

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JULY 23, 2019

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Haff

SUPERVISORS: Henke, Moore Fedler, Hicks, Idleman, Campbell, Skellie, LaPointe

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Matt Jones, Supt. Building & Grounds

Laura Chadwick, Real Property Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – June 25, 2019
- 3) Department Requests/Reports
 - A. Buildings & Grounds – Updates
 - B. County Administrator
 1. 2020 Worker's Comp. Assessments
 2. Discuss Fund Balance Policy
 3. Sale of Granville Head Start Building
- 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 June 25, 2019 meeting was moved by Mr. Shaw, seconded by Mr. O'Brien and adopted.

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

- Updates:
 - Board approved a new Building Maintenance Mechanic position for the recently purchased Burgoyne Avenue building. Requesting permission to backfill positions if he promotes from current staff when he fills the new position. A motion to forward request to backfill positions if the new Building Maintenance Mechanic position is a promotion from within department and forward request to the Personnel Committee was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted.
 - Busy with projects and the parks. Installation of the Law Center roof tops units are scheduled for fall.
 - The Board approved a budget amendment funding projects at the Burgoyne Avenue building and they are moving forward with those projects. Meeting with BOCES a week from today on access control. Prior to purchasing the building, they discussed the natural gas generator at the Burgoyne Avenue building but the County Administrator does not think it is enough to power the entire facility, it is just powering BOCES IT infrastructure. When the Public Health nurses are moved to this building, they need a generator backup for the vaccine coolers. BOCES bought the generator and paid for the installation and it does not make sense for BOCES to take the generator with them when they move next year. He has suggested the idea to BOCES of the County purchasing the generator at the depreciated value and that is something they will discuss on Tuesday and if BOCES is receptive he will bring back the cost. The generator at Public Health is towards end of life. They will investigate this and report back to committee.
 - Mr. Shaw asked for the status of the parking lot in front of DPW. The Buildings and Grounds Superintendent was approved to put stone in front of the DPW building for parking and he has turned the project over to DPW. Mr. Shaw stated once that is done it

will be designated employee parking. Materials will be paid for out of the Buildings and Grounds budget. The County Administrator will talk to DPW and figure out where the project stands.

COUNTY ADMINISTRATOR – Chris DeBolt, Administrator, addressed the following items with the committee:

- 2020 Worker's Compensation Assessments – handout distributed and will be discussed again at the Finance Committee. Assessments are up a lot and not recommending appropriating any fund balance. Fund balance was used to keep assessments down by a given amount in the past and is used if claims come in high. No control over where the claims come in so the County Administrator does not recommend using fund balance to lower the assessments. Some towns have a carryover amount. Current fund balance is \$137,484.
- Discuss Fund Balance Policy – An issue came up at the last Finance Committee regarding the fund balance in County Road Machinery between the fund balance and the amount of available fund balance and the County Administrator and Treasurer wanted to make sure the wording in the policy and the accompanying graphs were correct. The numbers and the amounts in the Fund Balance Policy are the unappropriated unrestricted, truly available fund balances. In the Road Machinery Fund, there is a big number in fund balance tied up in inventory and when the talk about the metrics of this Fund Balance Policy would take items off and use only what is truly available. He asked if there were any comments, concerns on the Fund Balance Policy or the fund balance levels? Mr. Hicks questioned the term assigned unappropriated fund balance in the Special Revenue funds. He asked if there is a difference between assigned unappropriated fund balance and assigned. The Treasurer stated unassigned is specific to General Fund. He added that the special revenue funds are by nature assigned because the fund is for an assigned purpose. The County Administrator stated assigned unappropriated is not a term the Comptroller uses but was trying to make it clear and it can be removed. The Treasurer stated he has reported to the Board in terms they are accustomed to and when they instituted GASB 54 never educated the Board on those terms and feels that would be helpful and will conduct a seminar on those definitions. He will present a tutorial on the definitions of the fund balance (GASB 54) at the August Finance meeting. Mr. Hicks inquired if Department Heads, DPW Superintendent and Sewer District No. 2 Executive Director, are informed of these fund balance ranges. The County Administrator stated he has had conversations with the DPW Superintendent and he can discuss at the Public Works Committee meeting and he plans to go to the next Sewer District Commissioners meeting and will get feedback.
- Sale of Granville Head Start Building – Laura Chadwick, Real Property Director, has contacted Auctions International about selling the property and it is listed on their website. She originally set up a sale end date of August 6th but the desire is to extend the sale period until August 31st. An open house will be scheduled for Monday August 5th from 5 PM to 7 PM with the County Administrator, Superintendent of Buildings and Grounds and Mr. Hicks. Mr. Hicks is willing to hold an open house on the weekend for a two- or three-hour period if he had a one-page informational sheet to distribute and an additional handout on the auction process. The weekend open house was tentatively scheduled for Saturday August 10th. Fifteen pictures are posted on the website and the property is signed.

OTHER BUSINESS:

DMV – Mrs. Fedler stated DMV is crazy busy and referenced the long lines. She stated we need to do something more to make ourselves more efficient. She has suggested before looking at staggering lunches and are the satellite locations really paying for themselves and how many people do we have at those locations. The girls that are working in DMV she gives them a lot of credit and are doing well but

she does not believe things are the fault of the girls working there. Possibly the DMV Supervisor needs to be on the floor more. The County Administrator had discussions with the County Clerk last week and one of the issues is physical space. The easy answer would be to hire more Clerks but there is no place to put them. Also, there is no place for people to have a seat and wait to be called up to the window. The biggest piece of open space that we have left is the vault where the deed books are located and closely contiguous with the County Clerk. The Buildings and Grounds Superintendent is not wild about the idea due to HVAC reasons and the fact it is a vault, not a useful use of that space, but possibly swap DMV and the vault. The number of books that we need to have out now is severely reduced now with the Clerk's electronic scanning project. That would more than double the square footage available. A triage Clerk would help – tell this Clerk what you are there for and that person can make sure you have what you need. The enhanced licenses are a change and requires two Clerks. The County Clerk does stagger the lunches and their lunch time has been shorten to half an hour. The Treasurer reported that the Clerk's revenue was up \$36,000 in 2018 over 2017 and to date \$68,000 over 2018. He stated it may be time to reinvest some of those fees because if this current situation plays out over time (long lines/waiting time), the County will start to lose revenue. Committee Chairman Hogan stated there are too many suggestions and speculations about the concerns and suggested asking the County Administrator to reach out to the County Clerk and ask her to come to the next meeting with some suggestions.

Washington County Pins – The Clerk of the Board indicated the supply of Washington County pins was low and time to reorder. In compliance with the Promotional Materials policy brought the request to purchase Washington County pins with the County logo to the oversight committee for approval. These pins are given out by the Board . A motion to approve moving forward with purchase of Washington County pins with the County logo was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.

Ms. Idleman stated she thinks it is great we are recognizing the good work that the women do in DMV. She also stated with the purchase of the Burgoyne Avenue building she understood that eventually the Annex Building – stone building will be demolished. The County Administrator stated that is his strong preference. She would like some serious thought given to keeping that building where it is. She stated it was pointed out to her that the stone and roof work and everything on that are of historical importance. She would like some serious thought given to keep that building from being demolished and working around it. The County Administrator stated other people have that same desire. He has had the County Historian do some research and the building is not listed on any historical registry at the state or federal level. The County Treasurer has informed him that the County did receive a grant for improvements to the building and he still has to check that there are no preservation strings attached to that grant. He understands the sentiment to keep the building but it is in the middle of the five-acre parcel that they are eyeing for DPW and heavy equipment. He stated as we move forward with this process working with the architects and engineers if there is a feasible economical way that they could use that as the DPW office we could certainly discuss it. Just looking at using the front portion of the Annex – original stone building section but the targeted use of that five acres is for DPW and a building in the middle is a problem. Mr. O'Brien noted a lot of problems with the building but it is actually two buildings. The County Administrator stated it is truly two buildings, stone building and retro fitted pole barn, and there are issues in both buildings. The stone structure is structurally sound but it has water issues. Possibly a historical group would be willing to move the building.

The meeting adjourned at 10:53 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

WASHINGTON COUNTY - WORKERS' COMPENSATION ASSESSMENT
ASSESSMENT FOR 2020 BUDGET
[REIMBURSEMENT OF 2018 CLAIM PAYMENTS & EXPENSES]

COUNTY BREAKDOWN	ALLOCATION %	POOL: PRIOR TO 2012	POOL: 2012 FORWARD & OVER \$20K	POOL TOTAL	DIRECT CLAIMS: UNDER \$20K	CARRY FORWARD ADJUSTMENTS	LESS REBATES & INTEREST (SPLIT BY %)	PLUS ADMINISTRATIVE COSTS	TOTAL	ROUNDED	LAST YEAR (after fund balance applied)
EMS	100.00%	-	-	-	2,547.66		-	-	2,547.66	2,548	441
FIRE	100.00%	26,300.00	15,968.92	42,268.92	18,653.90		-	-	60,922.82	60,923	29,676
PLEASANT VALLEY	100.00%	149,107.18	-	149,107.18	-		(35,495.80)	-	113,611.38	113,611	130,277
<i>SUBTOTAL COUNTY 100%</i>		<i>175,407.18</i>	<i>15,968.92</i>	<i>191,376.10</i>	<i>21,201.56</i>	<i>-</i>	<i>(35,495.80)</i>	<i>-</i>	<i>177,081.86</i>	<i>177,082</i>	<i>160,394</i>
COUNTY POOL/DIRECT	67.12%	110,055.55	175,784.13	285,839.68	80,953.94		(63,817.08)	272,922.78	575,899.32	575,899	471,358
COUNTY TOTAL		285,462.73	191,753.05	477,215.78	102,155.50	-	(99,312.88)	272,922.78	752,981.18	752,981	631,752

TOWNS	ALLOCATION %	POOL: PRIOR TO 2012	POOL: 2012 FORWARD & OVER \$20K	POOL TOTAL	DIRECT CLAIMS: UNDER \$20K	CARRY FORWARD ADJUSTMENTS	LESS REBATES & INTEREST (SPLIT BY %)	PLUS ADMINISTRATIVE COSTS	TOTAL	ROUNDED	LAST YEAR (after fund balance applied)
ARGYLE	1.45%	2,377.54	3,797.48	6,175.02			(1,378.65)	5,895.98	10,692.35	10,692	8,694
CAMBRIDGE	0.75%	1,229.76	1,964.21	3,193.97			(713.09)	3,049.64	5,530.52	5,531	4,592
DRESDEN	1.07%	1,754.46	2,802.28	4,556.74	14,552.80	(5,327.00)	(1,017.35)	4,350.82	17,116.01	17,116	8,558
EASTON	1.04%	1,705.27	2,723.71	4,428.98			(988.82)	4,228.84	7,669.00	7,669	8,300
FORT ANN	2.14%	3,508.92	5,604.56	9,113.48	296.64		(2,034.69)	8,701.65	16,077.08	16,077	13,224
FORT EDWARD	1.88%	3,082.60	4,923.63	8,006.23		17,239.52	(1,787.49)	7,644.44	31,102.70	31,103	18,213
GRANVILLE	1.38%	2,262.76	3,614.15	5,876.91			(1,312.09)	5,611.34	10,176.16	10,176	8,939
GREENWICH	1.23%	2,016.81	3,221.31	5,238.12			(1,169.47)	5,001.42	9,070.07	9,070	8,384
HAMPTON	0.34%	557.49	890.44	1,447.93			(323.27)	1,382.51	2,507.17	2,507	2,143
HARTFORD	0.95%	1,557.70	2,488.00	4,045.70	20,000.00	(15,287.00)	(903.25)	3,862.88	11,718.33	11,718	5,859
HEBRON	0.86%	1,410.13	2,252.30	3,662.43	20,000.00	(15,690.00)	(817.68)	3,496.92	10,651.67	10,652	5,326
JACKSON	0.53%	869.03	1,388.04	2,257.07	1,471.71		(503.92)	2,155.08	5,379.94	5,380	3,673
KINGSBURY	2.52%	4,132.00	6,599.76	10,731.76			(2,395.99)	10,246.80	18,582.57	18,583	19,659
PUTNAM	1.26%	2,066.00	3,299.88	5,365.88			(1,198.00)	5,123.40	9,291.28	9,291	7,978
SALEM	0.99%	1,623.29	2,592.76	4,216.05	602.83		(941.28)	4,025.53	7,903.13	7,903	6,551
WHITE CREEK	0.54%	885.43	1,414.23	2,299.66			(513.43)	2,195.74	3,981.97	3,982	3,245
WHITEHALL	0.54%	885.43	1,414.23	2,299.66	14,753.05	(6,967.00)	(513.43)	2,195.74	11,768.02	11,768	5,884
TOTAL - TOWNS	19.47%	31,924.62	50,990.97	82,915.59	71,677.03	(26,031.48)	(18,511.90)	79,168.73	189,217.97	189,218	139,222

VILLAGES	ALLOCATION %	POOL: PRIOR TO 2012	POOL: 2012 FORWARD & OVER \$20K	POOL TOTAL	DIRECT CLAIMS: UNDER \$20K	CARRY FORWARD ADJUSTMENTS	LESS REBATES & INTEREST (SPLIT BY %)	PLUS ADMINISTRATIVE COSTS	TOTAL	ROUNDED	ROUNDED
ARGYLE	0.05%	81.98	130.95	212.93			(47.54)	203.31	368.70	369	551
CAMBRIDGE	1.29%	2,115.19	3,378.45	5,493.64		10,933.00	(1,226.52)	5,245.39	20,445.51	20,446	12,205
FORT ANN	0.22%	360.73	576.17	936.90		1,008.00	(209.17)	894.56	2,630.29	2,630	1,568
FORT EDWARD	2.37%	3,886.05	6,206.92	10,092.97	198.05		(2,253.37)	9,636.87	17,674.52	17,675	15,089
GRANVILLE	2.09%	3,426.94	5,473.61	8,900.55	161.19		(1,987.15)	8,498.34	15,572.93	15,573	13,254
GREENWICH	1.39%	2,279.16	3,640.34	5,919.50	1,465.54		(1,321.60)	5,652.01	11,715.45	11,715	8,885
HUDSON FALLS	4.15%	6,804.69	10,868.65	17,673.34	32,096.05	(7,256.00)	(3,945.78)	16,874.69	55,442.30	55,442	27,721
WHITEHALL	1.85%	3,033.41	4,845.06	7,878.47	37,502.41	(16,828.00)	(1,758.96)	7,522.45	34,316.37	34,316	17,158
TOTAL - VILLAGES	13.41%	21,988.15	35,120.15	57,108.30	71,423.24	(12,143.00)	(12,750.09)	54,527.62	158,166.07	158,166	96,431

TOTAL	100.00%	339,375.50	277,864.17	617,239.67	245,255.77	(38,174.48)	(130,574.87)	406,619.13	1,100,365.22	1,100,365	867,405
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