

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES  
DECEMBER 9, 2010

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

FINANCE & PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Rymph, Idleman, Pitts

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Bill McCarty, Real Property Director

Matthew Hicks – Supervisor Elect Granville

Andrew Williamson – DSS/CSEA

Kevin Hayes, County Administrator

Phyllis Cooper, Treasurer

BOE Commissioners – Allen & Curtis

Lydia Wheeler, Post Star

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Approval of Minutes – November 10, 2010
3. Department Reports/Requests:
  - a. Treasurer
    - i. Monthly Reports
  - b. Budget Amendments
  - c. Artwork Claim – Georgi Museum Voting Site - Salem
4. Other Business
5. Adjournment

Chairman Campbell called the meeting to order at 9:30 A.M.

A motion to approve the minutes of the November 10, 2010 meeting was moved by Mr. LaPointe, seconded by Messrs. Haff and Banks and adopted.

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

- Monthly Reports:
  - Sales Tax, handout on file – Sales tax through December 4 is \$14,394,640 and that amount is \$97,158.47 under year to date, handout on file. Kevin projects year-end sales tax total will be \$15.9M.
  - Sales Tax Distribution Summary, handout on file. Payments will be issued to the towns on a quarterly basis. There is one more payment due to the towns for 2010 and the Treasurer stated due to cash flow issues expect delays in this final payment to the towns.
  - 2010 Shortfall Worksheet & Summary – Hudson Falls Resource Recovery Plant – The net shortfall to date is \$2.368M, handout on file. There is still money coming back from the Trustees but it will be close. A motion to amend budget by \$50,000 if needed was moved by Mr. Banks, seconded by Mr. LaPointe and adopted.
  - Budget Variance Reports for the month of November – handout on file. We are using some of our fund balance at this time. Car Pool and Health Insurance are over budget.
  - Cash Balance Information & History, handout on file. The cash balance, General Fund, for the month of November is \$8,857,108.73M. Cash flow is tight in the General Fund. She owes \$1.8M to County Road Fund and will be paying a retirement bill next week in the amount of \$3.4M. Kevin stated next year's retirement bill will be in the amount of \$5.7M and he feels with cash flow it will be difficult to pay this bill in December 2011.

- State & Federal Aid Receivables Recapitulation – General Fund, handout on file.
- Implementation of Centralized County-wide Tax Database – handout attached. System East after next year will no longer be supporting the old software and fortunately this new program was funded through a grant that the Treasurer applied for and received. Fort Ann allows for credit card payment of taxes and several Supervisors expressed interest in instituting the credit system for payment of their town taxes.
- Dog Licensing – The County is no longer involved. The Treasurer will distribute 100% of the dog licensing funds, which must be used toward dogs/animal control and will also be closing out the Trust & Agency account for these funds.

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

- Amend Budget Sheriff & Jail – A motion to amend budget, Sheriff & Jail, requesting to transfer funds between line items for car pool expenses in the Sheriff's department in the amount of \$25,000 and clinic supplies for the jail in the amount of \$50,000 was moved by Mr. Banks, seconded by Mr. Henke and adopted.
- Amend Budget – Public Health – A motion to amend budget, Public Health, transferring funds between line items to replace a fetal Doppler in the amount of \$800 was moved by Mr. Lindsay, seconded by Mr. Banks and adopted. Mr. Henke opposed.
- Amend Budget – Public Health – NYS Division of Homeland Security and Emergency Services Grant – A motion to amend budget, Public Health, NYS Division of Homeland Security and Emergency Services Grant in the amount of \$27,778 to purchase an ID system and to replace and/or update radios was moved by Mr. Shay, seconded by Mr. Banks and adopted.
- Amend Budget – Social Services for Anticipated Shortfalls – A motion to amend budget, Social Services, for anticipated shortfalls in the amount of \$60,000 was moved by Mr. Banks, seconded by Mr. LaPointe and adopted. Mr. Henke opposed.
- Amend Budget – Sewer District No. 2 – Compost Facility – A motion to amend budget, Sewer District No. 2 – Compost Facility, to cover a shortfall for disposal costs for the compost facility in the amount of \$9,000 was moved by Mr. LaPointe and seconded by Mr. Banks. Discussion ensued on the status of the compost facility and Mr. Lindsay, Sewer District Commissioner, stated they are looking at all options. The motion to amend budget, Sewer District No. 2 – Compost Facility, to cover a shortfall for disposal costs for the compost facility in the amount of \$9,000 was moved by Mr. LaPointe, seconded by Mr. Banks and adopted.
- Amend the 2010 Grade Schedule – Pleasant Valley – A motion to amend the 2010 grade schedule, Pleasant Valley, to upgrade the Quality Assurance Nurse from Grade 17 to Grade 18 because this position has been auditing Grade 18 Head Nursing work, make the Supervising Nurse 7-3 the Assistant Director of Nursing and moving the Assistant Director of Nursing title from the Grade Schedule to the Exempt salary schedule and eliminate an 11-7 Supervising Nurse Grade 19 and replace with an 11-7 RN grade 16 was moved by Mr. Shay, seconded by Mr. Banks and adopted.
- Amend the Exempt Salary Schedule for Exempt Employees to Add the Title of Assistant Director of Nursing (PV) – – A motion to amend the exempt salary schedule for exempt employees to add the title of Assistant Director of Nursing (PV) was moved by Mr. Shay, seconded by Mr. LaPointe and adopted.

- Amend Budget – Self Insurance Fund – A motion to amend budget, Self Insurance Fund, for outstanding awards and benefits in the amount of \$50,000 was moved by Mr. Banks, seconded by Mr. LaPointe and adopted.
- To Authorize the Chairman to Send a Commitment Letter for I Love NY Funding – A motion to authorize the Chairman to send a commitment letter for I Love NY Funding was moved by Mr. Brown, seconded by Mr. Banks and adopted. Mr. Haff stated he would forward this letter to I Love NY to review prior to adoption.
- Amend Budget – Data Processing for Lay-Off – A motion to amend budget, Data Processing for Lay-Off, to reflect this expense in the amount of \$2,600 was moved by Mr. Lindsay, seconded by Mr. Banks and adopted.

Artwork Claim – Artwork was damaged in the community room at the Georgi Museum during the primary election. The Georgi Museum is the property of the Town of Salem. Leslie Allen, Board of Elections Commissioner, stated a facilitation agreement was signed. A motion to pay the bill for the damaged artwork (\$185 wooden duck, wooden sculpture \$575 and short vase \$160) in the amount of \$920 was moved by Mr. Banks and seconded by Mr. Henke. Discussion. The artwork will become the property of the County. The motion to pay the bill for the damaged artwork (\$185 wooden duck, wooden sculpture \$575 and short vase \$160) in the amount of \$920 was moved by Mr. Banks, seconded by Mr. Henke and adopted. A motion to amend the budget, Judgments and Claims A1930.4\*, for expenses related to the artwork claim in the amount of \$900 was moved by Mr. LaPointe, seconded by Mr. Banks and adopted.

#### OTHER BUSINESS:

Voluntary Leave – Kevin commended the department heads and employees for making this successful. The attached handout shows we are reducing our payroll expenses. He also noted there were no pay increases in 2010. Kevin stated payroll is the County's number one cost. A motion to thank department heads and employees for the success of the voluntary leave was moved by Mr. Brown, and seconded by Mr. Banks. Discussion. Mr. Haff asked if departments that are short are they going to experience layoffs? It was explained that the flex time used by some departments/union employees is not in their contracts but they did voluntarily use creative flex time avoiding overtime resulting in savings.

Mr. Rymph joined the meeting at 11:00 A.M.

Mrs. Hall stated not everyone in County Road took time off. Chairman Campbell stated this was a voluntary program and there might not be grounds for a layoff. Roger Wickes, County Attorney, stated he believes people can be laid off. Kevin noted several corrections to the handout; Public Safety, Aging and Data Processing are now in compliance. A motion to accept this report the way it is and hope we never do this again was moved by Mr. Lindsay and seconded by Mr. Banks. Discussion. Mrs. Hall stated the plan was to have everyone take two days not using flex time and not having someone else take more time. Mr. Brown withdrew his motion to thank the employees and Mr. Banks his second. Chairman Campbell stated this was changed from furlough to voluntary leave, which cannot have an ultimatum. Discussion ensued. The motion to accept this report the way it is and hope we never do this again was moved by Mr. Lindsay, seconded by Mr. Banks and adopted on the following roll call vote: AYES (6) Campbell, LaPointe, Banks, Lindsay, Henke, Suprenant, NOES (5) Brown, Hall, Shay, Haff, Tatko, ABSENT (0), ABSTAIN (0). A motion to thank department heads and

employees for the success of the voluntary leave was moved by Mr. Brown, seconded by Mr. Banks was adopted.

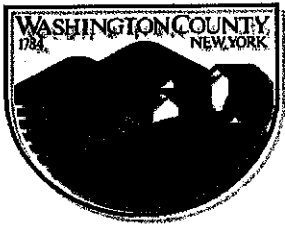
A motion that we look at the dollar amount and if each department has not satisfied that dollar amount they shall through layoffs was moved by Mr. Haff but did not receive a second. Mr. Lindsay stated why not remove the dollar amount from their personal services line. The Treasurer stated there was no plan until June. Mr. Lindsay feels this did prevent layoffs. Mrs. Tatko stated it was a difficult budget process. Mr. Williamson commented. A motion to look at the dollar amount and take the dollar amount the department is short or then layoff the equivalent, accepting the use of flex time was moved by Mr. Haff, seconded by Mr. Henke and adopted on the following roll call vote: AYES (9) Campbell, Brown, LaPointe, Shay, Lindsay, Henke, Suprenant, Haff, Tatko, NOES (2) Hall, Banks, ABSENT (0), ABSTAIN (0).

Kevin thanked the Board and Mr. Williamson, CSEA Union President and the unions for all their work with the voluntary leave.

Kevin went to a County Administrators meeting last week and he is unsure if IGT will happen this year. He stated Pleasant Valley is due is \$1.8M to \$2.2M. He stated this would happen very quickly when the funds are released. This may have an effect on cash flow. He stated many counties did not budget for this expense. Other agenda items discussed include the following: the property tax cap and what the effects are and the Medicaid increase of \$1.3M and the retirement for the following year is going to get higher, 15.4% is going to go over 20%. They also mentioned a freeze on salaries for any municipality for a period of time.

Mr. Haff reminded Kevin that he had requested a report on taxi cab services that we provide people in the county.

The meeting adjourned at 11:53 A.M.



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

Phyllis Cooper  
County Treasurer

Albert Nolette  
Deputy County Treasurer

## Washington County Treasurer's Office Implementation of Centralized County-wide Tax Database Tax Collection Solution (TCS)

Effective October 1, 2010, the Washington County Treasurer's Office went "live" with the new TCS software. Towns in Washington County with internet access will also go "live" with the new TCS software for the 2011 tax collection season (January 2011 Town & County Tax Bills).

TCS is an internet based site with a single database at the county level that will be available on a twenty-four hour basis to county, all localities (towns, villages and schools), and the general public as deemed appropriate.

Attached please find a copy of a flow chart created by the software developer, Systems East, Inc., reflecting how the information is stored in the centralized county-wide database.

To access the site, the general public can do so by entering website address [www.totalcollectionsolution.com](http://www.totalcollectionsolution.com). Once on the site, the user would then be required to login with the user name "public@washco" and "public" as the password. Also, for your convenience, a link has been provided on the County's website at [www.co.washington.ny.us](http://www.co.washington.ny.us).

**NOTE TO IMAGE MATE USERS:** Tax Status Information reflected in Image Mate is *through September 30, 2010 and does not include taxes levied after* January 2010 Town & County Tax Levy and April 2010 Sewer District No. 2 User Fees. Tax Status Information *after September 30, 2010*, may be obtained at [www.totalcollectionsolution.com](http://www.totalcollectionsolution.com).

Steps to Obtain Parcel Information on [www.totalcollectionsolution.com](http://www.totalcollectionsolution.com):

- Enter website address and login
- Click on Entities, Bills, or Payments in the "blue header"
- Search "grid" appears. Searches may be performed by the following criteria through the links for Entities, Bills or Payments:
  - Entities
    - SWIS, Parcel ID, Owner 1, Loc Num, Loc Name, or Status
  - Bills
    - Entity, Bill Number, Bill Date, Status, Owner 1, Bill Type
  - Payments
    - Entity, Bill, Receipt Number, Date Received, Owner 1, Status
- Enter search criteria in corresponding blank cell
- Click Show *or* press enter
- The grid reflects a list of findings that match your criteria

- Click on the “eyeball” for a row you want to view or place a check in the box to the left and then click Show
  - View Entity
    - Summary of Parcel details including municipality, school district, property class
    - Summary of Bills with option to extend interest calculation with “Recalculate” button
      - Total due on far right for rows with unpaid/delinquent status
      - Tabs for Additional Info, Payments, Addresses, Exemptions
  - View Bill
    - Summary of bill information including status, calculation base amount, interest amount, original amount, date delinquent, date paid
    - Additional Tabs for Lines (bill levy detail) and Payments
  - View Payment
    - Processing information
    - Payer information including remittance address

Phyllis Cooper  
Washington County Treasurer  
December 7, 2010

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**WASHINGTON COUNTY  
OFFICE OF THE ADMINISTRATOR**

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countyadmin@co.washington.ny.us

TO: Finance Committee  
FROM: Kevin Hayes, County Administrator *KH*  
DATE: December 9, 2010  
RE: Voluntary Leave

The voluntary leave program, overall, has been a success for the County. Funds were removed from the 2010 Budget. Departments were each given a goal. Knowing one size did not fit all parameters were set:

1. Any department that had their hours reduced was not included in the goal. These departments were asked to find other ways to achieve payroll savings.
2. Unions were asked to make provisions in their contracts. The Sheriff's Department was the only one who came to the table with an agreement (reduce premium time to equal goal).
3. 24/7 departments were asked to come up with other ways to achieve the goal.
4. In the original goal estimate, any employees who left prior to the setting of the goal were not included.

The department with the largest voluntary leave variance is the Probation Department. It should be pointed out that in this department, as well as in Social Services, employees started flexing their days when it was known that evening work would be required. This resulted in a savings for the County because overtime situations were avoided. The Probation Department reached all but \$305 of their voluntary leave goal by using flex time.

This voluntary leave resulted in a net savings in payroll of \$1,039,469 with the collaborated efforts of Department Heads and the Board an additional \$1,100,000 was saved through not filling vacant positions during the year.

VOLUNTARY LEAVE PROGRESS REPORT

12/9/2010

ACCOUNT / DEPARTMENT		GOAL		ACTUAL	
Account	Description	HOURS	\$ AMOUNT	HOURS	\$ AMOUNT
A1040.1	CLERK OF THE BOARD	42	\$970	49	\$1,087
A1165.1	DISTRICT ATTORNEY	120	\$2,808	120	\$2,808
A1170.1	PUBLIC DEFENDER	76	\$2,049	76	\$2,049
A1230.1	COUNTY ADMINISTRATOR	42	\$1,135	45	\$1,442
A1325.1	TREASURER'S OFFICE	132	\$2,804	119	\$2,375
A1355.1	REAL PROPERTY	70	\$1,528	70	\$1,528
A1410.1	COUNTY CLERK	182	\$3,257	175	\$3,441
A1420.1	COUNTY ATTORNEY	44	\$1,346	46	\$1,375
A1430.1	CIVIL SERVICE	28	\$722	28	\$722
A1450.1	BOARD OF ELECTIONS	56	\$965	56	\$965
A1490.1	DPW ADMIN	28	\$852	28	\$852
A1620.1	BUILDINGS & GROUNDS	28	\$695	28	\$695
A1680.1	DATA PROCESSING (INFO TECH)	124	\$3,282	118	\$3,166
A3110.1	SHERIFF	N/A	\$13,794	N/A	\$12,764
A3140.1	PROBATION	224	\$4,812	70	\$1,636
A3150.1	JAIL	N/A	\$18,405	N/A	\$24,002
A3410.1	FIRE	15	\$331	15	\$331
A3620.1	CODE ENFORCEMENT	0	\$0	0	\$0
A3625.1	EMS	12	\$168	12	\$168
A3640.1	PUBLIC SAFETY	42	\$967	38	\$884
A40--.1	PUBLIC HEALTH (TOTAL)	861	14,970	1,056	24,747
A6010.1	DSS	1,984	\$37,400	1,964	\$36,897
A6510.1	VETERANS	28	\$610	35	\$751
A6610.1	WEIGHTS & MEASURES	14	\$322	14	\$322
A6772.1	AGING	84	\$1,427	78	\$1,320
A7310.1	YOUTH / ALTERNATIVE SENTENCING	140	\$2,894	140	\$2,894
A8020.1	PLANNING	0	\$0	0	\$0
TOTAL GENERAL FUND		4,376	\$118,510	4,380	\$129,222
SOLID WASTE MANAGEMENT		286	\$4,785	N/A	\$4,785
CAR POOL		48	\$815	120	\$2,037
COUNTY ROAD		2 days	\$6,513	5 day layoff	\$16,282
COUNTY ROAD MACHINERY		144	\$2,987	5 day layoff	\$7,497
WORKERS' COMPENSATION		28	\$469	28	\$469
PLEASANT VALLEY		778	\$15,466	1,135	\$17,597
COUNTYWIDE TOTAL		5,660	\$149,545	5,663	\$177,889

*[excludes Sewer District]*

\* Three departments were asked to find their voluntary leave savings by other means - which all did.  
 \*\* Five-day layoff - office staff only 8 hrs for 281 taken to date.

WASHINGTON COUNTY  
PAYROLL 09 VS 10

FUND	2009		2009 ACTUAL	2009 VAR.	2010		2010 PROJECTED	2010 PROJECTED VAR.
	BUDGET	BUDGET			BUDGET	PROJECTED		
GENERAL	\$22,258,197	\$21,806,261.20	\$451,935.80	\$21,889,268	\$20,717,154	\$1,172,114	\$33,205	
SOLID WASTE	\$832,138	\$813,546.18	\$18,591.82	\$758,205	\$725,000	\$33,205	\$24,303	
CAR POOL	\$72,900	\$60,780.78	\$12,119.22	\$99,303	\$75,000	\$24,303	\$54,315	
HIGHWAY	\$2,834,626	\$2,706,684.51	\$127,941.49	\$2,731,455	\$2,677,140	\$54,315	-\$5,777	
CO ROAD MACHINERY	\$398,001	\$394,755.54	\$3,245.46	\$347,523	\$353,300	-\$5,777	-\$71,629	
ENTERPRISE (PV)	\$5,469,962	\$5,357,576.05	\$112,385.95	\$5,428,371	\$5,500,000	-\$71,629	\$6,375	
WORKER'S COMP.	\$65,525	\$65,277.11	\$247.89	\$66,375	\$60,000	\$6,375	\$1,212,906	
COUNTY WIDE TOTAL	\$31,931,349	\$31,204,881	\$726,467.63	\$31,320,500	\$30,107,594	\$1,212,906		
SEWER DIST. #2	\$569,790	\$565,927.17	\$3,862.83	\$564,452	\$560,000	\$4,452		
TOTAL COUNTY	\$32,501,139	\$31,770,808.54	\$730,330.46	\$31,884,952	\$30,667,594	\$1,217,358		

2008 ACTUAL  
TOTAL WAGES  
\$32,019,164