

**Finance and Personnel Committee**  
**Thursday, June 5, 2008**  
**2:00 p.m.**  
**County Office Building**

**PRESENT:** Kimberly Seager, Chair, Michael Kunzwiler, Vice Chair, Fred Beardsley, Dan Chalifoux, Kevin Gardner, John Proud, Paul Santore

**STAFF &**

**GUESTS:** Michael Allen, Director of E-911, Phil Church, County Administrator, Janet Clerkin, Tourism and Public Information Coordinator, Donald Dodd, District Attorney, Charles Gabriel, Communications Consultant, Leg. Art Gearsbeck, John Kruk, Treasurer, Fran Lanigan, Commissioner of Social Services, Leg. Louella LeClair, Leg. Chair Barry Leemann, Leg. Linda Lockwood, Fred Maxon, Purchasing Director, Dr. Dennis Norfleet, Director of Public Health, Kurt Ospelt, Superintendent of Highway, Myron and Sue Pringle, Mark See, Chief Accountant, Maureen Sullivan, Director of Personnel, Joseph Taormina, Building and Grounds Superintendent, Reuel Todd, Sheriff, David Turner, Director of Community Development, Tourism and Planning,

**MEDIA:** Christopher Gosek, Palladium Times, Charles McChesney, Post Standard

Committee Chair Kimberly Seager called the meeting to order at 2:02 p.m.

**MINUTES:** Minutes of the May 6, 2008, meeting were approved upon a motion by Leg. Kunzwiler, and seconded by Leg. Chalifoux.

**TREASURER'S REPORT:**

John Kruk, County Treasurer, stated that the Capital Reserve Analysis uncommitted balance is \$10, 208, 227. He reported that the Credit Card Committee met with three vendors regarding the implementation of a county level database that can be accessed by anyone in the County and the ability to pay by credit cards. Information available would be tax payment status and history of properties in Oswego County. A decision now needs to be made regarding what the next course of action will be. In addition a letter will be sent to request grant assistance to implement this program. Receiving this grant will allow the County to have a fully computerized tax collection system in the near future. Discussion regarding the use of credit cards for payment determined that the user of the card would have to pay a convenience fee and that cards would probably not be accepted for payment at the Treasurer's office counter. The Credit Card Committee also requested input from the Towns regarding the percentage late fee, presently a part of the County Tax Bill. These results will also be discussed at their next meeting.

## **ADMINISTRATOR'S REPORT:**

Philip Church, County Administrator, presented an analysis of the fiscal impact of the sales tax cap on fuel prices in the County. The report is attached to these minutes. Committee discussion followed and no decision was made at this meeting. It was determined that trends would be looked at and that this should be brought to each caucus where it could be discussed further. Discussion will continue next month.

## **RESOLUTIONS:**

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S DEPARTMENT FY06 BUFFER ZONE PROTECTION PROGRAM.** This is to accept \$189,000 from the Homeland Security Grant. A motion to approve was made by Leg. Kunzwiler, and seconded by Leg. Gardner, with all in favor. Motion carried.

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION E-911 REIMBURSEMENT FOR 911 SERVICES.** Michael Allen, Director of E-911, advised that this resolution is to accept \$69,861 in reimbursement fees from NYS and to transfer \$18,000 into Other Supplies and Expenses and \$51,861 into Repair and Maintenance. A motion to approve was made by Leg. Beardsley, and seconded by Leg. Santore, with all in favor. Motion carried.

**RESOLUTION ESTABLISHING CAPITAL PROJECT #174 – COMMUNICATIONS SYSTEM ASSESSMENT.** A motion to approve was made by Leg. Kunzwiler, and seconded by Leg. Beardsley, with all in favor. Motion carried.

**RESOLUTION ACCEPTING BOA PROGRAM AWARD AND APPROVING A BUDGET MODIFICATION FOR THE DEPARTMENT OF COMMUNITY DEVELOPMENT, TOURISM AND PLANNING.** David Turner, Director of Community Development, Tourism and Planning said that in 2005 his department applied for the Brownfield Opportunity Areas Program funds for the cities of Fulton and Oswego. The NYS Dept. of Environmental Conservation has awarded us \$247,000. A motion to approve was made by Leg. Santore, and seconded by Leg. Kunzwiler, with all in favor. Motion carried.

**RESOLUTION PROVIDING FOR TEMPORARY RECLASSIFICATION OF CERTAIN POSITIONS IN THE DEPARTMENT OF PUBLIC WORKS.** Kurt Ospelt, Superintendent of Highway advised that every year they request the temporary reclassification during the highway construction season. Request is to temporarily upgrade two Heavy Equipment Operators to Crew Leaders. A motion to approve was made by Leg. Gardner, and seconded by Leg. Proud, with all in favor. Motion carried.

RESOLUTION ACCEPTING A FEDERAL AVIATION ADMINISTRATION GRANT ESTABLISHING A CAPITAL PROJECT TO PERFORM THE DESIGN PHASE FOR THE REHABILITATION OF RUNWAY 15-33 AT THE OSWEGO COUNTY AIRPORT. Kurt Ospelt advised that this resolution would need to be amended as the grant offer for consultant fees has increased from \$180,000 to \$194,737. A motion to accept the amendment was made by Leg. Kunzwiler, seconded by Leg. Santore, with all in favor. A motion to approve the amended resolution was made by Leg. Kunzwiler, and seconded by Leg. Santore, with all in favor. Motion carried.

RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT OF SOLID WASTE – SAFETY TRAINING. A motion to approve was made by Leg. Gardner, and seconded by Leg. Santore, with all in favor. Motion carried.

RESOLUTION INCREASING AUTHORIZATION OF CAPITAL PROJECT NO. 131 – BOARD OF ELECTIONS RELOCATION. County Administrator Church advised that requirements for the new voting system has necessitated a request to increase the authorization of Capital Project #131. An additional \$19,000 is needed from the contingent account. A motion to approve was made by Leg. Kunzwiler, and seconded by Leg. Proud, with all in favor. Motion carried.

RESOLUTION AUTHORIZING A CONTRACT FOR AN EMPLOYEE ASSISTANCE PROGRAM (EAP) FOR EMPLOYEES REPRESENTED BY CSEA COUNTY OFFICE PERSONNEL (CO-OP). Fred Maxon, Purchasing Director, advised that four vendors were solicited and three bids were received. Personnel Director Maureen Sullivan and Mr. Maxon met and recommendation was to contract with HelpPeople, Inc. Ms. Sullivan stated that this service is just for one union contract (CSEA) as it was part of their contract negotiation. A motion to approve was made by Leg. Kunzwiler, and seconded by Leg. Beardsley, with all in favor. Motion carried.

#### **RFP AND BID REPORTS:**

Mr. Maxon gave an update on RFP #3-08 Auction Services for heavy equipment. A tentative date has been set for August 23<sup>rd</sup>.

A software project with Central Services to build and implement an electronic purchasing system, which will cut down on paper. A PILOT will be done in the next couple of months.

The Purchasing Policy will be updated with assistance from County Administrator Church and County Attorney Mitchell. Changes will include additional definitions that are needed to stress purchase of recycled materials, language to tighten the receiving and inspection of purchases, language to allow for electronic purchasing records and language to allow for the purchase off all other county bids. This will be brought back to Committee at a later date.

The fixed asset inventory verification was done the week of May 19<sup>th</sup>. After the department has a chance to look over the inventory of equipment, a report will be brought back to Committee.

NYS has allowed counties and municipalities to look to negotiate to buy our natural gas in bulk. Our county can save money through the MEGA awarded contract. HESS has the MEGA contract and our options are being analyzed.

Fred Maxon will be going to Onondaga County to meet with Pat Mosley on June 13<sup>th</sup>. This will be in regard to the cooperative fuel bid as well as green initiatives.

Purchasing requisitions are up about 22 percent and BIDS and RFP's are steady.

## **PERSONNEL:**

### VACANCY REVIEW

#### A. Sheriff's Department

1. Patrol Officer - #31110041 – Sheriff Todd advised that this position is vacant due to a retirement. A motion to approve was made by Leg. Santore and seconded by Leg. Gardner, with all in favor.
2. Patrol Officer - #31110039 – This position is vacant due to a resignation. A motion to approve was made by Leg. Santore, and seconded by Leg. Gardner, with all in favor

#### B. Health Department

1. Special Education Program Assistant - #40124001 and backfill resulting vacancies. Dr. Norfleet, Director of Public Health, advised that this position would be filled on a promotional basis when vacated in August due to a retirement. Request is to fill all other subsequent vacancies resulting from this promotion.
2. Early Intervention Specialist (temporary) - #40220011 – Request is to fill this position temporarily while the employee in the position is on an educational leave.
3. Senior Typist - #40114026 and backfill resulting vacancies. This position is vacant due to the resignation of an employee who took a position in the Highway Department. The position will be filled on a promotional basis and request is to also fill any other subsequent vacancies.

A motion to approve the Health Department positions was made by Leg. Proud, and seconded by Leg. Chalifoux, with all in favor.

C. Buildings and Grounds

1. Cleaner (p.t.) - #16210921 and backfill resulting vacancies. Joe Taormina, Superintendent of Building and Grounds, advised that this position is vacant due to a resignation. This position is responsible for cleaning at the Public Safety Center.
2. Messenger (p.t. temporary) - #16210907 – Request is to fill this position while the employee in this position is out on Workers' Compensation. This position is responsible for courier services between county buildings. If the employee who is out on Workers' Comp. does not return, Mr. Taormina said that he would like to continue with the newly hired employee in the position.

A motion to approve the Building and Grounds positions was made by Leg. Gardner, and seconded by Leg. Kunzwiler, with all in favor.

D. Social Services

1. Computer Specialist - #60116001 and backfill resulting vacancies. Fran Lanigan, Commissioner of Social Services, advised that this position is vacant due to a retirement. A motion to approve was made by Leg. Kunzwiler, and seconded by Leg. Proud, with all in favor.
2. Community Services Worker - #60101078 and backfill resulting vacancies. Ms. Lanigan stated that a Senior Typist position is vacant due to a retirement. Request is to fill this position with the title of Community Services Worker, which is one grade lower. This re-class of position would better meet the needs of the department. A motion to approve was made by Leg. Kunzwiler, and seconded by Leg. Proud, with all in favor.

**VACANCY REPORTS/EMPLOYEE COUNTS/EMPLOYEES ON LEAVE OF ABSENCE**

As committee members looked over the reports Leg. Gardner inquired as to why there were no highway seasonal positions on the report. Maureen Sullivan replied that they would show up on the report next month.

Set Management Salary

1. Donald Dodd, District Attorney, advised that due to a resignation he is requesting to fill a full-time Assistant District Attorney and to set a salary for this individual. The position has been offered to a person with 12 years experience who has extensive trial and felony experience. District Attorney requested that the salary be set at a Grade 60, Step 7 yearly amount of \$64,133. . A motion to approve was made by Leg. Chalifoux, and seconded by Leg. Proud, with all in favor.

**EXECUTIVE SESSION:**

A motion to move into Executive Session to discuss Collective Negotiations under Article 14 of Civil Service Law (the Taylor Law) and Litigation Issues was made by Leg. Kunzwiler, seconded by Leg. Proud, with all in favor. Motion carried.

The Committee went into Executive Session at 3:10 p.m.

The Committee returned from Executive Session at 4:00 p.m.

**ADJOURNMENT**

Motion to adjourn by Leg. Kunzwiler, seconded by Leg. Proud, with all in favor.  
Meeting was adjourned at 4:00 p.m.