

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
OCTOBER 20, 2020

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Rozell, Losaw

SUPERVISORS: Hall, Henke, Fedler, Ward, Campbell, Hogan, Griffith

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Chris DeBolt, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – September 22, 2020
- 3) Department Requests/Reports
  - A. Building & Grounds - Updates
  - B. Real Property – Discuss Revising the Fee Schedule
- 4) Other Business
- 5) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M. via teleconference.

A motion to approve the minutes of the September 22, 2020 meeting was moved by Mr. Ferguson, seconded by Mr. Hicks and adopted.

DEPARTMENT REPORTS REQUESTS:

BUILDINGS AND GROUNDS – Matt Jones, Superintendent, addressed the following items with the committee:

- Code Enforcement – In the process of moving Code Enforcement to Burgoyne. They will be occupying two rooms in the same section of the building as the Board of Elections. Also want to remove Code to isolate Public Health as much as possible.
- Roof – Discussing with the engineers and architects when the best time would be to put replacement of the roof out to bid, noting building supplies are high right now. He was hoping this would be a spring project. The County Administrator stated the biggest variables are the price of construction materials and how busy the contractors are. To date the engineers have not found anything that is going to greatly increase the cost of the project. The Superintendent is meeting with the engineers this week. After talking with the engineers, he will have a better idea when this project should go out to bid. Mr. Hicks would like to have some in-depth discussion on the County's short-term and long-term capital project needs. The County Administrator stated the Finance Committee plans to discuss the capital plan at their November meeting. The engineer's report has been completed and we have bid documents ready to go out for price estimates. The cost to replace the roof has remained within the amount that has been discussed since the project started; \$1M range. Committee members did not realize the report was completed because that detail was not provided. Mr. Campbell stated it could go out to bid and get a price for the spring and if those are too high then re-bid later next year. Mr. Shaw feels this project is a priority because departments are being moved into a building with a roof that leaks. Mr. Hicks would like a list of the priority projects. The Superintendent stated he plans to continue along with going out to bid.
- Generator repair complete at Law Enforcement Center and working on the insurance claim.
- Public Defender is moving some staff into the former Board of Elections office space.
- Parks are closed. A dredging project will take place next to the beach at Huletts and we are allowing the vendor to put some equipment and access the lake through our property.
- Annex I foundation drains filled up and collapsed which is causing a flooding problem in the building when it rains. This is an old building and they have been working off an old set of plans. He

thanked the Sewer District and Department of Public Works for their assistance. Looking to get something draining without tearing up the parking lot.

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

- Fee Schedule – Presented proposed changes to the departments fee schedule, attached. A motion to recommend the proposed changes to the Real Property fee schedule was moved by Mr. Hicks, seconded by Mr. Ferguson and adopted.
- Working on revised assessment totals for the towns due to small claims, Article VII or board of assessment corrections.
- September property transfers totaled over 229 which is high.

#### OTHER BUSINESS:

Tax Sale – Chairman O'Brien stated that Warren County held their tax sale this past weekend and he was questioned why we didn't have one this year. The Treasurer stated the County Attorney advised him that we could not proceed with a sale so he is not sure how Warren County is proceeding. He stated our review of the Governor's executive order was the direct result of the Warren County Treasurer's advice to his board that they could not have an auction so he is not sure what changed in Warren County. He will follow up with the County Attorney. The Treasurer will report back when they have more information. He stated our effort is not to get sued so we are going to proceed with caution. The County Attorney stated he wants to make sure that the sales that are made at the auction are valid. The Treasurer stated these are homeowners' homes and we want to make sure we get it right. It depends on where a county was in the process whether or not they could proceed to a tax sale. Chairman O'Brien would like a follow up report by the Finance Committee meeting.

Public Health – The County Administrator stated from recently conversions he has had with Public Health that due to the increase in new cases and persons under monitoring they have reverted back to seven days a week staffing. Public Health has been going seven months straight and they are burned out. Eighteen non-Public Health employees were trained as certified contact tracers and Public Health is requesting if those contact tracers could be made available for potential work on weekends. He wanted to bring this up for discussion to get some feedback before he would proceed to talk to the various departments that have contact tracers and the trained employees. Time on the weekend could be flex time or overtime. Chairman O'Brien stated this will help alleviate some problems at Public Health but not fix them; this would be a partial fix. This would likely be a four or five hour day on Saturday and/or Sunday. Mr. Henke stated this is a temporary fix but Public Health needs more staff because this situation is not going to end soon, another year or so, and they need help. If a 35 hour a week employee works five hours on the weekend then that is at straight time; no overtime until after forty hours per week and if a forty hour a week employee works the weekend then they are on overtime. Mr. Henke suggested making everyone at Public Health forty hour a week employees. Chairman O'Brien stated if we work the Public Health staff to much then we might end up with unplanned retirements or unplanned changes to staff. Cannot continue to burn these employees out. The County Administrator wanted the Supervisors to know that he has not heard from any employee in the department about threatening to retire or leave. Chairman O'Brien stated he understands that but the employees are getting burned out and it can affect their health and family life. Mr. Hicks suggested setting a flat on call fee if someone works rather than having one employee working straight time, another on overtime and an exempt employee making a different rate therefore it does not matter what category you are in, everyone makes the same amount. This needs further conversation and the County Administrator stated that is why he started it today. If there are no objections, he will start getting this in place this afternoon; using the certified trained contact tracers for weekend hours then talk about a larger fix at the Health and Human Services Committee meeting next week and the November Finance meeting to send to the Board. The Board would need to

act on setting a per diem rate as suggested by Mr. Hicks. Discussed a possible Special Board meeting on Wednesday, October 28<sup>th</sup> to allow time for the County Administrator to meet with Public Health, vet the proposal through Health and Human Services Committee meeting on Wednesday and then present a solution for the Board to consider at a Special Board meeting. Partial fix for some relief. Use trained staff to help out per Mr. Henke but they need more help.

The Chairman of the Board spoke with Chairman O'Brien about a request by solar companies that already have PILOTS with towns and schools to address the county about opting back in so they could get a PILOT through the county. Chairman O'Brien just wanted to make the committee aware this might be coming up at a future committee meeting. Mr. Haff stated the County has a standing resolution not to enter into PILOTS with solar companies and does not want to entertain that idea just because someone requests it; the County has made the decision to opt out. There has been no formal request at this point. Mr. Campbell stated as an agricultural county not interested in solar arrays on farmland. The call was from the solar company doing business in the town of Easton, Greenwich School district. The Real Property Director stated the town of Easton and Greenwich school are discussing doing PILOTS on their own. Mr. Hicks stated what they want is a tax break and they should pay their fair share. The town and school are doing pilots on their own and now they want a PILOT from the county.

The meeting adjourned at 11:23 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*

WASHINGTON COUNTY REAL PROPERTY TAX SERVICE  
FEE SCHEDULE



Effective June 15, 2018

SERVICE OR PRODUCT	FEE
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**MAPS**

1. TAX MAP (black & white)	
(30x42")	\$ 7.00 each
(18x24")	\$ 5.00 each
2.1. GIS-TAX MAP (color)	
(30x42") color <b>Full Size</b>	<del>\$ 9.00 each</del> <b>\$12</b>
(30x42") color laminated	<del>\$25.00 each</del>
(18x24") color <b>half scale</b>	<del>\$ 7.00 each</del> <b>\$10</b>
(18x24") color laminated	<del>\$15.00 each</del>
3.2. MAP SHEET <b>Scanned Sheet ( ie. Blue prints from code enforcement)</b>	
\$ 2.00 each	
(8 1/2 x 11")	
Small ( up to 8.5 x 11)	<del>\$2</del>
Medium ( up to 18 x 24)	<del>\$10</del>
Large ( over 18 x 24)	<del>\$12</del>
4.3. SPECIALIZED GIS MAPS /or PDF	
Small (11x17" or 8 1/5")	Plain Paper <del>\$ 15.00 each</del> <b>\$20</b> Glossy Photo Paper <del>\$ 20.00 each</del> <b>\$25</b>
<i>Small laminated (11x17" or 8 1/5")</i>	<del>\$ 20.00 each</del> <del>\$ 25.00 each</del>
Medium ( up to 18x24")	<del>\$ 20.00 each</del> <b>\$25</b> <del>\$ 25.00 each</del> <b>\$30</b>
<i>Medium laminated ( up to 18x24")</i>	<del>\$ 35.00 each</del> <del>\$ 40.00 each</del>
Large ( up to 24x36")	<del>\$ 30.00 each</del> <b>\$35</b> <del>\$ 35.00 each</del> <b>\$40</b>
<i>Large laminated ( up to 24x36")</i>	<del>\$ 45.00 each</del> <del>\$ 50.00 each</del>
Poster ( up to 36x48")	<del>\$ 40.00 each</del> <b>\$45</b> <del>\$ 45.00 each</del> <b>\$50</b>

WASHINGTON COUNTY REAL PROPERTY TAX SERVICE  
FEE SCHEDULE

~~Poster laminated (up to 36x48") \$ 55.00 each \$ 60.00 each~~  
(No fee for Wash. Co. municipalities)

~~5.4.~~ Aerial photo w/ Parcel boundaries superimposed ~~+~~ or PDF

	Plain Paper	Glossy Photo Paper
Small (11x17" or 8 1/5")	<del>\$ 7.00 each</del> <b>\$10</b>	<del>\$ 15.00 each</del> <b>\$18</b>
<del>Small laminated (11x17" or 8 1/5")</del>	<del>\$10.00 each</del>	<del>\$ 20.00 each</del>
Medium ( up to 18x24")	<del>\$ 15.00 each</del> <b>\$20</b>	<del>\$ 20.00 each</del> <b>\$25</b>
<del>Medium laminated ( up to 18x24")</del>	<del>\$ 20.00 each</del>	<del>\$ 25.00 each</del>
Large ( up to 24x36")	<del>\$ 20.00 each</del> <b>\$25</b>	<del>\$ 25.00 each</del> <b>\$30</b>
<del>Large laminated ( up to 24x36")</del>	<del>\$ 35.00 each</del>	<del>\$ 40.00 each</del>
Poster( up to 36x48")	<del>\$ 25.00 each</del> <b>\$30</b>	<del>\$ 30.00 each</del> <b>\$35</b>
<del>Poster laminated ( up to 36x48")</del>	<del>\$ 50.00 each</del>	<del>\$ 55.00 each</del>

(No fee for Wash. Co. municipalities)

~~6.5.~~ SURVEY'S AND OTHER DOCUMENTS Laminated Documents

<del>Small laminated (11x17" or 8 1/5")</del>	<del>\$ 5.00 each</del>
<del>Medium laminated ( up to 18x24")</del>	<del>\$ 10.00 each</del>
<del>Large laminated ( up to 24x36")</del>	<del>\$ 50.00 each</del> <b>\$20</b>
<del>Poster laminated ( up to 36x48")</del>	<del>\$ 60.00 each</del> <b>\$25</b>

~~7.6.~~ USGS Topographical Maps w/ or without Aerials

One size 24" x 34" ~~\$ 10.00 each~~ **\$25**

~~8.7.1~~ Year old set of TAX MAPS ~~\$ 25.00/town~~

~~9.8.~~ PDF of Tax Map on CD.

Individual Tax Map ~~\$ 4.00 each~~ **\$5**

*Can be emailed if possible*

Complete Town Tax Maps ~~\$ 20~~ **\$25**/town

*Available on CD only.*

Mailing fee for all maps ~~\$1.50~~ **\$3**

**TAX ROLLS AND BILLS**

~~10.9.~~ VILLAGE ASSESSMENT ROLL, Tax Roll,  
& Tax Bill Preparation

~~\$ 1.25~~ **\$50**/parcel

WASHINGTON COUNTY REAL PROPERTY TAX SERVICE  
FEE SCHEDULE

<del>11.</del> <u>10.</u> SCHOOL TAX PROCESSING	
Running Programs & Printing rolls & bills	\$ <del>.75</del> <u>1.00</u> /parcel
Running Programs only	<del>.25</del> <u>\$.50</u> /parcel
<u>11. Tax Files RPS 160D1</u>	<u>\$1.500</u>
12. Initial Set-up Fee	\$ 100.00
New tax bill processing clients	
13. Fold & Seal Tax bills	\$ .20/parcel
<del>14. 1 Year old Assessment Roll</del>	<del>\$ 15.00/town</del>

**RPS**

<del>15.</del> <u>14.</u> RPS DATABASE Unload/ <u>Back up</u> OR CUSTOMIZED EXCEL SPREADSHEET	\$ <del>5.00</del> <u>\$7</u> /town
<del>16.</del> <u>15.</u> ASSESSMENT DISCLOSURE NOTICES (impact notices)	
1 copy	\$ <del>.60</del> <u>\$.70</u> /parcel
2 copies	<del>1.00</del> <u>\$1.20</u> /parcel
Running programs - DATASET	<del>.50</del> <u>\$.75</u> /parcel
<del>17.</del> <u>16.</u> INVENTORY DATA MAILERS	\$ <del>.60</del> <u>\$.75</u> /parcel
<del>18.</del> <u>17.</u> NYS PROPERTY RECORD CARDS	\$ <del>.05</del> <u>\$1.00</u> /parcel

**GIS**

<del>19.</del> <u>18.</u> TAX PARCEL File Geodatabase w/ RPS EXTRACT	\$ <del>75.00</del> <u>\$100</u> /town
<del>20.</del> <u>19.</u> Individual File Geodatabase or Shapefile/ Dataset	
**Only use when buying ONE File or Shapefile. If buying more than one use Customize GIS Dataset*** (see # 21.)	
	\$ <del>5.00</del> <u>\$10</u> town
i.e.. Fire district boundary, Ag districts. <b>This does not include Tax parcels.</b>	
<del>21. TAX PARCEL File Geodatabase w/ RPS EXTRACT requested by Towns, Villages or Schools (Res. No. 385 dated 12/21/01.)</del>	<del>\$ 5.00/town</del>

WASHINGTON COUNTY REAL PROPERTY TAX SERVICE  
FEE SCHEDULE

~~22.20.~~ 25.00/town Customize GIS Dataset \_\_\_\_\_ \$

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**TAX MAP MAINTENANCE CERTIFICATE**

~~23.21.~~ 25.00 1-3 Lot Subdivision \$ 25  
~~24.22.~~ 25.00 4-9 Lot Subdivision \$ 50  
~~25.23.~~ 25.00 10 or more Lot Subdivision \$ 100

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**MISC.**

~~26.24.~~ 25.00 PHOTOCOPIES, COMPUTER PRINT-OUT \$ ~~.50~~ 1.00/page  
~~27.25.~~ 25.00 MAILING LABELS \$ ~~.05~~ .07/each  
~~28.26.~~ 25.00 FOLD DOCUMENTS \$ .10/each

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HW ~~12/30/2013~~ 10/08/2020