

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
AUGUST 31, 2016

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Armstrong, Campbell, Gang, Shaw, Hogan

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Skellie

SUPERVISORS: Hicks, Fedler, Moore, Suprenant, Idleman, Haff, LaPointe

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Harrison Steves, Supt. Bldgs. & Grnds

Laura Chadwick, Real Property Director

Karen Pratt, IT Director

Steve Haskins, Supt. Public Works

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – July 20, 2016
- 3) Department Requests/Reports:
 - A. Buildings & Grounds
 1. RFP – Parking Areas & Service Roads
 2. Monthly Updates
 - B. Real Property
 1. County Owned Lands – Burquist Rd. – 2 Parcels
 2. Tax Sale Parcels Need to RPTS 1138 (117.18-3-28.1 & 139.-1-14)
 3. Village of Argyle – Water Dept. Well House
 4. Upcoming Conferences
 - C. Information Technology
 1. Department Update
 2. Travel Plan
 - D. County Administrator
 1. Medicare Advantage Health Insurance Renewal
 2. Contract Renewals
 - a) Benetech – Worker's Comp Administration
 - b) Whittemore, Downen & Riccardelli – Auditing Services
 - c) Larry Paltrowitz – Labor Negotiations & Other Services
- 4) Ethics Review
- 5) Other Business
- 6) Adjournment

Chairman O'Brien called the meeting to order at 1:00 P.M.

A motion to accept the minutes of the July 20, 2016 meeting was moved by Mr. Shaw, seconded by Mr. Hogan and adopted.

BUILDINGS & GROUNDS – Harrison Steves, Superintendent of Buildings and Grounds, addressed the following items with the committee:

- Monthly Updates:
 - VFD for cooling tower is installed and running
 - 4th pump for Highway Department is ready to use
 - St. Paul's Head Start is on line with the Building Management System
 - Storage tank at the Law Center has been installed
 - White Board installed in Board of Supervisors
 - Fairground buildings are picked up and closed until next year.
 - Starting WIC waiting room project.
 - Working on quote to build three storerooms at the Law Center
 - Designing cover for Head Start sandboxes.
 - Milling St. Paul's parking lot September 1st and 2nd – two weeks later it will be paved

- RFP – Parking Areas & Service Roads – Presentations on the design and engineering services for the parking areas and service roads by the following:
 - Maser Consulting – Bret Reynolds and Kent Baldwin – drawings attached. Modify traffic flow and add significant parking spaces. Snow storage issue will be considered with any modifications suggesting possibly removing storage buildings for that purpose.
 - C & S Engineers Inc. – Dan Sweetland and Todd Humphrey – handout attached. Currently doing yellow flag bridge work for Public Works. Does not recommend going into a second construction season. Build any new parking first to create more spaces during the remainder of the paving work. Suggested considering weekend work by a contractor; more expensive but less interference with operations. Clear and concise documents so the contractor knows what sections to work in and at what times. No provisions for storm water treatment. Expand parking but keeping disturbance under one acre would avoid DEC storm water regulations. Possibly 50 more spaces some by restriping.
 - GPI – Fred Mastroianni and John Montagne, handouts on file. – The most important thing that they wanted to convey today was that they have done their due diligence, reviewed the facility and have staff members that know the complex well. The proposal they are presenting takes the limited resources that we have to rehabilitate the existing pavement structures and look for ways to add efficiency to the lots that we have. Bare minimum repairs are probably in the \$1M range. They know there are limited areas to do expansion. Discussed staging the work and possibly paving on the weekend. They stated more than an acre of land will be disturbed and that will get into storm water management. Keep the project focused on the main objectives: improve pavement at the most cost effective way you can, do it in a way that does not disturb operations on a daily basis as much as possible and look for ways to add efficiencies without doing major lot reconstructions. The drainage system is important to this project. Possibly anywhere from 20 to 40 new parking spaces. They would meet with a group of County officials to determine the project needs. They have done projects for Public Works.

A motion to enter an executive session to discuss proposals was moved by Mr. Campbell, seconded by Messrs. Armstrong and Shaw and adopted. A motion to return to regular session was moved by Mr. Campbell, seconded by Mr. Shaw and adopted. No action was taken in the executive session

Discussion ensued on what needs to be done to the parking lot. The County Attorney stated the Board needs to determine the scope of the project. The committee is in the process of selecting an engineering firm to work with us on what we want done in the parking lot. Needs the committee would like to see addressed include: 30 new parking spots, resurfacing, and addressing any water issues/drainage/substructure issues. A motion to approve GPI in response to the RFP for the parking areas and service roads and forward to the Finance Committee was moved by Mr. Campbell and seconded by Mr. Armstrong. Discussion. Mr. Shaw stated for addressing the parking lot issues that were just discussed. Mr. Shaw stated we want to identify 30 to 40 new parking spaces, resurface the parking lot and take care of any of the drainage issues in the main parking lot. Mr. Campbell stated also any road erosion that is so bad. The Superintendent of Buildings and Grounds stated that the loading dock itself must be addressed. The motion to approve GPI in response to the RFP for the parking areas and service roads and forward to the Finance committee was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted. The following individuals will comprise the group that will meet with GPI to structure what needs to be addressed in the parking/service road areas: Harrison Steves, Superintendent of Buildings and Grounds, Steve Haskins, Superintendent of Public Works, Government Operations Chairman

O'Brien and Chris DeBolt, County Administrator.

REAL PROPERTY – Laura Chadwick, Director, addressed the following items with the committee:

- Thanked Buildings and Grounds for assistance with their display at the Fair.
- Reported that taxable values were sent to all Town Supervisors.
- County Owned Lands – Burquist Road – Two (2) Parcels – These parcels are in the same school district and can be combined. The parcels can be sold separately or combined. There is not access to these parcels individually and an easement would be needed. A motion to sell parcels, as one, two and combined, was moved by Mr. Campbell and seconded by Mr. Armstrong. Discussion. The County Attorney asked sell through Auctions International. Retain Auctions International to sell the parcels on Burquist Road with the same terms as the last property. The motion to sell parcels, as one, two and combined, was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted.
- Tax Sale Parcels Need to RPTS§1138 (117.18-3-28.1 & 139.-1-14) – Two parcels with delinquent taxes that she is requesting to make exempt under the RPTS§1138; no longer taxable.
 - 117.18-3-28.1 alley way in the Granville – The village has no interest in this property. The County does not want to foreclose on this parcel. A motion to withdraw parcel 117.18-3-28.1 from foreclosure, RPTL§1138 was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted.
 - 139.-1-14 barn in Smiths Basin, Kingsbury between the road and canal – no access to property. A motion to withdraw parcel 139.-1-14 from foreclosure, RPTL§1138 was moved by Mr. Armstrong, seconded by Mr. Shaw and adopted.
- Village of Argyle – Water Department – Letter from the village of Argyle regarding the proposed construction of filtration building on Washington County parcel, attached. Permission was given to the County Attorney and County Administrator to discuss this matter with the village.
- Upcoming Conferences:
 - Sept 18th – 20th in Lake George – NYS Assessors Association – Conference cost \$225 included in her budget and some staff will also be attending.
 - NYS County Director's fall conference - Oct 17th-19th budgeted expense. A motion to approve overnight stay for fall conference was moved by Mr. Shaw, seconded by Mr. Campbell and adopted.

ETHICS REVIEW – Mr. Haff stated any dollar amounts in the policy should be uniform, \$35, and Mr. Moore's suggestion was to not allow acceptance of any amount. Mr. Haff feels is impossible because it would not allow for acceptance of tickets to the fair and free Eagle newspaper. He stated it should be simple; thou shall not do anything unethical. Mr. Moore recommends under the code of ethics section 3 removing the dollar amount. The County Attorney explained that this policy that is in front of the committee/Board for consideration because in the existing policy there are two disclosure forms and the desire was to eliminate one; going to only one disclosure form. He stated there has never been an ethics complaint under this policy since he has been here. No further action taken. The limit remains at \$75 just like it always has been.

INFORMATION TECHNOLOGY – Karen Pratt, Director, addressed the following items with the committee:

- Department Update – Distributed and explained attached work in progress handout. Remote Access Platform – The current platform does not meet our needs. She is getting a lot of requests for people to remotely connect. Agisent/J2 Update – It is not stable and it doesn't work.

- Travel Plan – IT Director’s conference on October 12th – 14th in Watkins Glen. She did budget for this conference; \$307 with travel. A motion to approve two nights overnight stays was moved by Mr. Campbell, seconded by Messrs. Armstrong, Shaw and O’Brien and adopted.

COUNTY ADMINISTRATOR – Chris DeBolt, Administrator, addressed the following items with the committee:

- Contract Renewals:
 - Benetech – Worker’s Comp Administration & Disability – \$55,000 & \$7,500
 - Whittemore, Downen & Riccardelli – Auditing & GASB Services - \$53,450
 - Larry Paltrowitz – Labor Negotiations & Other Services - \$42,000

Looking for direction on moving forward at these current rates or does the committee want him to RFP some or all of these services. The County Treasurer stated doesn’t the newly adopted Procurement Policy require these to go out for RFP. The County Administrator stated according to the procurement policy, he would have to go out for RFPs. Discussed making professional services exemption or an amendment to the policy allowing the oversight committee authorization to determine if a policy needs to go out for an RFP. The County Administrator stated he will develop the wording for consideration at the Finance Committee meeting. A motion to move amendment to the procurement policy, allowing oversight committee to determine need to RFP for professional services contracts, to the Finance Committee for consideration was moved by Mr. Campbell and seconded by Mr. Armstrong. Discussion. The oversight committee will recommend going out or not to go out and forward recommendation to Finance. The motion to move amendment to the procurement policy, allowing oversight committee to determine need to RFP for professional services contracts, to the Finance Committee for consideration was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted.

- Medicare Advantage Health Insurance Renewal – over 65 health insurance renewal. He should have final bids by the Finance Committee. Humana is the low bidder with a 5.3% increase.

OTHER BUSINESS:

CLERK OF THE BOARD – The meeting recorder is not working properly and needs replacement. A motion to transfer funds between line items in the Clerk’s budget to purchase a recorder and forward budget amendment to the Finance Committee was moved by Mr. Shaw, seconded by Mr. Armstrong and adopted.

The meeting adjourned at 3:55 P.M.

Respectfully submitted,

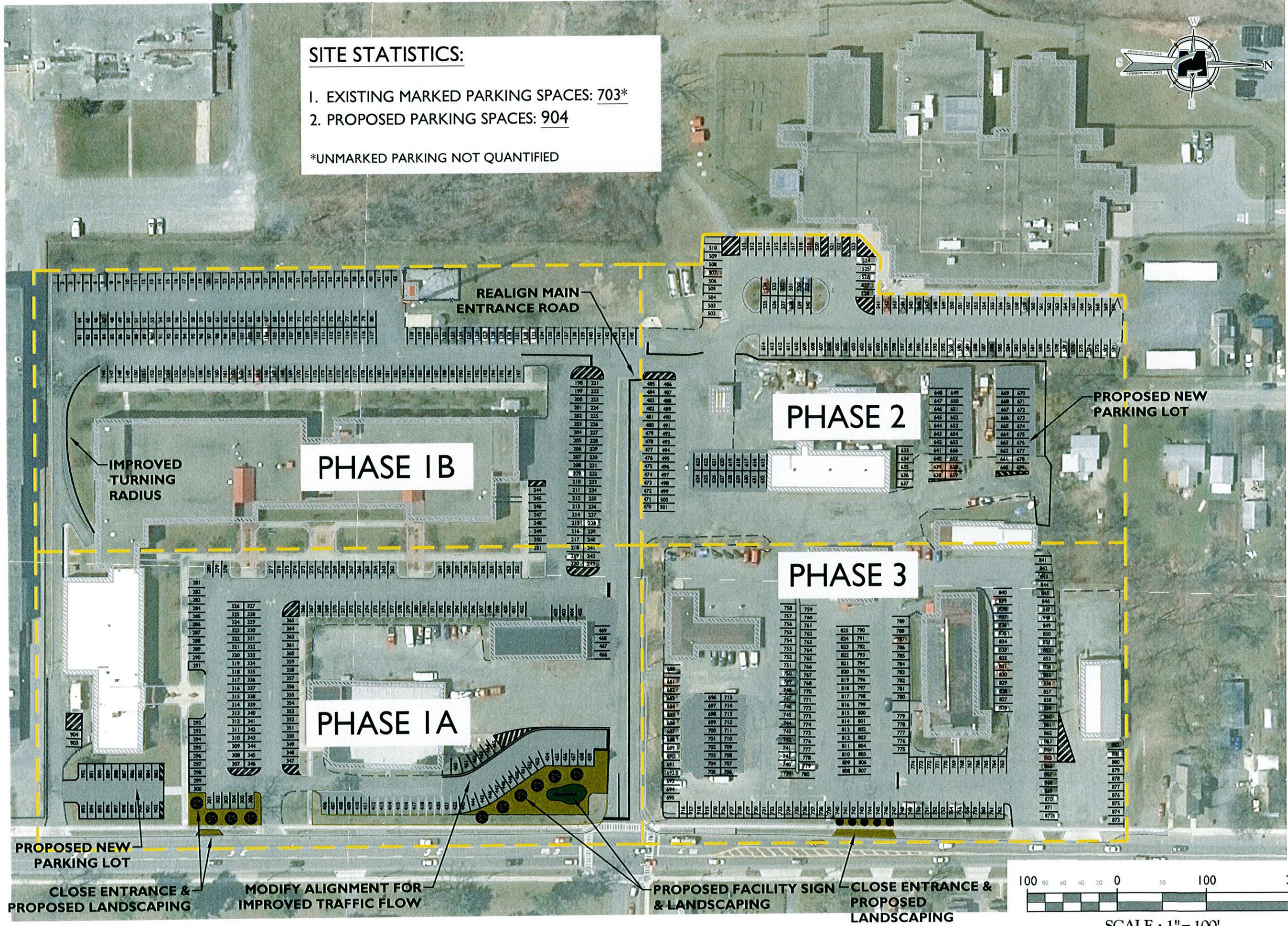
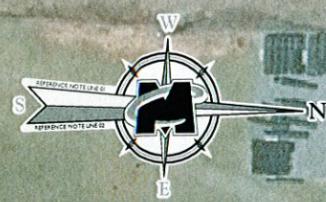
*Debra Prehoda, Clerk
Washington County Board of Supervisors*

811 PROTECT YOURSELF
 ALL STATES REQUIRE NOTIFICATION OF EXCAVATORS, DESIGNERS OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN ANY STATE
 Know what's below.
 Call before you dig.
 FOR STATE SPECIFIC DIRECT PHONE NUMBERS VISIT: WWW.CALL811.COM

SITE STATISTICS:

- EXISTING MARKED PARKING SPACES: 703*
- PROPOSED PARKING SPACES: 904

*UNMARKED PARKING NOT QUANTIFIED



REV	DATE	DRAWN BY	DESCRIPTION

REV	DATE	DESCRIPTION

PARKING LOT IMPROVEMENT PROJECT FOR

**PARRY STREET TO SOUTH ACCESS ROAD
 FORT EDWARD, NY**

ALBANY OFFICE
 18 Computer Drive East
 Suite 203
 Albany, NY 12205
 Phone: 518 459 3252
 Fax: 518 459 3284

SCALE: AS SHOWN	DATE: 08/30/16	DRAWN BY: BDR	CHECKED BY: DAF
PROJECT NUMBER: 01827PDR	DRAWING NAME: C-LAYT		

SHEET TITLE:
PROPOSED SITE PLAN

SHEET NUMBER:
 2 of 3

**WASHINGTON COUNTY
MUNICIPAL CENTER COMPLEX
CAPITAL RESURFACING PROJECT
PARKING AREAS AND SERVICE ROADS**

INTERVIEW

AUGUST 31, 2016

Dan Sweetland, Project Liaison

Todd Humphrey P.E., Project Principal

C&S Engineers Inc.

KEY ISSUES

- Budget – select economical repairs to maximize coverage
- Schedule – contain construction to one season, including staging
- Access – minimize inconvenience to public and employees
- ADA – accessibility for all
- Stormwater – keep disturbance under one acre

DISPLAY BOARDS

Figure 1 – Aerial Map

Figure 2 – Pavement Sections

Figure 3 – Work Schedule

RECEIVED

AUG 24 2016

Washington County
Real Prop. Tax Serv.



VILLAGE OF ARGYLE
WATER DEPARTMENT
Argyle, New York 12809

August 23, 2016

Laura Chadwick
Certified County Director
Washington County Offices
383 Broadway
Fort Edward, NY 12828

Dear Laura,

Re: Proposed Construction of Filtration Building
Washington County Parcel at Summit Lake
Village of Argyle Water System

As you are aware the Village of Argyle had water system capacity issues last fall and had to import water from Fort Edward to keep our water tank full. Since that time we have put a new well in service and have been able to meet the demand.

NYSDOH felt it necessary to issue a "consent order" and threaten a fine due to our lack of water supply and since that time we have developed a preliminary engineering report which is currently under NYSDOH review. The report recommends that we locate a new well site, drill a new well and tie it into our existing system. In addition we are proposing to construct an alternate water supply, a small filtration plant that would take water from Summit Lake, only to help with a similar situations such as last fall.

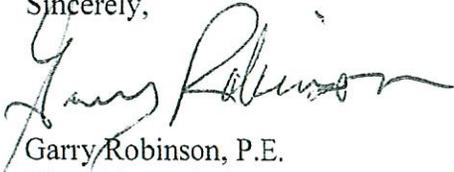
We have utilized Summit Lake as an emergency supply for the last 30 years but NYSDOH has indicated that unless there is treatment of the lake water we cannot use it. As such we have proposed to install a small alternate water supply system that would take water from Summit Lake pump it through a cartridge filtration system and send it into our distribution system. We are proposing that the filtration building would be located across the driveway from Well #2 just off of Miller Road.

Our plan would be to drop a dry well into the lake near shore and run a pipeline into the proposed 12'x16' shed (filtration building), run the water through a series of filters and discharge the treated water into the existing water line that runs from the lake through the Well #1 Pump House, where it is chlorinated and feeds the Village. I have attached a copy of the tax map that gives the approximate location of the proposed facilities.

We are writing to ask permission to utilize parcel 189.-2-16 to locate the building, piping, electric service, etc. We would provide complete design of the system including all required permitting and receive approval from NYSDOH prior to moving forward with any construction.

If you have any questions or require any further information please do not hesitate to call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read "Garry Robinson". The signature is fluid and cursive, with a large initial "G" and a long, sweeping underline.

Garry Robinson, P.E.

Water Commissioner

Phone: 518-695-3655

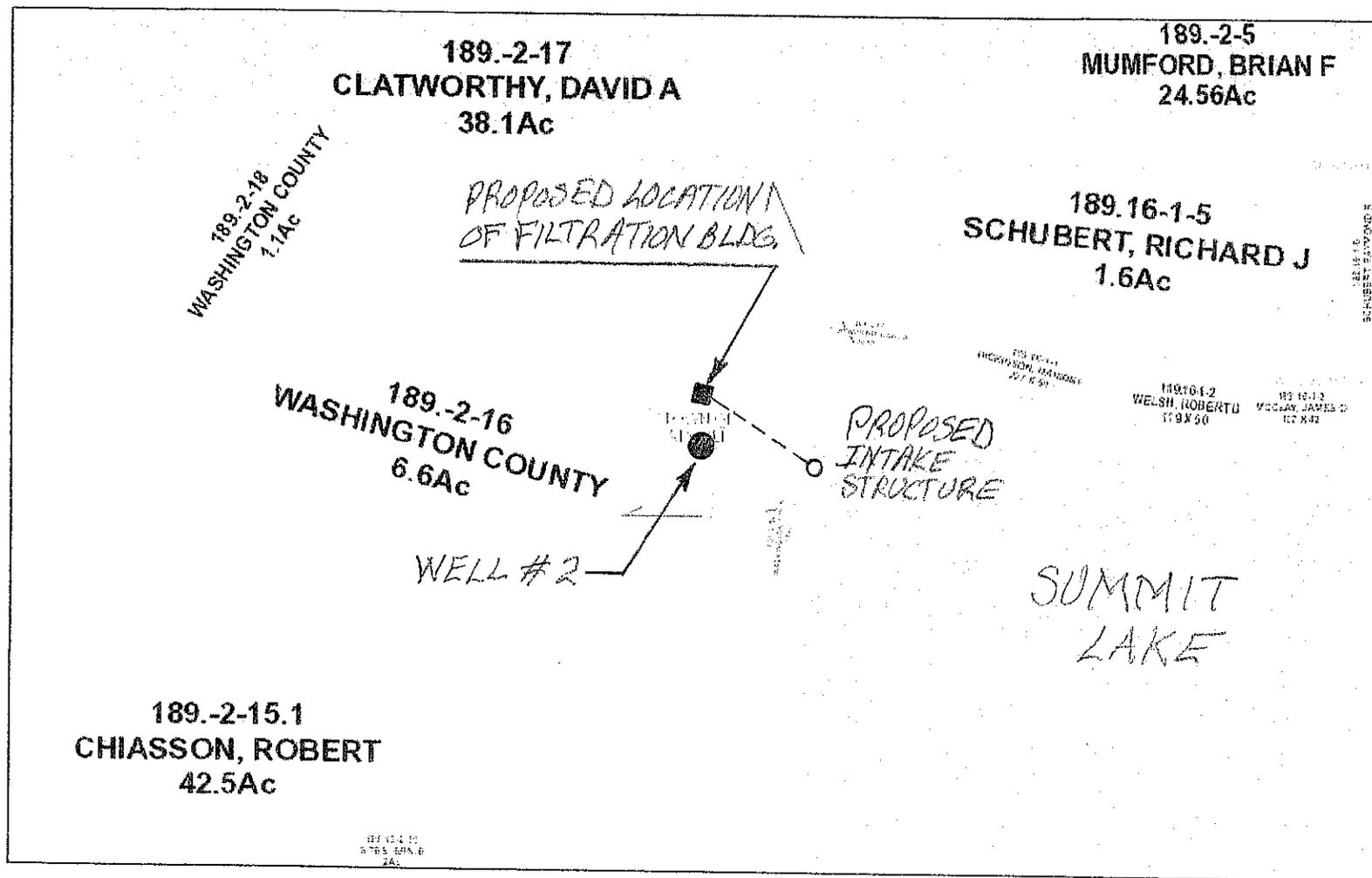
Cell: 518-796-4265

Email: grobinsonpe@gmail.com

Cc: Wes Clark, Mayor

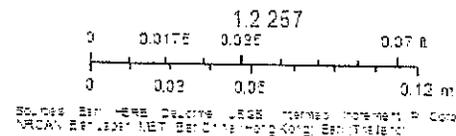
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Argyle Filtration Building



August 23 2016

- | | | | | | |
|--|----------|--|-------------------|--|------------------------|
| | Hamlets | | Parcels | | Airports |
| | Villages | | Land Hooks | | Fairground |
| | Towns | | Washington County | | Town and Village Halls |



August 31, 2016

The Information Technology Department is charged with the responsibility to efficiently manage computer services supporting the business needs of Washington County departments. This includes analyzing business practices and recommending solution as it relates to technology, specification, purchase and maintenance of equipment, planning and maintenance of county network infrastructure and remote connections, development, training and support of computer applications and use of computer equipment..

Work In Progress on 2015 IT Improvement Plan

Project Title	Estimated Completion
Firewall Replacement	Completed August 7, 2015
Internal Intranet Site Redesign	Q2 16 (June 23, 2016) Technical component complete. Rollout dependent upon departmental update of content, rollout plan
Wireless Expansion	Q4 15 – Q4 16(December 31, 2016)Building B 2 nd floor, DPW Car Pool, DPW main shop, building out B basement and 1 st floor
DPW Connectivity to County Barns and Parks	Q4 15 – Q4 16(December 31, 2016) All barn time clocks converted except Whitehall (ready 9/1/16) and Putnam (awaiting antenna) Next steps computer installations, 5 of 7 readied.
Server Operating System Updates	Completed December 29, 2015
Amicus Attorney Upgrade	Q3 16 (September 30, 2016) Server build
Core Switch Assessment/Replacement (Phase I Core/Phase 2 Campus)	Q4 15 – Q1 17(January 31,2017) Awaiting 100 amp power in data closet for uninterruptible power supply
Upgrade Veteran Record System (agency budget)	Q3 15 – Q1 17(January, 31,2017) Various products demonstrated. Identified solution. Budget source pending
Public Health Medent (agency budget)	Q4 15 - Q4 16 (December 31, 2016) Completed. Identifying archival record solution
Sheriff Mobile Replacements (agency budget)	Completed December 15, 2015
Disaster Recovery	Q4 15 – Q416 (December 31, 2016) Ongoing

Work in Progress on 2016-2017 IT Improvement Plan

Project Title	Estimated Completion
Storage Upgrade (backend infrastructure)	Q4 2016 Reviewing quotes, architecture
Kronos Updates, Consulting, Mobile Manager, Absence Manager	Q2 2017 Not Yet Funded
Security Assessment/Risk Management/Awareness Training	Q1 2017 Partially Funded – Awareness
Video Software/Storage (2 yr cost)	2017 Not Yet Funded. Re-evaluate
DPW Shop	Completed July 29, 2016
DPW Project Tracking	2017 Not Funded. Re-evaluate
Always On Meeting Room/Workflow Analysis	Q4 2016 Not Funded. Re-evaluate
Financial Management	Completed/Live August 8, 2016 though other modules such as Asset Management, eSuite Payroll forthcoming
Agisent Expansion to Local Police Departments (agency budget)	Q4 2016 Not Funded. Re-evaluate