

Resolution No. 83 April 17, 2015
By Supervisors Idleman, Brown, Haff, Dumas, Armstrong, Fedler, Shaw

TITLE: Urging the New York State Legislature to Amend Eligibility Requirements for Farmland Protection Implementation Projects

WHEREAS, agriculture is a significant contributor to New York's economy. Farms provide jobs, support local businesses and are part of industry sectors that have a \$46 billion economic impact annually in New York, and

WHEREAS, farms comprise 7 million acres of land in New York, roughly 25% of the state's land base, and

WHEREAS, one farm is lost to development every three and a half days in New York, and

WHEREAS, New York State established Farmland Protection Implementation Grants (FPIG) to enable project sponsors to implement activities consistent with local agricultural and farmland protection plans. Since 1996, the Program has awarded more than \$173 million to help farmers and municipalities permanently protect 72,000 acres on more than 300 farms. Many of these completed projects involved land trusts implementing grants awarded to municipalities, and

WHEREAS, demand for Farmland Protection Implementation Program funding has been strong due to the program's popularity and to the recent increase in number of eligible applicants, including counties and municipalities with approved agricultural and farmland protection plans, land trusts and Soil and Water Conservation Districts, and

WHEREAS, Round 13 of the Request for Proposals for the Program modified the applicant eligibility by requiring that the holder of the conservation easement must be the applicant of the proposal and no applicant could submit more than four (4) applications, and

WHEREAS, many counties and municipalities do not want to assume the legal obligations of holding conservation easements and instead have developed partnerships with land trusts to hold conservation easements and assist with implementation of agricultural and farmland protection plans, and

WHEREAS, by limiting the applicant eligibility to those qualified entities willing to hold easements and then limiting the number of applications submitted by those entities, farmers residing in counties or municipalities that do not have the capacity to hold easements will be at a disadvantage when trying to apply for Program funding; now therefore be it

RESOLVED, that the Governor and State Legislature must make changes to the applicant eligibility for the state Farmland Protection Implementation Grants in order to protect New York's valuable farmland and strengthen the future for farms across New York; and be it further

RESOLVED, that Washington County finds the recently modified applicant eligibility requirement to be discriminatory and does hereby support allowing eligible municipalities to apply for state Farmland Protection Implementation Projects grant funding without requiring them to be the easement holders of awarded projects. Furthermore, Washington County supports municipalities partnering with land trusts to implement and be the easement holder of such grants; and be it further

RESOLVED, that Washington County urges state lawmakers to work with the NYS Department of Agriculture and Markets to amend the eligibility requirements for state Farmland Protection Implementation Projects in future grant applications; and be it further

RESOLVED, that the Clerk of the Board of Supervisors is hereby directed to forward copies of this resolution to Governor Andrew Cuomo, Senate Majority Leader Dean Skelos, Assembly Speaker Carl Heastie, Senator Betty Little, Senator Kathleen Marchione, Senator Patty Richie, Assembly member William Magee, Assembly member Dan Stec, Assembly member Steven McLaughlin, Assembly member Carrie Woerner, the American Farmland Trust, Washington County Farm Bureau and Agricultural Stewardship Association.

BUDGET IMPACT STATEMENT: None.

Resolution No. 84 April 17, 2015
By Supervisors Hicks, Shay, Henke, Campbell, Dumas, Fedler, Shaw

TITLE: To Adopt Washington County Website Use and Content Management Policy

WHEREAS, the Director of Information Technology has proposed a policy governing use and content management of the new Washington County Website for County employees, and

WHEREAS, a copy of this policy was distributed to the Board of Supervisors at its April 17, 2015 meeting, and

WHEREAS, the Government Operations Committee has recommended adoption of the Washington County Website Use and Content Management Policy and requests that it be the oversight committee for this policy; now therefore be it

RESOLVED, that the Board of Supervisors hereby adopts the Washington County Website Use and Content Management Policy as presented at today's meeting; and be it further

RESOLVED, that the Government Operations Committee, or its successor committee, is hereby designated as the oversight committee for this policy; and be it further

RESOLVED, that before said policy is amended by the Government Operations Committee, notice of said amendment be provided to all members of the Board of Supervisors in order to allow for comments on proposed changes.

BUDGET IMPACT STATEMENT: None for this resolution. Controls on website use promotes responsible use and posting.

Washington County

Website Use and Content Management Policy

I. Purpose:

The purpose of this policy is to establish guidelines and procedures to be followed with respect to the creation and management of content on Washington County's official public website utilizing the Content Management System (CMS) selected and maintained by the county's Information Technology (IT) department. The county's website serves as a vehicle for communication of important information to residents, the media, those who receive services from the county and those who have business with the county. As such, it is imperative that the guidelines and procedures outlined in this policy are adhered to by all departments and employees tasked with managing and creating content for the county's official website.

II. Policy:

- a. **Scope:** Each department within the county is responsible for the creation, review, publishing, and maintenance of the content located on the department's official page and subpage(s) within the county's website. This policy and the guidelines set forth herein are to be referenced and adhered to at each stage of the content creation and management process.
- b. **Account Creation/Deletion:** Each Department Head shall have the authority to select which employees (if any) within their department are granted access to the CMS. To grant or revoke such access to the CMS, the Department Head shall complete and submit the **Website Content Management System Account Creation/Deletion** form found in Appendix A of this policy. This form shall be submitted to the Director of the IT department. When requesting access be granted to an employee, the above form must be accompanied by a copy of the **Receipt of Website Use and Content Management Policy** form, located in Appendix B of this policy, signed by the employee for which access is being requested.

- c. **Content Creation and Management Process:** The County’s official website is an important means of communicating information to residents, the media, and those who receive services from or have business with Washington County. As such, it is imperative that the content created for and maintained on the County’s website is accessible, accurate, appropriate, and informative. To achieve this, the following process has been established to provide checks and insurances that content posted to the website meets the criteria outlined later in this policy.

I. **Content Authors, Approvers, and Owners:**

Each Department head shall have the responsibility of assigning the following roles to designated employees within their department for the purpose of creating and managing content on their department’s section of the county website. Where department size and staffing roles allow, it is preferred that the three roles outlined below be assigned to separate employees. By involving multiple employees in the creation, review, approval, and maintenance roles, the likelihood of errors or inappropriate content being posted is reduced. As such, in departments with three(3) or more employees, Content Authors may not also be Content Approvers, and vice versa.

In departments with fewer than three (3) employees, the department head, at their discretion, may assign the roles below in any combination to the employees within their department. He or she may also request that the County Administrator act as Content Approver for his or her department by submitting said request in writing to the County Administrator, and transmitting a copy of that request to the Director of IT and the Chairman of the Board of Supervisors. In such instances where the County Administrator is designated as Content Approver for a department, it is expressly understood that the Administrator is tasked with ensuring the adherence of the submitted content to the guidelines outlined within this policy, and the department head is fully responsible for the accuracy and relevance of all information contained within the content.

- a. **Content Authors:** are responsible for creating and entering content relevant to their department into the CMS and keeping it up to date once it has been published. Content developed by Content Authors must be reviewed and approved by a Content Approver prior to its publication.
- b. **Content Approvers:** are responsible for the review and approval of content developed by Content Authors prior to the final publication of that content. It is the task of the Content Approver to ensure the

accuracy, appropriateness, and adherence to rules and guidelines established in this policy of any content published and maintained on the county's website.

- c. Content Owners: are the custodians of the content in their department's section of the county's website and are responsible for ensuring that content published on the website is correct and relevant. Content Owners may also be Content Authors or Approvers. Every effort should be made by Content Owners to remove outdated information from their content area in a timely manner.

II. Content Publication Process

Content to be published on the county's official website shall be developed by Content Authors, reviewed and approved by Content Approvers and monitored and maintained once published to the website by Content Owners. Responsibility for the accuracy, appropriateness, and adherence of content to the guidelines contained within this policy rests with each employee granted the classifications outlined above *and* with the department head to whom those employees report.

III. Emergency Situations

In the execution of their duties, the following departments occasionally deal with issues of immediate importance relating to the health, safety, and welfare of the residents of the county: the Sheriff's Department, Public Safety, Public Health, and the Department of Public Works. Should the department head of any of these departments determine that information related to public health safety and welfare must be posted immediately, he or she may develop and publish such information, or direct such information to be developed and published immediately, without adhering to the standard approval process outlined above. In these instances, it is the policy of Washington County that the timely dissemination of critical information to citizens in times of adverse circumstances outweighs the reasons previously set forth for adherence to the content creation process established herein.

IV. Voluntary External Review

There may be times when Content Approvers and/or department heads have questions regarding content that has been created and its adherence to this policy or whether the publication of said content is in the best interest of the county and its residence. In such instances, a department head may request external review and approval of proposed content *prior* to its publication on the website. Such requests for approval shall be made

to the County Administrator and County Attorney, via a written request for external review which shall be sent to both the Administrator and Attorney.

Upon completion of their review, the County Attorney or County Administrator shall provide a written response to the requesting department head. The results of this review shall be binding. Failure to abide by the recommendation of the Administrator and Attorney may result in disciplinary action against the employee responsible for such failure.

In the case wherein the Attorney and Administrator cannot reach an agreement on whether or not the voluntarily referred content should be posted, the initial request shall be submitted to the Chairman of the Board of Supervisors, who shall issue a final and binding decision as to whether or not the content in questions is acceptable to be published on the website.

V. Removal of Undesirable Content

Each Department Head shall have the authority to remove any and all content from their department's page and subpages at any time for any reason. Should the department head feel that such content had been published to the site in violation of this policy; disciplinary action may ensue, at the discretion of the Department Head, against the individual responsible for the posting of such content. Department Heads, shall not, however, have the authority to remove content from any section of the website controlled by another department.

The County Administrator, County Attorney, and Director of IT, or their designees, shall have the authority to remove content from any section of the county's website at any time for any reason. Should the Administrator, Attorney, or Director of IT feel that any such content was published to the site in violation of this policy, disciplinary action may ensue against the individual responsible for such posting.

III. Content Guidelines

The guidelines contained in this section are the basic standards that should be adhered to when authoring, approving, and reviewing website content. These guidelines outline certain aspects of content creation the County feels are important. Additional, and more technical, guidelines can be found in the ***CivicPlus Content Best Practices Guide*** located in Appendix C of this policy.

Washington County's official website provides a unique opportunity for the county to communicate with members of the public, and the citizens it serves. While websites differ from other, more traditional, means of communication, it is imperative that employees involved in developing and managing content on the website understand and acknowledge that the county's website is an official communication channel. Every effort must be made to ensure the appropriateness and accuracy of any and all information published to the website. Adherence to these guidelines will help ensure that all content published to the website meets these important criteria.

- a. **Purpose:** The County's official website is used solely to provide information about county operations and services, and opportunities directly to the public. At no point, on any portion or subpage of the website, is it appropriate or permissible to post information that is not strictly keeping with this purpose. No personal, non-professional or superfluous information should ever be published to the website.

Content Authors and Approvers should keep in mind that visitors to the site are coming for information. Most frequently, that information will be contained within the text of a page. Effort should be made to make information easily available, by using subheadings, and breaking up large blocks of text. Writing concisely and eliminating unnecessary verbiage will assist in this goal by limiting the overall amount of text presented on pages.

- b. **Tone:** While email, social media, and other new forms of communication are also viewed as less formal than more traditional means, all content drafted for the website should be written in a formal and professional manner as any official printed publication would be. Slang, and informal language should be avoided, and effort should be made to ensure the grammatical correctness of all content.
- c. **Site Accessibility:** The ability for all members of the public to access the county's official website is paramount. Section 508 refers to a Federal Law detailing steps that must be taken to ensure access to electronically disseminated information

to persons that may have various impairments that would negatively affect their ability to access traditionally-presented electronic information. It is the expressed policy of Washington County that every effort shall be made by Content Authors, Publishers and Owners to ensure the compliance of all content with these standards. The Government Content Management System (GCMS) utilized to create content for the county's website automatically incorporates many of these standards, and the county will run Section 508 content compliance applications to check for complete compliance at certain points each year.

There are, however, items that should be kept in mind as content is generated to help ensure compliance.

- 1) Provide alternative text to any images or graphics that are to be displayed. Visually impaired users of the website may utilize special software that communicates this alternative text to a user who cannot perceive the visual image. Effort should be taken to make this alternative text meaningful, with the understanding that some users may not be able to see the image or graphic for which the alternative text is being provided.
- 2) Similarly, some users may lack the ability to differentiate certain colors from one another (color blindness). Steps should be taken to ensure that graphics that interpret information can be understood in black and white.
- 3) Additional guidelines and suggestions can be found on the Federal Governments website devoted to Section 508 compliance found at www.Section508.gov. The county's Information Technology Department can also provide additional guidance and information.

- d. Links: Links can be divided into two major categories, those that link to information located within the county's website, and those that link to external information or websites.

Internal Links: When linking to information located within the county's website, the hyperlink should always contain the relative link, not the absolute link. A relative link will begin with "/" or "/" whereas an absolute link will begin with "http://" or "www." Use of relative links

significantly decreases the chances of links to pages within the county's website becoming broken as edits and changes to the website are made.

When linking to another web page within the county's website, the link should open in the same window the user is currently viewing. This provides a more streamlined experience for the user and maintains the perception that the user is navigating one comprehensive and contiguous site.

When linking to a document of any type, the link should be set to open in a new window. Studies have shown that users typically close the browser window when done with a document rather than hitting the 'back' button in their browser. Allowing documents to open in new windows prevents this common behavior from ending the user's session completely.

External Link: Special care must be taken when linking to resources or websites outside the county's official website. Only links to pertinent and official information may be used. Absolute links must always be used when linking to pages or information on external websites. In addition, Content Owners must regularly check the continued validity of all external links, preferably monthly. Any change made to an external website by its owners has the potential to break links made from Washington County's site. A disclaimer specifying that Washington County is not responsible for the content presented or the privacy policy of websites to which external links are provided is presented on the footer of each page throughout the county's website. While this disclaimer alleviates the legal culpability of the county with regard to egregious content and/or privacy policies of websites to which links are provided, care should be taken to ensure that only necessary and reputable websites with valid and useful information are linked to in order to avoid negative user experiences.

- e. Images: Images are a useful and powerful tool to engage users and in some instances provide important information. The ability of those with certain disabilities to discern and comprehend the content of images and graphics can be problematic, and recommended strategies to deal with this are presented in Section 3(c) of this policy.

The scenic beauty of Washington County is something that is desirable to showcase to residents and visitors alike, and the county's official website is an appropriate tool to do so. However, there are myriad concerns surrounding the use of photographs on the county's official website. These concerns relate to technical issues such as resolution, size, and orientation of the photo itself as well as legal concerns such as permissions, waivers, and the right to privacy of those depicted in photos. Determining the appropriateness of each photo to be used within the website by each Content Author and Owner is not feasible. Each Content Author and Content Publisher may only select and display photos that reside in the **Photo Gallery** module of the GCMS. Content Authors and Content Owners are *not* authorized to upload photos directly to this gallery without first following the procedures outlined below.

The **Photo Information Form** provided in Appendix D of this policy provides detailed specifications on the technical requirements of photos that are to be submitted for approval to the Photo Gallery. The checklist also contains several questions that should be answered by the person submitting the photo for approval to aid those reviewing the photo. Under no circumstances should a photo containing an individual who is not a county employee be submitted for approval without the department responsible for taking the photo has obtained and filed a release form from the individual(s) depicted in the photo. A copy of the **Photo Release Form** to be used is also contained in Appendix E of this policy. It is the responsibility of each department to obtain and maintain releases from individuals whose photos have been taken for use on the county's website.

All photos to be considered for approval for use on the county's website shall be submitted to the Information Technology Department via email, with a completed photo information sheet. Upon receipt, the Information Technology Department will ensure that the technical requirements for use on the website are met. The Information Technology Department will also review photos for potential content issues. Should such an issue be identified, the Director of Information Technology may, at his or her discretion, refer said photo to the County Attorney and County Administrator for their review. In such cases, the Director of Information Technology, the County Administrator and the County Attorney shall constitute the approving authority, and final approval shall not be granted to a photograph without at least two of the three individuals referenced above indicating their written approval of the content of the image in question.

Such approval may be indicated through memo, email, or a form developed by the Director of IT.

Records of photos submitted for approval, both those ultimately approved and disapproved, shall be retained by the Director of Information Technology, including final written determinations pertaining to any images referred to the Administrator and Attorney for approval. Such records shall be retained in accordance with the county's adopted records retention policy.

Exemptions: In the execution of their duties, the following departments occasionally deal with issues of immediate importance relating to the health, safety, and welfare of the residents of the county: the Sheriff's Office, Public Safety, Public Health, and the Department of Public Works. Should the department head of any of these departments, or the Chairman of the Board of Supervisors, identify that an immediate risk to the health, safety, and welfare of the community exists, and that such risk can best be mitigated through the use of a photograph or other visual aid, such department head may immediately post, or direct to be posted, such photograph or visual aid without adhering to the approval process outlined above. It is the policy of Washington County that in the event of an immediate threat to the health, safety, and welfare of the community, the benefits of timely dissemination of information to the public outweigh the benefits of strict adherence to this policy.

- f. Copyright and Trademark Guidelines: All content on the county's website must comply with all applicable copyright and trademark laws. This means that:
- 1) the content must be original; **or**
 - 2) you must have permission from the creator of the content (or copyright holder for the content should they be different) to use their content, **or**
 - 3) the content must be part of the public domain, **or**
 - 4) the proposed use of the copyrighted or trademarked material falls under the "fair use" provisions of copyright or trademark law.

In the event that permission has been received from the trademark or copyright holder for the use of their content, credit should always be given to the original creator or holder of the copyright or trademark.

Material that is considered part of the public domain include: products of the United State government, materials created prior to the creation of copyright law (such as the bible and the formulas for Newtonian physics), and material for which the original copyright protection has expired. Copyright law, and specifically the issue of public domain, is a broad and complex subject. Users should always error on the side of providing credit to the original creator of content materials, and permission should be obtained for the use of any such material wherever practicable.

The “fair use” provisions of copyright law are contained in section 107 of the Federal Copyright Law, a primer on fair use can be found on the U.S. Copyright Office’s website at <http://www.copyright.gov/fls/fl102.html>.

Fair use is determined on a case by case basis based on a four-factored balancing test and is a complicated and nuanced area of law. Due to the complexity of this area of law, it is recommended that users always attempt to obtain permission from the copyright holder for the reuse of their material. In cases where obtaining such permission is not possible or is impractical, and a Content Author or Publisher feels the proposed use of copyrighted material may be acceptable as a “fair use”, Content Publishers should always request a determination of the applicability of the fair use doctrine on the proposed use from the County Attorney prior to publishing the copyrighted material.

- g. Accuracy: Content developed for the county’s website can often be complicated and contain multiple links to other web pages and documents. In order to ensure that such content is accurate and effectively communicates the desired information to the user, all links and documents should be immediately reviewed for accuracy prior to and immediately following publication by Content Publishers.

This review should aim to ensure that the appropriate and intended documents have been uploaded, and that links to other resources function correctly and direct users to the desired content.

Appendix A

Website Content Management System Account Creation/Deletion Form

FORM E- Website Content Management System Account Creation/Deletion Form

Create Account

Delete Account

1) Create or delete account as of _____ date.

2) Last Name: _____ First Name: _____ Middle Init: _____

3) Employee #: _____

4) Department: _____ Phone Extension: _____

5) Employee requires access for:

Content Author

Content Approver

Content Owner

6) Employee has been trained on the Civic Plus Web Content Management System

Yes

No

Department Head Signature: _____ Date: _____

Appendix B

Receipt of Website Use and Content Management Policy Form

I acknowledge that I have received a written copy of the ***Website Use and Content Management Policy***, and I understand the terms of the policy and agree to abide by them. I realize that the website and content management system is not to be used for personal use or purposes constituting clear conflict with County interests or in violation of County information disclosure and information security policies or in violation of state or federal law is expressly prohibited. I also understand that the County’s policy prohibiting harassment, in its entirety, applies to the use of the website. I further understand that I may not use the county website in a manner that may be construed by others as harassment or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law. I also understand that these systems may not be used to solicit for religious or political causes, outside organizations or other personal matters unrelated to the County’s business.

I understand that any violation of this policy could lead to disciplinary action, criminal prosecution, or both.

Employee Signature/Date

Print Name

Department

Supervisor Signature/Date

Appendix C

CivicPlus Content Best Practices Guide

See <https://cp-civicplusuniversity2.civicplus.com/documentcenter/view/780>

Appendix D

Photo Information Form

- In order for our site to operate correctly in a responsive design, throughout different platforms and to maximize web usability, images should be large enough to display clearly on a desktop, tablet, or mobile device as well as on devices using a high-resolution screen.
- Clip art and stock images should not be used in our content.
- Images in slideshows should be the same size to prevent displaying white space to fill the unused space in the slideshow by a smaller image. It is recommended the photos be appropriate and consistently sized and/or edited before being uploaded to the site / widget.
- Images used on the site should enhance the content on the page.
- Images inside the content area should be no wider than 300 px.
- In most cases 1 or 2 static photos per page is the maximum. For more than three images per page, consider utilizing a slideshow instead of stagnant images.
- If there are a large number of photos for a page, or if users would benefit from being able to slowly look at them, place pictures in the Photo Gallery instead of on the page or in a slideshow.
- Images require a descriptive alternative text for users with screen readers and for ADA compliance.
- Images in the Photo Gallery should be 800 x 600 for full size view and 72 d.p.i.
- Images in the NewsFlash should be 100 x 100 pixels and should be set to 72 d.p.i.
- Images in the Facilities module (insert image) should be 320 x 200 pixels.
- If there are people in your image, you must have a signed photo release form (Appendix E).
- Good images have an area of interest.
- Good images are composed of simple shapes with definitive values (fewer shapes, less busyness)
- Good images create an impression or elicit an emotion
- Is the image attractive?
- What impression does the image give?

Appendix E

Photo Release Form

I hereby grant Washington County permission to use my name, photograph, and/or video image on the Washington County website.

I further understand that no special compensation will be provided to me for use of my image.

I am 18 years of age and I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

Signature

Date

Printed Name

Street Address, City, State, Zip Code

If the person signing is under 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of _____, named above and do hereby give my consent to release as stated above.

(Parent/Guardian's Signature)

Date

(Parent/Guardian's Printed Name)

Street Address, City, State, Zip Code

Resolution No. 85 April 17, 2015
By Supervisors Suprenant, Henke, Shay, Haff, Pitts, O'Brien, Armstrong

TITLE: To Make Appointment to the Washington County EMS Advisory Board

WHEREAS, there is a vacancy on the Washington County EMS Advisory Board for the West Fort Ann Volunteer Fire Company, and

WHEREAS, the Public Safety Committee recommends appointing Robert Bell to fill the unexpired term; now therefore be it

RESOLVED, that Robert Bell be appointed to the Washington County EMS Advisory Board to fill the unexpired term expiring December 31, 2017.

BUDGET IMPACT STATEMENT: None.

Resolution No. 86 April 17, 2015
By Supervisors O'Brien, LaPointe, Suprenant, Hicks

TITLE: Amend Staffing Pattern – Jail

WHEREAS, slots for the titles of part time cook and part time assistant cook were inadvertently left off the staffing pattern, and

WHEREAS, the Sheriff has requested adding two (2) part time cooks and three (3) part time assistant cooks to the staffing pattern and the Personnel Committee has approved this request; now therefore be it

RESOLVED, that two (2) part time cooks and three (3) part time assistant cooks be added to the Jail's staffing pattern.

BUDGET IMPACT STATEMENT: None.

Resolution No. 87 April 17, 2015
By Supervisors Pitts, Suprenant, Haff, Hicks, O'Brien, Gang, Shaw

TITLE: To Convey Surplus Public Works Vehicle to the Town of Jackson

WHEREAS, the County has a surplus Public Works vehicle (1980 John Deere 570A Grader Serial #368000736) with 3,841 hours that was due to be placed in the auction, and

WHEREAS, DPW heavy equipment and vehicles designated for disposal by public auction shall be first offered for competitive bid to the seventeen towns and nine villages in Washington County, and

WHEREAS, the Town of Jackson offered the sole bid; now therefore be it

RESOLVED, that Washington County hereby declares the 1980 John Deere 570A Grader to be surplus; and be it further

RESOLVED, that the County agrees to transfer said vehicle to the Town of Jackson for \$4,050.00 "as is-where is"; and be it further

RESOLVED, that the Chairman of the Board of Supervisors and/or Superintendent of Public Works are authorized to execute any documents necessary for transfer of this vehicle in a form approved by the County Attorney.

BUDGET IMPACT STATEMENT: \$4,050 revenue to the County.

Resolution No. 88 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: To Authorize the Cancellation and Exemption of Certain Parcels Located in the Town of Fort Ann from Taxation Pursuant to RPTL Article 11

WHEREAS, Washington County has tax liens for the years 2014 and 2015 on the parcel listed below, within the County, and

WHEREAS, it is the finding of the Board of Supervisors that there is no practical method to enforce these liens and that a supplemental proceeding would not be effective, and

WHEREAS, the Board of Supervisors finds that there is no practical method to enforce collection of taxes that would otherwise be levied against this parcel in the future; now therefore be it

RESOLVED, that the tax liens on the following property be cancelled pursuant to Section 1138 of the Real Property Tax Law:

Fort Ann	Green, Joseph Estate LKO				532889; 110.10-2-33.1		
Tax Lien Yr.	County	Town	Fort Ann School	West Fort Ann Fire	Hadl Pd Dam dst	5% Return Fee	Total
2014	\$6.03	\$2.16	\$14.08	\$.94	\$3.78	\$1.35	\$28.34
2015	\$6.23	\$2.18	\$14.13	\$.96	\$4.13	\$1.38	\$29.01
Total	\$12.26	\$4.34	\$28.21	\$1.90	\$7.91	\$2.73	\$57.35

; and be it further

RESOLVED, that pursuant to Article 11 of the Real Property Tax Law, the portion of the cancelled tax which was guaranteed to other municipal corporations and school districts be charged back to those parties; and be it further

RESOLVED, that these parcels be made exempt pursuant to RPTL Sect. 1138; and be it further

RESOLVED, that the Treasurer is hereby authorized and directed to issue certificates of prospective cancellations; and be it further

RESOLVED, that a copy of this resolution be filed with the county tax enforcement officer (County Treasurer).

BUDGET IMPACT STATEMENT: This will result in a loss of revenue to the county offset by the charge back amounts applicable to other municipalities.

Resolution No. 89 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: Establish Reserve for Enterprise Fund Legacy Costs

WHEREAS, the County sold its nursing facility on January 31, 2014 and ceased operations, and

WHEREAS, the Enterprise fund closed December 31, 2014 due to the sale and the residual fund equity included Intergovernmental Transfer (IGT) funds, which are required to be used for facility charges solely, and

WHEREAS, the residual fund equity has been transferred to General Fund as of December 31, 2014; now therefore be it

RESOLVED, the County Treasurer is hereby authorized to establish a reserve for Enterprise Legacy Costs to be used solely for legacy costs associated with the Pleasant Valley Nursing Facility and/or legacy costs of the Enterprise Fund.

BUDGET IMPACT STATEMENT: \$2,243,394 will be reserved as of 12/31/2014 to be utilized to fund approximately five years of Enterprise Fund legacy costs.

Resolution No. 90 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: Return Surplus Machinery Rentals to General Fund and Amend Budgets General Fund and County Road

WHEREAS, the Budget Officer has recommended to and the Public Works and Finance Committees have agreed to a maximum fund balance in the County Road Machinery Fund at the 2012 balance of \$921,892, and

WHEREAS, in accordance with Highway Law Section 133, any surplus monies are to be returned to General Fund, and

WHEREAS, the County Treasurer has reported the final unreserved fund balance of the County Road Machinery Fund for 2014 to be \$1,256,706; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following 2015 budget amendment:

COUNTY ROAD MACHINERY FUND

Increase Appropriation:

DM9901.901	Interfund Transfers - General Fund	334,814
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Increase Appropriated Fund Balance:

DM599	Appropriated Fund Balance	334,814
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GENERAL FUND

Increase Revenue:

A5031	Interfund Transfers	334,814
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Decrease Appropriated Fund Balance:

A599	Appropriated Fund Balance	334,814
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; and be it further

RESOLVED, that the interfund transfer to the County Road Fund be increased for the purpose of Highway Maintenance and authorize the County Treasurer to make the following budget amendment:

GENERAL FUND

Increase Appropriation:

A9901.902	Interfund Transfers - County Road	334,814
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Increase Appropriated Fund Balance:

A599	Appropriated Fund Balance	334,814
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COUNTY ROAD FUND

Increase Revenue:

D5031	Interfund Transfers	334,814
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Increase Appropriation:

D5112.401	Road Projects - Regular	334,814
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BUDGET IMPACT STATEMENT: Places the fund balance in the County Road Machinery budget identified as surplus into the General Fund to be reallocated to the County Road Fund for the paving of additional miles of road and/or other road maintenance. No new County or tax dollars are utilized in this transfer. It is moving monies between funds.

Resolution No. 91 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: Amend 2015 County Road Fund Budget for Additional CHIPs Funding Due to the Extreme Winter

WHEREAS, the state allocated \$1,940,357 in CHIPs funding of which we budgeted for in the 2015 budget, and

WHEREAS, in the 2015/2016 NYS budget the CHIPs funding for Washington County increased by \$203,999 due to the "extreme winter" that happened in the northeast; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

COUNTY ROAD FUND

Increase Appropriation:

D5112.401	Road Projects – Reg.	203,999
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Increase Revenue:

D3501	Consolidated Highway Aid	203,999
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BUDGET IMPACT STATEMENT: This is additional state aid which was not in the 2015 budget. It increases the CHIPs revenue from \$1,940,357 to \$2,144,356 and the total paving project from \$2,866,900 to \$3,070,899.

Resolution No. 92 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: Amend 2015 Budget DSS/OFA

WHEREAS, OFA has received \$20,000 for the balancing incentive program for caregiver support services, and

WHEREAS, Washington County will contract with other agencies to deliver these services; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:

A6010.4400	DSS – Subcontracts	20,000
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Increase Revenue:

A4772	Federal Aid –Programs for Aging	20,000
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BUDGET IMPACT STATEMENT: No cost to county.

Resolution No. 93 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: Amend 2014 Budget for Capital Project ESD Hurricane Irene Flood Mitigation

WHEREAS, a capital project was established by Resolution No. 243 dated August 17, 2012 to track grant costs associated with the Empire State Development Grant connected to Hurricane Irene flood damage, and

WHEREAS, the Department of Public Works has provided a revised budget for the intended use plan of the grant monies; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation

HDC3097.262001	Archibald Street Bridge	60,465
HDC3097.262010	Engineering and Surveying	<u>44,535</u>
		105,000

Decrease Appropriation:

HDC3097.262004	Flood Control Channel	19,000
HDC3097.262005	Beattie Hollow Bridge Embankment	2,000
HDC3097.262006	Construct Meander	3,000
HDC3097.262007	Remove Gravel Deposits	30,000
HDC3097.262011	Remove Bridge Abutment	9,000
HDC3097.262012	Museum Property	34,000
HDC3097.262013	Well Field	<u>8,000</u>
		105,000

BUDGET IMPACT STATEMENT: Transfer of funds between line items.

Resolution No. 94 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: Amend Capital Project Budget for Public Safety \$60,000 Homeland Security Grant

WHEREAS, the Department of Public Safety has received a \$60,000 Homeland Security Grant for the year 2014, and

WHEREAS, the plan is to use these funds for terrorism prevention training and equipment along with increased interoperability with other agencies, and

WHEREAS, the County has established a capital project to track all Homeland Security grants; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:

HDA3640.262007	Public Safety – SHSP – 2014	60,000
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Increase Revenue:

HDA4389.07	Federal Aid – Public Safety SHSP	60,000
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BUDGET IMPACT STATEMENT: 100% federal funds.

Resolution No. 95 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: Amend 2014 Budget for Job Training and Workforce Investment Funding

WHEREAS, additional Trade Act job training funds were made available during the 2014 fiscal year, and

WHEREAS, the 2014 budget did not include any Workforce Investment Funding as there was no awards available at the compilation of the budget, and

WHEREAS, these monies are a pass through for the Washington County Economic Opportunity Council; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:

CD6292.4170	Job Training Services	347,588
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Increase Revenue:

CD4790	Federal Aid – Job Training	347,588
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BUDGET IMPACT STATEMENT: 2014 budget contained \$833,069 in Job Training funds, which were increased to \$1,021,493 along with the award of \$89,769 in Workforce Investment Funding. These funds are passed through Saratoga County and on to the Washington County Economic Opportunity Council.

Resolution No. 96 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: To Authorize Chairman to Sign Community Development Block Grant Program Grant Funding Application – Cambridge Guest Home, Village of Cambridge

WHEREAS, the Economic Development Director recommends pursuing economic development funds to assist in the expansion of the Cambridge Guest Home in the Village of Cambridge and plans to submit an application for funding, and

WHEREAS, the County is submitting an application for Community Development Block Grant (CDBG) funds for the Cambridge Guest Home project in the Village of Cambridge, and

WHEREAS, the Federal Housing and Community Development Act requires public hearings to obtain the view of citizens on community development and housing needs and on proposed activities, and

WHEREAS, prior to submitting an application, applicants must meet the citizen participation requirements providing for a minimum of one public hearing prior to the submission of an application for funding, and

WHEREAS, a public hearing on said submission was held on today's date; now therefore be it

RESOLVED, that the Chairman of the Washington County Board of Supervisors is hereby authorized to execute those documents necessary for the application for economic development funds to assist in the expansion of the Cambridge Guest Home in the Village of Cambridge, in a form approved by the County Attorney.

BUDGET IMPACT STATEMENT: The costs associated with the application include staff time and advertising costs for the public hearing.

Resolution No. 97 April 17, 2015

By Supervisors Campbell, LaPointe, Brown, Henke, Suprenant, Idleman, Pitts, Hicks, O'Brien, Haff, Shay

TITLE: To Set Public Hearing on Introductory Local Law "B" of 2015 Entitled A LOCAL LAW SUPERCEDING LOCAL LAW NO. 3 OF 1983 AND LOCAL LAW 5 OF 2006 PROVIDING FOR THE DUTIES AND QUALIFICATIONS OF THE COUNTY ADMINISTRATOR

WHEREAS, the incumbent County Administrator has announced his retirement effective December 31, 2015, and

WHEREAS, the Personnel Committee has examined the qualifications, powers and duties of the County Administrator as contained in Local Law No. 3 of 1983 and Local Law No. 5 of 2006 and recommended pertinent changes thereto; now therefore be it

RESOLVED, that a public hearing be held on May 15, 2015 at 10:05 A.M. in the Board of Supervisors Chambers in Fort Edward, New York, with regard to Introductory Local Law "B" of 2015 entitled A LOCAL LAW SUPERCEDING LOCAL LAW NO. 3 OF 1983 AND LOCAL LAW 5 OF 2006 PROVIDING FOR THE DUTIES AND QUALIFICATIONS OF THE COUNTY ADMINISTRATOR; and be it further

RESOLVED, that the Clerk of the Board of Supervisors hereby advertise this public hearing in the official county newspapers.

BUDGET IMPACT STATEMENT: Advertising costs contained in the budget.