

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JANUARY 22, 2019

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Hogan, Rozell, Haff, O'Brien, Shaw, Middleton, Ferguson

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Henke, Moore, Fedler, Hicks, Idleman, Campbell, LaPointe

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Laura Chadwick, RPTS Director

Matt Jones, Supt. of County Buildings

Stephanie Lemery, County Clerk

L. Allen, J. Curtis, BOE Commissioners

Teri McNall, CIO IT

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order

2. Accept Minutes – November 20, 2018

3. Department Reports/Requests

A. County Attorney – Discuss Adoption of Harassment Prevention Policies & Procedures Handbook

B. Discuss Rules of the Board of Supervisors

C. County Clerk

1) DMV End of Year Update

2) County Clerk Update

D. Buildings & Grounds

1) Transfer \$2,259 from .4 to .2 for DVR Equipment

2) Updates

E. Real Property – County Director Annual Report

F. Board of Elections

1) 2018 General Election

2) 2019 Elections (What to Expect)

4. Other Business

5. Adjournment

Chairman Hogan called the meeting to order at 10:00 AM.

A motion to accept the minutes of the November 20 and December 4, 2018 meetings, was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.

COUNTY ATTORNEY – Roger Wickes addressed the following with the committee:

HARASSMENT PREVENTION POLICIES AND PROCEDURES HANDBOOK

On December 21, 2018, the Board of Supervisors tabled Resolution No. 340 to adopt this policy. The County Attorney stated that he is not sure what happened because he only forwarded one version to the Clerk. He is still recommending this be adopted. Training on the policy has begun. Mr. Campbell pointed out that on page 4 in the policy shows "(s)he" and page 8 shows "s/he". He noted that for consistency they should match. Ms. Idleman stated that replacing "(s)he" with "they or their" is acceptable and recommends making those changes. Mr. Haff asked why there isn't a form attached for the person making a complaint. The County Attorney doesn't like including forms because it suggests that you have to use it. You can't require someone to fill out a form, they can make a verbal complaint. He added the form can be included. The form can indicate that it is optional. Mr. Hicks stated that the policy doesn't say who the Compliance Officers are. He feels they should be listed. Roger stated it was discussed last month that it would be the Department Head or Personnel Officer or County Administrator. A motion to make changes to the policy replacing he/she with they/their, add a complaint form indicating it is optional and clarify the Compliance Officers and forward to the full Board for adoption, was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.

DISCUSS RULES OF THE BOARD OF SUPERVISORS (attached) – At the 2019 Organization meeting, upon recommendation of the Chairman, the 2019 rules of the Board were adopted as is. At the time, there were informal discussions about making changes and the Chairman of the Board suggested they be reviewed by the oversight committee, Government Operations. Mr. Shaw stated that on page 3, number 5, it states that the Chairman shall have the right to name any member to perform the duties of the Chair... and he thought that would automatically fall to the Vice Chair, suggesting adding the wording “in the absence of the Vice Chair”. It was determined that applies for when the Vice Chair is absent. Number 1 a. states that the Vice Chair shall preside over each duly constituted meeting of the Board when the Chairman is absent. Ms. Idleman suggested changing the pronouns to be gender neutral. Mr. Moore suggested updating the rules where the Clerk is to provide written notice to include electronic methods of notification at the option of the member. Mr. Haff questioned Number 9 on page 4, feels it doesn't make sense. “No member shall speak more than once on a question until every member choosing to speak has spoken no more than twice without permission of the Board”. Possibly a comma needs to be added after spoken. The Chairman of the Board feels this is a filibuster rule. The County Attorney added debate can be ended by calling the question. The County Attorney asked for clarification on number 9. Mr. Henke suggested changing “Board” to “Chair” on item 9 on page 4. Chairman Hogan asked if any committee member objected to Mr. Henke's suggestion and none were voiced. A motion to amend the 2019 Rules of the Board to make the document gender neutral, change item 9 on page 4 placing “and” after spoken and change “Board” to “Chair” and include language to allow notification by electronic methods, was moved by Mr. O'Brien, seconded by Mr. Shaw and adopted.

COUNTY CLERK – Stephanie Lemery, County Clerk addressed the following with the committee:

- DMV End of Year Update – Distributed a handout that included 2018 Mobile totals (attached). She announced that as of the 15th, Salem was added as a remote office. The feedback has been very positive. Chairman Hogan asked how much of the 2018 total revenue (\$12,212.94) would have gone back to State DMV. The only money we would have kept from that would have been from the 388 who would have come to Fort Edward and the amount would depend on the transaction. Mr. Hicks asked who “other” was under customer survey. Ms. Lemery stated that the customer would have gone to Saratoga or Rensselaer County. Each remote site is open one day a month.
- County Clerk Update – The first section of the grant has been done. Started scanning District Attorney records, scanning 56 boxes. Getting closer to the 360 required for the grant. Doesn't anticipate having any problem making that requirement. Will be submitting the grant for next year next week. Next year will be working on Whitehall, White Creek and Cambridge records, as well as the Probation office and Treasurer. IQS, the vendor replacing the main system in the County Clerk's office, has been there and hoping to go live the first week in March. Great job by Stephanie and her team.

BUILDINGS & GROUNDS – Matt Jones, Superintendent of County Buildings addressed the following with the committee:

- Is requesting to transfer funds (\$2,259) from contractual to equipment to purchase a 32 channel DVR. This item should be tracked as an asset and should be purchased from an equipment line. A motion to approve transfer of \$2,259 from contractual to equipment to purchase a DVR and forward to the Finance Committee, was moved by Mr. O'Brien,

seconded by Mr. Middleton and adopted. This is an upgrade for the current camera system. We will be going onto the Sheriff's system, which is expandable, and will include a monitor for the Officer in the lobby, who has identified some areas he would like cameras to go.

- Is requesting to transfer funds \$2,583.30 from contractual to equipment to purchase an audio/video intercom system for the County Attorney's office. There are enough funds in the budget, just need to be transferred to the appropriate line. A motion to approve transfer of \$2,583.30 from contractual to equipment to purchase an audio/video intercom system for the County Attorney's office and forward to Finance, was moved by Mr. Middleton, seconded by Mr. Ferguson and adopted.
- Monthly Updates
 - Making progress on remodel projects. Several going on currently.
 - Just received a draft hazardous materials assessment report. One item that stuck out was the old barn that is covered in lead paint, which will have to be taken care of. He hasn't had a chance to read over the entire report but will keep the committee informed.
 - Weathered the recent storm well.

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

- Announced that a copy of the 2018 Real Property Annual Report has been placed in all the Supervisors mailboxes. She asked that if any Supervisor has any questions, stop by to see her.
- Thanked Matt Jones and staff who did an excellent job converting unused space in her office into a supply cabinet/area.
- She has spoken to Supervisors in Towns who are not at 100%. There is information out there regarding assessment services the County offers. October 1, 2019 is when all assessors come up for reappointment. She asked that the Towns let her know when an Assessor has been appointed or reappointed because she has to provide copies of the Town resolutions to the New York State Office of Real Property. Mr. Haff asked if she could still provide a cost to the towns, soup to nuts, if the Town wanted to contract with the county for Assessor services, as opposed to appointing an Assessor. Laura stated that she can and if any Supervisor is interested, they should contact her. They can also provide a la carte services.

BOARD OF ELECTIONS – Leslie Allen and Jeffrey Curtis, BOE Commissioners addressed the following with the committee:

- 2018 General Election – Were expected a big turnout so they printed 80% ballots. Had an overall County turnout of 59%. Cambridge was the highest at 71% and Granville was the lowest at 54%. They can provide turnout numbers for every town.
- Working on their Annual Report and will provide all Supervisors a copy when complete.
- 2019 Elections (What to Expect) – There are seven bills that were passed by the Legislature awaiting the Governor's signature. They include doing a statewide database of registered voters. Also included is the pre-registration of 16 year olds, we already do it for 17 year olds. The one that affects us soon is June primary. There will be no more September primary. This pushes everything back three months. They have a political calendar; however, it is still in draft form. It currently lists the primary for June 26th. Those who caucus will have to be done by July 25th. Those who carry petitions will start at the end of February and are to be

filed April 1 – 4. The rationale for moving the primary to June was because of the issue of getting military and overseas ballots out and returned in time. BOE wanted them to be on the same day but not necessarily in June. They should save money, every other year. The cost to conduct a primary is between \$24,000 to \$26,000. There are two that would have to be amendments to the State Constitution, elimination of the 10-day minimum voting registration deadline and elimination of the “excuse” for absentee voting. Early voting starts this November. People are going to be able to come in and vote nine days prior to the general election. Municipalities with less than 50,000 registered voters can have one location designated for early voting. The Board of Elections office will be designated as the location for early voting. The nine days prior for early voting ends on the Sunday prior to Election day. They have to be open for two weekends prior to the election for five hours each day, total of twenty hours. The office will also have to be open until 8:00 PM for two nights the week prior to the Election. It was asked how inspectors would know on Election day if someone participated in early voting. They plan to have early voters sign the poll book and those poll books would be sent to the poll site and inspectors would see if the voter already voted. Still waiting on information from the state and will update the committee when they know. In the future, they could require electronic poll books. Mr. Shaw asked about worst case/best case scenario regarding the budget. Leslie feels the worst-case scenario would be electronic poll books, costing as much as \$10,000 per district and we have 50 districts. The best-case scenario is having to pay their Deputies time and a half for weekends. Starting next year, all elections will be subject to early voting. More information to come.

OTHER BUSINESS – None.

Meeting adjourned at 10:57 AM.

*Respectfully submitted,
Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*

**RULES OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF WASHINGTON
2019**

1. The Board of Supervisors shall meet annually on the first business day after January 1, at the County Office Building in the Town of Fort Edward, N.Y., for the purpose of Organization at 2:00 P.M. The Clerk of the Board of Supervisors shall give written notice duly signed by him or her and mailed to each Supervisor, addressed to his regular post office address, at least five days prior to said meeting.

Upon a Quorum (majority of weighted votes) being present, the Clerk shall call the meeting to order and the Board, so organized, shall by a weighted majority vote of all members elect a Chairman, who shall preside at any and all meetings during the year.

After the election of a Chairman, the Board shall proceed to elect a Vice-Chairman who shall serve in the absence of the Chairman, and have the following duties:

a. Shall preside over each duly constituted meeting of the Board when the Chairman is absent.

b. Shall have and exercise all the powers and duties of the Chairman at any meeting over which he is called to preside.

c. Shall be authorized to sign contracts and legal documents in place of the Chairman when authorized to do so by the Chairman.

d. Shall be considered a member of any committee at which a quorum is necessary for the conduct of business, and if so considered, shall have a vote thereon.

e. Shall have and exercise those additional powers and duties as authorized by resolution of the Board of Supervisors.

In addition to the Organization and Annual meetings of the Board there shall be ten regular meetings, which shall be held on the third Friday of January; February; March; April; May; June; July; August; September and October.

Written notice of all meetings shall be prepared and signed by the Clerk and deposited in the U.S. Mail at least five days prior to the meetings, directed to members of the Board of Supervisors, County Department Heads and the News Media. Notice of all special meetings of the full Board of Supervisors shall be given to the members of the Board, County Department Heads and News Media by the Clerk of the Board pursuant to County Law Sect. 152 and County Law. In addition, the Clerk shall attempt to contact each Board member via telephone within 48 hours of each special meeting.

The Annual and Regular meetings shall convene at 10:00 A.M. unless otherwise set by Board resolution.

2. The following Standing Committees shall be appointed by the Chairman on or before the third Friday of January each year and shall have jurisdiction of those departments under them and such other matters as shall be referred to them:

**RULES OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF WASHINGTON
2019**

<u>Committee</u>	<u>Department</u>	<u>Members</u>
Agriculture/Planning/Tourism /Community Development	Planning	7
Audit		7
Community College		5
Finance		11
Government Operations	Administrator Buildings & Grounds Clerk of the BOS County Attorney County Clerk Elections Historian Parks Real Property Tax Dept. Treasurer	7
Health & Human Services	Aging Public Health Social Services Veterans Youth Bureau	7
Information Technology	Information Technology	7
Personnel	Personnel/Civil Service	5
Public Safety	Alternative Sent. Assigned Counsel Code Enforcement District Attorney EMS Coordinator Fire Coordinator Probation Public Defender Public Safety Sheriff Weights & Measures	7
Public Works	Highway Sewer Districts 1&2	9

**RULES OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF WASHINGTON
2019**

The Finance Committee shall be composed of the Budget Officer and the Chairs of the remaining committees together with such members appointed by the Chairman of the Board to reach the required number of members.

The Personnel Committee shall be composed of the Chairs of the following committees: Government Operations, Public Works, Public Safety, Health and Human Services and one at large member.

The Information Technology Committee shall be composed of a member of each of the following committees: Agriculture, Planning, Tourism and Community Development, Government Operations, Health & Human Services, Personnel, Public Safety, Public Works and one at large member.

The Chairman of the Board of Supervisors shall determine to which committee any advisory or ad hoc committee or group formed by the Board shall report.

3. The Order of Business at each session shall be as follows:

1. Chaplain
2. Pledge of Allegiance
3. Fire Safety Notice
4. Roll Call
5. Presentation by individual or organization
6. Communications
7. Committee reports
8. Supervisors Privilege of the Floor
9. Introduction of Resolutions
10. Recess
11. Consideration of Resolutions

Any individual or organization wishing to make a presentation before the Board must make prior arrangements with the Chairman of the Board at least 24 hours prior to the meeting.

4. The members at any time may direct the appointment of additional committees.

5. The Chairman shall preserve order and decorum, and shall consider all questions of order subject to an appeal to the Board. He shall have the right to name any member to perform the duties of the Chair, but such substitution shall not extend beyond the next adjournment.

6. The Chairman shall have the right to vote on all resolutions.

7. When the Chairman is putting the question no member shall walk across the room, or out of the meeting. When a Supervisor desires to read a paper or make a statement other than during debate or on a resolution, and the same is objected to by any member of

**RULES OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF WASHINGTON
2019**

the Board, it shall be determined by majority vote of the Board, without debate.

8. Every member, previous to speaking, shall address the Chair.
9. No member shall speak more than once on a question until every member choosing to speak has spoken no more than twice without permission of the Board.
10. When two or more members wish the floor, the Chairman shall determine who shall speak first.
11. While a member is speaking no member shall interrupt or hold a private conversation.
12. After adoption of the Auditing Committee report the Clerk of the Board is authorized and directed to issue a Certificate of Audit for the amount specified to each Claimant therein named and the County Treasurer is ordered and directed to pay to each claimant named the sum specified.
13. Any member may offer a resolution which shall be in writing endorsed by his name. All motions shall be reduced to writing, unless waived by the majority vote of the Board, delivered to the Clerk and read before the same shall be debated. Any motion may be withdrawn at any time before amendment. The Chairman shall announce the name of the member introducing resolutions and seconding same.
14. A motion to adjourn shall always be in order, and shall be decided without debate.
15. In all cases where any order, resolution, or motion shall be entered on the minutes of the Board, the name of the members moving and seconding the same shall also be entered in the minutes.
16. Ayes and Nays shall be taken by roll call upon all resolutions or other proceedings required by law, and on any occasion when a member so requests.
17. All committees shall be appointed by the Chair, unless otherwise ordered by the Board.
18. No standing rule or order of the Board shall be rescinded, suspended or changed, or any additional rule or order added unless by a 2/3 vote.
19. The Chairman of the Board shall be an ex-officio member of each committee.
20. All resolutions coming before the Board shall be in the office of the Clerk one week before Board meeting so that resolutions may be mailed to all members. Condensed minutes of the previous meeting will be mailed to all Supervisors with the resolutions. Resolutions mailed to Supervisors prior to the meeting will not be read, except for title and name of Supervisor sponsoring, at the time of consideration of resolutions and at the time

**RULES OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF WASHINGTON
2019**

of introduction, only the resolves will be read in resolutions presented subsequent to mailing unless it is requested by any one member of the board to read a resolution in its entirety. Copies of all resolutions will be made available for the public the day of the meeting.

21. The Rules of the Board, as amended, shall be published each year in the Annual Proceedings.

22. Any situation not specifically addressed or governed by these rules shall be governed by the latest edition of Roberts' Rules of Order.

2018 MOBILE TOTALS:

GRANVILLE: \$3104.31 396 TRANSACTIONS

CAMBRIDGE: \$2856.30 410 TRANSACTIONS

WHITEHALL: \$2485.56 365 TRANSACTIONS

GREENWICH: \$3766.77 413 TRANSACTIONS

****PLEASE NOTE WE MISSED 2 TRIPS TO GRANVILLE DUE TO BAD WEATHER****

TOTAL REV: \$12212.94 1584 TOTAL TRANSACTIONS

CUSTOMER SURVEY:

MAIL: 82

ONLINE: 49

OTHER: 175

FE: 388

2018 REVENUE: FE/WCM: \$664841.06

2017 REVENUE: FE/WCM: \$656224.30

OVERALL INCREASE OF \$8616.76 - 2%