

**JOINT GOVERNMENT OPERATIONS AND FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 22, 2020**

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Rozell, Haff, Hicks, Shaw, Ferguson, Losaw

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Hicks, Fedler, Skellie, Hogan, Clary, Rozell, Losaw, Ward, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Wilson

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Roger Wickes, County Attorney

Election Commissioners Allen and Curtis

Matt Jones, Supt. Bldgs. & Grnds.

Stephanie Lemery, County Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – August 25, 2020
- 3) Consider 2021 Departmental Budget Requests:
 - A. 9:30 AM Legislative Board/Clerk of the Board
 - B. 9:45 AM County Administration
 - C. 10:00AM County Attorney
 - D. 10:15AM County Clerk/Historian
 - E. 10:30AM Treasurer
 - F. 10:45AM Buildings & Grounds/Parks
 1. Updates
 - G. 11:00AM Board of Elections
- 4) Other Business
- 5) Adjournment

Chairmen O'Brien and Campbell called the Joint Government Operations and Finance Committee meeting to order at 9:30 A.M.

A motion to accept the minutes of the August 25, 2020 Government Operations meeting was moved by Mr. Losaw, seconded by Mr. Haff and adopted.

CONSIDER 2021 BUDGET REQUESTS:

LEGISLATIVE BOARD – Debra Prehoda, Clerk of the Board, presented the 2021 budget request:
Expenses: A.1010

Personal Services	\$372,000	
Equipment	\$ 0	
Contractual	\$ 2,400	
Benefits	\$157,399	
Total	\$531,799	

Revenue: \$0. Highlights: Personal services includes 2.5% increase; noted that there were 262 working days in 2020 and 261 working days in 2021. Contractual – reduced mileage reimbursement and conference expenses.

CLERK OF THE BOARD – Debra Prehoda, Clerk of the Board, presented the 2021 budget request:

Expenses: A.1040

Personal Services	\$206,300
Equipment	\$ 0
Contractual	\$ 13,425
Benefits	\$ 81,393
Total	\$301,118

Revenue: \$0. Highlights: Personal Services 2.5% increase, Equipment – none and Contractual – reduced copier fee, increased advertising and transcription stayed the same but waiting for Zoom license to determine transcription usage. Noted that transcription will be over budget due to an increase in Board meetings held this year.

COUNTY ADMINISTRATOR – Chris DeBolt, County Administrator, presented the 2021 budget request:

Expenses A.1230

Personal Services	\$234,362
Equipment	\$ 0
Contractual	\$113,760
Benefits	\$ 84,127
Total	\$432,249

Revenue: \$2,500 Raise the Age on call phones. Highlights: Personal Services – 2.5%. Equipment: None. Contractual: Dropped office supplies a little and increased contract expenses in account 4040 \$5,500 due to OPEB valuation year and small escalator on audit services because they have to go out to RFP for those services. Reduced travel expense.

The NYS Retirement will increase but feel the budget figure is sufficient.

STOCKROOM: A.1660

Copiers	\$20,000
Office Equipment Misc.	\$20,000
Total	\$40,000

Budgeted \$20,000 for copier replacements or other miscellaneous technology equipment. Reduced office equipment/furniture from \$55,000 in 2020 to \$20,000 for 2021 because they thought funds were going to be needed for the move to Burgoyne but believe it will come in under that amount.

UNALLOCABLE INSURANCE: A.1910

Insurance	\$402,000
Total	\$402,000

The insurance is up \$12,000 and it is NYMIR's planned rate increase.

COUNTY ATTORNEY – Roger Wickes, County Attorney, addressed his 2021 budget request:

Expenses: A.1420

Personal Services	\$655,766
Equipment	\$ 0
Contractual	\$ 40,170 (4080) -7,500
Benefits	\$184,935
Total	\$880,871

Revenue \$161,758 comes over from Workers Compensation fund to pay (2) Safety Officers salaries. Expenses – Committee recommended **reducing Consultant line A.1420.4080 from \$15,000 to \$7,500**. Small increase in training for new Safety Officer Coordinator position.

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the 2021 budget request:
Expense: A.1410 – handouts attached.

Personal Services	\$ 683,524
Equipment	\$ 0
Contractual	\$ 105,150
Benefits	\$ 271,937
Total	\$1,060,611

Revenue \$1,610,000. Decreased Clerk fees a little due to courts not totally operational due to COVID, still are not able to do parts of the foreclosures, and default judgements. Also, DMV revenue is down and the Governor and Commissioner have allowed more transactions to take place online reducing our revenue. Closure of the office during COVID negatively impacted revenue and requested to be allowed to stay operational to process paperwork if there is another COVID shutdown. Highlights: Personnel – allotted increase of 2.5% and a position was added in 2020 – DMV triage clerk. Postage has increased. Mortgage tax update - a lot of people are refinancing. The Treasurer stated the mortgage tax increased in June from \$35,500 to \$60,400 in August. The mortgage tax expense is in the County Clerk’s budget but the revenue is in Pooled/Unallocable A.9900.

The Treasurer noted that health insurance figures are down \$1.8M because the County switched carriers so you will see savings in every department.

The County Administrator stated the COVID expenses are just in departments personnel services budget lines and other items are in a separate account to be submitted to FEMA and reimbursed at 75%. The personal services COVID pay codes have been changed to provide more granular information in the event there is the necessity to use those codes again.

HISTORIAN: A.7510

Personal Services	\$11,190
Equipment	\$ 0
Contractual	\$ 925
Benefits	\$ 970
Total	\$13,085

Revenue \$120. Expenses: Personnel 2.5% increase and other contractual numbers flat.

TREASURER: Al Nolette, County Treasurer, addressed the 2021 budget request, summary attached:

Expenses: A.1325

Personal Services	\$492,202
Equipment	\$ 0
Contractual	\$ 67,700
Benefits	\$169,008
Total	\$728,910

Revenue \$170,000 plus additional \$15,223 = \$185,223. Revenue adjustments: increase General Services Other Governments should indicate an additional \$10,000 for bookkeeping services on the new \$2.3M revolving loan LGLCRPB and increase General Services Other \$5,223 for collecting school taxes for Fort Ann and Fort Edward. He suggested looking into the chargebacks to the Sewer District because it only covers services he provides and charging back for services that other departments provide should be looked at. Expenses - Highlights: Equipment none for

2021 but anticipates the folder/sealer will need to be replaced in coming years. Contractual increase in miscellaneous other for the cost of renewing BAN's.

TAX ADVERTISING: A.1362

Tax Sale	\$10,000
Redemption	\$ 6,500
Total	\$16,500

Expense for mailings; required notices

EXPENSES ON PROPERTY ACQUIRED: A1364

Water & Sewer Rent	\$ 500
Advertising	\$1,500
Repairs & Maintenance	\$ 0
Total	\$2,000

Revenue from the tax sale is in pooled/unallocable, A.9900.1051, and budgeted at zero for 2021. He removed the \$15,000 contribution to the reserve. He is unsure of the status of any auction and the reserve is already built up over \$300,000. The auction that was scheduled for October 3rd will happen at some point. After reviewing the law with the County Attorney, he will be able to send out what he calls the October notices on delinquent taxes but no sooner than October 1st and as soon as thereafter as practical; the October 1st is not a hard deadline. So, when they are allowed to send the notices out they will and there could possibly be two auctions next year but unknown at this time.

He is also responsible for A.1950 Taxes on County Owned property which is not included in the packet. The County is responsible for paying the town and county taxes on three properties and he believes he has it budgeted too high for next year at \$35,700 and is recommending to reduce to \$32,500; explained in attached summary. **A.1950.4290 reduce from \$35,700 to \$32,500 = \$3,200 reduction.**

**BUILDINGS & GROUNDS – Matt Jones, Superintendent, addressed the 2021 budget request:
Expenses: A.1620**

Personal Services	\$ 977,841
Equipment	\$ 10,000
Contractual	\$ 821,122
Benefits	\$ 338,307
Total	\$2,147,270

Revenue – \$171,060. Revenue Rental Property other was BOCES \$62,000 rent for Burgoyne and that has ended. Expenses – Budget is basically flat. Personal Services - Not budgeting for Electronic Technician position and that is reflected in the budget. Equipment - Does not anticipate any major equipment purchases. Contractual - The electric and fuel heating expenses are in detailed accounts and are not showing in the budget printout; will look into and fix. The roof replacement on Burgoyne will be in the capital project.

HULETTTS PARK – Expense A.7110

Personal Services	\$41,714
Equipment	\$ 1,000
Contractual	\$ 6,100
Benefits	\$ 5,388
Total	\$54,202

Revenue \$2,000. Noted negative revenue figure reflects a refunded pavilion rental fee. Highlights: Budget is flat.

LAUDERDALE PARK – Expense A.7111

Personal Services	\$60,102
Equipment	\$ 6,000
Contractual	\$ 6,600
Benefits	\$ 6,597
Total	\$79,299

Revenue \$18,000. Revenue down in 2020 due to COVID \$5500 and hopefully back to normal next summer. Equipment- \$6000 requested for buoys/ropes and other items to upkeep the beach and a portion is for a new lawn mower replacing an aging mower.

BOARD OF ELECTIONS – Leslie Allen and Jeff Curtis, Commissioners presented the 2021 budget request:

Expenses: A.1450

Personal Services	\$278,605
Equipment	\$ 0
Contractual	\$ 64,100
Benefits	\$ 94,291
Total	\$436,996

Revenue \$3,300 – charges to other local entities for election services. One cyber security grant in the 2020 budget expires December 2021 and any unexpended funds will roll over to 2021 budget. Highlights – personal services are down because of one less election next year. Printing is up slightly due to changes in what information has to go on the mailers.

Noted already received around 3,200 requests for absentee ballots.

The inspectors at the polling site will be responsible for cleaning/disinfecting the area and in charge of setting up in compliance with all the COVID rules and regulations. There are 26 polling stations in the county with 50 election districts. The buildings will be set up with the six feet marking tape and signs for people to follow them, mask required, and signs directing the flow in and out of the facility.

OTHER BUSINESS:

- Church Street Property – The County acquired two properties on both sides of the road at the site of the Church Street Bridge. DPW plans to use these properties for staging equipment and parking their vehicles for the bridge project. The property includes a small house on one side of the road and another building on the opposite side of the road that will be torn down. The house will be used as a construction trailer but when the project is complete the parking lot area would be beneficial to DPW for access to the bridge for repairs or future work and Mr. Hicks suggested subdividing the parcel into two and keep the parking lot and sell the house. He stated there is a process for this and he does not wait until the last minute to address this.

The County Administrator suggested forwarding this to the DPW Committee for consideration and for more in depth discussion. A motion to move this request (subdivide lot and sell house) to the Public Works Committee with conceptual approval from today's meeting was moved by Mr. Ferguson, seconded by Mr. Losaw and adopted.

- Assessing Services – The Board adopted a resolution to allow the County to provide assessing and data collection services to local municipalities and the County Administrator requested to reserve the ability to change the per parcel rate to ensure all County costs were covered. He did talk with the Real Property Director and their recommendation is to keep the per parcel fee the same for 2021 as it is in 2020; county costs are covered.
- Received the new contract for the reval grant that had been on hold and the County Administrator does not believe it is subject to the 20% reduction by the State. The Treasurer stated the grant is in our hands but do not know about the shared services money. Shared services was supposed to cover the town's share of the cost. He thinks the money for the shared services plans already submitted will eventually flow. Things are back moving forward with this reval project. The Treasurer stated the contract amount is \$590,031 and believes that is 100%.
- The Real Property Director was not available for today's meeting and that budget will be reviewed at another time.

The joint committee meeting adjourned at 11:29 AM.



TREASURER OF WASHINGTON COUNTY
COUNTY OFFICE BUILDING
383 BROADWAY
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PHONE (518) 746-2220 - FAX (518) 746-2234

Albert B. Nolette
 County Treasurer

Rebecca L. Raymond
 Deputy County Treasurer

September 21, 2020

Government Operations Committee
 Finance Committee

Re: 2021 Budget Request – Treasurer

A.1362 – Tax Advertising

This department records the expenses relating directly to the enforcement of delinquent tax properties

2021 – No budgetary change, however, based on the date the notices are eligible to be mailed, the 2020 amount may need to be re-appropriated in the 2021 budget.

A.1364 – Expenses on Property Acquired

This department records expenditures related to the properties taken for delinquent taxes, including securing, water & sewer rents, and tax sale auction advertising.

2021 - For the 2021 fiscal year, I have removed the \$15,000. Contribution to the reserve. With the uncertainty of the tax auction, it seemed prudent to remove the contribution that comes from that sale. Also, the reserve is now in excess of \$300,000.

A.1950 – Taxes County Property

This department records the expenditures for Real Taxes on County Owned properties for which the County is responsible as follows:

Parcel	Location	Assessment	2020 Tax Bill
163.5-2-38	383 Broadway	\$27,850,000.	\$29,799.50
154.9-6-1.1	St. Paul’s (LEAP)	\$ 668,100.	\$ 541.16
163.10-1-26	1153 Burgoyne Ave.	\$ 1,292,000.	\$ 1,382.44

2021 - These current 3 parcels are required to pay only Town & County taxes. After further review, the requested 2021 amount of \$35,700.00 can probably be reduced to \$32,500. A decrease of \$3,200.

A.1325 – Treasurer

Revenues:

A.1325.1230 – Treasurer’s fees. I have reduced my request for this account mainly due to the Governor’s bail reform measures. A portion of the account comes from the 3% poundage retained by the County on refunds of bail. With a significant reduction in the amounts of bail, there will be a corresponding reduction in the retained poundage.

A.2210.08 – this revenue represents the amount my office charges the Sewer District for the collection of the April & October Sewer District user fees as well as a portion of the payroll and accounting services. I have increased this chargeback by \$1,000 for 2021.

A2210.11 – This revenue accounts represents the amount the County charges the Lake Champlain-Lake George Regional Planning Board for the bookkeeping for the agency and the preparation of the reporting documents (i.e. annual report, 990, EDA & USDA required reporting). At the time of my request, the grant requests were not awarded. As a result, Washington County will receive an additional \$10,000. In 2021 and 2022 for my tracking of the new COVID-19 RLF 5 revolving loan fund monies.

A2210.99 – This revenue represents charges for my office to collect school taxes for the Fort Ann and Fort Edward School Districts. This revenue was erroneously omitted from my request. If I continue to collect for the 2 districts, the revenue will be \$5,223. (\$3,500 Fort Ann & \$1,723. For Fort Edward based on parcel counts).

All other revenues held flat from 2020 adopted.

Appropriations:

A.1325.1 – Personal services reflect an increase of \$2,221. Over the 2020 adopted amount, however, this is due to a retirement expected by 12/31/2020. Without the retirement, the increase would have been \$17,659. I have also dropped overtime by \$600. Due to the new auction procedures.

A.1325.2 – No equipment requested for 2021.

A.1325.4 – I have increased the contractual expenses by \$8,767. This is due mainly to the cost of renewing the BAN's. The 2020 budget will have to be amended as not enough money was included to cover the actual costs. Without this line item, there would have been a \$233. Decrease in my request.

A1325.9 – The decrease in fringe benefits is attributable mainly due the costs savings associated with the health insurance change

Summary of changes:

A.1950.4290	decrease appropriations	\$ 3,200.
A.1325.2210.99	increase revenues	\$ 5,223.
A.1325.2210.11	increase revenues	\$10,000.

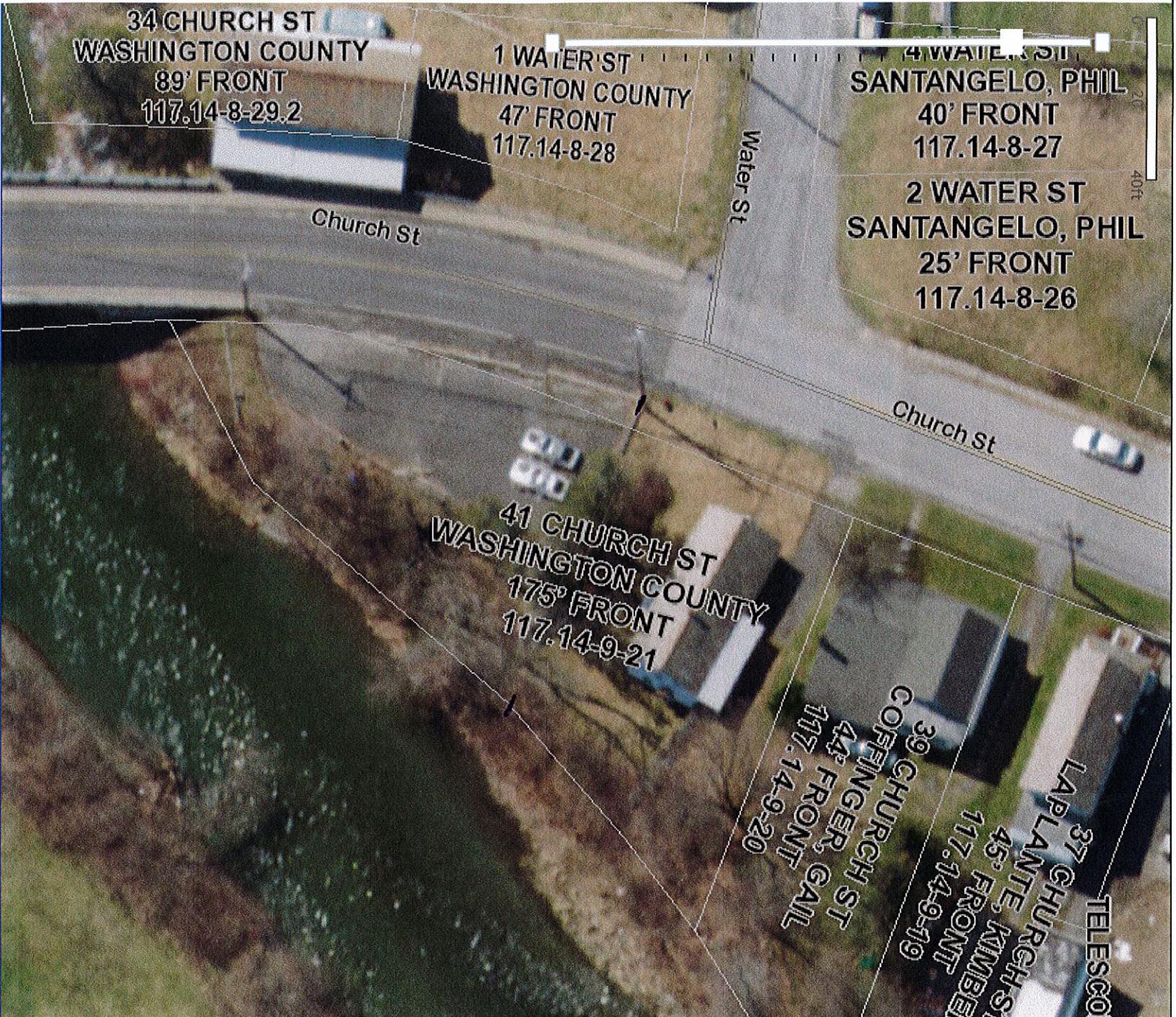
Budget Impact – If these changes are made, it would result in a total savings of \$18,423. To the County.

Yours in Service,



Albert Nolette
Washington County Treasurer

AN



Initial Extent

Zoom In

Zoom Out

Street View

Identify

Selected Tool: None

Clear Graph