human Resources Director.

Chairman Grattan announced that he would send out a memo stating all budget transfers should first be approved by the Controller before they are submitted to the Committee.

Pine Haven – A. Proper

Resolution Request - Authorization for the administrator to fill the following positions:

One LPN FT GR15 at a starting salary of \$48,259.00

One LPN PT GR15 at a starting salary of \$23.1125/hr.

One Nurse Aide II FT GR10C at a starting salary of \$29,396.00/hr

One Nurse Aide II, PT GR10C at a starting salary of \$14.0785/hr

Motion to approve the requested positions by R. Brown, seconded by W. Hughes, motion carried.

Refer to Finance.

Fire Coordinator- J. Howe

Resolution Request: Authorizing the transfer of \$6,800.00 from Account AO-3E-3410-E1000 to Account AO-3E-3410-2999-E2000 for the transport and setup of a donated portable classroom from Greenport School to the training tower in Philmont. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

E-911: R. Lopez

Resolution Request: Authorization for the Director of 911 to enter into an agreement with Alcatel Lucent using NYS Contract pricing to conduct a Path Survey for the Copake radio Communications Tower Facility for a total cost of \$5,790.00. Motion to approve by R. Brown, seconded by K. McDonald, motion carried. **Refer to Finance.**

Sheriff's Office: Sheriff Harrison

Resolution Request: Authorization to transfer funds in the 2012 budget from various accounts to various accounts within the Department in the amount of \$6,649.22. Motion to approve by K. McDonald, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

Board of Elections – V. Martin & J. Nastke

Resolution Request – Authorization to transfer \$135,000.00 from the contingency fund to various accounts within the Board of Elections Office. These funds are needed to bring their budget in balance as a result of the extra elections that took place in 2012. Motion to approve by E. Young, seconded W. Hughes, motion carried. **Refer to Finance.**

Department of Social Services – P. Mossman

Resolution Request: Authorization for the Commissioner of Social Services to fill four (4) vacant, budgeted positions of Social Welfare Examiner GR12 with a 2013 Step 1 salary of \$32,818.00 effective February 14, 2013. Motion made by R. Andrews, seconded by W. Hughes Jr., motion carried. **Refer to Finance.**

Resolution Request – Authorization to create and fill one (1) part-time Senior Social Welfare Examiner, GR13C at a maximum of 20 hours per week at an hourly rate commensurate with GR13C Grade Rate. This position is requested in the Department in an effort to reduce overtime. If he is authorized to create and fill this position he will not have to contract for services. Benefits will not be available for the employee. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request - Requesting authorization for the Commissioner of the Department of Social Services to enter into and/or renew existing contracts with various providers. Most of the rates are set by OCFS. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

Resolution Request - Authorization for the Commissioner of the Department of the Department of Social Services to enter into the following new contracts:

- Northeast Parent & Child Society – January 1, 2013 – December 31, 2013 for the provision of family team meeting services with families referred to Northeast by CCDSS (rate structure \$20.55 – \$82.20 based on service provided – as needed basis). Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**
- Stacy Bigelow – February 16, 2013 – February 15, 2014 for provision of consultant services to process pending Medicaid applications and train new staff (rate \$24.82 hr. not to exceed 350 hours per contract term). Motion to approve by K. McDonald, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**
- Children's Neuropsychological Services – March 1, 2013 – February 28, 2014 for the provision of psychological evaluations (rate structure - \$800 - \$3000 based on type of evaluation – as needed basis). Motion to approve by E. Young, seconded by W. Hughes, motion carried. **Refer to Finance.**

Facilities – R. Pinto

Resolution Request – Authorization to transfer funds in the amount of \$10,553.00 from A0-1E-1628-4300-E4000 (Electrical) to A0-1E-1628-4241-E4000 (Building and Maintenance). This transfer is necessary for repair work at the Public Safety Building so the building operates properly. Motion to approve by K. McDonald, seconded by E. Young, motion carried. **Refer to Finance.**

County Attorney –Andy Howard

Resolution Request – Authorization to transfer \$125,000.00 from A0-4E-4310-4242-E4000 to various accounts within the County Attorney’s office. This transfer is needed to assist with the cost of Assigned Council fees. Chairman Grattan announced that they were looking into ways to get the cost of this expense down. Motion to approve by E. Young, seconded by W. Hughes, Jr., motion carried. **Refer to Finance.**

Emergency Management: T. Lanphear

.2 Purchase: Authorization to purchase 15 desktop computers (Quote #DFCT338) at a total cost of \$11,805.00. New computers will replace old and outdated computers. Motion to approve by W. Hughes, Jr., seconded by S. Sterling, motion carried. **Refer to Finance.**

Resolution Request: Authorization to purchase Protective Gear for Emergency Services, Emergency Management and Fire Coordinator Offices off of NYS Contract in an amount not to exceed \$52,564.00. Discussion ensued regarding if it was best to authorize the Department to spend the full amount of money at this time. A list of purchases the Department will need to make this year with the amount of money above will be provided to the Supervisors. Motion to approve by W. Hughes, Jr. seconded by E. Young, motion carried. **Refer to Finance.**

District Attorney: P. Czajka

Resolution Request: Authorization to replace the title of six “District Attorney Summer Laborers” with the title of “District Attorney Seasonal Laborers”. The new title will be paid an hourly wage of \$10.00-\$15.00 as determined by the D.A. and will be utilized as necessary at any time throughout the calendar year. Motion to approve by R. Brown, seconded by S. Sterling, motion carried. **Refer to Finance.**

Real Property - S. Booy

Resolution Request: To reappoint Suzette M. Booy to the position of Director of the Real Property Tax Service Agency for a six year term commencing 10/1/13 through 9/30/19 pursuant to RPTL 1530. Current term expires 9/30/13. The salary will remain the same as what is currently budgeted. Motion to approve by P. Grattan, seconded by K. McDonald, motion carried. **Refer to Finance.**

Resolution Request – Authorization to purchase an AutoCad Map 3D Program. This was budgeted for. It will be installed on their computers and they will all have access to support for three years. The total cost is \$12,436.62 which is budgeted. This item is exempt from bidding as it will be purchased from a sole source. Motion to approve by E. Young, seconded by R. Andrews, motion carried. **Refer to Finance.**

Engineering – D. Knox

Resolution Request - Authorization for the Chairman of the Columbia County Board of Supervisors to execute a professional services agreement (Supplement #1) to the 2012 County Multi-Bridge Engineering Design and Construction Support Professional Services Contract (Original Co. Contract #C-116-12, dated 4/28/12) between Columbia County and Barton & Loguidice, PC of Albany NY in the amount of \$6,700.00 for design and construction support services necessary for the emergency repair of a NYSDOT red-flagged scour condition at Columbia Co. Bridge BIN# 3342350, carrying Co. Rte. 25/Fitting Creek in the town of Stockport.

Resolution Request -Authorizing the Chairman of the Columbia County Board of Supervisors to approve the addition of extra work required for the emergency red flag repair work at the Columbia Co. Bridge BIN# 3342350 – Co. Rte. 25/Fitting Creek in the town of Stockport to the original 2012 County Multi-Bridge Repair Construction Contract (original Co. Contract # C-228-12, dated 9/21/12) between Arch Bridge Contracting Corp. of Altamont NY and Columbia County in the amount of \$36,500.00. Motion to approve both requests by R. Staats, seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request -Authorizing the chairman of the Columbia Co. Board of Supervisors to execute a professional services agreement with Barton & Loguidice, PC of Albany NY in the amount of \$51,500.00 for professional bridge design and construction support services at eight (8) Columbia County maintained bridges requiring various element-specific repairs and improvements. Motion to approve by E. Young, seconded by R. Andrews, motion carried. **Refer to Finance.**

Department of Public Works – D. Knox

Resolution Request – Authorization for the Chairman of the Board to execute an extra work authorization with Tectonic in the amount of \$5,530.00 for out-of-scope services relative to the design of a new telecommunications tower at the County's Pine Haven Skilled Nursing facility. Motion to approve by R. Brown, seconded by S. Sterling, motion carried. **Refer to Finance.**

Solid Waste – B. Kelleher

Resolution Request – Authorization to award the contract for the Household Hazardous Waste Collection to MXI, Inc, who was the lowest bidder, 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

Resolution Request: Authorization to purchase (1) One 1/2 ton 4 wheel drive pickup truck with no plow equipment and (1) One 3/4 ton 4 wheel drive pickup truck with plow equipment under the NYSOGS purchasing contract from Van Bortel Ford of Rochester N.Y. at a total cost with accessories not to exceed \$60,000.00. This amount will not have to be paid out until the end of the second quarter. Motion to approve by P. Grattan, seconded by S. Sterling, motion carried. **Refer to Finance.**

Resolution Requests: Authorization to transfer \$25,000.00 from the 2012 Motor Fuel line in the Machinery fund to the 2012 Diesel Fuel Line in the Machinery fund. This transfer is needed to cover a shortfall of funds in the Diesel fuel line. The present balance in the Motor Fuel line is \$103,554.25. Motion to approve by R. Andrews, seconded by R. Staats, motion carried. **Refer to Finance.**

Mental Health – M. Cole

Resolution Request - Authorization to Reclassify a 1.0 FTE Computer Programmer Assistant from Grade 13 to Grade 15B. This would be a salary increase from \$40,810.00 to \$49,070.00. M. Cole explained that this position is located in his Department rather than MIS as his Department's needs are very specific. It is a specialized position and they have the ability to fund it. They need this employee present in the Department at all times. R. Ansel explained the position has proved to be much more advanced than what they had planned for. The title will not change as it is a promotion. It is also 100% reimbursable. K. McDonald cautioned against setting a precedent. R. Juliano addressed the Committee. He explained that all departments have specific needs and most have a liaison between the department and MIS. How much time the liaison spends working on technological issues in the department varies in each department. It was explained that this increase was never mentioned as an upgrade in the 2013 budget when it should have been. The Budget review Committee has not seen it. Motion to approve by R. Brown, seconded by W. Hughes, Jr., motion carried. R. Andrews and A. Bassin voted No. **Refer to Finance.**

Public Defender: R. Linville

Resolution Request: Authorization for the Public Defender to fill the 1st Assistant Public Defender position with an annual salary of \$49,606.00. Motion to approve by E. Young, seconded by R. Brown, motion carried. **Refer to Finance.**

Controller – R. Caponera

Resolution Request – Authorization for the Controller to refinance a portion of the County's long term debt. He explained that interest rates are now as low as 1.72%. Motion to approve by R. Brown, seconded by K. McDonald, motion carried. **Refer to Finance.**

R. Scalera announced that the Emergency Management Department should be exempt from the Budget and Salary Committee if the purchases they wish to make have been budgeted. The Committee agreed that they would not like to impede on purchases that are needed for emergencies. They requested that T. Lanphear return to the Committee with a list of items that should not require Budget and Salary permission, in his opinion.

R. Staats announced that he would like the County to look into tablets for Supervisors to use in an effort to decrease paper and printing costs. R. Juliano will put together a presentation regarding this for County Government.

With no further business there was a motion to adjourn at 3:07 PM by E. Young, seconded by W. Hughes, 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