

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES  
JANUARY 7, 2010

FINANCE & PERSONNEL COMMITTEE MEMBERS PRESENT: Campbell, Brown, LaPointe, G. Hall, Shay, Banks, Lindsay, Henke, Suprenant

FINANCE & PERSONNEL COMMITTEE MEMBERS ABSENT: Hurley, Haff

SUPERVISORS: Rymph

Debra Prehoda, Clerk

Phyllis Cooper, Treasurer

Roger Wickes, County Attorney

Kevin Hayes, County Administrator

Bill McCarty, Director RPTS

Nick Riesman, Post Star

Chairman Campbell called the meeting to order at 9:34 A.M.

TREASURER – Phyllis Cooper, Treasurer, addressed the following items with the committee:

- Sales Tax – The Treasurer reported that the sales tax is under year to date by \$1,149,326.83. There is still one more sales tax payment to be received and the payments to date total \$15,711,913.45.
- Burn Plant Shortfall – No true yet for December, handout on file. Additional handout distributed, recapitulation of Solid Waste Management Revenue and Expenditure Close-Outs to Fund Balance for the period 1/1/1999 – 12/31/2009, on file.
- Cash Balance History – handout on file.
- Budget Summary Report – handouts on file. The Treasurer stated the County is still waiting for State and Federal Aid revenue for 2009.

REAL PROPERTY – Bill McCarty, Director, addressed the following items with the committee:

- Corrected tax bills – The Director of Real Property Tax Services has investigated the circumstances involving the errors and issued reports on same for corrections to the following parcels: Argyle 165.1-31.16 Travis & Mary Jameson, Cambridge 255.14-3-9 Daniel & Susan Williams, Fort Ann 101.-1-18.7 Paul & Victoria Greene, Granville (2) Verizon New York, Inc. parcels, Greenwich 229.17-1-40 Emilia & Vladimir Mizerak and White Creek 256.13-1-27 Catherine Brown. A motion to approve corrected tax bills was moved by Mr. Lindsay, seconded by Mr. Banks and adopted.

COUNTY ADMINISTRATOR – Kevin Hayes, County Administrator, addressed the following budget amendments:

- Appropriations - A motion to approve appropriation for Conservation Education \$937, Adirondack North Country Association \$2,000, Historical Association \$1,856, Literacy Program \$2,212 and Adirondack Park Local Government Review Board \$1,313 was moved by Mr. Lindsay and seconded by Mr. Banks. Discussion. The committee discussed reporting requirements for these associations to receive their funding. A fiscal report for last year will be requested by the County Attorney and approved by the committee prior to signature by the Chairman and receipt of their funding. A motion to approve appropriation for Conservation Education \$937, Adirondack North Country Association \$2,000, Historical Association \$1,856, Literacy Program \$2,212 and Adirondack Park Local Government Review Board \$1,313 was moved by Mr. Lindsay, seconded by Mr. Banks and adopted.

- Municipal Association Dues – A motion to authorize payment of Municipal Association dues (NYSAC) in the amount of \$6,487 was moved by Mr. Banks, seconded by Mr. Henke and adopted.
- Payment of Stale Voucher – A motion to authorize payment of a stale Coroner voucher payable to Albany Medical Center Hospital for services provided in 2007 in the amount of \$223 was moved by Mr. Banks, seconded by Mr. Lindsay and adopted.
- 2009 Snowmobile Funding – A motion to amend 2009 budget to recognize \$13,637 in additional revenue for the Snowmobile Clubs was moved by Mr. Banks, seconded by Mr. Lindsay and adopted.
- 2010 Budget Amendment – Civil Service to Purchase Typewriter – A motion to transfer funds from contractual to equipment in the amount of \$150 to replace a typewriter in Civil Service was moved by Mr. Lindsay, seconded by Messrs. Shay and Banks and adopted.
- Refund Dog License Money – A motion to authorize the Treasurer to refund to each entity 75% of the surplus dog license funds collected for 2009 in the amount of \$7,111.19 as apportioned in her annual report was moved by Mr. Banks, seconded by Messrs. Shay and Brown and adopted.
- Unified Court System for Court Attendants – A motion to authorize agreement with Unified Court System for reimbursement to the Sheriff's department for providing court security was moved by Mr. Banks, seconded by Messrs. Henke and Lindsay and adopted.
- Amend 2010 Budget – County Road Fund for Economic Recovery Highway Funding – A motion to amend 2010 budget to recognize Economic Recovery Highway funding in the amount of \$886,000 to resurface two segments of County roads (Co. Rt. 42 – 2.21 miles and Sumpter/Allen Streets - .55miles) was moved by Mr. Henke, seconded and adopted. Several supervisors commented on the high cost per mile for paving. It was noted that this will be done with outside forces and paid with stimulus funding.
- Amend 2009 Budget – Parks – A motion to adjust the 2009 parks budget to reflect the total cost of operating the parks and to adjust an error in a prior budget amendment in the amount of \$6,766 plus possibly one more utility bill was moved by Mr. Shay, seconded by Mr. Banks and adopted. Mr. Brown stated we should be coming up with a structure on how we are going to collect the revenue for Lauderdale, for example are the towns in the area willing to support the park again in 2010. Kevin Hayes, County Administrator, stated Harrison Steves, Superintendent of Buildings and Grounds, will be discussing the parks in detail at the Government Operations Committee.
- Snow and Sanding to Control Ice on Paved Warren County Roads for 2010 – A motion to authorize agreement between the County of Washington and the County of Warren for the Removal of Snow and Sanding to Control Ice on Paved Warren County Road for 2010 in the amount of \$4,950 was moved by Mr. Banks, seconded by Mr. Lindsay and adopted.

Staffing Pattern – Kevin distributed a draft Staffing Pattern that he would like the Board to adopt, on file. He stated a need to come up with a mechanism to keep this a working document with any changes made going to the full Board for consideration. Kevin stated a policy needs to be development on how to make changes to the staffing pattern. Mr. Banks suggested that requests should come out of committee approved, the Staffing Review be allowed to make temporary changes if necessary and then to the full Board for ratification. Mr. Brown stated that the changes in the notes section on the Staffing Pattern should be dated. Kevin will develop a policy to go with the Staffing Pattern for consideration by the Government Operations Committee. Barbara Winchell, Personnel Director, will be the person responsible for tracking personnel. For next month's meeting, this Staffing Pattern and a policy will be presented to the committee for consideration.

Hudson River-Black River Regulating District – Kevin advised the committee that the Hudson River-Black River Regulating District will be making a presentation to the InterCounty Legislative Committee of the Adirondacks on Thursday January 21<sup>st</sup>, handout on file. This is an item of interest because due to a recent court decision, they are unable to tax the dams/beneficiaries of the power that they have been doing in the past and now plan to assess charges of approximately \$4.4M against the counties in the district.

Union Negotiator/Legal Representation - Kevin stated that a solution to the issue of when the union negotiator, Larry Paltrowitz, is operating under the contract for negotiator services and when does the legal portion come into play. A retainer letter will be signed when the County is having Larry do legal work. Kevin will report out on a quarterly basis on negotiations and PERB cases, legal issues. Currently, Mr. Paltrowitz is working on two items regarding 207c with the Sheriff's department, also a grievance that is going to PERB on a Correction Officer and Solid Waste is formalizing a new unit and PERB related items with the formation of that unit.

#### OTHER BUSINESS:

Resolution No. 334 December 4, 2009 - Bank's mileage resolution – Mr. Banks suggested coming up with how to address any concerns and having them on paper to consider. This item will be revisited at the next meeting.

New Regulation on Reporting for Elected or Appointed Officials Who Are Members of the New York State Retirement System – The Clerk distributed a packet of information on this new regulation for additional reporting requirements, on file and Regulation 315.4 attached. Supervisors are required to track their time for three months and submit that log to the Clerk of the Board. Kevin stated the Board would need to formalize what is a workday, number of hours. The Treasurer reported that Supervisors are currently credited with 16.5 days per month with the NYS Retirement System. Failure to submit a log will result in suspension of service crediting and retirement system membership benefits. Kevin stated a list needs to be developed of other County employees who should be tracking their time for 90 days for consideration at the next Finance Committee meeting.

Mr. Lindsay asked what was the status of vehicles being taken home and what about the furloughs. Mrs. G. Hall stated at the December monthly Board meeting, a draft vehicle policy was placed in the Supervisors mailboxes, draft policy distributed and on file.

Compensation Time – The committee discussion on how to address compensation time. Resolution No. 364 dated December 18, 2009 entitled: Amend Employee Handbook – Elimination of Compensatory Time Provision was tabled at that meeting. That resolution proposed the elimination of compensatory time. The Treasurer mentioned several individuals have compensated time being carried over from year to year. Mr. Suprenant does not recommend eliminating it completely. Three options discussed: 1) eliminate comp time, 2) accumulate for one-year period to be used within that year or be paid out and or 3) use by the next pay period. Roger Wickes, County Attorney, stated a policy is needed for the department head to follow when allocating comp time. A motion to approve accumulation of up to 24 hours a year of compensation time to be used by the last full payroll of the year was moved by Mr. Banks, seconded by Mr. Shay and adopted.

Vehicles Taken Home – The committee reviewed proposed draft policy. Not having employees taking cars home was taken into consideration during the 2010 process and between \$70,000 and \$80,000 was removed from the 2010 budget, proposed savings associated with this change. Phyllis

mentioned that the IRS audited the County regarding vehicles taken home by employees and to date the results of the IRS audit are not available but there will be a penalty assessed. Appropriate personnel, County Attorney, County Treasurer and County Administrator, prior to consideration at the January Board meeting, will further review the vehicle policy for consideration at that meeting. A motion to put forward a policy and procedures relating to Washington County vehicles taken to employee's residences was moved by Mr. Banks, seconded by Mr. Lindsay and adopted.

Travel Policy – Mr. LaPointe asked what is the Board's policy on travel. Kevin stated there is no set policy at this time but one has been drafted. They are required to bring request to their committee, is it budgeted for/approved through the budget process and then approved by the their oversight committee. Claire Murphy, Director Office for the Aging, is requesting permission to attend a three-day conference in Washington DC. in February. A motion to authorize the Chairman of the Human Services Committee to make that decision was moved by Mr. Banks but did not receive a second. This travel request is grant funded. A motion to deny was moved by Mr. Lindsay but did not receive a second. Claire has advised Mr. LaPointe this was discussed during the budget process and approved in the 2010 budget. She has given documentation to the County Administrator for overnight stay authorization. She needs a response by January 27<sup>th</sup> and the Human Services Committee meets on that date. This matter was referred to the Human Services Committee for consideration.

The meeting adjourned at 12:50 P.M.

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