

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JUNE 25, 2019

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Moore, Hicks, Idleman

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Stephanie Lemery, County Clerk

Matt Jones, Supt. Building & Grounds

Laura Chadwick, Real Property Director

Teri McNall, CIO Information Technology

BOE Commissioners Allen and Curtis

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 21, 2019
- 3) Department Requests/Reports
 - A. Buildings & Grounds – Updates
 - B. County Clerk
 1. Monthly Update
 2. Grant Update
 - C. Real Property
 1. Full Value Tax Rates and Graph
 2. Reappointment for County Director – 6 Year Term
 3. County Director Annual Conference – Oct. 1 – 4, 19
 - D. Discuss Per Diem System for Travel Expenses
- 4) Other Business
- 5) Adjournment

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

A motion to approve the minutes of the May 21, 2019 meeting was moved by Mr. Shaw, seconded by Mr. Middleton and adopted.
radiator

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

- Updates:
 - Acquisition of Building from Hudson Falls School District – The closing is scheduled for Friday. He stated another maintenance worker is needed full time at that building by September or October. Need to prep the building for our occupancy in September or October. He is requesting a Building Maintenance Mechanic position at a grade 10 at a cost of about \$16,953 for the three months until end of year; \$11,609 wages plus benefits and does not have that money in his budget. He has three employees (Building Maintenance Worker) eligible to promote to a Building Maintenance Mechanic position and then fill the corresponding backfills; Building Maintenance Helper to Building Maintenance Worker and then backfill entry level Building Maintenance Helper position. A motion to forward request to the Personnel Committee with the committee's approval (amend Staffing Pattern to add one new Building Maintenance Mechanic position and approve backfills) was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted.
 - Generator Repairs - Sent out bids for generator repairs after problems experienced last year. Ken Brownell was the only response. Not a lot of interest in servicing our generators. We are all set for this year and will defer a decision until next month.

- Incident at Huletts Park – A 6th grade student on a field trip there from the Granville School District went under and the lifeguards responded appropriately. She was brought back to shore and did not need to start CPR because she started breathing on her own and transported to Glens Falls Hospital. This incident is still under investigation.

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

- Monthly Update:
 - DMV Office – A bill known as the Driver's License Access and Privacy Act S1747/A3675 was passed by the Legislature and signed by Governor Cuomo. County Clerks have many questions regarding this legislation and there is a mandatory meeting scheduled for County Clerks on July 8th in Syracuse. Some major changes may be coming down and she will keep committee updated. She stated her position and staff's jobs may be in jeopardy if they are not in compliance; removed from office. The Governor might believe this is a good way to close DMVs which would impact County revenue. If DMV offices closed then the State would get all the revenue. Information to obtain a driver's license might be in a different language and none of the information can be provided to immigration. If they have a license then they can register to vote. Her big concern is losing DMV. The County Attorney stated his legal advice to the County Clerk is follow the law. More questions than answers at this point. This law takes effect in December 2019. This will create additional work as well as the fact that there are now three different types of licenses. A motion to have a Deputy down in front of DMV was moved by Mr. Haff but did not receive a second.
- Grant Update: Current grant to digitize paperwork will be closing this weekend. She stated they have fulfilled the obligations in the grant. The project was a success and she applied for another grant but unfortunately did not get the grant for next year. There were eleven million dollars of requests and only five million in funding available and forty additional applicants and five million less in funding available for the coming year. She does plan to resubmit. This eliminates the funding for the person scanning and for next year, we did not get the funding for the new server for IT.

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

- Full Value Tax Rates and Graph – handout attached.
- Reappointment of County Director – 6 Year Term – A motion to reappoint Laura Chadwick, Real Property Tax Services Director, for a six-year term was moved by Mr. Shaw, seconded by Mr. O'Brien and adopted.
- County RP Directors Annual Conference – Oct. 1-4, 19 – This is a budgeted expense. The conference will be held at the Beaver Hollow Conference Center in Wyoming County, NY. The conference is scheduled for an extra day this year for ethics training. A motion to approve attendance at annual Directors Conference was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted. She noted that local assessors are also up for reappointment and need ethics training.
- New Copier/Printer – The copier that she has in her office is a hand me down and needs replacing. It was purchased in 2010 and noted the machine has been serviced frequently over the last nine months. Estimated cost for a new copier is \$3969 and is on state contract. A motion to approve copier purchase was moved by Mr. Ferguson and seconded by Mr. Middleton. Discussion. The County Administrator stated all 2019 budgeted copiers have been

purchased. The Director stated that the copier needs to be replaced prior to January 2020. If this purchase is approved then a budget amendment will be forwarded to the Finance Committee to amend the Central Stores equipment line. The motion to approve copier purchase was moved by Mr. Ferguson, seconded by Mr. Middleton and adopted.

- Getting ready to print final assessment rolls and having an issue with New York State due to STAR program changes. Should have information from the State shortly and will start printing final assessment rolls.

BOARD OF ELECTIONS – DISCUSS ELECTRONIC POLL BOOKS – Board of Elections Commissioners Allen and Curtis addressed the committee. About fifty-seven election changes have come down from the State; i.e. required to file campaign finance with the State, no more local filing starting next year. Commissioner Curtis stated a lot of counties are moving to electronic poll books and these poll books have been discussed at their conferences. They have checked out several vendors and like the 10X product which is very user friendly and would be an easy transition for Inspectors. The vendor came on site for a demonstration attended by the County Administrator, CIO, Treasurer, Chairman of the Board and Government Operations Committee Chairman. The voter history has to be uploaded to the State within two days and these electronic poll books can be uploaded with that information and easily transmitted to the State. The County has fifty (50) districts and recommending purchasing sixty (60) electronic poll books allowing for backups, training and books in their office – early voting. There are two grants available and Washington County has been allotted between the two grants \$ 77,829. The 10X hardware and software for the sixty electronic poll books cost is \$62,060 and it would be covered by the grants. The County has to pay up front and then 100% reimbursement. The yearly maintenance and licensing fees are \$7500. Time that the Inspectors work can be exported to Kronos – time and attendance system. These have been approved by the State Board of Elections. The County Administrator would like to explore a possible group purchase with Warren and Saratoga Counties. He recommends sending this to the Finance Committee to get the financing in order and prior to Finance he will pursue the group purchase and explore a more efficient and economical way to do this. A motion to send electronic poll book financing to the Finance Committee for consideration was moved by Mr. Ferguson and seconded by Mr. O'Brien. Discussion. The Treasurer stated OGS has issued a bid for electronic polling books and this vendor might not be the successful bidder so the vendor cannot be selected. A vendor should be selected by August 1st. The Board of Elections would like to use these this year. The County Administrator would like clarity from the State that grants can be used as we want because one was for early voting and the other for electronic poll books. The motion to send electronic poll book financing to the Finance Committee for consideration was moved by Mr. Ferguson, seconded by Mr. O'Brien and adopted.

OTHER BUSINESS:

The only primary election today is in the town of Kingsbury. Commissioner Allen stated next year all elections go 6 AM to 9 PM. Mr. Haff mentioned that the County Clerk spoke about changes in DMV for issuing driver's licenses to undocumented individuals and he asked what the Board of Elections is doing regarding this change and registering to vote. Commissioner Allen stated the box to check on the driver's license form is an opt out – must check to opt out of registering to vote. DMV transactions all come up to BOE. If not registered in our county or another county then BOE sends them a registration form. There is also a box to check to indicate you are a US citizen. It is now taking the Board of Elections three times longer to process registrations.

DISCUSS PER DIEM SYSTEM FOR TRAVEL EXPENSES – The County Administrator stated the current County policy is that if you are traveling outside the County for county business you can submit receipts for meal reimbursements. The amounts are seven dollars for breakfast, nine dollars for lunch and fourteen dollars for dinner for a daily total of thirty dollars and forty dollars per day in a major metropolitan area. The Sheriff is requesting a straight per diem allowance rather than a reimbursement due to staff time required to process paperwork. The County Administrator does not have strong feelings one way or another on how to proceed. He does feel the per diem system is more efficient in terms of staff time, a reduction, but probably be paying more if we make a change. Mr. Haff stated the town of Hartford does a non-receipt per diem and that would be his recommendation and Mr. Ferguson agreed. Mr. Hicks stated this topic has come up as the result of one Deputy who washed his pants with the receipts in the pants pocket. He hates to change the entire County system that was working fine for one mistake and he does not think it is onerous to have employees come up with receipts and pay them. Mr. Middleton thought the rates are low. Mr. Hicks stated changing the rates and changing how the County reimburses for expenses are two different issues. Mr. O'Brien stated we are penalizing our employees because our reimbursement rates do not necessarily cover the cost of their meals. Suggested to discuss meal reimbursement rates at budget time. Mr. Hicks asked Mr. Shaw to address this issue with Sheriff; work out a solution to reimburse this Deputy. No action at this time and will revisit at budget time.

August committee meeting date changed to August 28th immediately following Health and Human Services Committee meeting.

County Administrator:

- Procurement Waiver – Benetech (Workers Compensation – 5-year contract) and Larry Paltrowitz (Union Negotiator – 3-year contract) are both professional services contracts that are up this year and he is requesting RFP waivers to stay with them otherwise need to know now if we want to go out to bid. He has not started to negotiate contracts because he needs to know whether or not going out to bid. He recommends staying with these professionals. Contracts will come back to committee for consideration and Board approval for the Chairman to sign. A motion to grant RFP waiver for procurement of professional services contracts with Benetech and Larry Paltrowitz was moved by Mr. Shaw and seconded by Mr. Ferguson. Discussion. Mr. Haff does not see the down side of going out to bid. The motion to grant RFP waiver for procurement of professional services contracts with Benetech and Larry Paltrowitz was moved by Mr. Shaw, seconded by Mr. Ferguson and adopted. Two noes: Messrs. Haff and Middleton.

County Treasurer:

- RFP waiver for Bankruptcy Counsel because it is a specialized field. Waivers are in compliance with our procurement policy. The State Comptroller criticized us previously for breaking our own policies. A motion to approve RFP waiver for bankruptcy counsel was moved by Mr. Ferguson, seconded by Mr. O'Brien and adopted.
- Approached by a school district inquiring if he would be interested in collecting their school taxes for them. He stated we are very close to this year's collection cycle so it might not be doable this year but asking for permission to pursue with committee approval. He stated towns may want to look at a new way of delivering that service and this may be eligible as a shared service. He stated the school would pay the County for this service and the Treasurer's office has the time to take on this extra job but would need further conversation if those requesting

the service increased. This will save the school money and create an income stream, extra funds, for us. A motion to give permission for the County Treasurer to pursue providing school tax collections services for a local school was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted.

County Attorney informed the committee that the closing on the property purchased from the Hudson Falls School District will be held this Friday. He does not feel title insurance is needed and it is not included in the cost. The school did not have title insurance. Committee consensus - do not bother with title insurance.

Supervisor Rozell inquired what to do with 700 to 800 signatures on a petition from the town and village of Whitehall. The subject matter is healthy living in the community and issues with the motel and they would both fall under the Health and Human Services Committee.

The meeting adjourned at 11:36 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

FULL VALUE TAX RATES - WASHINGTON COUNTY
Using the 2018 Assessment Roll

TOWNS	School District	2018 School Tax rate	2019 County Tax rate	2019 Town Tax rate	2019 Village Tax rate	TOTAL Tax rates	2018 Equalization rate	2019 Full Value Tax rate	2018 Full Value Tax rate
Argyle (TOV)	Argyle	16.61	6.85	5.53		28.99	100.00	28.99	28.88
	Greenwich	17.33	6.85	5.53		29.71	100.00	29.71	29.63
	Hartford	17.86	6.85	5.53		30.24	100.00	30.24	30.05
	Hudson Falls	13.03	6.85	5.53		25.41	100.00	25.41	25.50
Argyle Village	Argyle	16.61	6.85	3.62	2.40	29.48	100.00	29.48	29.22
Cambridge (TOV)	Cambridge	17.16	7.28	4.28		28.72	100.00	28.72	28.74
	Greenwich	17.33	7.28	4.28		28.89	100.00	28.89	28.75
	Hoosick Valley	17.16	7.28	4.28		28.72	100.00	28.72	27.96
Cambridge Village *1	Cambridge	17.16	7.28	2.53	8.66	35.63	100.00	35.63	35.79
			*1 Village tax rate equalized w/ 65.29 equal rate						
Dresden	Putnam	12.10	14.22	5.99		32.31	46.00	14.86	14.68
	Whitehall	23.75	14.22	5.99		43.96	46.00	20.22	20.08
			Fredericks Point Sewer Dist. parcels pay \$845.93/yr. additional						
			Huletts Landing Sewer Dist. parcels pay \$0.00/ yr. additional						
Easton (TOV) *2	Cambridge	810.62	322.03	154.40		1,287.05	2.12	27.29	27.38
	Greenwich	817.49	322.03	154.40		1,293.92	2.12	27.43	27.38
	Hoosic Valley	809.63	322.03	154.40		1,286.06	2.12	27.26	26.59
	Schuylerville	942.88	322.03	154.40		1,419.31	2.12	30.09	29.85
	Stillwater	621.55	322.03	154.40		1,097.98	2.12	23.28	23.01
Village of Greenwich	Greenwich	817.49	322.03	39.30	532.01	1,710.83	2.12	36.27	35.10
			*2 Using average fire dist. tax rate 17.54 per/th						
Fort Ann (TOV) *3	Fort Ann	13.32	6.45	3.55		23.32	100.00	23.32	23.00
	Hartford	17.86	6.45	3.55		27.86	100.00	27.86	27.61
	Hudson Falls	12.95	6.45	3.55		22.95	100.00	22.95	23.05
	Lake George	6.58	6.45	2.45		15.48	100.00	15.48	15.46
	Whitehall	10.93	6.45	3.55		20.93	100.00	20.93	20.66
Hadlock Pond Dam Dist.	Fort Ann	13.32	6.45	8.25		28.02	100.00	28.02	27.96
Fort Ann Village	Fort Ann	13.32	6.41	1.43	3.35	24.51	100.00	24.51	24.21
			*3 Used average fire dist. tax rate 1.45 per/th						
Fort Edward (TOV)	Argyle	20.77	8.61	7.29		36.67	80.00	29.34	28.97
	Fort Edward	27.30	8.61	7.29		43.20	80.00	34.56	30.48
	Greenwich	21.66	8.61	7.29		37.56	80.00	30.05	29.73
	Hudson Falls	16.28	8.61	7.29		32.18	80.00	25.74	25.59
	Schuylerville	24.99	8.61	7.29		40.89	80.00	32.71	32.19
Fort Edward Light Dist.	Hudson Falls	16.28	8.61	7.67		32.56	80.00	26.05	25.91
F.E. Light & Sewer #2	Hudson Falls	16.28	8.61	8.70		33.59	80.00	26.87	26.73
Water Dist. #2	Hudson Falls	16.28	8.61	11.99		36.88	80.00	29.50	29.53
Village of Fort Edward	Fort Edward	27.30	8.61	4.74	14.62	55.27	80.00	44.22	40.30
Granville (TOV) *4	Fort Ann	13.32	6.86	4.20		24.38	100.00	24.38	24.14
	Granville	16.35	6.86	4.20		27.41	100.00	27.41	27.46
	Hartford	17.86	6.86	4.20		28.92	100.00	28.92	28.75
	Whitehall	10.93	6.86	4.20		21.99	100.00	21.99	21.80
Middle Granville Light	Granville	16.35	6.86	4.69		27.90	100.00	27.90	28.05
No.Granville Light	Granville	16.35	6.86	4.71		27.92	100.00	27.92	28.04
No.Granville Light & Water	Granville	16.35	6.86	7.27		30.48	100.00	30.48	30.46
No.Granville Water	Granville	16.35	6.86	6.78		29.99	100.00	29.99	29.89
Village of Granville	Granville	16.35	6.86	2.16	11.63	37.00	100.00	37.00	36.78
			*4 Used average fire dist tax rate .89 per/th						

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TOWNS	School District	2018 School Tax rate	2019 County Tax rate	2019 Town Tax rate	2019 Village Tax rate	TOTAL Tax rates	2018 Equalization rate	2019 Full Value Tax rate	2018 Full Value Tax rate
Greenwich (TOV)	Argyle	16.61	7.00	3.55		27.16	100.00	27.16	27.01
	Greenwich	17.33	7.00	3.55		27.88	100.00	27.88	27.77
	Salem	15.93	7.00	3.55		26.48	100.00	26.48	26.81
	Schuylerville	19.99	7.00	3.55		30.54	100.00	30.54	30.23
Middle Falls Light Dist.	Greenwich	17.33	7.00	3.71		28.04	100.00	28.04	27.92
Clarks Mills Light Dist.	Schuylerville	19.99	7.00	3.89		30.88	100.00	30.88	30.56
West Main Light Dist.	Greenwich	17.33	7.00	3.76		28.09	100.00	28.09	27.95
Academy Park Light Dist.	Greenwich	17.33	7.00	4.14		28.47	100.00	28.47	28.35
Overlook Drive Light Dist.	Greenwich	17.33	7.00	3.89		28.22	100.00	28.22	28.08
Village of Greenwich	Greenwich	17.33	7.00	0.94	11.28	36.55	100.00	36.55	36.75
Used average fire dist. rate .82 per/th									
Hampton	Granville	16.69	6.88	4.60		28.17	98.00	27.61	27.32
	Whitehall	11.15	6.88	4.60		22.63	98.00	22.18	21.66
Used average fire dist. rate .61 per/th									
Hartford	Argyle	16.61	7.24	6.43		30.28	100.00	30.28	30.18
	Fort Ann	13.32	7.24	6.43		26.99	100.00	26.99	26.75
	Hartford	17.86	7.24	6.43		31.53	100.00	31.53	31.34
	Hudson Falls	13.03	7.24	6.43		26.70	100.00	26.70	26.81
Hebron	Argyle	16.61	7.33	4.54		28.48	100.00	28.48	28.30
	Granville	16.35	7.33	4.54		28.22	100.00	28.22	28.19
	Greenwich	17.33	7.33	4.54		29.20	100.00	29.20	29.06
	Hartford	17.86	7.33	4.54		29.73	100.00	29.73	29.48
	Salem	15.86	7.33	4.54		27.73	100.00	27.73	28.07
West Hebron Light Dist.	Salem	15.86	7.33	5.06		28.25	100.00	28.25	28.56
Jackson	Cambridge	47.71	19.42	10.44		77.57	36.00	27.93	27.81
	Greenwich	48.14	19.42	10.44		78.00	36.00	28.08	27.83
	Salem	44.16	19.42	10.44		74.02	36.00	26.65	26.87
Used average fire dist. rate 1.41 per/th									
Kingsbury (TOV)	Fort Ann	13.32	6.84	3.14		23.30	100.00	23.30	23.05
	Hartford	17.86	6.84	3.14		27.84	100.00	27.84	27.66
	Hudson Falls	13.03	6.84	3.14		23.01	100.00	23.01	23.07
Hudson Falls Village	Hudson Falls	13.03	6.84	1.85	8.40	30.12	100.00	30.12	30.22
Putnam	Putnam	5.56	6.54	3.51		15.61	100.00	15.61	15.33
Salem	Cambridge	30.15	12.41	7.31		49.87	57.00	28.43	28.49
	Greenwich	30.41	12.41	7.31		50.13	57.00	28.57	28.50
	Salem	27.94	12.41	7.31		47.66	57.00	27.17	27.53
Salem Light & Fire Dist	Salem	27.94	12.41	8.13		48.48	57.00	27.63	28.30
Shushan Light & fire Dist.	Salem	27.94	12.41	8.15		48.50	57.00	27.65	27.91
Used average fire dist. rate 1.64 per/th									
Salem Water District (WD481) unit charge 177.00/unit									
White Creek (TOV)	Cambridge	27.27	11.36	10.08		48.71	63.00	30.69	30.98
	Hoosick Falls	31.07	11.36	10.08		52.51	63.00	33.08	33.34
Village of Cambridge *5	Cambridge	27.27	11.36	2.49	13.74	54.86	63.00	34.56	34.68
*5 Village tax rate equalized w/ 65.29 equal rate & 63 equal rate									
Whitehall (TOV)	Granville	16.35	7.26	5.87		29.48	100.00	29.48	29.43
	Whitehall	10.93	7.26	5.87		24.06	100.00	24.06	23.77
Village of Whitehall	Whitehall	10.93	7.26	3.39	18.79	40.37	100.00	40.37	39.99

If using this chart to calculate your total tax amount you should allow for any applicable exemptions, IE: STAR, Veterans, Aged, etc.

Full Value Tax Rates Using 2018 Final Assessment Roll

