

**GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
JANUARY 21, 2020**

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Campbell, Rozell, Haff, Hicks, O'Brien, Ferguson, Losaw  
GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None  
SUPERVISORS: Hall, Henke, Fedler, Shaw, Hogan, Skellie, Ward  
Sandy Huffer, Deputy Clerk  
Roger Wickes, County Attorney  
Matt Jones, Supt. of County Buildings  
Melissa Fitch, Personnel Officer  
Al Nolette, Treasurer  
Chris DeBolt, County Administrator  
Stephanie Lemery, County Clerk  
Leslie Allen/Jeff Curtis/Election Commissioners

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – November 19, 2019
3. Department Reports/Requests
  - A. County Clerk
    1. DMV Benches
    2. Grant Update
    3. Office Updates
  - B. Parks – Discuss Pickerel Bay Dredging
  - C. Buildings & Grounds
    1. Burgoyne Campus Roof
    2. Burgoyne Campus Move Update
    3. Burgoyne Generator
    4. 2020 LEC RTU Update
4. Other Business
5. Adjournment

In the absence of Chairman Campbell, Mr. Rozell called the meeting to order at 10:02 AM.

A motion to accept the minutes of the November 19, 2019 meeting, was moved by Mr. O'Brien, seconded by Mr. Mr. Ferguson and adopted.

Chairman Campbell arrived.

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

- **DMV Benches** – As last reported to the committee, the number system was put on hold so the County Clerk could try other options. What they have done is created two lines, segregating the licenses which take two employees and the registrations. That has worked well. Originally we were looking to purchase four 3 foot benches but after talking with Buildings & Grounds, she recommends two six foot benches because they will have to drill into cement to place them. Purchasing provided two quotes for 15 inch wide seats (\$455.74) and 9.5 inch wide seats (\$355.74). There will not be cushions on these benches. A motion to approve purchase of the benches with the wider seats, was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted.
- **Grant Update** – Grant has not been opened yet. Albany is still working on the criteria. They are hoping to have it out by the beginning of February with applications due back in March. This is to build the laser fiche for the towns.

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

**PARKS**

- **Pickerel Bay Dredging** – The Pickerel Bay Association, which is to the north of our beach at Huletts Landing, wants a dredging project. The area around the docks has filled with silt from a variety of factors to include erosion from a brook and our beach. The area can't be

dredged from anywhere except on the county's Huletts property. They need our permission. The Association has a contractor and are working on their permits but are at a standstill until we agree to let them use our property. Matt was concerned that dredging would be requested every few years but their contractor is designing a bulkhead type fix so there would be some sort of sediment trap approved by DEC. They also asked to use our trucks to haul the dredged material. We did use county trucks and equipment when the south side of the beach was dredged. Matt also requested that this be done so as not to interfere with our park season. We don't know how much material will be dredged. A motion to allow them to stage on our property for their dredging project, moved by Mr. Hicks, seconded by Supervisors Ferguson, Rozell. Mr. Rozell believes a lot more material will be dredged than when the county dredged. He also suggested having something to state that the contractor be responsible if they tear up the road or damage our water lines during the project. The Town of Dresden has a place for the dredged material to go. There are regulations on where the dredged material can be dumped. A motion to allow them to stage on our property for the dredging project, moved by Mr. Hicks, seconded by Supervisors Ferguson, Rozell and adopted. The issue of the use of county trucks will be addressed later.

#### BUILDINGS & GROUNDS

- Burgoyne Campus Roof – The roof leaks. He is looking for permission to start the engineering on the project to be able to start the replacement by fall. As we move people and electronics in, it is wise to start this project. We can hold off as far as the heating/cooling system for now. The engineering will give us estimated costs. Matt would ball park the cost to be \$750,000. Engineering normally tends to be 10% of the project. Chris distributed the capital plan as was presented at budget time, which hasn't been updated (attached). 2020 project funding lists \$1,000,000 for roof replacement. Chris recommends moving forward with the engineering and suggested budgeting \$100,000. Currently we have \$762,000 in project contingency. In 2019, we ended the year with interest earned of \$310,000 that was to be moved to the capital project. This would be a total of \$1,072,000 in the capital project contingency. He is looking for a budget amendment to move the unrecognized interest in the general fund into the capital project. Matt would like this committee's consensus to start the engineering. He will be meeting with the engineers next week and can bring engineering costs to the Finance Committee. A motion to forward to the Finance Committee a decision to start the engineering once we know the engineering costs, was moved by Mr. O'Brien, seconded by Mr. Rozell and adopted. A motion to forward to Finance a budget amendment to move \$310,000 interest earned into the capital project, moved by Mr. O'Brien, seconded by Mr. Losaw and adopted.
- Burgoyne Campus Move Update – Board of Elections is in. Still small issues to take of. Doing electric to be able to get the voting machines over and building a work bench for them. Matt welcomed the Supervisors to stop over and take a tour. Still in the permit process for moving Public Health. Per the state Department of Health, we have to have an architectural survey done before they can move nurses and clinics over and he will address this with the engineers when he meets with them next week. We aren't doing any renovations for them, using the rooms that are there. It was asked if Code Enforcement is moving over there. Matt stated that there isn't room until BOCES moves out. The lease for BOCES expires in June of 2020. For the committee's information BOCES had approached the County last year about the possibility of extending the lease for a few months if they haven't found a place to move their offices. This would be brought to the committee for a decision. The rent is \$62,000 a year and hasn't been paid yet.
- Burgoyne Generator – Negotiated down to \$42,500 from \$65,000 to purchase the ten year

old generator from BOCES. The generator is already there. A new generator would cost between \$85,000 and \$100,000. In order to move Public Health there, we have to have a generator for their freezers and vaccines. A motion to move the funding of the purchase of the BOCES generator to the Finance Committee, moved by Mr. O'Brien, seconded by Mr. Ferguson. No funds in the Buildings & Grounds budget for this purchase. The Administrator prefers that we purchase the generator out of capital project. The Treasurer also requested that all costs relating to this building come out of the project. Matt recommends purchasing the BOCES generator, feels it is worth it. A motion to move the funding of the purchase of the BOCES generator to the Finance Committee, moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.

- 2020 LEC RTU Update – Two (#1 & #3) are scheduled in the next month or so to be installed. The engineering for #2 & #4 is almost done. He would like to go out to bid for #2 & #4 in the next month or two. The Administrator stated that if we do the Burgoyne Avenue roof, there is not enough budgeted in the capital project to replace #2 & #4 RTU's. There are six in total, the last two can wait a few years. Chris will work with Matt, Teri and Deb Donohue to prioritize the projects in the capital plan and bring an updated plan to Finance.

## OTHER BUSINESS

- Mr. Haff asked if the haz-mat trailers by the car wash that are snowed in are used. These are used as storage. The trailers used in an emergency are stored inside.
- Burgoyne Avenue school has a large field in the back and Mr. Haff asked if we could put solar panels to get energy credits and reduce our costs. The committee consensus was for Chris and Matt to explore this. Another option is for us to lease the land for someone else's solar project. There are two athletic fields there that are used for practices, not games.
- Board of Elections
  - Early Voting Grants – Last fall, we applied and was awarded \$44,000 that mostly paid for the e-poll books and software. The Treasurer reported that those funds came in today. After the election we applied for another grant of \$33,000. They have been approved and would like to purchase two charging/storage stations for the e-poll books. The total cost is about \$640. A motion to approve purchase of the charging/storage stations for the e-poll books, moved by Mr. Hicks, seconded by Supervisors Rozell, O'Brien and adopted. They are also looking to replace their copier that prints the ballots. Have looked at two, a Ricoh and Xerox. They have concerns about the Ricoh when it comes to service. Xerox has a local repairmen. Both copiers are on state contract, but the Xerox is \$3,000 more expensive than the Ricoh. They are trying to negotiate Xerox down closer to the Ricoh. Xerox offered \$3,000 trade in for their old copier and they are still short \$3,000. There is \$16,000 budgeted in the grant for the copier. If the Board approves the purchase of the Xerox copier, the difference could be made up using the central stockroom copier line. Because of the timing where Board of Elections needs to start getting out military ballots for the Presidential primary in early March, they would like permission to purchase the machine upon approval of this committee from the central stockroom line and work out the accounting later. The grant needs to be recognized in the budget. A motion to approve the purchase of the Xerox copier and forward a budget amendment to the Finance Committee, was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted. The committee consensus is to hold off purchasing until the full Board approves it. The military ballots can still be printed on the old machine. The Treasurer stated that we made a substantial

investment in the current Board of Elections copier and asked if there are any central printing needs here it could be used for. The Administrator considered putting it in his office's printshop but it would be a lot more expensive for us to use than the duplicator they have in the printshop. As far as re-selling the copier, we don't do well selling items at auction. The consensus was to take the \$3,000 trade in.

- County Owned Building in Granville – The County owns a building on Church Street that will be demolished in the summer prior to the bridge project and the Granville Fire Department asked to do training in building. They want to use it once just prior to it being demolished. They want to be able to break through doors and cut holes in the roof. There is concern about being able to secure it after the Fire Department does it's training. This training should take place as close to the demolition day as possible. The Fire Department could be made responsible to secure it after the training. These hurdles can be worked into the contract. The Church Street Bridge is scheduled for construction this year but when the Administrator met with Deb Donohue last week, he was informed that Verizon is refusing to move their utilities and believes there is a 75% chance that project won't happen this year. This will be discussed further at the Public Works Committee meeting.
- Mr. Haff is concerned about the late resolution at the last Board meeting appointing members to the IDA and asked why we vote on Warren County's members. Both counties have to approve both county's appointments because it's a bi-county organization. He has concerns that resolutions can be purposely held so the Board doesn't see it until it is in their packet on Board meeting day. He felt he was played by the IDA membership resolution. Warren County provided the names for the appointment the day before the meeting. The IDA appointments are a Chairman appointment that comes to the full Board for ratification. Mr. O'Brien stated historically we have had an agreement to accept Warren County's appointments. The charter of the IDA states that the appointments have to be approved by both counties. Board Chairman Hall stated that he doesn't want Warren County scrutinizing our appointments. When the Board votes to waive the rules to allow a resolution on the floor, it requires a  $\frac{2}{3}$  majority vote. When a resolution comes in at the last minute, it is not up to staff to filter what goes to the Board. If the Board doesn't want to consider a resolution that takes  $\frac{2}{3}$  vote to be placed on the floor, they can vote no on setting aside the rules. Mr. Hicks will consider voting no on waiving the rules for resolutions.
- The Board rules state what the Chairman and Vice Chairman's duties are. Mrs. Fedler stated it would be prudent for this committee to do a quick review of the duties of the Budget Officer, Supervisors, Committee Chairs and County Administrator. There has been a turnover of nine Supervisors in the last four years and she feels it would be beneficial. Roger will work with Chris to put something together.
- Roger Wickes recommended the Supervisors look out back at GE. The entire building that we were thinking about buying is gone.
- Roger has reluctantly come to the conclusion that we need to review parking regulations in a written form because we've asked for voluntary compliance without success. He will bring a draft policy next month.

The meeting adjourned at 11:56 AM.

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

## County-Wide 5-Year Capital Plan

Initial Funding	\$	2,063,430
2019 Projects	\$	(1,223,550)
2020 Investment	\$	1,052,334
2020 Starting Balance	\$	1,892,214

2020 Projects	Budget	Year Total
Buildings and Grounds	\$ 1,790,000	
IT	\$ 275,000	
DPW	\$ 645,000	\$ 2,710,000

2021 Projects	Budget	Year Total
Buildings and Grounds	\$ 1,300,000	
IT	\$ 150,000	
DPW	\$ 470,000	\$ 1,920,000

2022 Projects	Budget	Year Total
Buildings and Grounds	\$ 495,000	
IT	\$ 150,000	
CAD Replacement	\$ 1,000,000	
DPW	\$ 1,720,000	\$ 3,365,000

2023 Projects	Budget	Year Total
Buildings and Grounds	\$ 500,000	
IT	\$ 150,000	
DPW	\$ 720,000	\$ 1,370,000

2024 Projects	Budget	Year Total
Buildings and Grounds	\$ 1,000,000	
IT	\$ 150,000	
DPW	\$ 10,220,000	\$ 11,370,000

5-Year Total                    \$ 20,735,000

## 2020 Capital Plan Details

Initial Funding                    \$        2,063,430

2019 Project Funding	Department	Budget	Est. Total	Balance
Cooling Tower Replacement	B&G	\$ 168,000	\$ 167,895	\$ 105
LEC RTU Replacement - 2019	B&G	\$ 500,000	\$ -	\$ 500,000
Access Control - 2019	B&G/IT	\$ 26,500	\$ 26,214	\$ 286
Purchase Burgoyne Ave	B&G	\$ 275,350	\$ 275,668	\$ (318)
LEC RTU Replacement - 2020	B&G	\$ 8,100	\$ 255	\$ 7,845
SAN Replacement - 2019	IT	\$ 84,000	\$ 83,525	\$ 475
Pulse - VPN - 2019	IT	\$ 20,100	\$ -	\$ 20,100
Data Center Upgrades - 2019	IT	\$ 30,000	\$ 29,340	\$ 660
Domain Controller - 2019	IT	\$ 8,000	\$ 7,775	\$ 225
Burgoyne Ave. Technology	IT	\$ 103,500	\$ 3,074	\$ 100,426
		<b>\$ 1,223,550</b>	<b>\$ 593,746</b>	<b>\$ 629,804</b>

2020 Starting Balance	\$ 839,880	
2019 GF Interest	\$ 325,000	
2019 Project Balances	\$ 1,433	
2019 B&G 'Sweep'	\$ 50,000	
2020 GF Contribution	\$ 235,910	
2020 Closure of Capital Projs.	\$ 139,991	
2020 Closure of GE Reserve	\$ 300,000	\$ 1,052,334
	<b>\$ 1,892,214</b>	

2020 Project Funding				
Cradle Point Replacement	IT	\$ 42,000		
Conference Room Updates	IT	\$ 23,000		
UPS Replacements	IT	\$ 25,000		
Firewall Replacement	IT	\$ 60,000		
Additional PC Replacements	IT	\$ 125,000	\$ 275,000	
LEC RTU Replacement	B&G	\$ 500,000		
St. Paul Elevator Upgrade	B&G	\$ 90,000		
Buroyne Ave. Upgrades	B&G	\$ 50,000		
Fire System (Main Complex)	B&G	\$ 100,000		
Access Control	B&G	\$ 50,000		
Burgoyne Ave. Roof	B&G	\$ 1,000,000	\$ 1,790,000	
Fuel System Upgrade	DPW	\$ 100,000		
FE Tank/Island Replacement	DPW	\$ 325,000		
Road Machinery Investment	DPW	\$ 220,000	\$ 645,000	
		<b>\$ 2,710,000</b>		

## IT 5-Year Capital Projects

<b>Year</b>	<b>Project</b>	<b>Budget</b>	<b>Yearly Total</b>
2020	Cradle Point Replacements - Sheriff	\$ 42,000	
2020	Conference Room Upgrades	\$ 23,000	
2020	UPS Replacement	\$ 25,000	
2020	Additional PC Replacements	\$ 125,000	
2020	Firewall	\$ 60,000	\$ 275,000
2021	Symmetra	\$ 15,000	
2021	Conference Room Upgrades	\$ 20,000	
2021	UPS Replacements - Remote/Towers	\$ 17,000	
2021	Data Room Upgrades	\$ 10,000	
2021	Barn Router Upgrades	\$ 15,000	
2021	Replace Patrol PCs	\$ 73,000	\$ 150,000
2022	Core Switch Replacement	\$ 125,000	
2022	Wireless Upgrades	\$ 25,000	\$ 150,000
2023	Edge Switching	\$ 100,000	
2023	Fiber Upgrade	\$ 25,000	
2023	Data Center Upgrades	\$ 25,000	\$ 150,000
2024	SAN	\$ 85,000	
2024	Server Replacement	\$ 65,000	\$ 150,000
	<b>5-Year Total</b>	<b>\$ 875,000</b>	

## Buildings and Grounds 5-Year Capital Projects

<u>Year</u>	<u>Project</u>	<u>Budget</u>	<u>Yearly Total</u>
2020	LEC RTU Replacements	\$ 500,000	
2020	St. Paul's Elevator Upgrade	\$ 90,000	
2020	Burgoyne Ave. Upgrades	\$ 50,000	
2020	Burgoyne Ave. Roof Replacement	\$ 1,000,000	
2020	Access Control	\$ 50,000	
2020	Fire System (Main Complex)	\$ 100,000	<b>\$ 1,790,000</b>
2021	Burgoyne Ave. Heating Upgrade	\$ 300,000	
2021	Burgoyne Ave. Chiller Install	\$ 1,000,000	<b>\$ 1,300,000</b>
2022	Phone System Migration	\$ 50,000	
2022	Burgoyne Upgrades	\$ 50,000	
2022	Valmet Trailer Demolition	\$ 50,000	
2022	Burgoyne Ave - B&G Storage	\$ 75,000	
2022	Main Building - Elevator Upgrade (x3)	\$ 270,000	<b>\$ 495,000</b>
2023	LEC RTU Replacements	\$ 500,000	<b>\$ 500,000</b>
2024	LEC Roof Replacement	\$ 1,000,000	<b>\$ 1,000,000</b>
<b>5-Year Total</b>		<b>\$ 5,085,000</b>	

## DPW Capital 5-Year Capital Projects

<b>Year</b>	<b>Project</b>	<b>Budget</b>	<b>Yearly Total</b>
2020	Fuel System Upgrade	\$ 100,000	
2020	FE Tank/Island Replacement	\$ 325,000	
2020	Road Machinery Investment	\$ 220,000	\$ 645,000
2021	Road Machinery Investment	\$ 220,000	
2021	Redo Burgoyne Ave. Parking	\$ 250,000	\$ 470,000
2022	Road Machinery Investment	\$ 220,000	
2022	Replace Middle Falls Barn	\$ 1,500,000	\$ 1,720,000
2023	Road Machinery Investment	\$ 220,000	
2023	Engineering - DPW Shop	\$ 500,000	\$ 720,000
2024	Road Machinery Investment	\$ 220,000	
2024	DPW Shop Construction	\$ 10,000,000	\$ 10,220,000
<b>5-Year Total</b>		<b>\$ 13,775,000</b>	

## Summary of Capital Projects to be Closed for Capital Project Funding

<b>Cap. Proj. #</b>	<b>Description</b>	<b>Balance</b>
H.72	CR12 Bridge over the Mettawee	\$ 170,019.64
H.71	CR61 Tackle Box Bridge	\$ 7,236.88
H.101	Help America Vote Act	\$ 2,132.59
H.75	Clinton St. over CP Rail	\$ (46,648.57)
H.74	Saunders & Division St. over CP Rail	\$ (2,950.00)
H.93	CR16 Bridge over Halfway Brook	\$ 10,200.68
		<b>\$ 139,991.22</b>

## County 5-Year Capital Spending Plan (no debt)

### Initial Funding:

Sale of Transfer Stations (one-time funding)	\$ 1,000,000
Tax Auction Sales (one-time funding)	\$ 463,000
Closure of Cap Projects	\$ 500,000
Interest Revenue (2019) Safety Net	\$ 500,000
2018 B&G 'Sweep'	\$ 150,000
	<b>\$ 2,613,000</b>

Project	Year	Est. Cost	
B&G Capital Plan	2019	\$ 450,000	
IT Capital Plan	2019	\$ 150,000	
Replace Valmet Trailer	2019	\$ 200,000	
Complex Master Plan	2019	\$ 100,000	
Additional Road Equipment	2019	\$ 150,000	
Access Control	2019	\$ 50,000	<b>\$ 1,100,000</b>
B&G Capital Plan	2020	\$ 425,000	
IT Capital Plan	2020	\$ 150,000	
Replace DPW Shop & FE Barn	2020	\$ 2,000,000	
Additional Road Equipment	2020	\$ 220,000	
Access Control	2020	\$ 50,000	<b>\$ 2,845,000</b>
B&G Capital Plan	2021	\$ 450,000	
IT Capital Plan	2021	\$ 150,000	
Additional Road Equipment	2021	\$ 220,000	<b>\$ 820,000</b>
New Office Space	2022	\$ 3,500,000	
B&G Capital Plan	2022	\$ 275,000	
IT Capital Plan	2022	\$ 150,000	<b>\$ 3,925,000</b>
B&G Capital Plan	2023	\$ 335,000	
IT Capital Plan	2023	\$ 150,000	<b>\$ 485,000</b>
		<b>\$ 9,175,000</b>	

### Funding Summary

Initial Funding	\$ 2,613,000	
2019 Expenses	\$ (1,100,000)	<b>\$ 1,513,000</b>
2020 Capital Investment	\$ 500,000	
2020 Expenses	\$ (2,845,000)	<b>\$ (832,000)</b>
2021 Capital Investment	\$ 500,000	
2021 Expenses	\$ (820,000)	<b>\$ (1,152,000)</b>
2022 Capital Investment	\$ 500,000	
2022 Expenses	\$ (3,925,000)	<b>\$ (4,577,000)</b>
2023 Capital Investment	\$ 500,000	
2023 Expenses	\$ (485,000)	<b>\$ (4,562,000)</b>