

**BUDGET AND SALARY REVIEW COMMITTEE**  
June 23, 2011

**PRESENT:**

Kenneth Wilber, Chairman  
Lawrence Andrews  
Elizabeth Young  
Arthur Bassin  
Roy Brown  
Bart Delaney, Jr.  
Arthur Baer  
Raymond Staats

**ALSO PRESENT:**

Becky Vinchiarelo, Deputy Clerk  
Ronald Caponera  
Catherine Hogencamp  
Nancy Winch  
John Rutkey  
Rosemarie Ansel  
Jessica Shufelt  
Sheriff Harrison  
Bernard Kelleher  
David Robinson  
Arthur Proper  
Paul Mossman  
Michael Williams-Riordon  
Robert Pinto  
Joseph Ambrose

Chairman K. Wilber called the meeting to order at 10:03 A.M.

A. Baer suggested that no motions be made on .1 requests until the end of the meeting. Motion to approve by B. Delaney, Jr., seconded by E. Young, motion carried.

**Health Department** – N. Winch

**Resolution Request:** Fill Service Coordinator vacancy created by a resignation that is effective June 17, 2011 - Grade 13A, \$34,411.00. The service coordination position is a requirement of the Early Intervention Program and generates revenues of approximately \$20,000.00 per year (A04035001000). There is no one in this position at this time, and it is resulting in one employee working in two positions. The committee later decided to table this request and review it again next month.

**Pine Haven** – A. Proper

**Resolution Request-** Authorization to fill the approved vacant budgeted positions of one (1) Registered Professional Nurse I (RPN), PT GR 17 at an hourly rate of \$24.8721 and one (1) Nurse Aide II (CNA), FT GR 10C at a starting salary of 27,911.00 and authorization to create and fill ten (10) Registered Professional Nurse I, per diem GR17 at an hourly rate of \$24.8721; ten (10) Licensed Practical Nurses, per diem GR 15 at an hourly rate of \$22.0298; and ten (10) Nurse Aide II, per diem GR 10C at an hourly rate of \$13.4187- Not to exceed budgeted FTEs in the position. These pools will only be used as a means to maintain minimum staffing levels. L. Andrews later made a motion to approve this request, seconded by E. Young, motion carried. **Refer to Finance.**

A. Proper explained that he was able to reduce per diem rates to Grade Rates after talking with the Union. The weekend issues regarding coverage in his department have also been resolved. There was then a discussion on outsourcing the laundry and housekeeping services. This could result in \$126,000.00 in savings. Other opportunities to save money were discussed.

**Mental Health** – R. Ansel and J. Ambrose

**Resolution Request** - Use of Kurt Almer funds to research the negative impact of the loss of School and Community Services Program. The cost would not exceed \$12,000.00. J. Ambrose explained that the money from this fund must be used for research purposes. A. Baer questioned what the probability was of this study resulting in the funding being restored. J. Ambrose and R. Ansel explained that they did not believe that funding would come back from OASIS, but that it could have an impact on them being able to receive funding from another source. The committee told them they needed to amend the resolution to reflect that. Motion to approve with the language change by L. Andrews, seconded by E. Young, motion carried. **Refer to Finance.** The funding will come from the Trusted Agency Fund Account Number TOE95000.

**Youth Bureau – J. Shufelt**

**Resolution Request:** Authorizing contracts for the Columbia County Youth Bureau for (3) Not-for-Profit Special Delinquency Prevention Type A Programs (SDPP) Youth Service Agencies for the 2011 Budget.

**Resolution Request:** Authorizing contracts for the Columbia County Youth Bureau with Nine (9) Youth Service Agencies for the 2011 Budget.

**Resolution Request:** Authorization to enter into an agreement with the NYS Office of Children and Family Services to enable the County to receive reimbursement for the operation of Special Delinquency Prevention Programs, (Type A & B) funds in 2011. Motion to approve these three requests by E. Young, seconded by B. Delaney, Jr., motion carried. **Refer to Finance.** It was added that these funding amounts are 25% less than last year, and they are subject to another 25% cut in 2012. Discussion ensued on the County Youth Program working with the City Youth Program. J. Shufelt has been looking into this.

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

**Resolution Request:** One (1) Case Supervisor, Grade B, FP 17C, vacancy due to retirement; One (1) Sr. Caseworker, FP16B, created due to internal promotion;

Two (2) Caseworkers FP 15, created due to internal promotion. The Committee discussed that DSS is on budget at this time, but that is with positions being vacant. L. Andrews questioned if overtime costs was pushing the budget up. A motion was made at the end of the meeting by A. Baer to approve this resolution, seconded by E. Young, motion carried. **Refer to Finance.**

The Department also explained that they received a letter regarding the Supervision and Treatment of Juveniles Program. The State is giving money to assist counties in preventing high-risk JD placements. DSS is requesting to take the lead with this project. They are working with other departments such as Probation and Mental Health. They have drafted a plan which P. Mossman will submit by July 4<sup>th</sup>. It is a new allocation so he will need a budget amendment.

**Sheriff's Department – Sheriff Harrison**

**Resolution Request** – To fill one (1) vacant budgeted full-time Communication Officer due to resignation effective May 30, 2011, with an annual salary of \$35,976.00.

Since this employee only worked three years, the savings would be \$10,553.00 over a three year period. The Sheriff warned that this would create increased overtime if not filled. The Committee later decided it would be best to table this resolution and review it next month.

The Sheriff announced that the revenue from boarding out of County inmates was down but a bill was just passed in the legislature to allow NYS jails to board out of state inmates. This should increase revenue. It was also announced that the jails new control panel will be installed shortly. Discussion ensued.

**Highway – B. Kelleher**

**Resolution Request:** Authorization to fill One (1) vacant position of Road Foreman, GR 14C in the Highway Dept., base salary of \$45,061.00 and to fill any vacancies created there from (vacant due to promotion).

**Resolution Request:** Authorization to fill One (1) vacant position of Senior Motor Equipment Operator 1, GR 13 in the Highway Dept. Base 2011 Salary \$39,718.00 and to fill any vacancies created there from.

B. Kelleher gave a handout with a different method of how to address these issues. It involved abolishing a Senior MEO I position and creating and filling an Auto Body Mechanic, and abolishing a Skilled labor II position and creating and filling an MEO I position. This would result in \$7,671.00 in savings. The Department has saved \$72,000.00 by not back filling these positions in the past months. B. Kelleher explained that in 2004 the Department had 9 Road Forman. They now have 7. In 2004 they had 34 trucks and today they have 29. He explained that they have been cutting costs. There was discussion on Unions and grievances. It was asked if he could use a part-time Road Forman, but B. Kelleher explained this would cause Union issues. Another problem with his Department is the number of vacation days his employees have. The Committee later deiced to table both of these resolutions and review them again next month.

**Facilities – R. Pinto**

**Resolution Request:** Authorization to purchase a 2012 pick-up truck with a plow from NYS Contract at a cost not to exceed \$33,000.00. This would replace a truck that has outlived its useful life and needs to be replaced. He also requested permission to purchase a new tractor with a plow. He is still waiting for quotes at this time. Purchasing this would reduce overtime costs as they are related to snow removal on sidewalks. It was pointed out that the Wal-Mart conversion project would save money as far as snow removal is concerned. The committee decided to table these resolutions and review them again next month.

**MIS – R. Caponera for R. Wheeler**

**Resolution Request:** Authorization to execute the SOW agreement by and between Columbia County and Q-Quest for the acquisition of a Columbia County hosted time and attendance solution called “TimeForce II” for the amount of \$161,000.00. There will be an \$8,821.00 yearly maintenance fee. The County MIS Department has the ability to host this. An RFP went out and three companies were looked at. Motion to approve by R. Brown, seconded by E. Young, motion carried. **Refer to Finance.**

**Resolution Request:** Authorization to execute the SOW/Printer Support agreement by and between Columbia County and Hudson Valley Office Equipment in order to lower toner replenishment, labor, and parts to repair costs by 20-25%. Motion to approve by A. Baer, seconded by E. Young, motion carried. **Refer to Finance.**

**Resolution Request:** Authorization to execute a contract amendment agreement by and between Columbia County and Tyler Technologies for the acquisition of “Inventory Management module, cost of quarterly billing beginning April 1, 2012. Other departments will be able to use this. Motion to approve by B. Delaney, Jr., seconded by R. Staats, motion carried. **Refer to Finance.**

**DPW – D. Robinson**

**Resolution Request:** Authorization for the Chairman of the Board to execute a professional services agreement with C.P.E., Inc. in the amount of \$9,000.00 for the purpose of conducting a Comprehensive Correction Program for the County’s Wastewater Treatment Plant. The County is obligated to undertake this work at the County’s Wastewater Treatment Plant in accordance with a NYSDEC Order on Consent. Motion to approve by R. Staats, seconded by B. Delaney, Jr., motion carried. **Refer to Finance.** Amount to be taken from Sewer Fund budget.

The Committee briefly discussed the 2012 budget process. It was questioned if they would ask for another reduction in .1 accounts. They will hold off making decisions until more needed information comes in next week.

With no further business there was a motion to adjourn at 12:55 P.M. by B. Delaney, Jr., seconded by E. Young, motion carried.

**BUDGET AND SALARY REVIEW COMMITTEE**

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**Roy Brown**

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**Lawrence Andrews**

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**Bart Delaney, Jr.**

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**Elizabeth Young**

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**Raymond Staats**

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**Arthur Baer**

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**Arthur Bassin**