

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
NOVEMBER 20, 2018

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Rozell

SUPERVISORS: Henke, LaPointe, Fedler, Moore, Hicks

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Stephanie Lemery, County Clerk

Teri McNall, CIO IT

Laura Chadwick, Real Property Tax Director

Public & Media

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – October 23, 2018
- 3) Department Requests/Reports
  - A. County Clerk – Request Approval to Apply for 2019 LGRMIF Grant
  - B. County Attorney – Discuss Adoption of New Sexual Harassment Policy per NYS Law
  - C. County Administrator – Review Capital Plan
- 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 October 23, 2018 meeting was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the following item with the committee:

- Approval to Apply for 2019 LGRMIF Grant – She would like to apply for another year of the Local Government Records Management Improvement Fund grant. This grant allows them to go back and scan County records in a digital format and this is also a shared services project with the towns with records held at the County. She can apply for up to \$150,000 and was awarded a grant in 2018 in the amount of \$121,101. Currently they are working on District Attorney files and shared services with the town of Kingsbury. For next year, she already has two villages and two towns interested as well as the Probation Department and starting the Treasurer's files. A motion to approve applying for 2019 LMRMIF grant was adopted.

COUNTY ATTORNEY – Roger Wickes, County Attorney, addressed the following item with the committee:

- Adoption of New Sexual Harassment Policy per NYS Law – New York has passed a new Sexual Harassment law that requires compliance by the County. The County already has a really good sexual harassment policy that is working but NYMIR is recommending adoption of the current policy in the recommended format. It makes no substantial changes to the County's current policy. Compliance officers must be designated and he is recommending the Chairman of the Board, County Administrator and Personnel Officer as they are currently. The largest impact to our operations is the training requirement. Everyone must be retrained in this by October of 2019. He is working with the Sr. Safety Officer and the training must be interactive. This will be an annual training. All employees, elected and appointed officials are required to attend and complete a training acknowledgement form. Discussion ensued on compliance. If an elected official fails to comply then the County would have to ask the Governor to remove him/her from office. A motion to move this new sexual harassment policy to the full Board for consideration and recommend naming the Chairman of the Board, County

Administrator and Personnel Officer as compliance officers was moved by Mr. O'Brien, seconded Mr. Ferguson and adopted.

- Cyber Security – Awarded a cyber security grant in the amount of \$50,000 and will discuss further at IT. He stated kudos to Karen Pratt, Cyber Security Officer, for writing the grant. There were ten grants award and sixty-two applications. Congratulations to Karen for her good work.

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

- Monthly purchasing report for October 2018, attached. DPW bid for Co. Rt. 113 opened last week and now with the Engineer to review and then to NYSDOT. Air handling system at the Law Enforcement Center and cooling tower at the Municipal Center bids are due back in the next week and hopefully bring to the Finance Committee.
- Review Capital Plan - handout attached and provided a high-level overview. The handout lists the sources for the initial funding of the capital plan totaling \$2,613,000 and in following years \$500,000 annually will be added from NYCLASS interest revenue. For 2019 still need defined plans for Buildings and Grounds and Information Technology. Recommending replacement of the two Valmet Trailers that are failing and they house about half the voting machines and miscellaneous files stored for EOC. There is also an old barn full of Public Health records. The barn is falling off foundation and not weather proof. Recommendation is demolishing the trailers and put up a Morton Building – HVAC controlled environment. Good time to start next year because not an election until September. Mr. Middleton stated he felt the \$200,000 estimate is low for demolition and putting up a new structure. Could advertise the trailers for free if they were taken away was suggested. Will look at the tax foreclosure list. The County Administrator stated the complex master plan could probably be eliminated from the plan. There are number of issues with our complex, parking lot, highway barn and FE highway barn, and ingress and egress for Sheriff's Department. He feels it would be in our best interest to have an overall plan of what we want to do. Maybe work and plan as a group rather than hire a consultant to do a master plan and maybe that will come off the list. At the January DPW meeting, the Superintendent and County Administrator plan to bring hard figures and a complete plan to operate with a different truck replacement schedule. Unsure if \$150,000 for Information Technology is needed every year for five years. Debt service payment of \$400,000 would cover \$7M to \$7.5M in debt. The goal with that a portion of that money would be to construct a new highway maintenance garage which would also be a joint facility with the FE highway barn. That would allow us to demolish the DPW shop in the front of the complex and the FE highway barn by the salt screen. That would be a big first step to improve DPW facilities and our complex as a whole. The DPW shop building does not serve our purpose and it is failing. It would also help with parking. Still need a place to put it and determine what the facility needs to be. The County Administrator's vision is to move the FE barn and shop someplace else and then address additional office space to move Annex I & 2 into this complex and demolish those buildings. The study on our highway facilities is finally moving forward. The Treasurer needs to have a discussion on closing out the Solid Waste fund in December. He also plans to start ongoing reporting out on capital projects.

#### OTHER BUSINESS:

New World Seminar in Texas – The Treasurer stated the New World seminar is scheduled for April in Texas and he budgeted to send an employee to this seminar. IT also sends an employee. This is a national event and when it opens it is important to register and make your reservations.

This out of state travel requires a resolution. A motion to authorize the out of state travel for Treasurer's Office employee and an Information Technology employee to attend New World seminar in Texas in April 2019 was moved by Mr. Ferguson, seconded by Mr. Middleton and adopted.

A Government Operations Committee meeting was scheduled for Tuesday, December 4<sup>th</sup> at 10A.M. to discuss the Buildings and Grounds master plan and take a facility tour; tour the Valmet trailers and old barn.

The meeting adjourned at 11:11 A.M.

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



**WASHINGTON COUNTY**  
**PURCHASING DEPARTMENT**  
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## Purchasing Summary - October 2018

- **Purchasing Generated 140 Purchase Orders**

- **Procurement Card Transactions**

<b>Clothing</b>		\$125.25
DPW	\$125.25	
<b>Equipment</b>		\$3,587.48
IT	\$800.00	
Personnel	\$289.50	
Probations	\$79.13	
Public Safety	\$2,242.95	
Real Property	\$175.90	
<b>Supplies</b>		\$1,493.58
County Attorney	\$19.99	
DPW	\$82.95	
DSS	\$412.26	
Probations	\$972.39	
Treasurer	\$5.99	
<b>Training</b>		\$4,513.00
Alt. Sentencing	\$168.00	
County Attorney	\$1,200.00	
Sheriff	\$2,995.00	
SD#2	\$150.00	
<b>Travel</b>		\$100.00
Sheriff	\$100.00	
<b>Total Procurement Transactions</b>		\$9,819.31

- **Bids By Department**

	<u>Released</u>	<u>Closed</u>	<u>Awarded</u>
<b>Buildings &amp; Grounds</b>			
Replacement of Air Handling Unit LEC	X		
Replacement of Cooling Tower - Municipal Center	X		
<b>DPW</b>			
CR113 of Batten Kill	X		
<b>Purchasing</b>			
Acturial Services		X	

## County 5-Year Capital Spending Plan

### Initial Funding:

Sale of Transfer Stations	\$ 1,000,000
Tax Auction Sales	\$ 463,000
Closure of Cap Projects	\$ 500,000
Interest Revenue (2019)	\$ 500,000
2018 B&G 'Sweep'	\$ 150,000
	<b>\$ 2,613,000</b>

<u>Project</u>	<u>Year</u>	<u>Est. Cost</u>	
B&G Capital Plan	2019	\$ 450,000	
IT Capital Plan	2019	\$ 150,000	
Replace Valmet Trailer	2019	\$ 200,000	
Complex Master Plan	2019	\$ 100,000	
Additional Road Equipment	2019	\$ 150,000	
Access Control	2019	\$ 50,000	<b>\$ 1,100,000</b>
B&G Capital Plan	2020	\$ 425,000	
IT Capital Plan	2020	\$ 150,000	
Additional Road Equipment	2020	\$ 220,000	
Access Control	2020	\$ 50,000	<b>\$ 845,000</b>
B&G Capital Plan	2021	\$ 450,000	
IT Capital Plan	2021	\$ 150,000	
Additional Road Equipment	2021	\$ 220,000	<b>\$ 820,000</b>
Debt Service Payment	2022	\$ 400,000	
B&G Capital Plan	2022	\$ 275,000	
IT Capital Plan	2022	\$ 150,000	<b>\$ 825,000</b>
Debt Service Payment	2023	\$ 400,000	
B&G Capital Plan	2023	\$ 335,000	
IT Capital Plan	2023	\$ 150,000	<b>\$ 885,000</b>
		<b>\$ 4,475,000</b>	

### Funding Summary

Initial Funding	\$ 2,613,000	
2019 Expenses	\$ (1,100,000)	<b>\$ 1,513,000</b>
2020 Capital Investment	\$ 500,000	
2020 Expenses	\$ (845,000)	<b>\$ 1,168,000</b>
2021 Capital Investment	\$ 500,000	
2021 Expenses	\$ (820,000)	<b>\$ 848,000</b>
2022 Capital Investment	\$ 500,000	
2022 Expenses	\$ (825,000)	<b>\$ 523,000</b>
2023 Capital Investment	\$ 500,000	
2023 Expenses	\$ (885,000)	<b>\$ 138,000</b>