

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JUNE 20, 2016

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hicks, Fedler, Moore, Idleman, Haff, LaPointe, Pitts, Shay

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

Stephanie Lemery, County Clerk

Jeff Curtis, Commissioner BOE

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 23, 2016
- 3) Presentation – Bill Nikas – Special Assessments on Real Estate Property
- 4) Department Requests/Reports:
 - A. Buildings & Grounds
 1. Add Building Maintenance Helper Position
 2. Salary of Lifeguards
 3. Piping on Complex Boilers
 4. Monthly Updates
 - B. County Clerk
 1. Remote DMV Update
 2. Replacement for Archivist – Retiring in September
 - C. Board of Elections
 1. Printing Envelopes
 2. Bulk Mailing for Mail Check Cards
 3. Elections
 - D. Real Property
 1. Auction Update
 2. Full Value Tax Rates - Handout
 - E. Information Technology
 1. Hosting of Old IFM Data
 2. Funding of 2016 IT Projects
 - F. County Administration
 1. Meal Reimbursement Rates
 2. Purchasing Policy Update (Professional Services)
 3. Weather Station – Kingsbury Transfer Station
- 5) Other Business
- 6) Adjournment

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

A motion to accept the minutes of the May 23, 2016 meeting was moved by Mr. Skellie, seconded by Mr. Armstrong and adopted.

PRESENTATION - Hudson Falls Village Representatives: Bill Nikas, Attorney Village of Hudson Falls, and Hudson Falls Mayor Barton in attendance. The following handouts were distributed: a copy of Washington County Board of Supervisors Resolution No. 34 of 1997, The Cost of Remediation is Prudent Community Investment one page handout, Recovery of Remediation Costs via Tax Sale Levy 98 page packet, on file, and Intermunicipal Agreement between the County of Washington and the Village of Hudson Falls. Mr. Nikas addressed the committee regarding a special assessment on real estate property. The recovery of remediation costs via tax sale levy packet contains information that the Village of Hudson Falls has embarked upon regarding procedures and codes in case other communities want to adopt the same procedures.

They had to adopt those procedures because the Village of Hudson Falls has a greater concentration of abandon homes due to foreclosures. They also have situations where blight is contaminating neighborhoods and their residents are getting sick and tired of their property values decreasing because of it so they adopted some pretty strict codes and they are enforcing them. The Village has been aggressive enough to advance monies when the property owner is long since gone and hasn't maintained the property. So it may be as simple as a pool that is left uncovered and is a safety hazard, broken windows which are attracting vandalism, the Village goes in with the local Board of Health documenting the unsafe conditions and code violations and then sets up a hearing where the landowner is put on notice and the bank which has a mortgage on the property. Under traditional code enforcement, if the village advanced say \$5,000 to remediate a property, the Village could file a lien against the property but that lien sits behind that mortgage, in second place so when there is a foreclosure, more times than not the value of the property does not cover the mortgage, the mortgage foreclosure property closes out the Village lien and the village is out their money. This is an issue that has been going around the State for a long time and the Attorney General addressed whether they could add these remediation expenses to the tax bill and call it a tax. So when the village tax bill gets sent to the bank for payment, they have a choice of paying that bill which includes the remediation expense or not and if they don't pay it is relieved and eventually the County sets it up for tax sale and the property gets sold. If it is sold at tax sale, that mortgage lien of the bank is cancelled. The banks are not going to let their mortgages go, not going to forfeit their mortgage, for that additional remediation expense that the village put on that tax bill. But that scenario can be abused by a village/town adding an expensive remediation like demolishing a building and if that was put on the tax bill, the County would be out that money. The village would like to continue to be a part of our tax sale process by being allowed to add that remediation cost to the tax bill and coming to an agreement in writing where when the County sees a village relevy with remediation costs added, the County does not pay the village the remediation relevy expense and if the property ends up going to the tax sale process and a bidder bids enough to cover the tax lien including the remediation expense then the village gets its money back but if a tax sale of the property shows a shortage then the village does not get its money back. Mr. Nikas stated the ninety-eight page documents comes down to one sentence, the County does not lose a dime, the village takes the risk and it is a win win because the village gets to take advantage of the tax sale process. He believes it is in the best interest of the bank to pay the remediation expense. He is asking that the County Attorney consider the draft intermunicipal agreement which essentially states what he has explained. Intermunicipal agreement is attached and states the following:

“NOW, THEREFORE, IT IS HEREBY AGREED, by and between the County of Washington and the Village of Hudson Falls, as follows:

1. Upon the terms and conditions set forth herein, and notwithstanding Resolution No. 34 of 1997, the County hereby agrees to allow the Village to add remediation costs and other charges not directly attributable to the real property tax, (herein referred to as “special assessments”), to the Village real property tax bill assessed against the property or properties for which remediation costs have been expended.

2. In the event a Village real property tax bill to which a special assessment has been added is unpaid and returned to the County for relevy and collection of delinquent Village taxes, the County shall initially reimburse the Village for the amount of the real property tax portion of the bill only. The County shall then proceed in its usual course to include the subject property in the County's public auction of tax sale properties.

3. The amount of the special assessment shall be reimbursed to the Village upon redemption, or, from the net proceeds of the County's tax collection process to the extent that the

tax sale auction proceeds exceed the amount due the County for all charges directly attributable to the relieved Village real property taxes. In the event that the proceeds from the sale of the subject property are insufficient to cover the entire amount of the special assessment, the county shall have no obligation to reimburse the Village for any such deficiency or shortfall.”

Chairman O'Brien asked Mr. Nikas if he has an idea of how many properties he is talking about and an estimate of what type of funds they plan to designate to remediate these properties. Mr. Nikas stated the village can only budget so much money for a remediation fund; i.e. \$20,000. They plan to pick and choose their battles. This would be a case by case basis. Properties with a bank mortgage where it is likely the value of the house will motivate the bank to pay that and if not the village will not take a chance. Mr. Nikas stated most of the properties he is talking about are in foreclosure. These homes depreciate everyone's home in the neighborhood if they are not addressed. Discussion ensued. The Treasurer stated according to Real Property Tax Law, the village is made whole and he does not believe you can separate out taxes and remediation expenses for payment to the village. He makes the village whole for the amount they turn over to the County. Mr. Nikas stated the Attorney General will allow them to enter into this type of agreement as he has proposed. Chairman O'Brien stated the County needs to look at the impact of this proposal and also if other villages/towns opted to do the same and the impact to the County budget and tax sale. Mr. Haff stated this proposal is melding two different issues; stating the Attorney General mentions public safety concerns. Chairman O'Brien stated a bill was passed on Saturday addressing zombie properties. Mr. Nikas stated that bill does not go far enough. In response to concerns about what could happen, Mr. Nikas stated let's give it a try and if we find it is being abused suggested adding a termination clause that the County will not do it anymore. He is looking for a win win for everyone. The County Attorney stated he is advising the Board that he does not think this proposal is permissible. Mr. Haff stated we all agree there is a problem and need a solution and what that solution is, is the discussion. He recommends strongly supporting the NYS Abandoned Property Relief Act of 2016. Mr. Hogan stated it seems the concerns are with the cost to the County and if this is legal. The County Treasurer recommended that Mr. Nikas provide him with that opinion of the Attorney General and bring that back to committee because that is a game changer. Chairman O'Brien suggested the County Attorney look into it also and table this issue until the next meeting. Mr. Haff suggested having someone from the Assembly explain the timeline for the NYS Abandoned Property Relief Act of 2016. Mr. Hogan stated the NYS Insurance Department under financial services currently has a complaint form in place to address vacant properties and asked Mr. Nikas and Mayor Barton if it had ever been used in the village. Mr. Nikas stated he has not heard of that as a tool to accomplish what they are trying to do. Mr. Hogan mentioned concern that we are shifting cost to the taxpayers. He thinks the burden has to be on the banks and financial institutions that put us in this condition. Chairman O'Brien stated we also need to look at the bills pending and bills passed. He asked for the consensus of committee to have Mr. Nikas/this proposal come back to the next meeting in July and the committee approved.

DEPARTMENT REQUESTS/REPORTS:

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

- Building Maintenance Helper Position – Requesting to add a Building Maintenance Helper on the cleaning/night crew with an anticipated expense for this year of \$14,720 and \$29,336 for 2017, not including fringe. This position is not included in his budget but he has had a position that was not filled for two months and overtime expenses have been low and possibly will have enough funds to cover. He wants to add this position for additional work that the night crew

has picked up. He has been down a position since 2008 and it has never replaced. A motion to recommend approval of the Building Maintenance Helper position and move to the Personnel Committee for consideration was moved by Mr. Campbell, seconded by Mr. Shaw and adopted.

- Salary for Lifeguards – He was told there was interest in raising the salary of the Lifeguard positions and that might be beneficial to attract candidates. Currently, he is adequately staffed. This will be addressed at budget time.
- Piping on Complex Boilers – Paul Martin, Sigma Psi Engineering, is coming to review efficiency because this work possibly should be done when the pumps are replaced which were already approved. He will also look at an electrical problem involving IT.
- May Monthly Updates: handout on file.
 - Constructing wall for DPW Deputy's office
 - Finished steps and sidewalk at St. Paul's Head Start
 - Eastern Heating project for St Paul's Head Start is almost complete (one floor left to do)
 - Helping DSS clean out a house in Granville – charging his labor expenses back to the estate.
 - Installed TVs in Public Safety conference room
 - Making brackets to install 84" monitors at the Law Center
 - Helping DPW set up 4" sump pump to be run off generator
 - Have a meeting with Paul Martin on June 22nd to look at boiler piping and electrical for 100 amp UPS for IT department.
 - All commercial buildings need CO detectors – He was just advised of this requirement at a cost of approximately \$30 each.

COUNTY CLERK - Stephanie Lemery, County Clerk, addressed the committee:

- Remote DMV Update - Finally up and running. Very pleased with results and has provided all Supervisors with the remote DMV schedule indicating towns and dates. The County Clerk stated that Julie Hunt, DMV Supervisor, has gone over and above getting notice of the service out to the public. Mr. Campbell asked if we knew if they were customers that normally came in to the office and is there any problem with staff handling this workload with staff out on the road. The County Clerk stated no major problem with staff handling workload and no idea if these are new customers. Mr. Shaw stated this is a service and worthy of the cost. The Treasurer suggested asking the customers how did you register last year.
- Archivist Retiring September 10th – They have put in the request for a test but probably not this year. Requesting to backfill on a provisional basis. She would like to have this person train with the Archivist for one month before he retires. His last day is around the end of August. A motion to move request to backfill Archivist position (creating temporary position until he retires) to Personnel Committee recommending approval was moved by Mr. Gang and seconded by Mr. Campbell. Discussion. The County Clerk would like to advertise this position and she was directed to work with the Personnel Department. The motion to move request to backfill Archivist position (creating temporary position until he retires) to Personnel Committee recommending approval was moved by Mr. Gang, seconded by Mr. Campbell and adopted.

BOARD OF ELECTIONS – Jeff Curtis, Commissioner Board of Elections, addressed the following items with the committee:

- Printer – Need envelopes printed up for absentee ballots; mail out, mail back, double sided oath. They would like to use the printer in Cambridge, A&M Printers. They are requesting to order 2000 each with an estimated cost of \$750 to \$800. Chairman O'Brien asked if they

received three quotes and they have not. BOE will get the required three verbal quotes.

- Bulk mailing for Mail Check Cards – They applied to mail out at a standard non-profit mail price. It should save approximately \$3,000 in postage.
- School Elections – Eight schools used our machines and everything went well. The schools are charged.
- Probably a Republican Primary in the 113th Assembly District on September 13th.

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

- Auction Update – Auction was held on Saturday with over 170 registered bidders and 42 parcels sold.
- Full Value Tax Rates – handout attached.
- County Owned Properties – Distributed a list of Washington County owned properties, attached. Supervisor Henke will ask the Argyle town Board if they are interested in the pumping station and water works parcels and how much they are willing to pay for it. Need feedback from DPW Superintendent on the gravel pits and report back for next month's meeting. Agenda item for next month.
- Transfer Stations – April started the 4th year of the lease agreement. The County Attorney stated they are still working on title issues at the Whitehall Station. The lease payments are current.

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

- Hosting Old IFM (financial) Data – Converting to a new financial system and there is seventeen years of data on the old system. The Treasurer needs to utilize the old data. The data can be hosted internally or externally. Social security numbers are included in this old data and that is a concern for where the data is hosted. If hosted externally, where it is hosted, who has access and is it even in the US. There are over 75 questions they ask the vendor to determine our risk. External hosting/maintenance cost about \$1800, \$13,800 with software, and internally the cost is \$4800, \$22,800 with software. With external hosting, we have to way our risk. The vendor for the IFM system is no longer going to support that software unless it is on the new platform. The new platform will allow the Treasurer to access the seventeen years of data. The software has already been funded at \$12,000. The Treasurer recommends moving to the new platform. The discussion is the hosting. The IT Director recommends determining our risk prior to determining internal or external hosting. The Treasurer and IT Director will determine the hosting risk and bring back to the next meeting.
- Three (3) Provisional Candidates for an open position in the department and they are going to begin the interview process.
- Funding 2016 IT Projects, handout attached. 2016 projects outsourced requiring funding totals \$7,174 – Amicus Attorney \$0, Upgrade One Net Access – Public Health \$437, Mobile Fleet Update – Sheriff Patrol cars \$3,062 and Body Cameras to build environment to house software plus potential storage cost \$3,675. The 2016 project not yet funded totals \$71,000 and includes Storage Upgrade Project \$63,000 and Remote Access Platform \$8,000. A motion to move setting aside \$330,000 (excess money from 2015 that went back to the General Fund) to capital project fund and forward to the Finance Committee for consideration was moved by Mr. Campbell and seconded by Mr. Armstrong. Discussion. \$668,883 is the excess 2015 carried forward in the General Fund. 2017/2018 projects not funded on 2015 – 2018 initiatives totals \$344,472. The Treasurer stated he would like to know what can realistically be done between now and next year. Mr. Shaw asked if this decision to put monies

in a capital project has to be done prior to the budget process. The Budget Officer stated put it where it needs to be. The Treasurer stated for the first time in five years, fund balance will be used so he likes to hold on to it. The motion to move setting aside \$330,000 (excess money from 2015 that went back to the General Fund) to capital project fund and forward to the Finance Committee for consideration was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted. Mr. Shaw opposed. The storage upgrade project has to be done for other projects to move forward.

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

- Meal Reimbursement Rates (Non Union) - It was brought to his attention by some department heads and employees that the meal reimbursement rates should be looked at. With the help of the Treasurer and Personnel Director, a table showing various county meal reimbursement rates was generated, handout attached. He recommends the Livingston County rate. The Budget Officer would like to see some numbers on how a change would impact the budget. Chairman O'Brien requested that the County Administrator calculate the budget impact for making such a change and report back next month.
- Procurement Policy, attached. – Specifically made some changes regarding professional services contracts and some other miscellaneous errors. CWI was added to the list of preferred vendors. There were dollar amount changes on pages 8 and 9 and the main changes are on page 15 – added a section under M/WBE section added State Contract and Piggybacking and page 9 – requirements that apply to all Profession Services contracts regardless of whether or not an RFP is issued to retain such services. Section A on page 15 will be removed. A motion to adopt Procurement Policy was moved by Mr. Hogan, seconded by Mr. Campbell and adopted. This will be forwarded to the full Board for approval.
- Weather Station at Kingsbury Transfer Station – Contacted by the SUNY Research Foundation as part of the Governor's Weather Net System to put a weather station at our Kingsbury Transfer Station. They have one in Schuylerville and one along the canal in Whitehall and the Kingsbury Transfer Station is about equal distance to those two places. They are looking for a thirty year commitment to locate this weather station so they are going to municipalities. The area they are looking at is on the compost facility area, 30' x 30'. No payment attached to this request. No benefit to the County. Committee concurred no interest in pursuing.

OTHER BUSINESS:

COUNTY TREASURER - Al Nolette, County Treasurer, addressed the following items with the committee:

- Consider a change to Fixed Asset Policy – The new accounting software will allow us to pursue two different tracks, one for control and one for depreciation. Currently, anything costing \$100 and has a three year useful life is considered a fixed asset. The new system will allow tracking real capital fixed assets at a level we determine and he is recommending \$5,000 and still keeping the lower level things. A motion to approve change to Fixed Asset Policy as requested by Treasurer, to reflect change in capital fixed assets at a \$5,000 level was moved by Mr. Campbell, seconded by Mr. Hogan and adopted. (Policy to full Board.)
- Change in Investment Policy - The bank is now offering him a product that is an investment account that instead of .15 is going to pay .35 because they don't have to securitize the money. They will spread the money out over banks. All funds are FDIC insured. A motion to

approve change to Investment Policy was moved by Mr. Gang, seconded by Mr. Skellie and adopted. (Policy changes to the full Board.)

- Tax Sale – provided a brief tax sale update. 42 parcels, \$362,340 tax liability, \$877,100 total auction sales (a record) with a surplus over tax lien of \$514,759 (a record.) Also a record number of bidders.

The meeting adjourned at 12:40 P.M.

Respectfully submitted,

Debra Prehoda, Clerk
Washington County Board of Supervisors

Resolution No. 34 Jan., 17, 1997
By Mr. Banks

TITLE: To Establish the Policy of the County of Washington Concerning the Re-Levy of Charges Upon the Tax Rolls for Charges Other Than Real Property Taxes

WHEREAS, the several Towns and Villages of the County have had the policy of levying charges for services such as snow removal, demolition costs, and other charges not directly attributable to the real property tax upon their various tax rolls, and

WHEREAS, it has been the policy of the County of Washington not to reimburse those charges when the tax rolls of the various Towns and Villages are returned to the County; now, therefore be it

RESOLVED, that the County of Washington will not reimburse charges levied upon the tax rolls of the several Towns and Villages of the County not directly associated with the Real Property Tax., and be it further

RESOLVED, that a copy of this resolution shall be sent to the clerks of the various municipalities.

BUDGET IMPACT STATEMENT: The County makes whole all towns, villages and schools within the County for delinquent taxes. The County then takes the steps necessary to collect the back taxes. This is a codification of a longstanding County policy not to allow levying other charges against property to protect the County. There should be no impact to County finances other than it will not be responsible to reimburse for these items.

INTERMUNICIPAL AGREEMENT
BETWEEN THE COUNTY OF WASHINGTON
and
THE VILLAGE OF HUDSON FALLS

THIS AGREEMENT, made and entered into this ____ day of _____, 2016, by and between the COUNTY OF WASHINGTON, a municipal corporation with its offices at Washington County Municipal Center, 383 Broadway, Fort Edward, New York 12828 (hereinafter the "County"), and the VILLAGE OF HUDSON FALLS a municipal corporation with its offices at 220 Main Street, Hudson Falls, New York 12839 (hereinafter the "Village").

WITNESSETH:

WHEREAS, as a result of widespread economic conditions, many communities are facing the deteriorating aftermath of bank foreclosures, abandoned homes, and unmaintained properties; and

WHEREAS, in an effort to protect and preserve the values of its community residences and tax base, the Village has initiated a program of enhanced and strict code enforcement in order to address the resultant blight conditions existing in various areas of the Village; and

WHEREAS, an integral part of said code enforcement program includes the advancement of Village taxpayer funds to implement affirmative measures and actions to remediate conditions of unmaintained and deteriorating structures and premises within the Village; and

WHEREAS, the expenses of such remedial actions should properly be borne by the landowner whose property condition has required that such actions be taken; and

2. In the event a Village real property tax bill to which a special assessment has been added is unpaid and returned to the County for relevy and collection of delinquent Village taxes, the County shall initially reimburse the Village for the amount of the real property tax portion of the bill only. The County shall then proceed in its usual course to include the subject property in the County's public auction of tax sale properties.

3. The amount of the special assessment shall be reimbursed to the Village upon redemption, or, from the net proceeds of the County's tax collection process to the extent that the tax sale auction proceeds exceed the amount due the County for all charges directly attributable to the relevied Village real property taxes. In the event that the proceeds from the sale of the subject property are insufficient to cover the entire amount of the special assessment, the County shall have no obligation to reimburse the Village for any such deficiency or shortfall.

IN WITNESS WHEREOF, the County of Washington and the Village of Hudson Falls have each caused their corporate seals to be affixed hereto and these presents to be signed by Robert A. Henke, as Chairman of Washington County Board of Supervisors, and, by John Barton, as Mayor of the Village of Hudson Falls, both authorized to do so by lawful action of their respective Boards.

COUNTY OF WASHINGTON

Dated: _____ 2016

BY: _____

Robert A. Henke, Chairman

VILLAGE OF HUDSON FALLS

Dated: _____ 2016

BY: _____

John Barton, Mayor

THE COST OF REMEDIATION IS A PRUDENT COMMUNITY INVESTMENT.

HF is no different than many communities where the poor economy has resulted in a deterioration of many properties and their values. Municipalities have two choices: either do nothing and sit by while properties and property values continue to slide downward, or, take aggressive enforcement actions to remedy the conditions.

HF has chosen to attack the conditions before they spread and infect neighboring properties throughout the village. HF has adopted stricter code protections authorizing affirmative clean-up actions with the costs thereof to be recovered from the affected property.

The key word is "remediation". A successful remediation of a deteriorating condition will increase property values as well as the community's quality of life. The HF village portion of the tax base represents 26% of the total base. So, for every \$1,000 of increased assessed value attributable to remediation efforts undertaken by HF, 74% of it also collectively benefits the county, town and school.

Remediation actions take up-front money to be successful. HF is willing to advance those moneys and implement the necessary actions.....actions HF considers to be a prudent investment in the improvement of all our communities.

An integral part of those actions is to utilize the county's tax levy process to enforce recovery of HF taxpayer dollars expended. The tax levy process will take priority over any mortgages on the subject properties, thereby creating an incentive for banks to either pay the taxes, including the special assessments representing the costs of any remediation, or, to suffer the loss of the bank's lien on the property.

Since the current tax collection process, by revocable agreement, requires the county to pay HF for all unpaid village taxes, including special assessments added by HF, there is the possibility the county could pay out more money to HF than recovered at the county's tax sale. As a result, the county may consider canceling its agreement with HF to collect its taxes. Therefore, in those situations where a tax sale does not generate a bid sufficient to cover both the unpaid taxes and the special assessment, HF is willing to reimburse the county for the shortfall attributable to the added special assessment. This alternative is clearly more beneficial to all parties instead of the county revoking the tax collection agreement and requiring the village to set up its own costly tax collection system.

FULL VALUE TAX RATES - WASHINGTON COUNTY
Using the 2015 Assessment Roll

TOWNS	School District	2015 School Tax rate	2016 County Tax rate	2016 Town Tax rate	2016 Village Tax rate	TOTAL Tax rates	2015 Equalization rate	2015 Full Value Tax rate	2014 Full Value Tax rate	
Argyle (TOV)	Argyle	16.87	6.75	5.55		29.17	100.00	29.17	28.61	
	Greenwich	17.42	6.75	5.55		29.72	100.00	29.72	29.14	
	Hartford	17.98	6.75	5.55		30.28	100.00	30.28	29.76	
	Hudson Falls	13.61	6.75	5.55		25.91	100.00	25.91	25.57	
Argyle Village	Argyle	16.87	6.75	3.63	2.301283	29.55	100.00	29.55	28.90	
Cambridge (TOV)	Cambridge	16.61	6.96	3.89		27.46	100.00	27.46	26.88	
	Greenwich	17.42	6.96	3.89		28.27	100.00	28.27	27.55	
	Hoosick Valley	17.96	6.96	3.89		28.81	100.00	28.81	28.75	
Cambridge Village	Cambridge	16.61	6.96	2.28	9.069173	34.92	100.00	34.92	33.81	
			*1 Village tax rate equalized w/ 70.69 equal rate							
Dresden	Putnam	13.18	13.81	5.59		32.58	46.00	14.99	14.75	
	Whitehall	22.94	13.81	5.59		42.34	46.00	19.48	19.21	
			Fredericks Point Sewer Dist. parcels pay \$845.93/yr. additional							
			Huletts Landing Sewer Dist. parcels pay \$0.00/ yr. additional							
Easton (TOV) *2	Cambridge	784.68	314.32	153.85		1,252.85	2.12	26.56	26.12	
	Greenwich	821.74	314.32	153.85		1,289.91	2.12	27.35	26.78	
	Hoosick Valley	847.10	314.32	153.85		1,315.27	2.12	27.88	27.98	
	Schuylerville	963.13	314.32	153.85		1,431.30	2.12	30.34	30.18	
	Stillwater	573.53	314.32	153.85		1,041.70	2.12	22.08	22.69	
Village of Greenwich	Greenwich	821.74	314.32	23.14	516.47169	1,675.67	2.12	35.52	34.89	
			*2 Using average fire dist. tax rate 18.35 per/th							
			*3 Village tax rate equalized w/ 2.12 equal. rate							
Fort Ann (TOV) *4	Fort Ann	13.08	6.26	3.42		22.76	100.00	22.76	22.31	
	Hartford	17.98	6.26	3.42		27.66	100.00	27.66	26.96	
	Hudson Falls	13.61	6.26	3.42		23.29	100.00	23.29	22.77	
	Lake George	6.79	6.26	2.33		15.38	100.00	15.38	15.37	
	Whitehall	10.55	6.26	3.42		20.23	100.00	20.23	19.85	
Hadlock Pond Dam Dist.	Fort Ann	13.08	6.26	7.29		26.63	100.00	26.63	26.46	
Fort Ann Village	Fort Ann	13.08	6.26	1.34	3.4505	24.13	100.00	24.13	24.04	
			*4 Used average fire dist. tax rate 1.46 per/th							
Fort Edward (TOV)	Argyle	19.39	7.59	6.00		32.98	87.00	28.69	28.29	
	Fort Edward	20.12	7.59	6.00		33.71	87.00	29.33	29.56	
	Greenwich	20.02	7.59	6.00		33.61	87.00	29.24	28.81	
	Hudson Falls	15.64	7.59	6.00		29.23	87.00	25.43	25.25	
	Schuylerville	23.47	7.59	6.00		37.06	87.00	32.24	32.21	
Fort Edward Light Dist.	Hudson Falls	15.64	7.59	6.39		29.62	87.00	25.77	25.57	
F.E. Light & Sewer #2	Hudson Falls	15.64	7.59	7.38		30.61	87.00	26.63	26.42	
FE Light & Water #1	Hudson Falls	15.64	7.59	6.58		29.81	87.00	25.93	25.57	
FE Light, Water 1 & Sewer 2 Water Dist. #2	Hudson Falls	15.64	7.59	7.57		30.80	87.00	26.80	26.42	
Village of Fort Edward	Hudson Falls	15.64	7.59	10.71		33.94	87.00	29.53	29.53	
Village of Fort Edward	Fort Edward	20.12	7.59	4.02	12.48861	44.22	87.00	38.47	38.84	
	Granville (TOV) *5	Fort Ann	13.08	6.67	4.05		23.80	100.00	23.80	23.62
	Granville	16.50	6.67	4.05		27.22	100.00	27.22	27.02	
	Hartford	17.98	6.67	4.05		28.70	100.00	28.70	28.26	
	Whitehall	10.55	6.67	4.05		21.27	100.00	21.27	21.16	
Middle Granville Light	Granville	16.50	6.67	4.73		27.90	100.00	27.90	27.68	
No. Granville Light	Granville	16.50	6.67	4.71		27.88	100.00	27.88	27.67	
No. Granville Light & Water	Granville	16.50	6.67	6.71		29.88	100.00	29.88	29.41	
No. Granville Water	Granville	16.50	6.67	6.05		29.22	100.00	29.22	28.77	
Village of Granville	Granville	16.50	6.67	2.07	10.7381	35.98	100.00	35.98	34.98	
			*5 Used average fire dist tax rate .83 per/th							

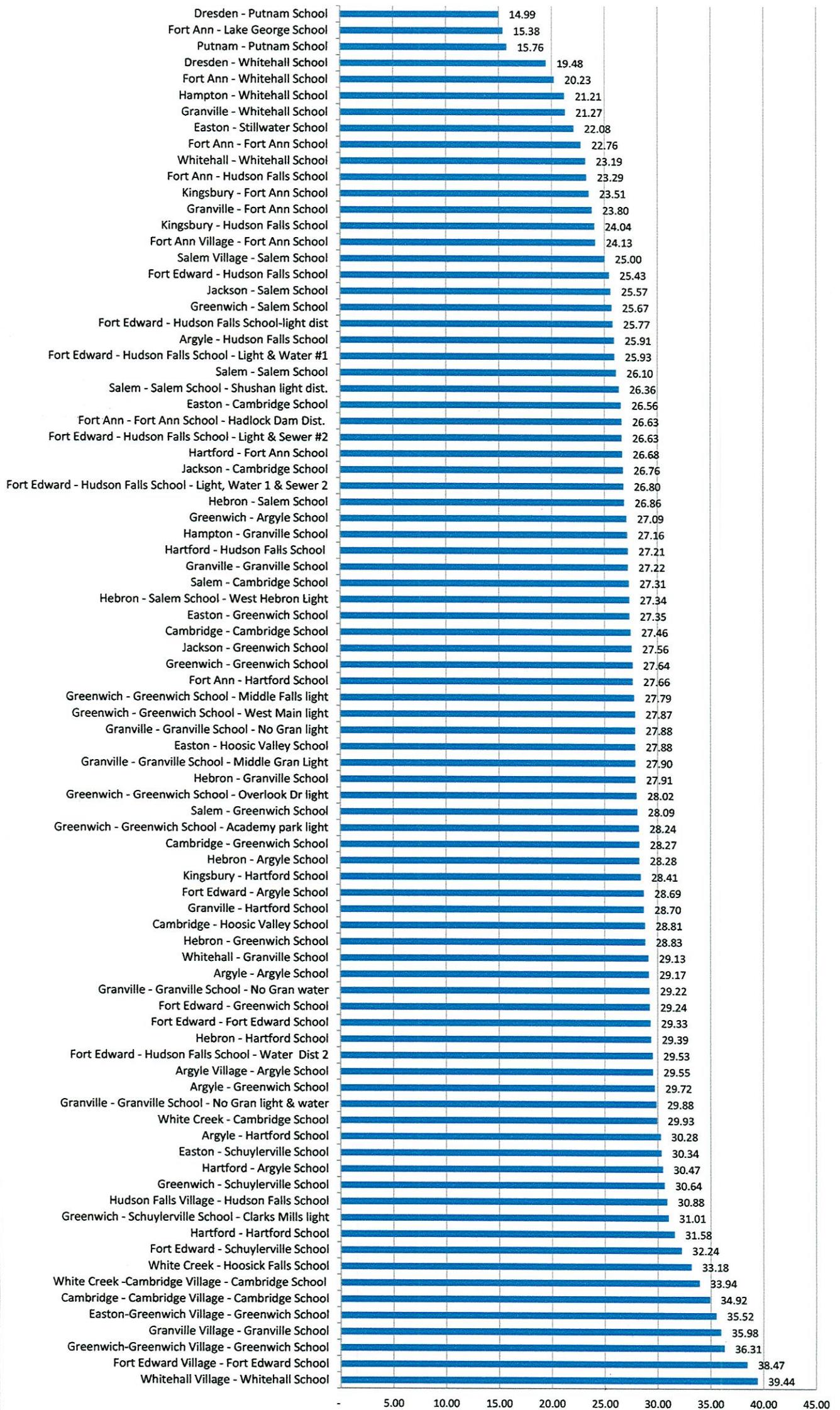
Tax rates are for the 2015 School, 2016 Town/County and 2016 Village.
Equalization rates used are the 2015 final rates.
Prepared by Washington County Real Property Tax Serv. dmh 6/3/2016

FULL VALUE TAX RATES - WASHINGTON COUNTY
Using the 2015 Assessment Roll

TOWNS	School District	2015 School Tax rate	2016 County Tax rate	2016 Town Tax rate	2016 Village Tax rate	TOTAL Tax rates	2015 Equalization rate	2015 Full Value Tax rate	2014 Full Value Tax rate
Greenwich (TOV)	Argyle	16.87	6.81	3.41		27.09	100.00	27.09	26.47
	Greenwich	17.42	6.81	3.41		27.64	100.00	27.64	27.00
	Salem	15.45	6.81	3.41		25.67	100.00	25.67	25.48
	Schuylerville	20.42	6.81	3.41		30.64	100.00	30.64	30.46
Middle Falls Light Dist.	Greenwich	17.42	6.81	3.56		27.79	100.00	27.79	27.13
Clarks Mills Light Dist.	Schuylerville	20.42	6.81	3.78		31.01	100.00	31.01	30.80
West Main Light Dist.	Greenwich	17.42	6.81	3.64		27.87	100.00	27.87	27.22
Academy Park Light Dist.	Greenwich	17.42	6.81	4.01		28.24	100.00	28.24	27.58
Overlook Drive Light Dist.	Greenwich	17.42	6.81	3.79		28.02	100.00	28.02	27.33
Village of Greenwich	Greenwich	17.42	6.81	1.13	10.949200	36.31	100.00	36.31	35.87
		Used average fire dist. rate .81 per/th							
Hampton	Granville	16.50	6.57	4.09		27.16	100.00	27.16	27.18
	Whitehall	10.55	6.57	4.09		21.21	100.00	21.21	21.32
		Used average fire dist. rate .52 per/th							
Hartford	Argyle	16.87	7.08	6.52		30.47	100.00	30.47	29.93
	Fort Ann	13.08	7.08	6.52		26.68	100.00	26.68	26.42
	Hartford	17.98	7.08	6.52		31.58	100.00	31.58	31.05
	Hudson Falls	13.61	7.08	6.52		27.21	100.00	27.21	26.46
Hebron	Argyle	16.87	7.11	4.30		28.28	100.00	28.28	27.66
	Granville	16.50	7.11	4.30		27.91	100.00	27.91	27.55
	Greenwich	17.42	7.11	4.30		28.83	100.00	28.83	28.17
	Hartford	17.98	7.11	4.30		29.39	100.00	29.39	28.80
	Salem	15.45	7.11	4.30		26.86	100.00	26.86	26.72
West Hebron Light Dist.	Salem	15.45	7.11	4.78		27.34	100.00	27.34	27.20
Jackson	Cambridge	48.89	20.02	9.79		78.70	34.00	26.76	26.31
	Greenwich	51.24	20.02	9.79		81.05	34.00	27.56	26.97
	Salem	45.41	20.02	9.79		75.22	34.00	25.57	25.51
		Used average fire dist. rate 1.37 per/th							
Kingsbury (TOV)	Fort Ann	13.08	6.66	3.77		23.51	100.00	23.51	23.24
	Hartford	17.98	6.66	3.77		28.41	100.00	28.41	27.89
	Hudson Falls	13.61	6.66	3.77		24.04	100.00	24.04	23.69
Hudson Falls Village	Hudson Falls	13.61	6.66	2.45	8.1604	30.88	100.00	30.88	30.18
Putnam	Putnam	6.06	6.32	3.38		15.76	100.00	15.76	15.70
Salem (TOV)	Cambridge	29.71	12.25	6.80		48.76	56.00	27.31	26.95
	Greenwich	31.11	12.25	6.80		50.16	56.00	28.09	27.61
	Salem	27.55	12.25	6.80		46.60	56.00	26.10	26.14
Shushan Light & fire Dist.	Salem	27.55	12.25	7.27		47.07	56.00	26.36	26.36
Village of Salem *6	Salem	27.55	12.25	4.85	0.000	44.65	56.00	25.00	29.44
		*6 Village of Salem Dissolved April 1, 2016							
		Used average fire dist. rate 1.56 per/th							
White Creek (TOV)	Cambridge	24.41	10.13	9.48		44.02	68.00	29.93	29.17
	Hoosick Falls	29.18	10.13	9.48		48.79	68.00	33.18	32.34
Village of Cambridge *7	Cambridge	24.41	10.13	2.03	13.337019	49.91	68.00	33.94	32.76
		*7 Village tax rate equalized w/ 70.69 equal rate & 68 equal rate							
Whitehall (TOV)	Granville	16.50	6.75	5.88		29.13	100.00	29.13	28.78
	Whitehall	10.56	6.75	5.88		23.19	100.00	23.19	22.93
Village of Whitehall	Whitehall	10.56	6.75	3.34	18.786510	39.44	100.00	39.44	39.11
If using this chart to calculate your total tax amount you should allow for any applicable exemptions, IE: STAR, Veterans, Aged, etc.									

Tax rates are for the 2015 School, 2016 Town/County and 2016 Village.
Equalization rates used are the 2015 final rates.
Prepared by Washington County Real Property Tax Serv. dmh 6/3/2016

Full Value Tax Rates Using the 2015 Final Assessment Roll



Vacant Properties owned by Washington County

Presented to Govt. Ops. Comm. 6/20/16

<u>TOWN</u>	<u>TAX MAP NO.</u>	<u>LOCATION</u>	<u>ACREAGE</u>	<u>USE</u>
ARGYLE	189.-2-18	W/off Miller Rd.	1.10	Pumping Station-Argyle Center
	189.-2-16	Miller Rd.	6.60	Water Works-Pleasant Valley
DRESDEN	23.20-3-7	Lake George shore	6.30	County Beach (Lake George)
	23.20-3-7.1	Lake George shore	57 x 150	Waterfront w/leased dock "
FORT ANN	118.-1-24	Patten Mills Rd.	31.16	Former Fort Ann Landfill
	118.-1-26.1	Patten Mills / off	1.08	Boundary line adj.
	119.-1-17.3	Burquist Rd.	15.00	Gravel pit
	119.-1-17.2	Burquist Rd.	14.50	Gravel pit
	(Adjoins 110.-1-44) 119.-1-17.1	1371 Tripoli Rd.	82.60	Gravel pit
FORT EDWARD	164.-2-12.6	County Route 42	2.70	Road taking
	171.-1-8	Crn. St Rt. 197 & Ct Rt 42	170 x 120	Road taking
HEBRON	183.20-1-3	County Route 30 E/S	116 X 122	Res Vac Land/bridge const.
SALEM	234.-1-6.1	State Route 313	215x 127	Res vac land \ bridge const.

Prepared by Washington County Real Property Tax Serv. Lbc 6/16/16

WASHINGTON COUNTY OWNED PARCELS

<u>TOWN</u>	<u>TAX MAP NO.</u>	<u>LOCATION</u>	<u>ACREAGE</u>	<u>USE</u>
ARGYLE	189.-2-18	W/off Miller Rd.	1.10	Pumping Station-Pleasant Valley
	189.-2-16	Miller Rd.	6.60	Water Works-Pleasant Valley
	189.-1-12.1	St Rt 40/off	9.63	Cemetery
DRESDEN	23.20-3-7	Lake George shore	6.30	County Beach (Lake George)
	23.20-3-7.1	Lake George shore	57 x 150	Waterfront w/leased dock "
EASTON	235.-1-8.1	185 General Fellows Rd.	39.70	Landfill
	236.-2-17	2230 State Route 40	3.00	Highway Garage
FORT ANN	118.-1-24	Patten Mills Rd.	31.16	Former Fort Ann Landfill
	118.-1-26.1	Patten Mills / off	1.08	Former owner Town of Kingsbury
	119.-1-17.3	Burquist Rd.	15.00	Gravel pit
	119.-1-17.2	Burquist Rd.	14.50	Gravel pit
	(Adjoins 110.-1-44) 119.-1-17.1	1371 Tripoli Rd.	82.60	Gravel pit
	112.-1-9	11259 State Route 149	1.26	Highway Garage
	104.-1-8	311 South Old Route 4	3.75	Former Old Fox Chemical
FORT EDWARD (T)	163.5-2-37	403 Lower Main St.	1.1	Former Carwash
	(T) 163.5-2-53	20 Olive St.	109x150	Residence
	(T) 163.5-2-38	383 Broadway	22.20	County Complex
	(V) * 171.6-2-25.1	Notre Dame St. N/S	40 X 40	Sewage Plant
	(V) * 171.7-2-3	East St.	30 X 15	Res Vac Land
	(V) * 171.10-2-1	17 Cortland St.	6.86	Sewage Plant
	(T) * 163.14-1-16.1	Burgoyne Ave.	50 X 34	Res Vac Land
	(T) 164.-2-12.6	County Route 42	2.70	Road taking
	(T) 171.-1-8	Crn. St Rt. 197 & Ct Rt 42	170 x 120	Road taking
	GRANVILLE (V)	117.14-8-21.2	16 Church St.	100 X 220
(T) 126.-1-31.1		8536 State Route 22	5.00	Transfer Station
107.-1-37		2020 County Route 23	1.57	Highway Garage
GREENWICH	220.-2-30.1	291 Fiddlers Elbow Rd.	13.30	Transfer Station
HEBRON	168.-1-11	433 McKnight Hill Rd.	1.00	Radio Tower
	183.-1-3.2	3335 County Route 30	4.41	Highway Garage
	142.-3-3.2	1249 Big Burch Hill Rd.	100 X 100	Radio Tower
	142.-3-11	1248 Big Burch Hill Rd.	1.45	Relay Station
	183.20-1-3	County Route 30 E/S	116 X 122	Res Vac Land/bridge const.
JACKSON	248.-1-26	33 County Route 78	11.52	Transfer Station/Highway Gar.
	239.-2-56.3	98 Fire Tower Rd.	1.00	Radio Tower
KINGSBURY (V)	154.9-6-1.1	River St.	1.20	Head Start
	(T) 146.14-1-56	1219 Dix Ave.	1.80	Head Start
	(T) 155.-2-10.1	1612 State Route 196	66.14	Transfer Station
	(V) * 154.14-7-65.1	Bridge St.	1.70	Sewage Treatment
	(V) * 154.15-4-16	2386 Burgoyne Ave.	110 X 83	Pump Station
	(T) * 137.-2-22	24 Park Rd.	2.22	Sewage Treatment Plant
	154.17-1-4	45 Derby St.	42 x 90	Former Keen Oil
SALEM	216.-2-1.21	4279 State Route 22	120 X 315	Sheriff Satellite Office
	234.-1-6.1	State Route 313	215x 127	Res vac land \ bridge const.
WHITEHALL (V)	50.-1-3	12296 State Route 22	4.79	Transfer Station/Highway Gar.
	(T) 69.-2-3.2	2300 Upper Turnpike	2.00	Head Start (Grays Corners)

* Denotes owned by Washington County Sewer District #2

Compiled by Washington County Real Property Tax Service/lbc

As of June 16, 2016

For June Gov. Ops.

2016 Projects Outsourced Requiring Funding: (Total \$7,174)

Amicus Attorney - Practice management software in use in the County Attorney's office. Their current version is end of life, making it necessary to upgrade. We opted to upgrade to premium to take advantage of features. This requires a server build, migration and training, of which all will be outsourced once we complete an upgrade checklist. As of this writing, the server environment has been built (outsourced), and we are awaiting contact from Amicus to schedule the migration and training. The migration and training is already procured from Amicus. **Require \$0, listed for information only.**

Upgrade One Net Access - Public Health department. This is an alternate connection to the Health Information Network. There are five workstations that we need to upgrade this access at. Scope requires review of traffic routes, possible firewall rule changes, process update at and test at workstation, procedure review with end user. **Require estimated \$437.**

Mobile Fleet Update - Sheriff Patrol cars. One particular drive for this is that the server from which the vehicles receive Windows security updates, requires an update (the server operating system is end of life). With this, we have to touch each unit and modify. Additionally, we will be verifying the client version of J2, Symantec Antivirus and applying updates as necessary. There will also be a Verizon USB device refresh for the fleet. **Require estimated \$3,062**

Body Cameras - Sheriff Office. Scope not yet fully identified nor are we certain of plan moving forward and urgency of such. Currently, the Sheriff's Office has 6-8 cameras. Once we identify full scope of this, and sheriff office plan moving forward, we will be able to better estimate budget impact. **To start, require estimated \$3,675 to build environment to house software, plus potential storage cost (local verses cloud). This requires further review and conversation for total impact, particularly with respect to work flow and storage in relation to integration with current applications and end users. This will not be completed in 2016, but should be started as currently data is being recorded.** * Talk to Roger RE Policy

* Talk to Larry RE Negotiated.

2016 Projects Not Yet Funded: (Total \$71,000)

Storage Upgrade Project - With respect to any future projects requiring funding, the Storage Upgrade Project at an estimated cost of \$63,000 for hardware and labor. This project will follow the Core Switch Replacement Project. Once the Core Switch equipment is replaced in Q4/16, we will utilize the new Storage Area Network (SAN) - this all related to upgrading our backend infrastructure. Ultimately, the replaced SAN, (or the old storage) will be re-provisioned for Disaster Recovery Storage. **Require estimated \$63,000** 58,000 -> hardware
7,000 -> labor

Remote Access Platform - Additionally, we are looking to replace our current remote access platform as we are receiving an increasing demand for remote connectivity as well as we have outgrown the features of the current platform. To address the problem with the current users, we require \$8,000 to move each user to the new platform. Additionally, next year, we project we will require \$7,000 for other anticipated requests. **Require estimated \$8,000** 42 now 315/license

For Your Information, 2017/2018 Projects Not Funded on 2015-2018 Initiatives: (Total \$344,472)

Financial Management - The Treasurer's Office requires access to legacy data once we are live on the New World solution. The current Systems East IFM product is end of life and if we migrate this data, we will need to do so at a cost to convert data and license Treasurer's Office for historical lookup and limited reporting. While this can be hosted externally it is with risk. To host internally, requires estimated \$28,000, for virtual server build, software installation, training, annual support. Hosted externally, this is estimated at \$22,800 however, this is with risk, no security vetting, or contract language to address any security risks. Data includes social security numbers. **Require estimated \$28,000**

Black Creek Hardware replacement is an item on the radar though this was for future year. This has risen to the top of the list most recently with a backup server hardware failure. While we have repaired and put the unit back in operation, we need a plan for replacement or at least a contract in place to provide recovery in the event of failure. The Sheriff's Office has received a proposal to upgrade the Touchscreen/CCTV Digital Video System for a total of \$316,472. This was an initial proposal that the Sheriff Office requested to be broken out in detail. Does not include Watch Tour System which will be separate quote. We cannot do this work in 2016, but it should be on discussion list for upcoming year. At a minimum the end user clients should be upgraded if not the entire project. **Early estimate of \$316,472**

W



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OFFICE OF THE ADMINISTRATOR
WASHINGTON COUNTY MUNICIPAL CENTER
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MEMORANDUM

TO: Government Operations Committee

FROM: Chris DeBolt, County Administrator 

RE: Meal Reimbursement Rates

DATE: 6/20/16

The table below lists meal reimbursement rates for various counties within the State. There has been some discussion among employees and Department Heads that our current meal reimbursement rates are not adequate.

County	Breakfast	Lunch	Diner	Per Diem	Per Diem Metro
Washington	\$4.00	\$6.00	\$12.00	\$22.00	\$34.00
Cayuga	\$6.00	\$10.00	\$20.00	\$36.00	
Schenectady	\$7.00	\$10.00	\$20.00	\$37.00	
Wyoming	\$8.00	\$10.00	\$20.00	\$38.00	
Livingston	\$8.00	\$12.00	\$22.00	\$42.00	\$42.00
Chautauqua	\$7.00	\$11.00	\$23.00	\$51.00	\$51.00
Warren	\$11.00	\$12.00	\$23.00	\$51	\$59-\$74

CC: Stephanie Lemery, County Clerk

WASHINGTON COUNTY

Procurement Policy

"Purchase the best goods and services at the lowest possible cost to benefit the County and its taxpayers/residents"

****REVISED 7/15/16**
REVISED 2/19/16
REVISED 2/2/2000
AUTHORIZED PER RES NO 201 OF 6.15.01
ADOPTED IN COMMITTEE

INTRODUCTION

Pursuant to General Municipal Law (G.M.L.) Section 104-b, "goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption."

To further these objectives and in compliance with G.M.L. Section 104-b, the Washington County Board of Supervisors, by resolution, has adopted certain internal policies and procedures contained in this manual governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of G.M.L. Section 103 or of any other general, special or local law.

The purchasing function involves the procurement of materials, supplies, equipment, and services at the lowest possible cost consistent with the quality needed to meet the required standards of the County. Our goal is the promotion of the County's best interest through intelligent action and fair dealing which will result in obtaining the maximum projected value for each dollar expended.

Input from department heads and staff was solicited to develop this policy. This Policy will be reviewed annually by the Audit Committee.

ETHICS OF PURCHASING

In order to eliminate any suspicion of wrong doing, unfairness or conflicts of interest prior to any purchase of materials, supplies, equipment, or services, the Purchasing Coordinator and/or Requisitioner shall:

1. Consider the interest of the County in the betterment of its government.
2. Endeavor to obtain the greatest value for every dollar expended.
3. Be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with the purchasing procedures. Should such advice and/or suggestions have the appearance of being in conflict with the purchasing procedures, the Purchasing Coordinator and/or Requisitioner shall notify the Chairperson of the Audit Committee for an immediate clarification. The Chairperson will then notify the Audit Committee of the identity of the parties involved and the circumstances of any and all queries of this nature.
4. Strive for knowledge of municipal equipment and supplies in order to recommend items that may either reduce cost or increase municipal efficiency.
5. Insist on and expect honesty in sales representation whether offered verbally or in writing, through advertising or by providing samples of a product.
6. Give all responses equal consideration and the assurance of unbiased judgment in determining whether they meet specifications.
7. Discourage the offer of gifts which in any way might influence a purchase.

DEFINITIONS

1. **"Blanket Requisitions"** shall permit the department to purchase items on an "as needed" basis when there is no provision to maintain an inventory.
2. **"Board"** shall mean the Washington County Board of Supervisors.
3. **"Emergency"** under General Municipal Law Section 103(4) is: "in case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants require immediate action."
4. **"Equipment Item"** shall mean a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:
 - a. It retains its original shape and appearance in use.
 - b. It is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
 - c. It represents an investment of money which makes it feasible and advisable to capitalize the item consistent with the County's Fixed Asset Policy.
5. **"Invoice"** shall mean a document consistent with the County's Voucher Policy submitted by a vendor showing the items purchased, the amounts due and the terms of payment for items delivered or services rendered.
6. **"Mandated Sources"** or "New York State Preferred Sources" shall mean the N.Y.S. Department of Corrections, Industries for the Blind of N.Y.S. and the N.Y.S. Industries for the Disabled, or other agencies so designated by the State of New York and Community Work and Independence Inc. (CWI).
7. **"County"** shall mean the County of Washington

8. **"Professional and Personal Services"** shall mean those services which are provided to the County and which shall be exempt from the competitive bidding procedures as outlined in this policy.
9. **"Public Works Contracts"** shall mean items or projects involving labor or both material and labor and shall include, but not be limited to, construction, paving and repair contracts.
10. **"Purchasing"** shall mean the act of obtaining supplies, equipment, or services necessary to carry out a particular function of the County.
11. **"Purchasing Coordinator"** shall mean the person or persons designated to coordinate purchases pursuant to this policy.
12. **"Quotation" or "Quote"** shall mean a written or verbal offer by a vendor setting forth the terms on which they will provide the requested goods or services to the County.
13. **"Request For Proposal or R.F.P"** shall mean a request for prices on specified services.
14. **"Request For Quotes" or "R.F.Q"** shall mean a request for prices on materials, equipment or supplies.
15. **"Requisition"** shall mean a written request to the Purchasing Coordinator for one or more items or services necessary to carry on or improve a particular function of the County.
16. **"Requisitioner"** shall mean the official or department head, or the authorized subordinate, initiating a request for goods or services.
17. **"Specifications"** shall mean a written description of needed supplies, equipment, or services setting forth in a clear concise manner the characteristics of the items and/or services to be purchased, and the circumstances under which the purchase shall be made.

18. **"Supply Item"** shall mean any article which meets one or more of the following conditions:
- a. It is consumed in use.
 - b. It loses its original shape or appearance with use.
 - c. It is expendable, that is, if the article is damaged or some of its parts are worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
 - d. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
 - e. It loses its identity through incorporation into a different or more complex unit or substance.
19. **"Vendor"** shall mean a supplier of goods or services to the County.
20. **"Leases"** shall mean true leases, not subject to competitive bidding under General Municipal Law Section 103, and shall include leases of equipment with operators which equipment and operators are under the supervision and control of Washington County. Entry into leases shall not be "Purchasing" or "Public Works Contracts" hereunder, however provisions hereof otherwise applying to purchases and not consistent with Purchasing Procedures, Section IV shall likewise apply to Leases.
21. **"Purchasing Agent"** shall mean the individual Department Head, or his/her designee(s).

PURCHASING POLICY

1. The County Administrator will be responsible for developing, maintaining and overseeing the purchasing program of the County of Washington. The Administrator shall seek input from the Department Heads regarding the adequacy of the Purchasing Policy, at least once each year, and present any revisions deemed necessary to the Audit Committee for action by the Board of Supervisors.
2. The Purchasing Coordinator shall, in conjunction with Department Heads and/or their Designees, determine that items purchased pursuant to this policy are obtained at the lowest possible prices from responsible providers and shall maintain the supporting documentation.
3. Pursuant to G.M.L. Section 103, all purchasing contracts for materials, equipment, or supplies that involve an expenditure of over \$10,000 and all public works contracts exceeding \$20,000 shall be awarded only after public bidding pursuant to law for the solicitation of formal bids, unless purchased under State Contract or other New York State Preferred Sources. Items of a similar nature which are generally handled by one vendor should be grouped together for purpose of determining whether or not the limit is exceeded. It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchase Coordinator. Only the Purchase Coordinator, or his/her designee, is authorized to open and record such bids.
4. Each department which anticipates purchasing \$5,000 or more of a particular item or category of items, (i.e.: office supplies, janitorial supplies, equipment, etc.) will promptly notify the Purchasing Coordinator of the item and the anticipated amount of purchase for the year. It is the responsibility of the Purchasing Coordinator to determine whether the accumulated cost of a specific item used by more than one department will exceed the competitive bidding limits in a fiscal year and therefore be subject to competitive bidding requirements. It is the responsibility of the Department Head to determine whether it is advantageous to the County to bid any purchase contracts less than the statutory limits in 3 above.
5. Items commonly used in the County's various departments shall be uniform

whenever consistent with the operation goals and the interest of efficiency and economy. Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Coordinator and the Department Head or Designee. These lists shall be used as the basis for requisitioning.

6. It is the responsibility of the requisitioner to provide an adequate description of items needed in preparation for the bid specifications. The specifications should be written so as to restrict competition or otherwise preclude the most economical purchase of the required items.
7. Each Department Head is authorized to make purchases for his/her department within the guidelines of this policy. The Department Head may delegate this authority, subject to the approval to the County Administrator, and shall submit to the Purchasing Coordinator a list of approved names and signatures of designees in their department. All individual purchases of equipment costing \$400.00 or more must have the *PRIOR* approval of the Budget Officer. All individual purchases of equipment costing \$1,000 or more, which were not approved in the adopted budget, must have *PRIOR* approval of the standing committee overseeing the requisitioner's department. The term "individual" as used herein, refers to the total amount of that item of equipment on a requisition. For example, if a requisition is made for 3 printers costing \$150.00 each, for a total of \$450, that requisition would require the prior approval of the Budget Officer. **ATTEMPTS TO CIRCUMVENT THIS BY SUBMISSION OF MULTIPLE REQUISITIONS WILL BE REFERRED TO THE REQUISITIONING DEPARTMENT'S STANDING COMMITTEE FOR FURTHER ACTION.**
8. All computer related purchases, excluding supplies (i.e. ink cartridges, toner, etc.) must have *PRIOR* approval from the Director of Data Processing.
9. All officials and employees shall comply with the requirements of Article 18 of the G.M.L. and the County's Code of Ethics.
10. Unless prohibited, efforts should be made to solicit private industries and businesses in Washington County while maintaining the stated goals of this policy.
11. The purchase of products containing recycled material is encouraged whenever its quality is adequate, it is economically and functionally feasible, and it is within State regulations concerning local financial transactions.

12. Determination of vendors from which goods and services shall be leased shall follow the procedures set forth in Purchasing Procedures Section IV.

I. PURCHASING PROCEDURES

Requests For Proposals or Ouotes (R.F.P. or R.F.O.)

No quotations are required for the purchase of materials, supplies or services (except for professional services) aggregating less than \$400.00.

A minimum of three verbal quotes, as documented by the requester on the appropriate form, are required for purchases costing \$400.00 but less than \$3,000.00.

Three written quotes are required for purchases costing \$3,000.00 but less than \$10,000.00. Quotes should be attached to the appropriate requisition and submitted to the Purchasing Coordinator. Department Heads or Designees will only order from the vendor if it has been approved by the Purchasing Coordinator first, or if they are making an emergency purchase. Procedures shall remain consistent.

Guidelines For Quoting

Each department which anticipates purchasing \$5,000.00 or more of a particular item or category of items shall promptly notify the Purchasing Coordinator of the item and the anticipated amount of the purchase for the year for purchases of materials, supplies and equipment under \$10,000.00.

Up to \$499.99	No quotes necessary
\$500.00 to \$2,999.00	3 or more <u>verbal</u> quotes with written documentation
\$3000.00 to \$9,999.99	3 or more <u>written</u> quotes

(Quotes for perishable goods and goods for which needs frequently change (e.g.: polymers of waste treatment) should be quoted on a monthly basis or as the need is established, if more frequent)

All Public Works Contracts Under \$20,000.00

Up to \$499.99	No quotes necessary
\$500.00 to \$2,999.99	3 or more <u>verbal</u> quotes with written documentation
\$3,000 to \$19,999.99	3 or more <u>written</u> quotes

All awards from quotes shall be made to the lowest responsible vendor, if possible. Circumstances, which may dictate purchase from other than the lower quoter, (i.e. delivery requirements, quality or quantity requirements, known past experience of vendor, etc.) must be documented on the face of the requisition or attached thereto.

Professional Service Contracts

Up to \$4,999.99	No RFP required
\$5,000.00 and Over	On the recommendation of the Department Head and/or County Administrator using RFP to be at the discretion of the Board

If any department purchases or public works contracts are under bidding limits, but are expected to exceed the \$10,000/\$20,000 limit on a Countywide basis, discretion shall be used, inquiries made, and if appropriate, the bidding procedure will take effect.

RFP's for professional services costing up to \$4,999.99, will be evaluated and awarded by the Department Head. RFP's for professional services costing \$5,000.00 or more, will be evaluated by the Department Head and the appropriate Committee, and acted on by the Board.

The following requirements apply to all Professional Services contracts regardless of whether or not an RFP is issued to retain such services:

- 1) No provider will be compensated for professional or contractual services unless and until a contract for said services is approved by the Board of Supervisors and executed by the Chairman of the Board.
- 2) All services/projects must have a clearly-defined scope of work, agreed to in advance by the department, its oversight committee, and the vendor.
- 3) All vendors must include clear rates of compensation for their services or project either in the form of hourly rates or "not to exceed" figures including a clear statement of reimbursable costs and an estimate thereof.

- 4) Vendors are responsible for notifying the County, in advance, when, in their opinion, it is anticipated the originally agreed upon scope of work may be exceeded. Such notice must contain a reason for that assessment, a proposed new scope of work and the rates thereof.
- 5) All vendors must adhere to the Washington County Voucher Policy and must present proper documentation in a timely fashion so as to ensure prompt payment by the County.

Requisitions

The purchase of all materials, equipment, supplies, and services not otherwise covered by bids or excepted from the Purchasing System, shall be originated on the County's approved Requisition Form.

The Purchasing Coordinator and/or Department Head or Designee is designated to review the requisition form for completeness and approve or deny the requisitioner's request. Each Department Head shall be responsible for compliance by him/herself, and his/her subordinates, to the purchasing procedures as herein stipulated and that the items ordered and their subsequent costs are within the budgetary appropriations.

The proper requisition form will be provided by the Purchasing Coordinator. The requisition must contain the following information:

Date of Requisition

Title of the Department

Current budget line item code

Complete description of product or service required including (if available):

- a. Description of item or service: if a specific brand is needed it should be specified on the form; if no such notation is made it is assumed that any comparable brand may be used.
- b. Catalog or model number
- c. Color or other distinguishing features
- d. Quantity desired
- e. Date needed
- f. Prices from a minimum of three vendors (if required by this policy).
- g. Suggested Vendor chosen (if not the lowest priced, a satisfactory written explanation is required)

h. Signature of Requisitioner

Upon approval, a purchase order will be produced and the requisition form will be returned to the requisitioner by the Purchasing Coordinator or his/her designee.

When the Department Heads prepare their vouchers for payment, the requisition form **MUST BE ATTACHED TO THE VOUCHER** and submitted to the Clerk of the Board for audit by the Board of Supervisors.

If the items ordered were taken from a current County bid sheet or from a valid New York State Preferred Source, the voucher shall contain the Bid Award Date or Contract #.

Blanket Requisitions

- A. Departments must submit blanket purchase orders to the Purchasing Coordinator for day-to-day requirements for small repair or replacement items, stock replenishment of the expendable supply store and/or contract/bid items for various bulk items needed on a monthly basis.
- B. The aggregate (total) for items of the same description or use will not exceed \$10,000 per annum.
- C. If it appears that this is the case, the Purchasing Coordinator will cancel such blanket purchase order and bid those items exceeding the \$10,000 bid limit.
- D. Those items normally used in day-to-day operations include: hardware, plumbing supplies, electrical supplies and automotive parts, and food for prisoners.
- E. When supplies are delivered or picked up, the person receiving the goods must sign for them; and the vendor will then issue a statement along with an invoice for payment processing to the Department Head. The Department Head will forward the invoice to the Clerk of the Board for payment processing and audit by the Board of Supervisors.
- F. The department should keep a record of the purchases made to insure that they do not exceed the amount allowed by the blanket requisition.

Please Note:
Equipment may not be purchased on a Blanket Requisition.

Bidding Requirements (Pursuant to G.M.L. Section 103(1))

General Municipal Law Section 103 requires purchases exceeding \$10,000 and public works contracts exceeding \$20,000 be awarded to the lowest responsible bidder after public advertising for sealed bids. (The term "public works contract" applies to the items or projects involving labor or both material and labor.)

Competitive bidding is required when it is known or reasonably expected that the aggregate amount to be spent on equipment or supply items will exceed \$10,000 in a fiscal year. Supply items of a similar nature which are generally handled by one vendor should be grouped together for the purpose of determining whether the limit is exceeded.

It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchasing Coordinator.

Guidelines For Bidding

- A. Detailed specifications for the desired material, supplies, equipment and/or services shall be prepared by the Department Head in conjunction with his/her standing committee.
- B. Except for contracts originating in the Department of Public Works these specifications shall be submitted to the Purchasing Coordinator in their final form. It will be the Purchasing Coordinator's responsibility to enter these specifications into the County's approved bid contract. For public works contracts, the Department of Public Works shall enter these specifications into the County's approval bid contract.
- C. Except for contracts originating in the Department of Public Works, the Purchasing Coordinator will arrange for a legal notice to be placed in the

official newspaper(s) of the County. For public works contracts, the Department of Public Works will arrange for the legal notice to be placed in the official newspaper(s) of the County.

- D. The Purchasing Coordinator, in conjunction with the Department Head, will also establish a date and time for the opening and reading of the bids as per G.M.L.
- E. Bids will be publicly opened and read by the Purchasing Coordinator, assisted by his/her designee. A department representative may be requested to attend the bid opening by the Purchasing Coordinator.
- G. Awarding of the bid will take place after the requesting department and the Purchasing Coordinator have had time to jointly research the bids to make sure that the bidders have complied with the specifications, that sufficient monies have been appropriated within the department's current budget, and that the G.M.L. has been adhered to.
- H. The bid will be awarded to the lowest responsible bidder. A rejection of the low bid will be documented by the originating department.

Emergency Purchases

On rare occasions, an emergency situation affecting the immediate life, health, safety, or property of the County or its residents may require suspension of the policy.

For cases involving purchases less than the statutory bidding requirements (\$10,000 for purchases and \$20,000 for public works contracts) the following steps should be taken:

- A. Notify the Purchasing Coordinator as soon as possible.
- B. An authorized requisition number will be given to the vendor.
- C. Within five days all invoices, paperwork, etc. shall be submitted to the Purchasing Coordinator, including the proper requisition form designating that the purchase was an emergency and documentation of the emergency.

When it appears that the Purchasing Coordinator cannot reasonably be notified, the

purchase may be made, but notification within the five-day period shall still be adhered to.

For cases involving purchases or public works contracts in excess of the bidding requirements, this policy may be suspended upon the approval of the Chairman of the Board of Supervisors. The Department Head should document that the procurement was made pursuant to an emergency and set forth the facts supporting that determination.

Alternative Purchasing Sources

Preferred Sources

Preferred procurement sources shall be investigated when products offered by these sources are requested. These sources include the Department of Corrections, Industries for the Blind of N.Y. S., and the N.Y. S. Industries for the Disabled and Community Work and Independence Inc. (CWI).

Sole Source

When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following shall be shown:

- a. Unique benefits of item needed;
- b. No other product/service can compare;
- c. Cost is reasonable as compared to product offered;
- d. There is no competition available.

Department Heads shall document the above, and attach such documentation to Purchase Order or Voucher when submitted to the Audit Committee for approval for payment.

Second Hand Equipment From Other Governments

Surplus and second-hand supplies, material, or equipment may be purchased without competitive bidding from the Federal Government, the State of New York, or from any other political subdivision, district, or public benefit corporation (G.M.L., Section 103(6)).

Minority/Women Business Enterprise (M/WBE) Compliance:

If the goods or services being purchased are funded by grant monies requiring a M/WBE utilization goal, such goods or services may be purchased from a firm officially certified by NYS as a M/WBE, even in cases where the firm in question may not have the lowest price for the goods or services being purchased.

State Contract and Piggybacking:

New York State Office of General Services (OGS) establishes contracts for various commodities and services each year. County departments may procure goods and services from these contracts, regardless of the total dollar amount of the purchase, instead of issuing formal bids.

Many contracts developed by the Stat and other municipalities contain "piggybacking" provisions that allow other municipal entities to purchase the goods or services covered in their contract at the same price and terms established by their competitive bidding process. Department Heads may purchase goods and services by piggybacking on contracts from other municipalities, regardless of the total dollar amount of the purchase, rather than issuing formal bids.

Exceptions To The Purchasing System

There are certain expenditures for which the processing of a requisition/purchase order is unnecessary. "Over papering" can ruin the effectiveness of the system almost as quickly as noncompliance. The following should be made without requisition:

- A. Contracts for professional services and consultants.
- B. Employee expenses such as conference expenses, mileage and other reimbursable expenses incurred in the performance of day-to-day duties.
- C. Reimbursement of petty cash funds.
- D. Utility bills.
- E. Service contracts for a fixed monthly or annual amount.

- F. Interdepartmental charges (i.e., printing, postage, etc.)
- G. Medical and dental examinations (i.e., Jail, Mental Health, Public Health).
- H. Legal Notices.
- I. Postage meter costs.
- J. Subscriptions, books, and valid memberships and dues.

Professional Services & Consultants

Contracts which require professional methods, character, or standards, or the exercise of independent professional judgement fall into the professional service contract category. Many of these professional services require a State license to practice or may be creative and specialized in nature. Examples of professional services:

- Accounting
- Advertising Agency Promotion
- Architectural
- Artwork
- Clinical Service Providers
- Computer Software Maintenance Agreements
- Consultants
- Design Services
- Engineering
- Instructors/Teachers/Training
- Insurance
- Legal
- Medical/Dental Services

Whereas, the intent of General Municipal Law Section 104(b) includes the hiring of consultants and professionals as outlined above, the following policy shall apply:

Contracts for Professional services valued at \$5,000 or greater should be solicited via the RFP process as outlined in this policy except as defined in emergency circumstances above.

The requesting Department Head and his/her respective standing committee will

negotiate with the supplier of services.

The Full Board will then vote whether to authorize the Chairman of the Board to enter into any resulting agreement.

With respect to legal services, these shall be determined by the County Attorney in accordance with Section 501 of County Law.

Receiving of Goods

After merchandise or services are received by the ordering department the following shall take place:

- A. Each department acknowledges that the goods were received in good condition by writing such on the packing slip or other receiving documents. Person receiving the goods must sign and date the receiving documents. Receiving documents must be maintained by the department, if available.
- B. Failure of vendors to make promised deliveries should be reported to the Purchasing Coordinator for follow up action.

II. STANDARDIZATION

Section 103(5) of the General Municipal Law states that "Upon the adoption of a resolution by a vote of at least three-fifths of all members of the governing body of a political subdivision or district therein stating that, for reasons of efficiency or economy, there is need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$10,000 may be awarded by the appropriate officer, Board or agency of such political subdivision or any such district therein, to the lowest responsible bidder furnishing the required security after advertisement for sealed bids therefore in the manner provided in this section. Such resolution shall contain a full explanation of the reasons for its adoption."

III. UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to fully comply with the provisions of G.M.L. Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the County of Washington or any officer or employee thereof by any aggrieved vendor.

IV. LEASES

DEFINITION

A lease as referred to in this section refers to an agreement to obtain property or equipment with the intent to relinquish control or custody of the item at the conclusion of the lease term.

Lease-purchase agreements are not part of this section. Lease-purchase agreements are covered by the provisions of this policy.

PURCHASING PROCEDURES

Prices for Leases will be obtained through the use of price quoting as set forth below. The Purchasing Coordinator, in conjunction with the Department Head, shall evaluate both services and price to determine the successful vendor. All awards from quotes shall be made to the lowest responsible vendor. Circumstances, which will be documented on the face of the requisition or attached thereto, may dictate acquisition from other than the low "quoter" (e.g., delivery requirements, quality or quantity requirements, known past experience of vendor, etc.).

GUIDELINES FOR QUOTING

YEARLY AMOUNT

Up to \$499.99

The discretion of Department Head

\$500.00 to \$2,999.99	3 or more <u>verbal</u> Quotes with Documentation
\$3000.00 to \$9,999.99	3 or more <u>written</u> Quotes
\$10,000 and over	Board approval of Lease in advance

PURCHASING POLICY RESOLUTIONS

Resolution No. 201 June 15, 2001
By Supervisors Telisky, Wilbur, Shaw, Craig,
Gruber, Reed

TITLE: To Provide for Promulgation of a Procurement Policy for the County of Washington

WHEREAS, the Audit Committee, in consultation with the appropriate department heads, has developed a policy addressing procurement by county departments and employees, and

WHEREAS, this policy provides guidelines for purchasing in Washington County, and

WHEREAS, from time to time, after implementation, this policy will require review, and may require amendment; now therefore be it

RESOLVED, that the Audit Committee, and its successor committee, if any, is hereby authorized to promulgate and amend a procurement policy for the County of Washington; and be it further

RESOLVED, that prior to amendment, such amendments will be provided to each member of the board for comment and review; and be it further

RESOLVED, that each Supervisor will be advised of any committee meeting to be held to address policy revisions in order to allow for comment.

BUDGET IMPACT STATEMENT: None.

Resolution No. 57 February 19, 2016
By Supervisors Campbell, LaPointe. Shay. Suprenant. Idleman. Haff. Pitts. O'Brien. Shaw.
Hogan

TITLE: To Amend Washington County Purchasing Policy to Comply with State M/WBE Requirements

WHEREAS, Washington County has, and utilizes, a thorough procurement policy designed to ensure goods and services purchased by the County's Departments are obtained at the best possible value, and

WHEREAS, New York State and Governor Cuomo, have increased the requirements associated with many state grants to include a certain percentage of goods and services purchased with grant funds be obtained from NYS Certified Women or Minority Owned Business Enterprises (M/WBE), and

WHEREAS, goods and services from these funds are often more expensive than the lowest bidder or similar goods available on State Contract, and

WHEREAS, obtaining goods and services from M/WBE firms to comply with the new grant standards would violate the current Procurement Policy; now therefore be it

RESOLVED, that the Washington County Procurement Policy is hereby amended to add the following text to the "Alternative Purchasing Sources" section of said policy:

Minority/Women Business Enterprise (M/WBE) Compliance:

If the goods or services being purchased are funded by grant monies requiring a M/WBE utilization goal, such goods or services may be purchased from a firm officially certified by NYS as a M/WBE, even in cases where the firm in question may not have the lowest price for the goods or services being purchased.

BUDGET IMPACT STATEMENT: Increased cost to procurement to satisfy State M/WBE goals.