

FINANCE COMMITTEE MEETING MINUTES  
JULY 7, 2016

FINANCE COMMITTEE PRESENT: Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

FINANCE COMMITTEE MEMBERS ABSENT: Fedler

SUPERVISORS: Henke, Hicks, Moore

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Public

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – June 9, 2016
3. Department Requests/Reports:
  - A. Treasurer
    - 1) Monthly Reports – Sales Tax
  - C. County Administrator
    - 1) Discuss Casino Licensing Fee Revenue
    - 2) Hurrell-Harring Contract Update
    - 3) PV GDBG Audit Results
    - 4) DPW
      - a. WQIP Grant Application w/Lake Champlain-Lake George Regional Planning Board
      - b. Share Regional Highway Operation Centers Feasibility Study
    - 5) Purchasing Policy Update
    - 6) MEGA Contracts – Natural Gas Supply
    - 7) 2017 Anticipated Tax Cap Growth Factor
    - 8) Funding IT Capital Projects
    - 9) Budget Amendments
      - a. Sewer District
      - b. ADRC/OFA
      - c. Public Health – Accept \$500 Adirondack Rural Health Network
- 4) Standard Workday Resolution
- 5) Other Business
- 6) Adjournment

Chairman Campbell called the meeting to order at 9:40 A.M.

A motion to accept the minutes of the June 9, 2016 meeting was moved by Mr. LaPointe, seconded by Mr. O'Brien and adopted.

COMMUNICATIONS OFFICERS (2) – The County Administrator clarified that the cost for the two new Communication Officers with fringe is \$92,600 not the \$135,000 he had previously stated. Chairman Campbell stated that the Administrator believes there are funds to cover this expense for the remainder of the year. He stated putting positions in and then taking them out during the budget process is not a good position to be in and he does not want that to happen stressing the need to look hard at all of these positions at budget time. He wants to make sure we have a good plan going forward and one that is sustainable. Mr. O'Brien questioned how the PSAP Operations grant funding for positions was being used and Tim Hardy, Deputy Director of Public Safety, stated that this year funds could not be applied toward Administrative personnel and all the money had to be used towards working communication officer personnel; applied towards two (2) Communications Officers and a Supervising Communications Officer. Prior to 2015, the PSAP grant did not exist. Concerns were express that once people can text dispatch that the call volume will substantially increase. A motion to approve two (2) Communications Officer positions for the rest of this year was moved by Ms. Idleman and seconded by Mr. LaPointe. Discussion. Questions on the handouts distributed at Personnel ensued and some errors in the data detected which the Public Safety Director will correct.

The motion to approve two (2) Communications Officer positions for the rest of this year was moved by Ms. Idleman, seconded by Mr. LaPointe and adopted.

EXECUTIVE SESSION - Larry Paltrowitz, Esq., County's union negotiator. A motion to enter an executive session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law) was moved by Mr. LaPointe, seconded by Mr. O'Brien and adopted. A motion to return to regular session was moved by Mr. LaPointe, seconded by Mr. O'Brien and adopted. The County Attorney stated for the record the committee discussed negotiations under the Taylor Law and also property negotiations with the contract with Mr. Elnicki (transfer stations).

TREASURER – Al Nolette, Treasurer, addressed the following items with the committee:

- Sales Tax Report – report attached. Sales tax to date totals \$8,769,707.23; \$598,775.13 under year to date compared to last year. Reconciliation is due July 13<sup>th</sup>. This next deposit will tell us a lot. Chairman Campbell stated we still have an opportunity to meet budget.
- To Approve Transfer of Tax Foreclosed Property – T/Fort Edward – A motion to transfer a very small land-locked parcel created from a previous survey map and taken by the County for delinquent taxes on June 17, 2016 to an adjacent landowner, Town of Fort Edward tax map #154.18-3-39.1 to Jeffery S. & Kelly J. Manning was moved by Ms. Idleman, seconded by Mr. LaPointe and adopted.
- To Approve Transfer of Tax Foreclosed Property – V/Cambridge – The County acquired property in the Village of Cambridge which had previously contained a building which was demolished by the Village of Cambridge as it was a public safety issue due to its unsafe structural issues. The Village requested the County transfer ownership of the property to the Village in order that it might recover some of the costs associated with the demolition. A motion to transfer tax foreclosed land in the Village of Cambridge, tax map #255.19-2-12, to the Village of Cambridge was moved by Mr. Shay and seconded. Discussion. The Village made a presentation to the Government Operations Committee requesting transfer of this parcel if it went to tax sale and the committee agreed. The motion to transfer tax foreclosed land in the Village of Cambridge, tax map #255.19-2-12, to the Village of Cambridge was moved by Mr. Shay, seconded and adopted.
- To Authorize County Treasurer to Participate in Redeposit of Funds – The Treasurer has requested participation in a redeposit agreement with Glens Falls National Bank & Trust Company's Insured Cash Sweep service which is currently paying twenty basis points in interest over the current checking accounts held by the County. Resolution No. 8 dated January 4, 2016 designated the depositories and subdivision 2 of Section 10 (a.ii) of the General Municipal Law allows for the participation of redeposit of funds within the designated depositories. A motion to authorize the County Treasurer to participate in redeposit of funds was moved by Mr. LaPointe, seconded by Mr. O'Brien and adopted. Insured Cash Sweep service pamphlet attached.
- To Adopt Washington County Fixed Asset Policy as Amended – The new accounting software allows for two different levels of tracking for fixed assets. A motion to adopt Washington County Fixed Asset Policy as amended was moved by Mr. LaPointe, seconded by Mr. Pitts and adopted.

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

- Discuss Casino Licensing Fee Revenue – \$357,170 has been received from the State for Washington County's portion of the licensing fee for the River's Casino in Schenectady; one time revenue. Once the casino is up and running, the County will receive a reoccurring revenue stream off their revenues; amount unknown. The County Administrator wanted to know if the Board wanted to do a couple of one time projects with this money: address several building security

items estimated to cost \$125,000 and technology in Supervisors' committee room estimated to cost \$10,000. Mr. Shaw suggested save all the money until budget time.

- Technology – estimated cost \$10,000 - The technology for the Supervisors' committee room would add a touch screen computer and several monitors and if installed it is felt that it would be beneficial for the budget process. A motion to allocate up to \$10,000 for the upgrade in technology for the Supervisors committee room was moved by Ms. Idleman and seconded by Mr. LaPointe. Discussion. IT has a portable screen if technology is needed for the second floor classroom. Mr. Suprenant asked how we are going to fund the two new Communications Officers. The County Administrator stated the Treasurer thinks that Public Safety has about \$44,000 in their personal services line which would fund the two positions for the remainder of the year. The motion to allocate up to \$10,000 for the upgrade in technology for the Supervisors committee room was moved by Ms. Idleman, seconded by Mr. LaPointe and adopted. Mr. Shaw opposed.
- Building Security – estimated cost \$125,000 - Roger Wickes, County Attorney, stated how bad we need the fob system improved; there are several system and they are not integrated. It is a very time consuming system to program and does not easily provide data. The system that Public Safety recently installed is modular and you can increase it; cost estimate \$70,000. The County Administrator stated the current system is very insecure. The Law Enforcement system would remain as is. A motion to replace the access control system, (FOBs) was moved by Mr. Shay, seconded by Ms. Idleman and adopted. Mr. Shaw opposed.
- Hurrell-Harring Contract Update \$1.236M – The contracts have been executed. We now have full executed contracts for two of the four components of the settlement; Counsel at First Appearance \$194,825 in 2016 then \$264,612 for four years and Quality Improvement \$92,600 for two years. The lawsuit states we do not have to do anything that they will not pay for. This year both houses of the legislature passed bills that the State is going to take over indigent legal defense 100% over the next seven years. This has not been signed by the Governor yet.
- PV CDBG Audit Results – Sprinkler System at PV – Finding regarding grievance procedure for complaints pertaining to violation regarding persons with disabilities act is require for grant compliance. Additional information included in attached handout. A motion to adopt section 504 policy was moved by Mr. O'Brien, seconded by Mr. Shaw and adopted.
- DPW
  - WQIP Grant Application w/Lake Champlain-Lake George Regional Planning Board- Requesting to submit a grant application for five County projects and five local projects that affect water quality, 75% grant and 25% local share which will be provided by equipment rentals, man hours and materials purchased. A motion to approve WQIP grant application was Mr. O'Brien, seconded by Mr. Pitts and adopted.
  - Shared Regional Highway Operation Centers Feasibility Study – Study to look at consolidating barns. The County Administrator would like to go from eight barns to three barns and looking for local municipalities that have highway needs to co-locate with us for cost savings. The County will cover any cost share for the grant application. A motion to approve Shared Regional Highway Operations Center Feasibility Study grant application was moved by Mr. O'Brien and seconded by Mr. Hogan. Discussion. Mr. Suprenant stated Fort Edward does not plan to participate. Town resolutions are needed. The County Administrator stated for every town that passes a resolution stating they will participate in the study, the County is eligible for an additional \$12,500 in grant money for the total project. Any local cost would be a County responsibility; no risk to the local municipalities. The motion to approve Shared Regional Highway Operations Center Feasibility Study grant application was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

- Purchasing Policy Update – The policy has been updated to include changes in the professional services section and added section 3 language for CDBG compliance was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.
- MEGA Contracts – Natural Gas Supply – The current contract expires July 31, 2016. The attached handout includes information on our accounts at the current rate and at the new proposed rate. The new rate is \$3.972 representing an estimated savings of \$8,032.31. A motion to approve new MEGA natural gas supply contract and authorize the Chairman to sign was moved by Mr. O'Brien and seconded by Mr. LaPointe. Discussion on other possible providers. Directed the County Administrator to make a few phone calls to check on rates with other providers. Recommending moving this to the Board and he will update at the Board meeting. This is a one year contract. A motion to approve moving MEGA contract for natural gas forward was moved by Mr. O'Brien, seconded by Mr. LaPointe and adopted.
- 2017 Anticipated Tax Cap Growth Factor – The Comptroller's website states the 2017 anticipated tax cap growth figure is .04 making the maximum increase to the tax levy for 2017 \$357,700 leaving no carry forward. Mr. Haff would like to see what we have added to the budget. The County Administrator stated by the next Finance meeting he will provide information on all the budget changes. When looking at the budget changes, contingency is a budget item and if the money was spent out of contingency then it did not impact the budget. Mr. Haff is talking about the effect to the coming budget.
- Funding IT Capital Projects – A motion to amend budget moving \$330,000 in unreserved fund balance to Capital Project No. 119 for 2016 IT Improvements was moved by Mr. O'Brien, seconded by Mr. LaPointe and adopted.
- Budget Amendments
  - Amend DSS/OFA Budget – A motion to recognize additional program funds and expenses in the amount of \$19,196 was moved by Mr. O'Brien, seconded by Ms. Idleman and adopted.
  - Amend Youth Bureau for Runaway Homeless Youth Funding – A motion to recognize NYS Office of Children and Family Services funds received for runaway homeless youth in the amount of \$39,482 passed through to the Wait House was moved by Mr. O'Brien, seconded by Mr. LaPointe and adopted.
  - Amend Budget Sheriff's Department for Live Scan Escrow Fees – A motion to amend Sheriff's budget to recognize additional revenue and expense relating to Live Scan, finger prints for pistol permits, was moved by Mr. O'Brien, seconded by Ms. Idleman and adopted.

STANDARD WORKDAY RESOLUTION – A motion to approve Standard Work Day and Reporting Resolution was moved by Mr. O'Brien, seconded by Mr. LaPointe and adopted. The Treasurer uses the days per month to calculate what is reported to the NYS Retirement System.

#### OTHER BUSINESS:

Borrego Solar – The County Administrator distributed a letter he received from Borrego Solar, attached. Under Real Property Law §487 (9)(a) required to give us 60-day notice when they start working on a solar installation. This notice then gives us time to determine if we want to enter into a pilot agreement. He asked how should be respond to this letter. Mr. Haff asked if there was any appetite for the County to opt out of solar. Discussion ensued. The County Administrator stated there seems to be considerable consensus to opt out of solar exemption. The Borrego Solar project is grandfathered. Mr. O'Brien recommends coming up with a pilot form and bringing it back to Government Operations along the proposal to opt out of the solar exemption. It was questioned if exemption discussion should be referred to Government Operations Committee. Chairman Campbell

stated opting out of an assessment is taxation which is Real Property under the Finance Committee. The County Attorney stated Government Operations is keeping the lights on, floor sweep, doors open, and the operations of all the departments. It is not the law department. If you wanted a local law, you do not go to Government Operations. Chairman Campbell would like more information on the solar exemption. The solar exemption discussion will go to Government Operations and then back to the Finance Committee.

Health Insurance Consortium – The reason we cannot do this is State Law that states if you have over one hundred employees you cannot participate in a health consortium and that has been changed to over fifty employees. The State is making this more difficult to participate. The County as an entity cannot participate because we have over fifty employees.

Extend Vacation Time – County Administrator – The Personnel Committee approved extending five (5) days of vacation time for six months for the County Administrator. A motion to approve County Administrator's request to extend five (5) days of vacation benefit time for six months from September 1<sup>st</sup> (use by March 1<sup>st</sup>) was moved by Mr. O'Brien, seconded by Ms. Idleman and adopted.

Public Health – Accept \$500 Adirondack Rural Health Network - Adirondack Rural Health Network has agree to pay the \$500 participation fee to join the RHIO, Regional Health Information Organization, for our area called HIXNY (Health Information exchange New York. A motion to recognize \$500 revenue and increase expense was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

Sewer District – Shortfall Compost – A motion to approve Sewer District budget amendment for compost shortfall in the amounts of \$20,000 and \$3,000 was moved by Mr. Pitts, seconded by Mr. Hogan and adopted.

Treasurer stated the State paid us the money, approximately \$337,000 for the Cambridge Hotel CDBG grant. The LDC fronted the money and we now have to pay them back. He wants to prepare the voucher and have the Chairman of the LDC sign the voucher. He would like to cut the check today and receive approval for a budget amendment. The Board approved and authorized the grant but never put the funds in the Planning Department budget to spend the grant. A motion to approve budget amendment for receipt of Cambridge Hotel CDBG grant funds was moved by Mr. Hogan, seconded by Mr. Pitts and adopted.

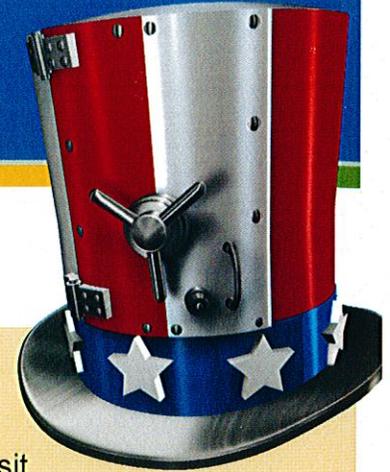
Hazard Waste Day – Mr. Shaw asked what committee he should bring the possibility of having a hazardous waste pick up day. He was advised to bring this to Public Works.

The meeting adjourned at 12:28 P.M.

*Respectfully submitted by*  
*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*

**WASHINGTON COUNTY TREASURER  
SALES TAX RECAP  
FOR THE PERIOD 1/1/2014-12/31/2016**

Budget:		2014	Budget:		2015	Budget:		2016		
		\$17,750,000.00			\$18,650,000.00			\$19,450,000.00	(Under)/Over	(Under)/Over
Date	Amount	Date	Amount	Date	Amount			Prior Year	Year-to-Date	
2/6/2013	\$995,094.83	2/6/2015	\$1,145,238.10	2/5/2016	\$1,176,875.82			\$31,637.72	\$31,637.72	
2/12/2013	\$322,790.05	2/13/2015	\$331,683.48	2/16/2016	\$313,824.52			(\$17,858.96)	\$13,778.76	
	\$1,317,884.88		\$1,476,921.58		\$1,490,700.34					
3/6/2013	\$856,007.55	3/6/2015	\$935,061.44	3/7/2016	\$1,014,871.89			\$79,810.45	\$93,589.21	
3/13/2013	\$251,942.47	3/13/2015	\$256,645.88	3/14/2016	\$254,383.55			(\$2,262.33)	\$91,326.88	
	\$2,425,834.90		\$2,668,628.90		\$2,759,955.78					
4/5/2013	\$1,101,445.21	4/6/2015	\$1,151,593.85	4/7/2016	\$1,170,840.07			\$19,246.22	\$110,573.10	
4/15/2013	\$781,294.55	4/13/2015	\$1,287,858.02	4/13/2016	\$1,170,840.07					
	\$4,308,574.66		\$5,108,080.77		\$3,930,795.85					
5/6/2013	\$1,056,688.09	5/6/2015	\$1,163,351.75	5/6/2016	\$1,170,840.07					
5/13/2013	\$461,874.28	5/13/2015	\$330,685.07	5/13/2016	\$1,170,840.07					
	\$5,827,137.03		\$6,602,117.59		\$3,930,795.85					
6/6/2013	\$1,062,883.66	6/8/2015	\$1,147,143.39	6/7/2016	\$1,170,840.07					
6/13/2013	\$285,274.69	6/12/2015	\$319,443.79	6/13/2016	\$1,170,840.07					
6/28/2013	\$558,000.00	6/30/2015	\$564,000.00	6/30/2016	\$1,170,840.07					
7/1/2013	\$738,936.58	7/1/2015	\$735,777.59	7/1/2016	\$1,170,840.07					
	\$8,472,231.96		\$9,368,482.36		\$3,930,795.85					
7/15/2013	\$915,241.27	7/13/2015	\$609,100.62	7/13/2016	\$1,170,840.07					
	\$9,387,473.23		\$9,977,582.98		\$3,930,795.85					
8/6/2013	\$1,252,452.72	8/6/2015	\$1,328,989.67	8/5/2016	\$1,170,840.07					
8/13/2013	\$313,815.69	8/13/2015	\$347,791.89	8/15/2016	\$1,170,840.07					
	\$10,953,741.64		\$11,654,364.54		\$3,930,795.85					
9/6/2013	\$1,245,559.72	9/8/2015	\$1,307,729.96	9/7/2016	\$1,170,840.07					
9/13/2013	\$375,967.99	9/14/2015	\$343,142.05	9/13/2016	\$1,170,840.07					
	\$12,575,269.35		\$13,305,236.55		\$3,930,795.85					
10/7/2013	\$1,190,461.95	10/6/2015	\$1,222,475.07	10/6/2016	\$1,170,840.07					
10/15/2013	\$1,025,432.92	10/13/2015	\$559,947.79	10/13/2016	\$1,170,840.07					
	\$14,791,164.22		\$15,087,659.41		\$3,930,795.85					
11/6/2013	\$1,203,837.22	11/6/2015	\$1,247,147.32	11/7/2016	\$1,170,840.07					
11/13/2013	\$272,159.91	11/13/2015	\$269,850.44	11/14/2016	\$1,170,840.07					
	\$16,267,161.35		\$16,604,657.17		\$3,930,795.85					
12/6/2013	\$1,205,980.11	12/7/2015	\$1,228,632.68	12/6/2016	\$1,170,840.07					
12/13/2013	\$339,804.40	12/14/2015	\$327,293.21	12/13/2016	\$1,170,840.07					
12/31/2013	\$490,000.00	12/31/2015	\$495,000.00	12/30/2016	\$1,170,840.07					
1/2/2014	\$646,529.95	1/4/2015	\$711,097.77	1/3/2017	\$1,170,840.07					
	\$18,949,475.81		\$19,366,680.83		\$3,930,795.85					
1/13/2014	\$739,616.29	1/13/2016	\$598,160.37	1/13/2017	\$1,170,840.07					
	\$19,689,092.10		\$19,964,841.20		\$3,930,795.85					
	\$19,689,092.10		\$19,964,841.20		\$3,930,795.85					
	(\$1,939,092.10)		(\$1,314,841.20)		\$15,519,204.15					



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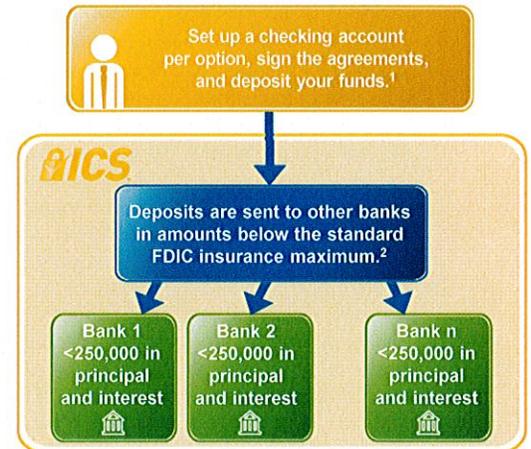
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- **Save time**  
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[1] If you choose both the savings and demand options, you will need to have a separate transaction account for each.

[2] Deposits are sent to demand deposit accounts using the demand option and to money market deposit accounts using the savings option. The standard FDIC insurance maximum is \$250,000 per insured capacity, per bank.

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## Using ICS<sup>SM</sup> for Public Funds in the State of New York

### Deposit of local government funds

*Paragraph a of subdivision 2 of section 10 of the general municipal law is amended to read as follows:*

- a. i. The governing board of every local government<sup>1</sup> shall designate one or more banks or trust companies for the deposit of public funds, \* \* \*
- ii. The governing board of a local government that has designated one or more banks or trust companies for the deposit of public funds pursuant to subparagraph (i) of this paragraph may, in its discretion, authorize the designated bank or trust company to arrange for the redeposit of the local government's funds in one or more banking institutions, as defined in section nine-r of the banking law, for the account of the local government, through a deposit placement program that meets all of the following conditions:
  - A. On or after the date that the local government's funds are received, the designated bank or trust company (I) arranges for the redeposit of such funds into deposit accounts in one or more banking institutions and (II) serves as custodian for the local government with respect to the funds redeposited into such accounts.
  - B. Local government funds deposited in a designated bank or trust company in accordance with this subparagraph and held in the designated bank or trust company in excess of the amount insured by the federal deposit insurance corporation pending redeposit of the funds pursuant to this subparagraph shall be secured in accordance with subdivision three of this section.
  - C. The full amount of local government funds redeposited by the designated bank or trust company into deposit accounts in banking institutions pursuant to this subparagraph (plus accrued interest, if any) shall be insured by the federal deposit insurance corporation.
  - D. At the same time that the money of the local government is redeposited pursuant to this subparagraph, the selected depository receives an amount of deposits from customers of other financial institutions pursuant to the deposit placement program that are at least equal to the amount of the local government's funds redeposited by the designated bank or trust company.

### Deposit of state funds

*Section 106 of the state finance law is amended by adding a new subdivision D to read as follows:*

D. In lieu of a security bond as prescribed under subdivision A of this section or other security as prescribed under subdivision B of this section, the comptroller may authorize a designated bank or trust company to arrange for the redeposit of the moneys through a deposit placement program that meets all of the following conditions:

- 1) The designated bank or trust company arranges for the redeposit of the moneys into deposit accounts with one or more

banking institutions, as defined in section nine-r of the banking law, for the account of the state, and serves as custodian for the state with respect to the moneys redeposited into such deposit accounts.

- 2) Moneys held by a designated bank or trust company pending redeposit pursuant to paragraph one of this subdivision that are in excess of the amount insured by the federal deposit insurance corporation shall be secured in accordance with subdivision A or B of this section.
- 3) The full amount of the moneys redeposited into deposit accounts pursuant to paragraph one of this subdivision, plus accrued interest, if any, shall be insured by the federal deposit insurance corporation.
- 4) At the same time that the moneys are redeposited pursuant to paragraph one of this subdivision, the designated bank or trust company receives an amount of deposits from customers of other financial institutions pursuant to the deposit placement program that are at least equal to the amount of the moneys redeposited by the designated bank or trust company.

### Investment of funds by public authorities<sup>2</sup>

*Article 9, Title 7 (investments of public authorities) of the public authorities law is amended by adding a new section 2927 to read as follows:*

§ 2927. Investment of funds by public authorities and public benefit corporations in deposits insured by the federal deposit insurance corporation.

Notwithstanding any inconsistent provision of this chapter or any other general, special or local law, every corporation<sup>3</sup> whether or not such corporation is otherwise governed by this chapter, may temporarily invest moneys not required for immediate expenditure in accordance with the following conditions:

- 1) the moneys are invested through a bank or trust company located and authorized to do business in this state selected by the corporation
- 2) the selected bank or trust company arranges for the redeposit of the moneys in certificates of deposit and other deposit accounts in one or more banking institutions, as defined in section nine-r of the banking law, for the account of the corporation;
- 3) the full amount of principal and accrued interest of each such deposit is insured by the federal deposit insurance corporation;
- 4) the selected bank or trust company in this state acts as custodian for the corporation with respect to the funds redeposited pursuant to this section; and
- 5) at the same time that the corporation's moneys are redeposited pursuant to this section, the selected bank or trust company in this state receives an amount of deposits from customers of other financial institutions equal to or greater than the amount of the moneys invested by the corporation through the selected bank or trust company in this state.

[1] GML §10.a.1 defines "local government" to mean any "municipal corporation, school district, board of cooperative educational services, district corporation, special improvement district governed by a separate board of commissioners, industrial development agency or authority or a public library." A "municipal corporation" is defined in GML §2 to include "only a county, town, city and village."

[2] Entities governed by the Public Authorities Law include Park, Parkway and Highway Authorities; Bridge and Tunnel Authorities; Market Authorities; Public Utility Authorities; Port Authorities; Parking Authorities; the Dormitory Authority (housing and other buildings for colleges, hospitals, museums and other institutions); and various other authorities.

[3] "Corporation" as used in this section refers to a public authority and a public benefit corporation. (§2925 of the Public Authorities Law)

Resolution No. **A** July 15, 2016

By Supervisors

TITLE: To Approve Transfer of Tax Foreclosed Property – T/Fort Edward

WHEREAS, the Real Property Tax Director has recommended the transfer of a land-locked parcel created from a previous survey map and taken by the County for delinquent taxes on Jun 17, 2016 to an adjacent landowners, and

WHEREAS, the adjacent landowners will then combine this parcel with their own, thereby eliminating the previously land-locked parcel and eliminating the continued appearance on the County's tax foreclosure list as follows:

Bid Proposal Item No.	Town	Name of Buyers	Parcel ID:	Amount
n/a	Fort Edward	Jeffery S. & Kelly J. Manning	534401; 154.18-3-39.1	\$0.00

WHEREAS, your committee respectively recommends the adoption of this resolution; now therefore be it

RESOLVED, that the transfer of said land to the above-named persons be and the same hereby is approved; and be it further

RESOLVED, that the County Treasurer of this County, on receipt of this resolution, execute and deliver Quitclaim deed to said persons for land agreed to so transfer.

BUDGET IMPACT STATEMENT: Loss of \$210.21 in delinquent taxes. The Mannings will be responsible for all recording and filing fees.

Resolution No. **B** July 15, 2016

By Supervisors

TITLE: To Approve Transfer of Tax Foreclosed Property – V/Cambridge

WHEREAS, the County has acquired a property in the Village of Cambridge known as parcel I.D. 532201; 255.19-2-12, which had previously contained a building which was demolished by the Village of Cambridge as it was a public safety issue due to its unsafe structural issues, and

WHEREAS, the Village of Cambridge has requested that the County transfer ownership to the Village in order that it might recover some of the costs associated with the demolition, and

WHEREAS, your committee respectively recommends the adoption of this resolution; now therefore be it

RESOLVED, that the transfer of said land to the Village of Cambridge hereby is approved; and be it further

RESOLVED, that the County Treasurer of this County, on receipt of this resolution, execute and deliver Quitclaim deed to the Village of Cambridge for the land agreed to so transfer at no cost.

BUDGET IMPACT STATEMENT: Loss of \$13,645.09 in delinquent taxes. The Village of Cambridge will be responsible for all recording and filing fees, if any.

Resolution No. **C** July 15, 2016

By Supervisors

TITLE: To Authorize County Treasurer to Participate in Redeposit of Funds

WHEREAS, Resolution No. 8 dated January 4, 2016 designated the depositories for the County in compliance with Section 212 of County Law, and

WHEREAS, Subdivision 2 of Section 10 (a.ii) of the General Municipal Law allows for the participation of redeposit of funds within the designated depositories, and

WHEREAS, the County Treasurer has requested participation in a redeposit agreement with Glens Falls Nation Bank & Trust Company's Insured Cash Sweep service, which is currently paying twenty basis points in interest over the current checking accounts held by the County; now therefore be it

RESOLVED, that the Board of Supervisors hereby authorizes participation in the above-mentioned redeposit program; and be it further

RESOLVED, that the County Treasurer be and he hereby authorized to execute all documents necessary for its implementation.

BUDGET IMPACT STATEMENT: At the current rates, the County will realize an additional \$2,000 in interest income for every \$1 Million redeposited in this program.

Resolution No. **D** July 15, 2016

By Supervisors

TITLE: To Adopt Washington County Fixed Asset Policy as Amended

WHEREAS, Resolution No. 46 dated January 21, 2000 adopted a Fixed Asset Policy in accordance with Generally Accepted Accounting Principles (GAAP) designed to guide every department within Washington County in maintaining proper fixed asset records, and

WHEREAS, the County Treasurer has recommended amendments to the policy due to the increased versatility of the accounting software to be implemented in August of 2016, and

WHEREAS, the Finance Committee, Budget Officer and County Administrator also recommend adoption of the amended policy effective for the County's 2016 fiscal year; now therefore be it

RESOLVED, that Board of Supervisors hereby authorizes adoption of the Washington County Fixed Asset Policy as Amended July 2016.

BUDGET IMPACT STATEMENT: More realistic depreciation schedules for the County's Financial Statements while still being able to track items for loss prevention.



WASHINGTON COUNTY  
OFFICE OF THE ADMINISTRATOR  
WASHINGTON COUNTY MUNICIPAL CENTER  
383 BROADWAY  
FORT EDWARD, NEW YORK 12828  
TELEPHONE (518) 746-2590  
FAX (518) 746-2108 TDD (518) 746-2146  
[countyadmin@co.washington.ny.us](mailto:countyadmin@co.washington.ny.us)

## Finance Committee July 7<sup>th</sup>, 2016

1. Casino License Fee –
  - a. \$357,170 has been received from the State for Washington County's portion of the licensing fee for the River's Casino in Schenectady.
  - b. Suggested projects:
    - i. Building Security – Bollards, Access Control, PA System (\$125,000)
    - ii. Technology in Supervisor's committee room (\$10,000)
  
2. Hurrell-Harring Contract Update –
  - a. Counsel at First Appearance - \$194,825 in 2016, then \$264,612 for four years
  - b. Quality Improvement - \$92,600 for 2 years
  
3. PVI CDBG Audit Results-
  - a. 'Findings':
    - i. Section 504 (ADA Compliance) Policy. Cited previously in monitoring of project #1202IT-1 on March 2, 2010. Never remedied. Draft copy of policy attached.
  - b. 'Concerns':
    - i. County did not have proof that appropriate Department of Labor posters were posted at the construction site.
    - ii. Timing of public hearings (10am) may have limited citizen participation.
  - c. 'Recommendations':
    - i. County's Procurement Policy did not contain Section 3 language.
    - ii. County advertised RFP for 2 weeks rather than 3-4 weeks suggested.
  
4. DPW-
  - a. WQIP Grant with LC-LGRP – Permission to Apply
    - i. Five County projects, five local projects, submitted as one application.

- ii. Local match will be provided by equipment rentals, man hours, and materials purchased. (75% Grant/25% Local Share)
- b. Shared Regional Highway Operations Center Feasibility Study – Local Share = 50% of total project costs. Estimated project cost is \$75,000 (\$37,500 local share)

5. Purchasing Policy Update-

- a. Professional Services changes
- b. Section 3 language

6. MEGA Contract – Natural Gas – Current contract expires 7/31/16

Account	5/13/15- 6/14/16	Cur. Rate	Cost	New Rate	Est. Cost
LEC	4114.91	4.694	\$ 19,315.39	3.972	\$ 16,344.42
Annex I	1009.56	4.694	\$ 4,738.87	3.972	\$ 4,009.97
Hwy Shop	1002.15	4.694	\$ 4,704.09	3.972	\$ 3,980.54
FE Hwy Barn	599.35	4.694	\$ 2,813.35	3.972	\$ 2,380.62
Weld Shop	486.92	4.694	\$ 2,285.60	3.972	\$ 1,934.05
Annex II	112.33	4.694	\$ 527.28	3.972	\$ 446.17
Parry Gar	50.92	4.694	\$ 239.02	3.972	\$ 202.25
Car Wash	204.38	4.694	\$ 959.36	3.972	\$ 811.80
Muni Cntr	3544.98	4.694	\$ 16,640.14	3.972	\$ 14,080.66
			<b>\$ 52,223.10</b>		<b>\$ 44,190.49</b>

**\$ 8,032.61** Estimated Savings

7. 2017 Anticipated Tax Cap Growth Figure = .04

- a. Additional \$357,700 in Tax Levy for 2017

8. Funding IT Capital Projects-

- a. Move \$330,000 from fund balance to Capital Project 119 to cover projects

Resolution No. **E** July 15, 2016  
By Supervisors

TITLE: To Adopt Section 504 Policy

WHEREAS, it is the practice of Washington County to make all reasonable accommodations to persons with disabilities as described and enumerated in the US Rehabilitation Act of 1973, specifically Section 504 of said act, and

WHEREAS, to date, the County has not officially adopted a policy codifying this practice, and

WHEREAS, pursuant to the US Housing and Community Development Act of 1987 such policy must be in place to ensure adherence to the requirements of Section 504 and provide a grievance procedure for those who feel the County has not adhered to the standards set forth therein; now therefore be it

RESOLVED, the Washington County Board of Supervisors hereby adopts the Accessibility Plan and Section 504 Policy presented at the meeting; and be it further

RESOLVED, that the County Administrator is hereby designated to receive all complaints pertaining to violations of this policy; and be it further

RESOLVED, that this policy is effective immediately.

BUDGET IMPACT STATEMENT: None.

## Washington County, NY

### ACCESSIBILITY PLAN & SECTION 504 POLICY

### (DRAFT ONLY)

The County of Washington will take affirmative steps to ensure that qualified persons with disabilities are informed of the availability of all services, activities, and programs that are funded under the Housing and Community Development Act of 1987 and subsequent or related statutes, and that those applicable services and activities are readily accessible to, and usable by, individuals with disabilities.

The following general policies have been adopted by the Board of Trustees to accomplish this objective:

1. The County understands that individuals with disabilities who could be eligible for program services and activities may require alternate forms of communication in order to be made aware of and have access to those services and activities. The County will make alternate forms of communication available to individuals with disabilities upon specific request and to the extent practicable.
2. The County will make reasonable accommodation to known physical or mental limitations of an otherwise qualified individual considered for employment by the County, unless to do so would impose an undue hardship on the County as the employer.

3. All applicable services, activities, and programs provided by the County will be made accessible to everyone, including individuals with disabilities, and the County will not provide separate or different services or benefits to disabled persons unless those separate programs are necessary to ensure that the services and benefits are equally effective. Individuals with disabilities will have the right to choose to participate in regular services, activities, and programs provided by the County even if separate or different services, activities, or programs are also offered.
4. The County has or will take appropriate steps to ensure that its primary offices located at the Municipal Offices at 383 Broadway (State Route 4), Fort Edward, NY are physically accessible for individuals with disabilities (including evaluations of accessibility in accordance with the Americans with Disabilities Act as applicable to municipalities, designation of public spaces within the primary offices that are accessible, and availability of designated parking facilities for individuals with disabilities).

In addition, the County will make available on an as-needed basis equivalent and alternative locations to conduct public business that are physically accessible, upon the specific request or needs of individuals with disabilities.

5. The County will encourage physical accommodations be included as part of individually-funded housing rehabilitation or homeownership projects that are approved for federal or state assistance where individuals with disabilities reside in those dwelling units in accordance with all applicable federal and state laws and regulations regarding accessibility.
6. The County will follow the procedures described here when considering complaints or grievances regarding discrimination related to accessibility of County services, activities, and programs, in accordance with **Section 504** of the **Rehabilitation Act of 1973**, Pub. L. No. 93-112, 87 Stat. 394 (Sept. 26, 1973), and all applicable federal and state regulations.
  - Complaints must be submitted in writing and addressed to the County Administrator. County officials will keep written complaints or grievances confidential, to the extent practicable.
  - The County Administrator will review all complaints and determine if the County has jurisdiction over the subject of the complaint, or whether the complaint should be referred to a separate County, state, or federal agency for further review.
  - If the County determines that it has jurisdiction for the complaint, the County Administrator and/or the County Attorney will refer the complaint to appropriate County staff to further define the nature and substance of the complaint and identify a voluntary resolution of the matter with the complainant. The complainant will have the right to revise or supplement their complaint at any time during this process, and the County will have the right to request additional information from the complainant or other related parties in order to consider the complaint and any feasible resolution.
  - County staff will report to the Administrator within 30 days or another agreed upon

period of time as necessary regarding the status and resolution of the complaint.

- If County staff is unable to achieve a satisfactory voluntary resolution with the complainant, the Administrator will refer the matter and all related information to the County Attorney and/or other appropriate state or federal agencies for further review and/or consideration.

Adopted by the County Board of Supervisors

\_\_\_\_\_, 2016

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Resolution No. **F** July 15, 2016

By Supervisors

TITLE: To Authorize Application for Local Government Efficiency Project Grant for Washington County Shared Regional Highway Operation Centers Feasibility Study and Authorize Local Match

WHEREAS, Washington County will apply for 2016-2017 Local Government Efficiency Grant from the New York State Department of State, which has a deadline date of July 29, 2016, and

WHEREAS, upon award this grant will fund the development of a plan to optimize the delivery of highway and maintenance services and identify ways to reduce costs. The project will identify ways to improve efficiency, identify shared equipment possibilities and reduce overall administrative expenses, while reducing taxpayer burden, and

WHEREAS, the State of New York has made the Local Government Efficiency Grants available through the Department of State to promote intergovernmental cooperation, and

WHEREAS, this grant requires a local match by the County; now therefore be it

RESOLVED, that Washington County is hereby authorized to submit a grant application for a Local Government Efficiency Grant; and be it further

RESOLVED, that Washington County hereby commits to the local government cash match should the grant be received; and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute those documents necessary for the application and award, if received, in a form approved by the County Attorney.

BUDGET IMPACT STATEMENT:

Resolution No. **G** July 15, 2016

By Supervisors

TITLE: To Amend Washington County Purchasing Policy

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, various Departments must, from time to time, contract the services of qualified professionals and professional entities, and

WHEREAS, it is not always in the best interest of the County, or its residents, to select such contractors based solely on the lowest price, and

WHEREAS, a recent audit of a past CDBG grant found a lack of Section 3 language in the County's Purchasing policy; now therefore be it

RESOLVED, that the Washington County Procurement Policy is hereby amended to clarify and enhance the process for the selection of Professional Services contractors, and ensure compliance with Federal Section 3 requirements.

BUDGET IMPACT STATEMENT: None.

Resolution No. **H** July 15, 2016

By Supervisors

TITLE: To Amend Budget for Capital Project No. 119 – 2016 Improvements

WHEREAS, a capital project was created December 18, 2015 via Board of Supervisors Resolution No. 277 to implement several Information Technology (IT) projects, and

WHEREAS, the Budget Officer and County Administrator recommended at that time to use all or part of any growth in unreserved fund balance from the 2014 fiscal year level to the final 2015 level to fund the planned IT projects, and

WHEREAS, there was an increase in unreserved fund balance from 2014 to 2015, in the amount of \$668,883, and

WHEREAS, the Government Operations and Finance Committees have recommend appropriating \$330,000 of that growth toward these unfunded projects; now therefore be it

RESOLVED, the County Treasurer is hereby authorized to make the following budget amendment:

**GENERAL FUND**

Increase Appropriations:

A9950	Interfund Transfers-Capital Construction	330,000
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Increase Appropriated Fund Balance:

A599	Appropriated Fund Balance	330,000
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**CAPITAL PROJECT NO. 119**

Increase Revenue:

HDG5031	Cap. Proj. 119 - Interfund Transfer	330,000
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Increase Appropriation:

HDG1680.202103	Cap. Proj. 119 – Contingency	330,000
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BUDGET IMPACT STATEMENT: Unreserved fund balance of General Fund will be reduced by \$330,000.

Resolution No. **I** July 15, 2016  
By Supervisors

TITLE: Amend DSS/OFA Budget

WHEREAS, the Office for the Aging has been notified of additional program funds in the amount of \$19,196, and

WHEREAS, these fund need to be recognized in the budget; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:

A6010.4400	Subcontract – OFA	19,196
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Increase Revenue:

A3772	State Aid for OFA Programs	5,746
A4772	Federal Aid for OFA Programs	13,450

BUDGET IMPACT STATEMENT: 100% state and federal funds. Funds will be used for costs associated with the Home Delivered meals program.

Resolution No. **J** July 15, 2016  
By Supervisors

TITLE: Amend Budget – Youth Bureau for Runaway Homeless Youth Funding

WHEREAS, a budget amendment is needed to recognize NYS Office of Children and Family Services funds received for runaway homeless youth in the amount of \$39,482, and

WHEREAS, these funds will be passed through to the Wait House; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:

A7310.4040	Contract Exp. – Youth Bureau	39,482
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Increase Revenue:

A3820	State Aid for Youth Programs	39,482
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BUDGET IMPACT STATEMENT: Runaway homeless youth funding to be passed through to the Wait House.

Resolution No. **K** July 15, 2016  
By Supervisors

TITLE: Amend Budget Sheriff's Department for Live Scan Escrow Fees

WHEREAS, the Washington County Sheriff's Department is the official agency to file all fingerprint records for Washington County with the NYS Division of Criminal Justice Services (DCJS), and

WHEREAS, due to an increase in usage, there is a need to amend the budget to reflect the additional revenue and expense for this service; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:

A3110.425001	DCJS Escrow Fees – Sheriff	25,174
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Increase Revenue:

A1510.LS	Live Scan Fingerprinting Fees	25,174
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BUDGET IMPACT STATEMENT: Increase revenue and expense due to usage.

Resolution No. July 15, 2016  
By Supervisors

TITLE: Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the WASHINGTON COUNTY BOARD OF SUPERVISORS hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Standard Work Day  (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 Digits)	Registration Number	Tier 1 (Only)	Current Term Begin/End Dates	Days/Month Based on Record of Activities	Not Submitted
<b>Elected Officials</b>								
Supervisor	6	Catherine Fedler				01/01/16-12/31/17		
Supervisor	6	Daniel B. Shaw				01/01/16-12/31/17	8.58	
Supervisor	6	Matthew Hicks				01/01/16-12/31/17	7.13	
Supervisor	6	David O'Brien				01/01/16-12/31/17	11.53	
Supervisor	6	Dana E. Haff				01/01/16-12/31/17	3.56	
Supervisor	6	Brian R. Campbell				01/01/16-12/31/17	19.81	
Supervisor	6	Jay B. Skellie				01/01/16-12/31/17	3.91	
Supervisor	6	Dana Hogan				01/01/16-12/31/17	3.01	
Supervisor	6	Seth M. Pitts				01/01/16-12/31/17	3.14	
Supervisor	6	Robert E. Shay				01/01/16-12/31/17	4.96	
County Clerk	7	Stephanie Lemery				01/01/16-12/31/19	30.14	
County Treasurer	7	Albert Nolette				01/01/16-12/31/19	29.15	
County Coroner	7	James Gariepy				01/01/16-12/31/19		
<b>Appointed Officials</b>								
Assistant Public Defender	6	Elan Cherney				01/01/16-12/31/17	22.42	
Assistant Public Defender	6	Thomas Cioffi				01/01/16-12/31/17	24.44	
Assistant Public Defender	6	Scott Keller				01/01/16-12/31/17	13.69	
Assistant Public Defender	6	Martin McGuinness				01/01/16-12/31/17	19.06	

**BUDGET IMPACT STATEMENT:** Establishes County's contribution to the NYS Retirement system.

**FYI – PREVIOUSLY APPROVED BY COMMITTEE TO GO TO THE FULL BOARD**

Resolution No. July 15, 2016

By Supervisors Campbell, LaPointe, Idleman, Haff, O'Brien, Fedler, Armstrong, Gang, Moore

TITLE: To Adopt Adirondack Community College Budget

WHEREAS, the trustees of Adirondack Community College have presented a tentative operating budget for the college fiscal year beginning September 1, 2016 to August 31, 2017 in the amount of \$30,396,009, and

WHEREAS, Washington County's share is \$1,432,577, and

WHEREAS, a public hearing on said tentative budget was held by the Board of Supervisors on the 15<sup>th</sup> day of July, 2016; now therefore be it

RESOLVED, that the tentative budget of Adirondack Community College in the amount of \$30,396,009 be and the same adopted and approved as the budget for Adirondack Community College for the fiscal year beginning September 1, 2016 to August 31, 2017; and be it further

RESOLVED, that Washington County's share of \$1,432,577 be incorporated in the 2017 County budget to be adopted in November; and be it further

RESOLVED, that the Washington County Treasurer be and he hereby is authorized to pay the Treasurer of Adirondack Community College Washington County's share in the amount of \$1,432,577 prior to August 31, 2017.

**BUDGET IMPACT STATEMENT:** The college is sponsored by both Washington and Warren Counties. The ACC budget includes a 2% increase in the sponsor's share, the split based on Fall 2014 actual enrollments. If the budget is passed, the County's total contribution to Adirondack Community College will be \$1,432,577 and will be placed in the 2017 budget. This is an increase of \$28,090 compared to last year's contribution.



Borrego Solar Systems, Inc.  
1460 Broadway  
New York, NY 10036

Wednesday, June 15, 2016

County Administrator  
Chris Debolt  
383 Broadway  
Fort Edward, NY 12828

RE: Levi and Deby Cahan  
218 Buckley Road  
Whitehall NY 12887

Parcel 51-1-28.4

Dear Mr. Debolt,

I am writing on behalf of Borrego Solar Systems, Inc. to notify you, in accordance with Real Property Tax Law §487 (9)(a), of our intent to construct a solar energy system on the above referenced property. We have commenced the development process at this site and believe it is an attractive location at which to build clean, distributed, renewable energy generation, and we anticipate commencing construction after the expiration of the sixty day notice period under §487 (9)(a). The project will create jobs by employing local construction, electrical and maintenance contractors. It will bring investment to Washington County, and it will bring electricity cost savings to community National Grid rate payers.

We look forward to working with you throughout the development and construction process. Please do not hesitate to contact me if you have any questions.

Sincerely,

Rob Garrity  
Borrego Solar Systems, Inc.