

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
FEBRUARY 22, 2016

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Shaw

SUPERVISORS: Henke, Hicks, Fedler, Moore, Idleman, Shay

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Harrison Steves, Supt. Bldgs. & Grnds

Karen Pratt, Director IT

Laura Chadwick, Director Real Property Tax Services

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 21, 2016
- 3) Department Requests/Reports:
 - A. Buildings & Grounds – Monthly Updates
 - B. Real Property
 1. Auction Date: June 18, 2016 @ Kingsbury Firehouse
 2. Printer Needs
 3. Parcel in Greenwich 237.5-5-11, 1-3 Cabel St. Tax Sale
 - C. Information Technology – Department Update
 - D. County Administration
 1. Travel Policy Review – Overnight Exceptions
 2. Rick Assessment Policy
 3. Managed Print Solutions RFP
- 4) Ethics Board
- 5) Lake George Park Commission Request to Serve as Lead Agency Under SEQRA for Lake George Aquatic Invasive Species Prevention Program
- 6) Other Business
- 7) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the January 21, 2016 meeting was moved by Mr. Gang, seconded by Mr. Armstrong and adopted.

ACKLEY BUILDING – Village of Cambridge Mayor Carman Bogle addressed the committee and distributed the attached handout, Disposition of Former Ackley Building. Also in attendance, John Patterson and Sara Kelly, Village Board member. She stated this past year they took down a building known as the Ackley Building that had posed a public safety threat for the last ten years. She stated the public safety threat outweighed the cost to have the building demolished. The building had gone into disrepair for far too long. This building was in between two other buildings and attached to one of the buildings so when the Ackley building started to cave in, it was pulling the one building because they had adjoining roofs and looming over another business. The demolition of the building took place in January. This is a very small lot approximately 45' x 70'. She stated it was very costly to do this work estimating about \$540,000 exceeding the \$500,000 loan amount. The village took out a loan to pay this expense and will be paying \$100,000 per year for the next five years. They do have a judgement against the property owner and a lien against the property but the property owner has gone delinquent with his taxes and the property is now at the point where the County can file deed to the property. Once the County takes the property, their judgement and lien are gone leaving them no way to recoup any monies. The mayor stated if they could own the property then they could turn that into something for the community. She asked if the County does take title to the property if the County would consider giving it to the Village of Cambridge. The amount due in back taxes is \$14,116. The Treasurer stated the County will not

take possession until the night before the tax sale auction which is scheduled for Saturday, June 18th. He stated you can advise him now how you want him to proceed and any action required, resolutions, will be done at the appropriate time. A motion that if the County takes possession of this property that the recommendation is that it be turned over to the Village of Cambridge was moved by Mr. Skellie and seconded by Mr. Campbell. Discussion. Roger Wickes, County Attorney, stated at the time of the sale, we will have further discussions. He stated when that eventuality happens, the parcel will be pulled from the sale and a resolution will go to the full Board. The motion that if the County takes possession of this property that the recommendation is that it be turned over to the Village of Cambridge was moved by Mr. Skellie, seconded by Mr. Campbell and adopted.

DEPARTMENT REQUESTS/REPORTS:

BUILDINGS & GROUNDS – Harrison Steves, Superintendent, addressed the following items with the committee:

- Monthly Updates, handout on file:
 - Had Annex 1 tested for mold at the request of the Public Health Director in response to concerns from employees. Detected three little spots of mold that would not cause any health issue and those areas will be cleaned.
 - Cleaning Ptacs in Annex 1- Cleaning the ventilating units that are 20 years or older and he is going to start replacing five or six a year with new units.
 - Wiring in the last machine for HWY Weld Shop and the project will be complete.
 - Carpeting Treasurer's office
 - Finishing up Building Management Project – working on air balancing and a few other odds and ends.
 - Mixing Valves at Municipal Center and Law Enforcement Center Cleaned – He has hired a plumber to come in and teach staff how to do this.
 - Installing acoustical panels in Dispatch to quite noise and echoes.
 - Installing UPS at Colfax
 - Working with Mike Mercure on layout for new Public Defender offices in Building C.
 - Having Building Management alarms texted to my cell phone.
- 2016 Projects:
 - Construct Public Defenders Office and does not anticipate it will be too costly. The highest cost will be heat and AC to make the area comfortable. This is mostly hallway or storeroom area being turned into an occupancy area. The basement of Annex 2 will be converted to storage space. Construction is an eligible cost under the Public Defenders distribution funds from the State; Hurrell-Herring does not cover construction.
 - Construct bigger waiting room for WIC – redesign entrance to Director's office paid for with WIC funding.
 - Drainage north side of Annex 1- This has been a problem for years and DPW has drawn up plans to further improve.
 - Replace front door, carpet and sheetrock Annex 1
 - Repair small retaining wall at Annex 1
 - Finish removing switch gear in 'A' basement
 - Dix Avenue Head Start will be having school year round. May need to do some remodeling and rearranging.
 - Finish hooking up Fort Edward Highway Barn, Buildings and Grounds Garage and Annex 2 up to generator.

- Parking Lot Paving – The money is still there but there are a lot projects perhaps with greater priority. The County Administrator stated possibly pave just the front parking lot which is in worse condition than the parking area in the back of the building. They also mentioned creating additional parking in front of the building.
- Building Security - The County Administrator stated that he has discussed with the Superintendent of Buildings and Grounds and has some capital improvements that he would like to recommend. He stated most of the immediate need focuses on building security. He distributed the attached handout and discussed item #4 – Building Security updates RFP. A Safety Planning Team with the following members: County Administrator, Public Safety, Safety Officer, Personnel Officer and Sheriff, was created and will be doing assessment and planning. The building does not have a public announcement system. The current fob system is very cumbersome and cannot be expanded. They are looking into moving toward a building access system which would allow them to fob every door. The County Administrator would like all employees to wear ID tags (currently not mandatory) and he would like the ID to become the fob. They also discussed putting bollards outside of the entrances to Building A and B, increase camera coverage in areas of concern and reconfigure Building A lobby and make Building B the main entrance with a security station. Possibly RFP for a vendor to make these changes. The County Attorney recommends the ID and building/office access be separate. Many employees are concerned about their personal safety.

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

- Tax Sale Auction will be held June 18, 2016 at the Kingsbury Firehouse. Needs to contract with Auctioneer and requesting that he do additional paperwork, forms. Keeping the 6% buyer's premium. A motion to authorize a contract with Auctions International for auctioneer services was moved by Mr. Campbell and seconded by Mr. Skellie. Discussion. The Treasurer recommends waiting until it is known if the Auctioneer is doing the paperwork, forms. The motion to authorize a contract with Auctions International for auctioneer services was moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
- Printer Needs – Copier was purchased in 2002 and the 2008 printer is making noise and not working and another printer was purchased in 2012. The cost to repair the printer is \$850. She worked with Information Technology and determined a new HP printer/scanner would cost \$13,638. Offered two hundred dollars for trade in on old copier. Her office has GIS grant funds remaining in the amount of \$13,500. This printer/scanner is really a plotter. The price includes five years of maintenance, \$3,122. A motion to amend budget for purchase of printer/scanner (plotter) for Real Property and forward to the Finance Committee was moved by Mr. Gang, seconded by Mr. Armstrong and adopted.
- Tax Sale Parcel – Parcel is in the village of Greenwich located at 1-3 Cabel Ave, tax map #237.5-5-11. Thanked Harrison Steves, Superintendent of Buildings and Grounds, for securing the building. Sold at auction and the bidder did not follow through and a second bidder bid \$10 and was approved but also did not follow through with purchase. She suggested maybe taking the building down. The property has had code violations. Mr. Campbell recommends putting it back in this year's auction and it is currently on this the left over bid list and available. The Treasurer stated next month he plans to talk about properties on the tax sale foreclosure list with potential liabilities.

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

- Program Updates:

- Electronic Voting – She stated they did initially investigate a product and electronic voting was brought up at the last meeting and asked if this was something that should be pursued. She stated there is a program that looks at electronic voting and work flow from agenda item to vote, and the electronic voting module is about \$500 per month (the program is very modular) and that is software alone not devices. Chairman O'Brien stated he feels the first step if the committee wanted to pursue this would be to sit down and figure out what the parameters are for electronic voting; what is required by open government laws, any other policies or laws and develop a policy to follow and then find the software and equipment. Chairman Henke stated it does not cost us any money to say aye or no. Mr. Hicks stated the vote always went Argyle to Whitehall and by the time Kingsbury voted, you could pretty much determine the outcome of the vote. The Clerk now calls the vote randomly starting with different towns. He stated this solves most of the problem and the vast majority of our votes are not roll calls. Chairman O'Brien stated you can do a paper ballot if there are concerns. Consensus of the committee was to leave it the way it is.
- Email Encryption – Concern with privileged information in emails. Chairman O'Brien would like to find out what department needs are. Items of concern are union negotiations, social security numbers, etc. Karen stated part of this is an education part; do departments know what they should and should not be sending via email, what are they using it for. She stated part of this is recommending what should and should not be done besides any encryption. The County utilizes google apps for government which is different from the average user google and business. There are no ads and they do not take our data. Chairman O'Brien stated perhaps check to see if we are using the right system. The County Administrator and Information Technology Director will set down, talk to departments and come back to committee.

COUNTY ADMINISTRATION – Chris DeBolt, Director, addressed the following items with the committee:

- Travel Policy Review – The travel policy states: “An overnight stay requires a minimum of at least sixty (60) miles travel from the Municipal Center. Exceptions must have separate committee approval.” Recommended to define the mileage and the starting point. Start at the County Municipal Center is in the policy. A motion to change to 60 mile radius was moved by Mr. Skellie, seconded by Mr. Campbell and adopted.
- Risk Assessment Policy – For the committee's information, for several years this has been the only audit finding; the lack of a Risk Assessment policy. He received a few policy examples from our auditors; basically a policy indicating one central location for all internal controls. He will work with the examples provided and the County Treasurer and hopefully bring a draft policy to the committee in April. Treasurer stated he believes taking broad strokes with fiscal issues will satisfy the auditors and a lot of the cash handling has now been centralized solving some of the risk; departments no longer collected their own cash. The County Administrator stated the County is doing things properly but the auditors would like to see it in a document.
- Managed Print Solutions RFP – He would like the committee's approval to prepare and release an RFP for a managed print solution for the County. He feels it is an opportunity to save significant money. Real advantage is having a vendor that is in charge of one consolidated, overarching program for all of our printing needs. This would take maintenance off IT hands. The County would pay a flat per page price for printing and the vendor would

provide toner, etc., handle repairs and guarantee us replacement machines within a specific time period. Several counties have recently gone out for these services and thought it was very worthwhile. Chairman O'Brien stated he had previously discussed with the former County Administrator going to centralized printing for the larger printers to be shared. The hardware can either be leased or purchased. A motion to authorize going out to RFP for managed print solutions was moved by Mr. Hogan, seconded by Messrs. Armstrong and Gang and adopted.

ETHICS BOARD: Chairman O'Brien stated the County does have an Ethics Board but most of the members' terms have expired. Resolution No. 39 dated February 15, 2013 appointed the following members to the Ethics Board:

Margaret Semanscin	Town of Hartford	4 yr. term
Leon Barkley	Town of Cambridge	4 yr. term
Adam Fish	Town of Kingsbury	3 yr. term
Patty Hunt	Town of Granville	2 yr. term
Phil Spiezio	Town of Greenwich	2 yr. term

Mr. Henke stated the State recommendation is not to have elected officials or employees on the Ethics Board. They recommend a completely outside membership. The County would have to change our policy to comply with the State recommendation. Chairman O'Brien asked should the ethics policy be reviewed. Roger Wickes, County Attorney, stated the policy is not the issue but when the Ethics Board met discussed ensued on the disclosure forms and could the form be changed and do they tell you what is necessary to know. He stated the Ethics Board is really a conflicts of interest board because people want to involve the Ethics Board with matters that do not involve conflicts of interest. The disclosure forms would identify if someone had a conflict of interest but they go into such a level of detail that people do not want to serve on Boards because they do not want to disclose that level of detail. Our Ethics Board/disclosure forms also cover our IDA appointments, Sewer District Board of Directors, ACC Trustees, etc. He does not believe the Ethics Board has ever met to hear a complaint. Chairman O'Brien stated the committee may want to review the disclosure forms. The County Attorney stated he will provide the entire law and forms and then talk about at the next meeting what level of detail we want. (Agenda Item for Next Meeting) Terms cannot be for more than four consecutive years. Three slots have expired; two employee/department head slots and one outside slot. Recommendations to fill the two non-elected/appointed slots should be forwarded to the Clerk of the Board for consideration at the next meeting. Chairman O'Brien stated also a department head nomination will be considered.

LAKE GEORGE PARK COMMISSION REQUEST TO SERVE AS LEAD AGENCY UNDER SEQRA FOR LAKE GEORGE AQUATIC INVASIVE SPECIES PREVENTION PROGRAM – The Lake George Park Commission has to do a SEQRA on their aquatic invasive species prevention plan and they need Washington County to sign off that we do not want to be lead agency. A motion to authorize the Chairman of the Board to sign the form indicating that Washington County does not want to be lead agency on the Lake George aquatic invasive species prevention plan was moved by Mr. Armstrong, seconded by Mr. Gang and adopted.

OTHER BUSINESS:

Chairman O'Brien requested a list of policies to review and a schedule to review those policies will be set up.

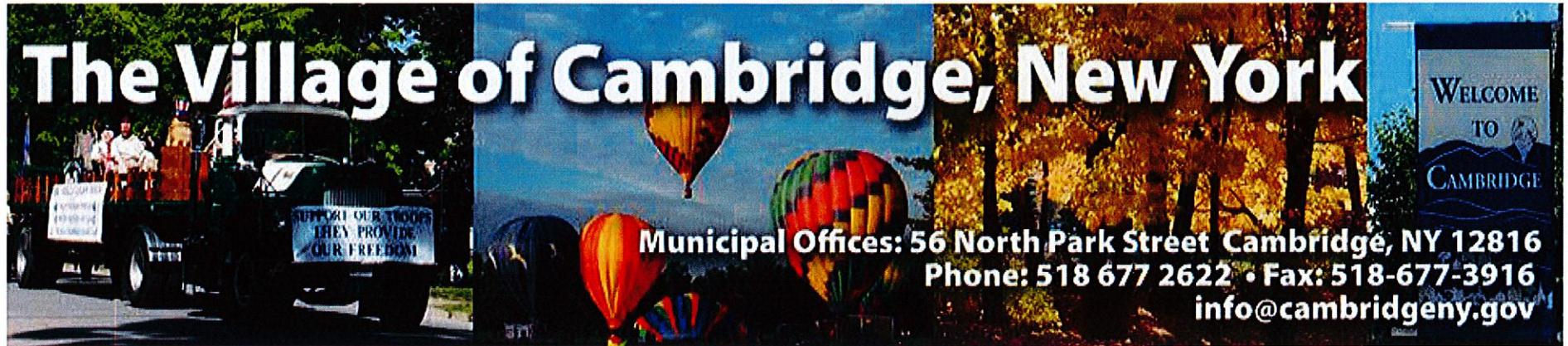
Clerk of the Board's 2016 Goals – handout attached.

Chairman O'Brien asked the County Administrator if the County should look into electronic archiving of data because he has heard there is a tremendously amount of paper storage.

A motion to adjourn was moved by Mr. Hogan, seconded by Mr. Gang and adopted. The meeting adjourned at 11:37 A.M.

Respectfully submitted,

Debra Prehoda, Clerk
Washington County Board of Supervisors



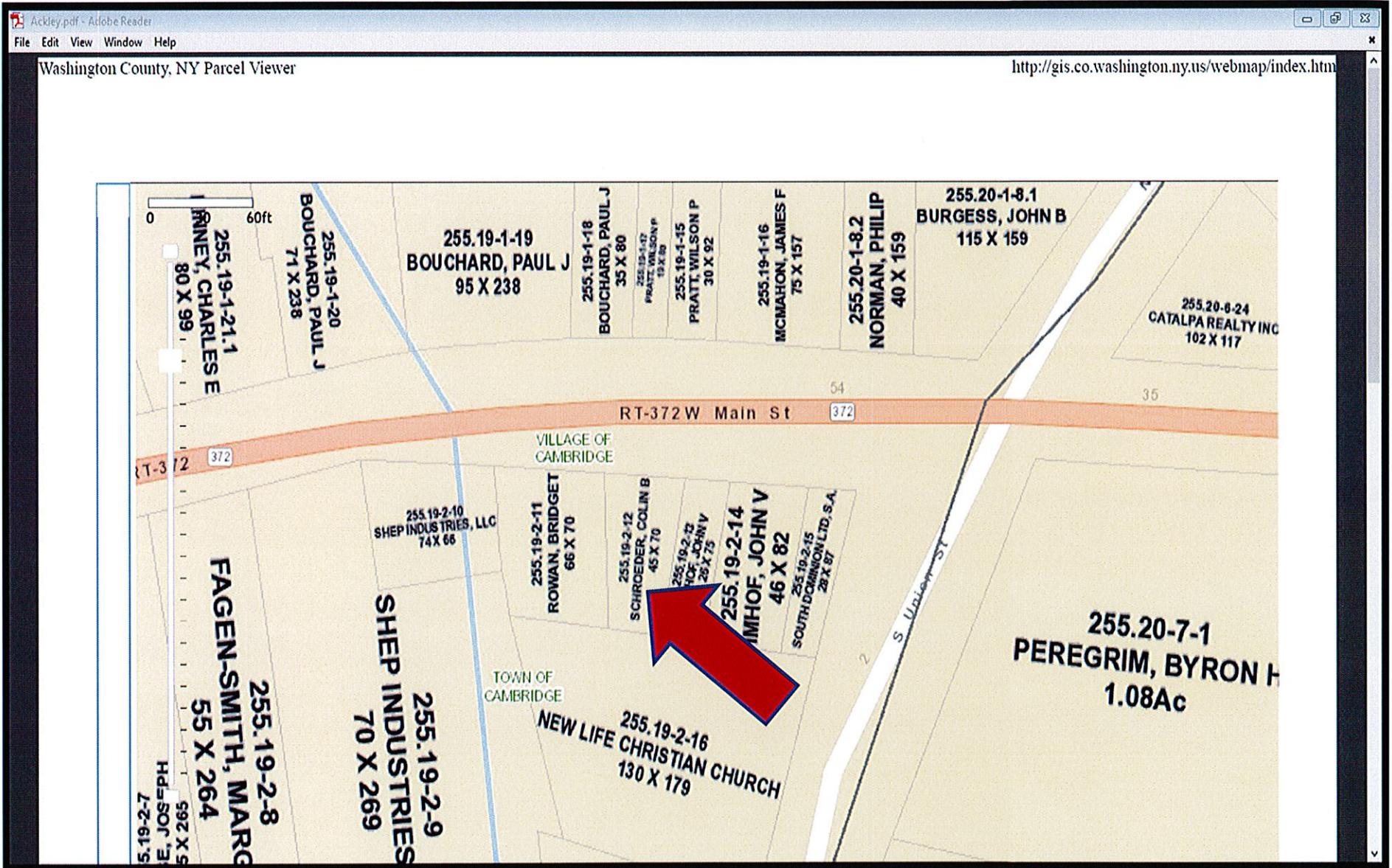
DISPOSITION OF FORMER ACKLEY BUILDING SITE

Mayor Carman A. Bogle
Village of Cambridge

BOTTOM LINE

- The Village of Cambridge would like to take possession of the parcel upon which the Ackley Building used to stand.

BACKGROUND (1 of 3)



BACKGROUND (2 of 3)



BACKGROUND (3 of 3)



ACKLEY SITE TODAY



FACTS IN SUPPORT OF THIS REQUEST

- The Village has already paid over \$500K for the removal of the condemned building
- The Village committed well over a year's worth of efforts negotiating and executing the demolition and its second-order effects (e.g. legal)
- At present, the Village has a judgment and lien against the current owner of the lot

VILLAGE INTENTION

- Community Purpose
 - A community space (e.g. green space, information kiosk)
 - Strong opportunity for community input and buy-in
 - Will look for input from Washington County economic development staff as to possible opportunities to monetize site

QUESTIONS?



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Government Operations Committee February 22, 2016

1. Travel Policy Review – Overnight Exceptions
 - a. APPROVAL (2) currently reads:
“An overnight stay requires a minimum of at least sixty (60) miles travel from the Municipal Center. Exceptions must have separate committee approval.”
2. Risk Assessment Policy – A lack of a Risk Assessment Policy has been a negative finding of our financial audit for considerable period of time.
 - a. Policy is a centralized place for all internal control policies as well as prescribing a periodic review of these controls.
 - b. Policy will assign a Risk Assessment Officer and outline procedures for the systematic review and reporting of existing internal controls, their compliance with existing statutes and regulations.
 - c. Goal is to have a draft to the committee by April Government Operations Committee meeting.
3. Managed Print Solutions RFP –
 - a. Currently, printing solutions within the County are not coordinated by any one entity.
 - i. Purchasing oversees the purchase of copiers
 - ii. IT approves all printer purchases (ideally), but major emphasis is on compatibility.
 - iii. Each Department manages their consumables; Purchasing does try to keep some of the most common consumables in stock.
 - iv. Hardware support is provided by IT.

- b. This RFP would allow us to explore whether there are efficiencies and savings to be had by implementing a comprehensive managed printing solution for all Departments.
 - i. Vendor would supply and support all hardware, removing burden from Purchasing and IT and implementing uniformity across all departments.
 - ii. Vendor would be responsible for providing all consumables. Would eliminate the need for Departments and Purchasing to hold any consumables in stock.
 - iii. Software would be implemented to influence printing decisions to inform and encourage employees to print in the most economical means possible.
 - iv. RFP would require that replacement hardware be provided within 24 to 48 hours, and an acceptable level of downtime would be specified.
 - v. Several counties that have recently gone this route have experienced significant savings.
- 4. Building Security Updates RFP-
 - a. Employee safety and building security have been ongoing issues.
 - b. We have created a Safety Planning Team consisting of: Co. Administrator, Public Safety, Safety Officer, Personnel Officer and Sheriff. Currently doing assessment and planning.
 - c. Currently we have needs for:
 - i. Notification system (PA type system to allow notification of everyone in the building in case of an emergency).
 - ii. Comprehensive building access system.
 - iii. Bollards outside of Entrances A and B.
 - iv. Increased camera coverage
 - v. Security/Information presence in Lobby of Building B
 - vi. Reconfigure Lobby of Building A to limit public access to building and better secure County Clerk's Office.
 - d. As the Safety Planning Team progresses in their assessment and recommendations, we would create an RFP for a vendor to implement these.

CLERK OF THE BOARD - 2016 GOALS

Engage in Opportunity to Start New with Financial Accounting System – Use the transition to a New Financial Accounting System under the Direction of the Treasurer as an Opportunity to start new with Financial Accounting System Engaging Staff to Actively Participate to Expand Comprehension of the System and Address Adjustments to Voucher Processing Procedure as necessary with the Installation of the New System with expected installation completed during July 2016.

Work on Continuing to Address Archiving Permanent Storage Documents/Document Maintenance during the period prior to the budget process, September 2016.

Continue to review, identify and implement changes for continuous improvement of office operations to enhance services and delivery of information.

Dated: February 22, 2016