

Resolution No. 191 July 15, 2016
By Supervisors Fedler, Idleman, Haff, Armstrong, Moore, Skellie

TITLE: To Adopt Introductory Local Law "B" of 2016

WHEREAS, Introductory Local Law "B" of 2016 designates a portion of Washington County Route 113 as a route upon which snowmobile travel is allowed pursuant to Sections 25.05 and 25.09 of the New York State Parks, Recreation and Historic Preservation Law, and

WHEREAS, pursuant to Resolution No. 162 of 2016, the Board of Supervisors scheduled and conducted a public hearing on Introductory Local Law "B" of 2016 on the 15th day of July, 2016 at which time all interested parties were given the opportunity to speak; now therefore be it

RESOLVED, that the Board of Supervisors of the County of Washington, New York does hereby enact Introductory Local Law "B" of 2016.

BUDGET IMPACT STATEMENT: None.

Resolution No. 192 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Approve Transfer of Tax Foreclosed Property – T/Fort Edward

WHEREAS, the Real Property Tax Director has recommended the transfer of a land-locked parcel created from a previous survey map and taken by the County for delinquent taxes on June 17, 2016 to adjacent landowners, and

WHEREAS, the adjacent landowners will then combine this parcel with their own, thereby eliminating the previously land-locked parcel and eliminating the continued appearance on the County's tax foreclosure list as follows:

Bid Proposal Item No.	Town	Name of Buyers	Parcel ID:	Amount
n/a	Fort Edward	Jeffery S. & Kelly J. Manning	534401; 154.18-3-39.1	\$0.00

, and

WHEREAS, your committee respectively recommends the adoption of this resolution; now therefore be it

RESOLVED, that the transfer of said land to the above-named persons be and the same hereby is approved; and be it further

RESOLVED, that the County Treasurer of this County, on receipt of this resolution, execute and deliver Quitclaim deed to said persons for land agreed to so transfer.

BUDGET IMPACT STATEMENT: Loss of \$210.21 in delinquent taxes. The Mannings will be responsible for all recording and filing fees.

Resolution No. 193 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Approve Transfer of Tax Foreclosed Property – V/Cambridge

WHEREAS, the County has acquired a property in the Village of Cambridge known as parcel I.D. 532201; 255.19-2-12, which had previously contained a building which was demolished by the Village of Cambridge as it was a public safety issue due to its unsafe structural issues, and

WHEREAS, the Village of Cambridge has requested that the County transfer ownership to the Village in order that it might recover some of the costs associated with the demolition, and

WHEREAS, your committee respectively recommends the adoption of this resolution; now therefore be it

RESOLVED, that the transfer of said land to the Village of Cambridge hereby is approved; and be it further

RESOLVED, that the County Treasurer of this County, on receipt of this resolution, execute and deliver Quitclaim deed to the Village of Cambridge for the land agreed to so transfer at no cost.

BUDGET IMPACT STATEMENT: Loss of \$13,645.09 in delinquent taxes. The Village of Cambridge will be responsible for all recording and filing fees, if any.

Resolution No. 194 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Authorize County Treasurer to Participate in Redeposit of Funds

WHEREAS, Resolution No. 8 dated January 4, 2016 designated the depositories for the County in compliance with Section 212 of County Law, and

WHEREAS, Subdivision 2 of Section 10 (a.ii) of the General Municipal Law allows for the participation of redeposit of funds within the designated depositories, and

WHEREAS, the County Treasurer has requested participation in a redeposit agreement with Glens Falls National Bank & Trust Company's Insured Cash Sweep service, which is currently paying twenty basis points in interest over the current checking accounts held by the County; now therefore be it

RESOLVED, that the Board of Supervisors hereby authorizes participation in the above-mentioned redeposit program; and be it further

RESOLVED, that the County Treasurer be and he hereby is authorized to execute all documents necessary for its implementation.

BUDGET IMPACT STATEMENT: At the current rates, the County will realize an additional \$2,000 in interest income for every \$1 Million redeposited in this program.

Resolution No. 195 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Adopt Washington County Fixed Asset Policy as Amended

WHEREAS, Resolution No. 46 dated January 21, 2000 adopted a Fixed Asset Policy in accordance with Generally Accepted Accounting Principles (GAAP) designed to guide every department within Washington County in maintaining proper fixed asset records, and

WHEREAS, the County Treasurer has recommended amendments to the policy due to the increased versatility of the accounting software to be implemented in August of 2016, and

WHEREAS, the Finance Committee, Budget Officer and County Administrator also recommend adoption of the amended policy effective for the County's 2016 fiscal year; now therefore be it

RESOLVED, that the Board of Supervisors hereby authorizes adoption of the Washington County Fixed Asset Policy as Amended July 2016.

BUDGET IMPACT STATEMENT: More realistic depreciation schedules for the County's Financial Statements while still being able to track items for loss prevention.



WASHINGTON COUNTY FIXED ASSET POLICY

Updated July 15, 2016

ADOPTED by RESOLUTION NUMBER 46 of 01/21/00

OVERVIEW

Maintaining adequate fixed asset records is a requirement for all government units under the Generally Accepted Accounting Principals (GAAP). This fixed asset policy is designed to guide every department within Washington County in maintaining proper fixed asset records.

Each department purchasing or in possession of assets will be responsible for tracking these assets. Each department must assign a person to be responsible for recording, tagging and maintaining the inventory record for their department. Notify the County Administrator's office if there is a change in the person assigned. The person tracking a department's assets may or may not be the Department Head, however, the ultimate responsibility remains with the Department Head. Assets will be accounted for on an annual basis, whether acquired (purchased or donated), transferred (in or out) or disposed (either sold or junked).

All fixed assets should be charged to the equipment or .2 accounts within each department's annual budget. There are two exceptions to equipment not being paid from the .2 accounts. These are: capital projects and capital leases (lease-purchases). These exceptions will be explained in this document.

POLICY

A. DEFINITIONS

A "Tracked" fixed asset is a piece of machinery or equipment with a cost of at least \$100.00 and less than \$5,000.00 and a useful life of more than two years. A "Capital" fixed asset is any capital improvement, piece of machinery or equipment with a cost of at least \$5,000.00. Any land or building owned by Washington County regardless of purchase price will be considered a fixed asset. A fixed asset must be purchased from a .2 (equipment) account.

1. Computer Software
 - a. Standard "off the shelf" computer software is not considered a fixed asset and should be charged to a .4 (contractual) account when purchased.
 - b. Custom software over \$5,000.00 is considered a fixed asset. A tag number should be assigned to any custom software and kept on file with the department.
2. The repair of an existing piece of machinery, equipment or building may easily be over \$100.00. However, a repair is not a fixed asset and should be charged to a .4 account. Please contact the County Administrator's office for any questions on what constitutes a repair.
3. An upgrade to a piece of equipment or machinery of \$1,000 or more that will increase the value of the asset accordingly should be charged to a .2 account. The cost the upgrade should be added to the value of the asset. Please contact the County Administrator's office for any questions on what constitutes an upgrade.
4. Storage - If a department has any assets in storage that are on your current inventory list, these assets should be reviewed during the annual inventory to determine if they need to remain on the department's inventory or if they could be reused, junked or disposed of at auction. Assets in storage may be transferred to Buildings & Grounds inventory (with the approval of the Buildings & Grounds Department)

B. PAYMENT FOR AN ASSET

1. At the time of purchase all equipment and machinery fitting the above definitions will be charged to a .2 (equipment) account. Exceptions to this are items charged to a capital project, capital lease or some type of major capital improvement.
2. The department in charge of a capital project will be responsible for updating the fixed asset inventory for the project with any assets fitting the definitions above at the time of the asset purchase.

C. TAGGING AN ASSET

1. The primary purpose of tagging assets is to maintain clear identification of assets owned by the County.
2. Asset tags can be obtained from the County Administrator's Office.
3. Equipment and machinery will be tagged when the asset is received. Items will be tagged by the department making the purchase.
4. Placement of tag: The fixed asset tags were made so that they could be scanned (should scanning equipment be purchased in the future), so tags should be placed with this possibility in mind.
 - a. The placement of asset tags so they can be easily found is very important, however, it should not disturb the operation or use of equipment or machinery. Further instructions and suggestions for tag placement can be found in Attachment 1.
 - b. Some equipment is not easily tagged. In these cases, a list of equipment and corresponding asset numbers and actual tags should be maintained. This list should include description of the equipment, cost and identification/serial number if applicable.

D. RECORDING OF AN ASSET

1. Once an asset is received, each department is responsible for filling out a Fixed Asset Acquisition Form (Attachment 2) for the County Administrator's Office, obtaining a tag and affixing the tag to the equipment.
2. The department should keep a copy of all fixed asset forms for their records.

E. RESPONSIBILITY FOR AN ASSET

1. The department head is ultimately responsible for all assets within his or her department. The department head may delegate responsibility for recording, tagging and inventorying of assets to another member of the department.
2. When a department head leaves County service he/she must confirm the accuracy of the department's current inventory (sign & date a copy of the inventory to attest to accuracy). When a new department head arrives he or she should conduct an inventory and reconcile it to the outgoing department head's inventory.

F. INVENTORY

1. This policy requires each department to conduct an annual physical inventory. This inventory can be completed at any time during the fiscal year. Each department should schedule and conduct this annual physical inventory at a time convenient to departmental operations. The results of this annual inventory must be compared to the perpetual inventory records and the results submitted to the County Administrator's Office.
2. Adjustments to inventory - If during inventory a department finds tagged items that are not on their inventory list, the department should contact County Administration to determine ownership of the item, and then complete transfer paperwork as needed. If a department finds an item left untagged in error in from a previous year, the department should contact County Administration to obtain new tags and complete an Acquisition Form for the item to add it to inventory. In these cases the item's age and value should be estimated if they cannot be determined by any other means. In either case, an adjustment to the last year's inventory total will need to be made to include the item on active inventory since it is not a transfer, purchase or donation (a form for adjustments to prior years is included here – see Attachment 8). Once your inventory total has been adjusted and the adjustment properly recording, the new total may be used in place of your prior year's total in your reconciliation.
3. Each department is responsible for annually reconciling their .2 account to the additions to the fixed asset report for the fiscal year. A copy of this reconciliation will need to be submitted after the end of each fiscal year. (See Attachment 7-9 for instructions and .2 reconciliation form.). Reconciliation forms should be returned to the County Administrator's Office.

G. TRANSFERRING AN ASSET

1. An asset may be transferred from one department to another. Only the department ownership, location and sub-location will change.
2. The transfer should be recorded on a Transfer Form (Attachment 3).
3. The department transferring the asset out will complete the "transfer out of" section of the form, sign and forward to the department receiving the asset.
4. The transferring department should keep a copy of the Transfer Form on file.
5. The department receiving the asset will complete the "transfer in to" section of the form, sign the form, and forward the original to the County Administrator's Office.
6. The receiving department should keep a copy of the Transfer Form on file.

H. SHARED ASSETS

1. Sharing of assets is allowed and encouraged. In some cases, departments may agree to use and share the expense of the same asset. The department in which the equipment is located will be held responsible for the asset and should record it as part of their inventory.
2. The department responsible for the asset will record the entire cost of the asset on a fixed asset acquisition form and on their inventory.
3. The departments who jointly shared in an asset purchase will have to make appropriate adjustments on their .2 reconciliations for that year.

I. ASSETS RECEIVED THROUGH DONATION

1. Donated assets or assets acquired in any way other than through a purchase also must be recorded and tagged. An adjustment will have to be made to the annual inventory reconciliation.
2. On the fixed asset form the field for purchase order number should be left blank. In the Appropriation Account # field the word “donated” should be written in the space. The cost is to be the estimated value of the item's fair market value at time of receipt.

J. LEASED ASSETS

All lease payments should be charged to a .4 (contractual) account.

There are two different types of lease agreements: capital lease and operating lease. Depending on the type of agreement the leased equipment may or may not become a fixed asset.

1. An operating lease is equipment that is just being “rented” and will never actually be owned by the County. The machinery or equipment on an operating lease will not become part of the County’s fixed assets, unless purchased from the vendor. Usually this type of purchase is at a “fair market value” price set by the vendor. If this purchase is made the equipment should be reflected on the department’s inventory at the time of ownership using the purchase price (not including previous payments).
2. A capital lease is a “lease-to-own” arrangement. At the end of the lease the equipment becomes the property of the lessee. This equipment must be reflected on the department’s fixed asset report at the time of ownership using the total sum of lease payments (and additional purchase price if applicable). Do not include finance or maintenance fees in this amount.

3. When a department enters into a capital lease agreement (“lease-to-own”) a copy of the signed agreement must be forwarded to the County Administrator’s Office. The department may request an amortization schedule from the County Administrator’s Office showing a break down of finance charges and on the lease.
4. A capital lease purchase, when recorded for the first time on the fixed asset inventory, will require a one-time adjustment to the .2 reconciliation since the purchase (being made through contractual lease payments) will not be made from the department’s .2 account.

K. DISPOSITION OF AN ASSET

Disposition of assets can be done by transferring the asset to another department, designating an asset as surplus for auction, trade-in, return to vendor, or, when appropriate, disposal as junk. **NO private sale** of any County assets is permitted at the department level. If an item is to be donated to an agency outside of the County, a Board Resolution must be passed to authorize the donation.

PLEASE LEAVE ASSET TAGS ON ALL ITEMS FOR ANY TYPE OF DISPOSITION.

1. TRANSFER - Follow the instructions in item G above to transfer an asset to another department.
2. AUCTION - In 2008, the County moved from an annual public auction to an ongoing on-line auction.
 - a. Departments with items for sale in the on-line auction, must complete a Disposition Form (Attachment 4) with the recommendation the item be junked and forward the completed form to County Administration.
 - b. County Administration will contact Buildings & Grounds for pickup of your item. Items will be moved to storage, photographed and cataloged by Buildings & Grounds.
 - c. An asset will be removed from the department’s inventory when the Disposition Form is received by County Administration.
 - d. Occasionally, more “useful” auction items will be posted on the County’s intranet “cownet”. These items will be posted as they become available. Items will be available for use by any County department free of charge.

- e. Public Auction - Items listed on-line for sale to the public will be handled County Administration and Buildings & Grounds. Heavy equipment and vehicles will be handled by DPW.

3. JUNK

- a. Departments with items they wish to dispose of that are defective or broken must complete a Disposition Form with the recommendation that the item be junked and forward it to County Administration.
- b. County Administration will contact Buildings & Grounds for pickup of your item.
- c. An asset will be removed from the department's inventory when the Disposition Form is received by County Administration.

INDEX TO ATTACHMENTS

1. PLACEMENT OF TAGS
2. FIXED ASSET ACQUISITION FORM
3. FIXED ASSET TRANSFER FORM
4. FIXED ASSET DISPOSITION FORM
5. CHARTS
 - A. DEPARTMENT CODES
 - B. COMMODITY CODES
 - C. LOCATIONS
6. GUIDE TO ANNUAL EQUIPMENT ACCOUNT RECONCILIATION
7. ADJUSTMENTS TO PRIOR YEAR
8. .2 ACCOUNT RECONCILIATION - SHORT FORM

PLACEMENT OF TAGS

Fixed asset tags were made so that they could be scanned (should scanning equipment be purchased in the future), so tags should be placed with this possibility in mind.

SUGGESTIONS:

CABINETS / SHELVES: File cabinets; credenzas; storage cabinets; bookshelves; front right side, as close to top as possible.

CHAIRS: On the right front leg (chairs with a pedestal type of leg it is understood there is no "front")

DESKS: On front of right hand drawer

OFFICE MACHINES: Typewriters; copiers; mail machines; computer hard-drives; computer printers; front top right side

OUTDOOR ITEMS: If an item will get a lot of wear or weather exposure, the asset tag should be filed by the department and the tag number stenciled or engraved on the item.

TABLES: On one of the legs in an easy to spot location.

VEHICLES: On any vehicle with a glove compartment; place it on the inside of the glove compartment door, on right side if possible

WORK STATIONS: place tag on station right front drawer or other easily accessible area; for situations where many units were purchased at one time, choose one station and put tag on right front and make a note of the area and station chosen for tag.

WASHINGTON COUNTY

Fixed Asset Acquisition Form

DEPARTMENT CODE		
ASSET TAG NUMBER		
BRIEF DESCRIPTION		
STATUS (check one)	<input type="checkbox"/> IN USE	
	<input type="checkbox"/> IN STORAGE	
DATE RECEIVED		
MAKE / MODEL		
SERIAL NUMBER		
ADD'L ID – IF ANY		
COUNTY BUILDING WHERE ASSET IS LOCATED (check one)	<input type="checkbox"/> Municipal Center	
	<input type="checkbox"/> Other - Building Name:	
SUB-LOCATION (IE: ROOM, USER NAME)		
ACQUISITION MENTHOD (check one)	<input type="checkbox"/> Current Budget \$	
	<input type="checkbox"/> State Grant \$ - Name of Grant:	
	<input type="checkbox"/> Federal Grant \$ - Name of Grant::	
	<input type="checkbox"/> Gift or Donation	
PURCHASE ORDER NO.		
VENDOR NAME		
APPROPRIATION ACCOUNT		
COST		
COMMODITY CODE (see list)		

PLEASE FORWARD COMPLETED FORM TO COUNTY ADMINISTRATION. KEEP A COPY FOR YOUR RECORDS.

WASHINGTON COUNTY
FIXED ASSET TRANSFER FORM

Use this form to:

< TRANSFER AN ASSET TO ANOTHER COUNTY DEPARTMENT

FIXED ASSET TAG NUMBER:
ASSET DESCRIPTION:
VALUE \$: <i>(Use value on fixed asset report)</i>

TRANSFER OUT OF

DEPARTMENT NAME:
DEPARTMENT CODE:

APPROVED BY: _____ DATE: _____
DEPARTMENT HEAD

TRANSFER IN TO

DEPARTMENT NAME:
DEPARTMENT CODE:
NEW LOCATION & SUB-LOCATION (ie: ROOM #):

APPROVED BY: _____ DATE: _____
DEPARTMENT HEAD

WASHINGTON COUNTY

FIXED ASSET DISPOSITION FORM

Use this form to:

- DISCARD AN ASSET AS JUNK
- DESIGNATE AN ASSET FOR AUCTION OR REUSE
- EXPLAIN ANOTHER TYPE OF DISPOSITION (IE: TRADE-IN)

FIXED ASSET NUMBER:
ASSET DESCRIPTION:
FIXED ASSET VALUE: <i>(Use value on asset report)</i>
DEPARTMENT NAME:
DEPARTMENT CODE:

DISPOSITION RECOMMENDATION:

- AUCTION
- JUNK
- REUSE
- OTHER (TRADE-IN, RETURN, ETC)

PLEASE LEAVE TAGS ON ALL ITEMS

Is item in working / re-useable condition ?
Visual problems with this item (ie: cracked, broken) ?
Operational problems with this item (ie: frequent paper jams) ?

APPROVED BY: _____ DATE: _____
Department Head

ATTACHMENT 5
CHART A

DEPARTMENT CODES:

Alternative Sentencing	3142	Sewer District #2	8110
Board of Elections	1450	Sheriff	3110
Buildings & Grounds	1620	Sheriff's Substation, Salem	3110SUB
Car Pool	CM5135	Social Services	6010
Children with Special Needs	4054	Solid Waste Management	CLB8160
Civil Service	1430	Special Traffic	3315
Clerk of the Board & Legislative	1040	Treasurer	1325
Code Enforcement	3620	Veterans	6510
County Administration	1230	WIC	4082
County Attorney	1420	Equipment in rented space	9000
County Clerk	1410	Youth Bureau	7310
County Road	D5010		
Courts	1200		
Data Processing	1680		
District Attorney	1165		
DPW / Administrative Office	1490		
Emergency Medical Services	3625		
Fire Bureau	3410		
Group Home	6050		
Historian	7510		
Huletts Park	7110		
Jail	3150		
Lauderdale Park	7111		
Office for the Aging	6772		
Planning	8020		
Probation	3140		
Public Defender	1170		
Public Health (all depts.)	4010		
Public Safety	3640		
Real Property	1355		
Road Fund	D5110		
Road Machinery	DM5130		
Sealer of Weights & Measures	6610		
Self Insurance	1710		

NOTE: Pleasant Valley Nursing Home is not part of the County's Fixed Asset System.

COMMODITY CODES

See separate file located on the shared (P:) drive or contact County Administration.

LOCATIONS:

Annex #1 - Hudson Falls
Annex #2 (WIC Building)
Birch Hill
Bridge Crew
Car Pool - Municipal Center
Car Wash - Storage
Easton Landfill
Group Home - Argyle
Head Start School - Whitehall
Head Start School - River Street
Head Start School - Granville
Head Start School - Dix Avenue
Highway Barn - Granville
Highway Shop - Fort Edward
Highway Barn - Cambridge
Highway Barn - Middle Falls
Highway Barn - Fort Edward
Highway Barn- Fort Ann
Highway Barn - Putnam
Highway Barn - Whitehall
Highway Barn - West Hebron
Hulett's Park
Lake Lauderdale Park
Law Enforcement Center - Ft Edward
Municipal Center - Fort Edward
Presbytery Hill
Sewer District - Fort Edward
Sheriff's Substation - Salem
Sign Shop - Fort Edward
Transfer Station - Kingsbury
Transfer Station - Jackson
Transfer Station - Greenwich
Transfer Station - Whitehall
Transfer Station - Granville
Tripoli Pit

NOTE: Pleasant Valley Nursing Home is not a part of the County's fixed asset system.

GUIDE TO ANNUAL ASSET RECONCILIATION

Each department is required to turn in a reconciliation of their .2 (equipment) each year. The following steps are involved in this process:

1. **INVENTORY** - Compare current inventory against your inventory list from County Administration. Completed paper work on any previously unreported changes.
2. **RECORD ANY ADJUSTMENTS TO PRIOR YEARS:** This is not common in most departments. Examples of this type of adjustment are:
 - < Correction of an asset value.
 - < An item that was tagged or not tagged in error.
 - < Any adjustments made by auditors.

If needed, use the form on the following page.

3. **NEW PURCHASES - REVIEW .2 ACCOUNT EXPENDITURES:** Compare the total expenditures from your .2 account to the total value of new assets added to your inventory during the year. Some departments may have more than one .2 account and/or a separate .2 account for grant expenditures. Make sure you include all .2 accounts your department uses. You may need to adjust your .2 expenditures to get an accurate total of the amount spent for fixed assets. If your asset totals don't match, check: 1) if any items purchased from .2 were not fixed assets and 2) if any fixed assets were purchased out of other account(s).
4. **TOTAL ALL DISPOSITIONS** – Items your department determined were junk, for reuse, or auction. (There should be a disposition forms for each change)
5. **TOTAL ALL TRANSFERS OUT** – Items given away to other departments. (There should be a transfer form for each change)
6. **TOTAL ALL TRANSFERS IN** – Items received from other department (There should be a transfer form for each change)
7. **RECONCILIATION:** Last step is to fill in the Reconciliation Form (last page) using the information gathered above. This form is a final check that everything has been recorded correctly for the year. Fixed asset purchases added to your inventory report and your .2 account expenditures should agree.

ATTACHMENT 7

ADJUSTMENTS TO PRIOR YEAR ENDING BALANCE

This form is to be used if needed ONLY for corrections to past years. This form covers items and/or item values not reflected accurately in a past year.

BALANCE AS BOOKED PRIOR YEAR				\$
ASSET TAG#	DESCRIPTION	EXPLANATION	ADD OR DELETE	\$ CHANGE +/-
NET CHANGE				\$
ADJUSTED BALANCE PRIOR YEAR				\$

FIXED ASSET RECONCILIATION

YEAR ENDING
12/31/_____

DEPARTMENT:

ACCOUNT RECONCILIATION	BALANCE
TOTAL SPENT FROM .2 EQUIPMENT ACCOUNT(S) – from IFM	\$
LESS NON-ASSET ITEMS PURCHASED FROM .2 ACCOUNT	\$
PLUS FIXED ASSET ITEMS PURCHASED FROM OTHER ACCOUNTS	\$
= TOTAL PURCHASES TAGGED & ADDED TO INVENTORY	\$

INVENTORY RECONCILIATION	BALANCE
LAST YEAR'S TOTAL	\$
LESS DISPOSITIONS – ANY TYPE (JUNK, AUCTION, REUSE)	\$
LESS ITEMS GIVEN TO OTHER DEPARTMENTS (Transferred out)	\$
PLUS ITEMS RECEIVED FROM OTHER DEPARTMENTS (Transferred in)	\$
PLUS NEW PURCHASES (total from above)	\$
= CURRENT INVENTORY (SHOULD MATCH TOTAL ON INVENTORY LIST)	\$

Any items you receive after the end of the year will be added to your inventory for that year when your acquisition forms are submitted to County Administration.

Resolution No. 196 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Adopt Section 504 Policy

WHEREAS, it is the practice of Washington County to make all reasonable accommodations to persons with disabilities as described and enumerated in the US Rehabilitation Act of 1973, specifically Section 504 of said act, and

WHEREAS, to date, the County has not officially adopted a policy codifying this practice, and

WHEREAS, pursuant to the US Housing and Community Development Act of 1987 such policy must be in place to ensure adherence to the requirements of Section 504 and provide a grievance procedure for those who feel the County has not adhered to the standards set forth therein; now therefore be it

RESOLVED, the Washington County Board of Supervisors hereby adopts the Accessibility Plan and Section 504 Policy presented at today's meeting; and be it further

RESOLVED, that the County Administrator is hereby designated to receive all complaints pertaining to violations of this policy; and be it further

RESOLVED, that this policy is effective immediately.

BUDGET IMPACT STATEMENT: None.

Washington County, NY

ACCESSIBILITY PLAN & SECTION 504 POLICY

The County of Washington will take affirmative steps to ensure that qualified persons with disabilities are informed of the availability of all services, activities, and programs that are funded under the Housing and Community Development Act of 1987 and subsequent or related statutes, and that those applicable services and activities are readily accessible to, and usable by, individuals with disabilities.

The following general policies have been adopted by the Board of Trustees to accomplish this objective:

1. The County understands that individuals with disabilities who could be eligible for program services and activities may require alternate forms of communication in order to be made aware of and have access to those services and activities. The County will make alternate forms of communication available to individuals with disabilities upon specific request and to the extent practicable.
2. The County will make reasonable accommodation to known physical or mental limitations of an otherwise qualified individual considered for employment by the County, unless to do so would impose an undue hardship on the County as the employer.
3. All applicable services, activities, and programs provided by the County will be made accessible to everyone, including individuals with disabilities, and the County will not provide separate or different services or benefits to disabled persons unless those separate programs are necessary to ensure that the services and benefits are equally effective. Individuals with disabilities will have the right to choose to participate in regular services, activities, and programs provided by the County even if separate or different services, activities, or programs are also offered.
4. The County has or will take appropriate steps to ensure that its primary offices located at the Municipal Offices at 383 Broadway (State Route 4), Fort Edward, NY are physically accessible for individuals with disabilities (including evaluations of accessibility in accordance with the Americans with Disabilities Act as applicable to municipalities, designation of public spaces within the primary offices that are accessible, and availability of designated parking facilities for individuals with disabilities).

In addition, the County will make available on an as-needed basis equivalent and alternative locations to conduct public business that are physically accessible, upon the specific request or needs of individuals with disabilities.

5. The County will encourage physical accommodations be included as part of individually-funded housing rehabilitation or homeownership projects that are approved for federal or state assistance where individuals with disabilities reside in those dwelling units in accordance with all applicable federal and state laws and regulations regarding accessibility.

6. The County will follow the procedures described here when considering complaints or grievances regarding discrimination related to accessibility of County services, activities, and programs, in accordance with **Section 504** of the [Rehabilitation Act of 1973](#), Pub. L. No. 93-112, 87 Stat. 394 (Sept. 26, 1973), and all applicable federal and state regulations.
 - Complaints must be submitted in writing and addressed to the County Administrator. County officials will keep written complaints or grievances confidential, to the extent practicable.

 - The County Administrator will review all complaints and determine if the County has jurisdiction over the subject of the complaint, or whether the complaint should be referred to a separate County, state, or federal agency for further review.

 - If the County determines that it has jurisdiction for the complaint, the County Administrator and/or the County Attorney will refer the complaint to appropriate County staff to further define the nature and substance of the complaint and identify a voluntary resolution of the matter with the complainant. The complainant will have the right to revise or supplement their complaint at any time during this process, and the County will have the right to request additional information from the complainant or other related parties in order to consider the complaint and any feasible resolution.

 - County staff will report to the Administrator within 30 days or another agreed upon period of time as necessary regarding the status and resolution of the complaint.

 - If County staff is unable to achieve a satisfactory voluntary resolution with the complainant, the Administrator will refer the matter and all related information to the County Attorney and/or other appropriate state or federal agencies for further review and/or consideration.

Adopted by the County Board of Supervisors

_____, 2016

Resolution No. 197 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Authorize Application for Local Government Efficiency Project Grant for Washington County Shared Regional Highway Operation Centers Feasibility Study and Authorize Local Match

WHEREAS, Washington County will apply for 2016-2017 Local Government Efficiency Grant from the New York State Department of State, which has a deadline date of July 29, 2016, and

WHEREAS, upon award this grant will fund the development of a plan to optimize the delivery of highway and maintenance services and identify ways to reduce costs. The project will identify ways to improve efficiency, identify shared equipment possibilities and reduce overall administrative expenses, while reducing taxpayer burden, and

WHEREAS, the State of New York has made the Local Government Efficiency Grants available through the Department of State to promote intergovernmental cooperation, and

WHEREAS, this grant requires a local match by the County; now therefore be it

RESOLVED, that Washington County is hereby authorized to submit a grant application for a Local Government Efficiency Grant; and be it further

RESOLVED, that Washington County hereby commits to the local government cash match should the grant be received; and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute those documents necessary for the application and award, if received, in a form approved by the County Attorney.

BUDGET IMPACT STATEMENT: The Local Government Efficiency grant maximum amount allowed is \$200,000. If successful the 50% local match will be paid by the County.

Withdrawn 07/15/16

Resolution No. 198 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Amend Washington County Purchasing Policy

WHEREAS, Washington County has, and utilizes, a thorough procurement policy designed to ensure goods and services purchased by the County's Departments are obtained at the best possible value, and

WHEREAS, various Departments must, from time to time, contract the services of qualified professionals and professional entities, and

WHEREAS, it is not always in the best interest of the County, or its residents, to select such contractors based solely on the lowest price, and

WHEREAS, a recent audit of a past CDBG grant found a lack of Section 3 language in the County's Purchasing policy; now therefore be it

RESOLVED, that the Washington County Procurement Policy is hereby amended to clarify and enhance the process for the selection of Professional Services contractors, and ensure compliance with Federal Section 3 requirements.

BUDGET IMPACT STATEMENT: None.

Resolution No. 199 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Amend Budget for Capital Project No. 119 – 2016 Improvements

WHEREAS, a capital project was created December 18, 2015 via Board of Supervisors Resolution No. 277 to implement several Information Technology (IT) projects, and

WHEREAS, the Budget Officer and County Administrator recommended at that time to use all or part of any growth in unreserved fund balance from the 2014 fiscal year level to the final 2015 level to fund the planned IT projects, and

WHEREAS, there was an increase in unreserved fund balance from 2014 to 2015 in the amount of \$668,883, and

WHEREAS, the Government Operations and Finance Committees have recommend appropriating \$330,000 of that growth toward these unfunded projects; now therefore be it

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

GENERAL FUND

Increase Appropriations:

A9950.901	Interfund Transfers to Capital Projects	330,000
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Increase Appropriated Fund Balance:

A599	Appropriated Fund Balance	330,000
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CAPITAL PROJECT NO. 119

Increase Revenue:

HDG5031	Cap. Proj. 119 – Interfund Revenue	330,000
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Increase Appropriation:

HDG1680.202103	Cap. Proj. 119 – Contingency	330,000
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BUDGET IMPACT STATEMENT: Unreserved fund balance of General Fund will be reduced by \$330,000.

Resolution No. 200 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: Amend DSS/OFA Budget

WHEREAS, the Office for the Aging has been notified of additional program funds in the amount of \$19,196, and

WHEREAS, these funds need to be recognized in the budget; now therefore be it

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

Increase Appropriation:

A6010.4400	Subcontract – OFA	19,196
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Increase Revenue:

A3772	State Aid for OFA Programs	5,746
A4772	Federal Aid for OFA Programs	13,450

BUDGET IMPACT STATEMENT: 100% state and federal funds. Funds will be used for costs associated with the home delivered meals program.

Resolution No. 201 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: Amend Budget – Youth Bureau for Runaway Homeless Youth Funding

WHEREAS, a budget amendment is needed to recognize NYS Office of Children and Family Services funds received for runaway homeless youth in the amount of \$39,482, and

WHEREAS, these funds will be passed through to the WAIT House; now therefore be it

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

Increase Appropriation:

A7310.4040	Contract Exp. – Youth Bureau	39,482
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Increase Revenue:

A3820	State Aid for Youth Programs	39,482
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BUDGET IMPACT STATEMENT: Runaway homeless youth funding to be passed through to the WAIT House.

Resolution No. 202 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: Amend Budget Sheriff's Department for Live Scan Escrow Fees

WHEREAS, the Washington County Sheriff's Department is the official agency to file all fingerprint records for Washington County with the NYS Division of Criminal Justice Services (DCJS), and

WHEREAS, due to an increase in usage, there is a need to amend the budget to reflect the additional revenue and expense for this service; now therefore be it

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

Increase Appropriation:

A3110.425001	DCJS Escrow Fees – Sheriff	25,174
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Increase Revenue:

A1510.LS	Live Scan Fingerprinting Fees	25,174
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BUDGET IMPACT STATEMENT: Increase revenue and expense due to usage.

Resolution No. 203 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Amend Planning Budget – CDBG Grant

WHEREAS, Resolution No. 96 dated April 17, 2015 authorized the County's participation in a CDBG Community Development Block Grant for the Cambridge Guest Home in the Village of Cambridge, and

WHEREAS, these monies will be passed through the County and on to the Washington County LDC for loan purposes, and

WHEREAS, the application was approved and monies received by the County and requires inclusion in the 2016 Washington County budget in order to be disbursed; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to execute a budget amendment as follows:

Increase Revenue:

A4910	Federal Aid – Community Development	337,000
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Increase Appropriation:

A8020.4620	Contractual-Planning-Grants	337,000
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BUDGET IMPACT STATEMENT: CDGB grant monies passed through the County to the LDC.

Resolution No. 204 July 15, 2016
By Supervisors LaPointe, O'Brien, Shay, Suprenant, Pitts

TITLE: Amend Staffing Pattern – Buildings & Grounds

WHEREAS, the Superintendent of Buildings & Grounds has requested to add one (1) Building Maintenance Helper for additional work picked up by the night crew, and

WHEREAS, the anticipated cost for the remainder of this year, not including fringe, is \$14,720 but there should be enough to cover the cost due to an open position not being filled for two months and overtime expenses being lower than anticipated; now therefore be it

RESOLVED, that the Staffing Pattern for Buildings & Grounds be amended to add one (1) Building Maintenance Helper at 40 hours a week.

BUDGET IMPACT STATEMENT: None for 2016. The estimated cost for 2017 is \$29,336, not including fringe.

Resolution No. 205 July 15, 2016
By Supervisors LaPointe, O'Brien, Shay, Suprenant, Pitts

TITLE: Amend Staffing Pattern Treasurer's Office to Add One Temporary Clerk

WHEREAS, due to long term illnesses in the Treasurer's office, the Treasurer has requested and the Personnel Committee has approved a part time temporary Clerk; now therefore be it

RESOLVED, that the Staffing Pattern for the Treasurer's office be amended to add one (1) part time temporary Clerk.

BUDGET IMPACT STATEMENT: None. To be funded through additional personal services not expended due to an FMLA leave.

Resolution No. 206 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Allow for Exception to Handbook Section 7.002 Providing for Use of Vacation Time Beyond Its Expiration Date

WHEREAS, the County Administrator has requested that he be allowed to carry over 5 vacation days for a period of six months past his anniversary date, and

WHEREAS, this would be an exception to the handbook policy, and

WHEREAS, the Finance and Personnel Committees have approved this request; now therefore be it

RESOLVED, that the Personnel Officer is hereby authorized and directed to make the adjustments necessary to the County time and attendance system to reflect this resolution.

BUDGET IMPACT STATEMENT: None.

Amended 07/15/16

Resolution No. 207 July 15, 2016
By Supervisors LaPointe, O'Brien, Shay, Suprenant, Pitts

TITLE: Amend Staffing Pattern Public Safety to Add Two (2) Communications Officers and Remove One (1) Senior Typist

WHEREAS, the Director of Public Safety has requested adding two new Communications Officers positions, and

WHEREAS, the Public Safety and Personnel Committees have approved this request; now therefore be it

RESOLVED, that the Staffing Pattern for the Department of Public Safety be amended to add two (2) Communications Officers positions; **and be it further**

RESOLVED, that one (1) Senior Typist be removed from the Staffing Pattern in the Department of Public Safety.

BUDGET IMPACT STATEMENT: There are funds within the budget to cover the estimated cost for 2016.

Resolution No. 208 July 15, 2016

By Supervisors Campbell, LaPointe, Idleman, Haff, O'Brien, Fedler, Armstrong, Gang, Moore

TITLE: To Adopt Adirondack Community College Budget

WHEREAS, the trustees of Adirondack Community College have presented a tentative operating budget for the college fiscal year beginning September 1, 2016 to August 31, 2017 in the amount of \$30,396,009, and

WHEREAS, Washington County's share is \$1,432,577, and

WHEREAS, a public hearing on said tentative budget was held by the Board of Supervisors on the 15th day of July, 2016; now therefore be it

RESOLVED, that the tentative operating budget of Adirondack Community College in the amount of \$30,396,009 be and the same adopted and approved as the budget for Adirondack Community College for the fiscal year beginning September 1, 2016 to August 31, 2017; and be it further

RESOLVED, that Washington County's share of \$1,432,577 be incorporated in the 2017 County budget to be adopted in November; and be it further

RESOLVED, that the Washington County Treasurer be and he hereby is authorized to pay the Treasurer of Adirondack Community College Washington County's share in the amount of \$1,432,577 prior to August 31, 2017.

BUDGET IMPACT STATEMENT: The college is sponsored by both Washington and Warren Counties. The ACC budget includes a 2% increase in the sponsor's share, the split based on Fall 2014 actual enrollments. If the budget is passed, the County's total contribution to Adirondack Community College will be \$1,432,577 and will be placed in the 2017 budget. This is an increase of \$28,090 compared to last year's contribution.

Resolution No. 209 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: Amend Budget – Sewer District for Compost Facility Expenses

WHEREAS, the Executive Director of the Sewer District has requested a budget amendment to cover shortfalls for the compost facility, and

WHEREAS, the Public Works and Finance Committees have approved this request; now therefore be it

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

Increase Appropriation:

GB8131.4280	Supplies – Compost	3,000
GB8131.4380	Disposal Fees – Compost	<u>20,000</u>
		23,000

Increase Appropriated Fund Balance:

GB599	Appropriated Fund Balance – SD#2	23,000
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BUDGET IMPACT STATEMENT: Appropriate funds from fund balance to cover budget shortfalls in the compost accounts.

Resolution No. 210 July 15, 2016
By Supervisors LaPointe, Suprenant, Campbell, Pitts, Moore

TITLE: To Authorize Participation Agreement with Adirondack Health Institute to Allow Receipt of DSRIP Funding for Specific Projects by County Agencies

WHEREAS, the Adirondack Health Institute (AHI) is administering the NYS Delivery Systems Reform Incentive Payment (DSRIP) program for health care in our area, and

WHEREAS, AHI has requested the Washington County Community Services Board, Public Health Department, Department of Social Services and the Aging and Disabilities Resource Center sign participation agreements to participate in this program to streamline healthcare payments, and

WHEREAS, these departments have requested that they be involved in the process and participate in development of the payment processes, and

WHEREAS, the Health and Human Services Committee has recommended that these departments be part of the process of development of this program; now therefore be it

RESOLVED, that the Chairman of the Board of Supervisors, subject to approval as to form by the County Attorney, is hereby authorized to sign an agreement to allow the Washington County Community Services Board, Public Health Department, Department of Social Services and the Aging and Disabilities Resource Center to participate in the DSRIP process with AHI.

BUDGET IMPACT STATEMENT: No cost to the County.

Resolution No. 211 July 15, 2016
By Supervisors Suprenant, LaPointe, Haff, O'Brien, Hogan

TITLE: Authorize Out of State Travel for Public Safety Director and HazMat Team Member

WHEREAS, the Director of Public Safety has requested permission to attend a crude by rail class in Pueblo, Colorado September 13 – 17th, and

WHEREAS, this class will be put on and completely paid for by CP rail, and

WHEREAS, County policy requires Board approval of out of state travel, and

WHEREAS, the Public Safety Committee has approved this request; now therefore be it

RESOLVED, that the Director of Public Safety and a HazMat Team member are hereby authorized to attend the crude by rail class in Pueblo, Colorado September 13 – 17th.

BUDGET IMPACT STATEMENT: None. All costs paid for by CP Rail.

Resolution No. 212 July 15, 2016
By Supervisors LaPointe, O'Brien, Shay, Suprenant, Pitts

TITLE: Amend Staffing Pattern – County Clerk to Add Temporary Archivist

WHEREAS, the County Archivist has decided to retire effective September 10th, and

WHEREAS, the County Clerk has requested to bring in the new employee prior to the Archivist leaving to train for up to thirty days, and

WHEREAS, the Personnel Committee has approved this request pending available funding, and

WHEREAS, due to a retirement in DMV being replaced by an entry level employee and overtime expenses being lower than anticipated, there will be enough funds in the budget to cover this training period; now therefore be it

RESOLVED, that the Staffing Pattern be amended to add one Temporary Archivist to train with the retiring Archivist for up to thirty days; and be it further

RESOLVED, that the temporary Archivist position be removed from the Staffing Pattern upon the retirement of the current Archivist.

BUDGET IMPACT STATEMENT: None.

Resolution No. 213 July 15, 2016
By Supervisors O'Brien, Armstrong, Campbell, Gang, Shaw, Skellie, Hogan

TITLE: To Integrate Professional Services Policy and Procurement Policy and Allocate Responsibility for Both Areas to the Government Operations Committee

WHEREAS, by Resolution No. 201 of 2001 the Board of Supervisors authorized a policy governing procurement and purchasing by County department and agencies and placed the responsibility therefore on the Audit Committee, and

WHEREAS, by Resolution No. 269 of 2001 the Board authorized a policy governing the retention of professional services by County departments and agencies and placed the responsibility therefore on the Government Operations Committee, and

WHEREAS, the Government Operations Committee has reviewed the professional services policy and recommended that it be changed and further, that it be integrated into the procurement policy to resolve any potential ambiguities, and

WHEREAS, due to the fact that the Government Operations Committee has regulatory oversight of the internal operations policies of the County it seems appropriate to place oversight of the combined policy with that committee; now therefore be it

RESOLVED, that the amended Procurement Policy as presented at today's meeting, inclusive of the former professional services as amended, is hereby adopted; and be it further

RESOLVED, that the Government Operations Committee, and its successor committee, if any, will have oversight of this policy and be authorized to amend it; and be it further

RESOLVED, that prior to amendment, such amendments will be provided to each member of the Board for comment and review; and be it further

RESOLVED, that each Supervisor will be advised of any committee meeting to be held to address policy revisions in order to allow for comment.

BUDGET IMPACT STATEMENT: None.

WASHINGTON COUNTY

Procurement Policy

"Purchase the best goods and services at the lowest possible cost to benefit the County and its taxpayers/residents"

****REVISED 7/15/16**
REVISED 2/19/16
REVISED 2/2/2000
AUTHORIZED PER RES NO 201 OF 6.15.01
ADOPTED IN COMMITTEE

INTRODUCTION

Pursuant to General Municipal Law (G.M.L.) Section 104-b, "goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption."

To further these objectives and in compliance with G.M.L. Section 104-b, the Washington County Board of Supervisors, by resolution, has adopted certain internal policies and procedures contained in this manual governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of G.M.L. Section 103 or of any other general, special or local law.

The purchasing function involves the procurement of materials, supplies, equipment, and services at the lowest possible cost consistent with the quality needed to meet the required standards of the County. Our goal is the promotion of the County's best interest through intelligent action and fair dealing which will result in obtaining the maximum projected value for each dollar expended.

Input from department heads and staff was solicited to develop this policy. This Policy will be reviewed annually by the **Government Operations** Committee.

ETHICS OF PURCHASING

In order to eliminate any suspicion of wrong doing, unfairness or conflicts of interest prior to any purchase of materials, supplies, equipment, or services, the Purchasing Coordinator and/or Requisitioner shall:

1. Consider the interest of the County in the betterment of its government.
2. Endeavor to obtain the greatest value for every dollar expended.
3. Be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with the purchasing procedures. Should such advice and/or suggestions have the appearance of being in conflict with the purchasing procedures, the Purchasing Coordinator and/or Requisitioner shall notify the Chairperson of the Government Operations Committee for an immediate clarification. The Chairperson will then notify the Government Operations Committee of the identity of the parties involved and the circumstances of any and all queries of this nature.
4. Strive for knowledge of municipal equipment and supplies in order to recommend items that may either reduce cost or increase municipal efficiency.
5. Insist on and expect honesty in sales representation whether offered verbally or in writing, through advertising or by providing samples of a product.
6. Give all responses equal consideration and the assurance of unbiased judgment in determining whether they meet specifications.
7. Discourage the offer of gifts which in any way might influence a purchase.

DEFINITIONS

1. **"Blanket Requisitions"** shall permit the department to purchase items on an "as needed" basis when there is no provision to maintain an inventory.
2. **"Board"** shall mean the Washington County Board of Supervisors.
3. **"Emergency"** under General Municipal Law Section 103(4) is: "in case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants require immediate action."
4. **"Equipment Item"** shall mean a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:
 - a. It retains its original shape and appearance in use.
 - b. It is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
 - c. It represents an investment of money which makes it feasible and advisable to capitalize the item consistent with the County's Fixed Asset Policy.
5. **"Invoice"** shall mean a document consistent with the County's Voucher Policy submitted by a vendor showing the items purchased, the amounts due and the terms of payment for items delivered or services rendered.
6. **"Mandated Sources"** or "New York State Preferred Sources" shall mean the N.Y.S. Department of Corrections, Industries for the Blind of N.Y.S. and the N.Y.S. Industries for the Disabled, or other agencies so designated by the State of New York and Community Work and Independence Inc. (CWI).
7. **"County"** shall mean the County of Washington
8. **"Professional and Personal Services"** shall mean those services which are provided to the County and which shall be exempt from the competitive bidding procedures as outlined in this policy.

9. **"Public Works Contracts"** shall mean items or projects involving labor or both material and labor and shall include, but not be limited to, construction, paving and repair contracts.
10. **"Purchasing"** shall mean the act of obtaining supplies, equipment, or services necessary to carry out a particular function of the County.
11. **"Purchasing Coordinator"** shall mean the person or persons designated to coordinate purchases pursuant to this policy.
12. **"Quotation" or "Quote"** shall mean a written or verbal offer by a vendor setting forth the terms on which they will provide the requested goods or services to the County.
13. **"Request For Proposal or R.F.P"** shall mean a request for prices on specified services.
14. **"Request For Quotes" or "R.F.Q"** shall mean a request for prices on materials, equipment or supplies.
15. **"Requisition"** shall mean a written request to the Purchasing Coordinator for one or more items or services necessary to carry on or improve a particular function of the County.
16. **"Requisitioner"** shall mean the official or department head, or the authorized subordinate, initiating a request for goods or services.
17. **"Specifications"** shall mean a written description of needed supplies, equipment, or services setting forth in a clear concise manner the characteristics of the items and/or services to be purchased, and the circumstances under which the purchase shall be made.

18. **"Supply Item"** shall mean any article which meets one or more of the following conditions:
 - a. It is consumed in use.
 - b. It loses its original shape or appearance with use.
 - c. It is expendable, that is, if the article is damaged or some of its parts are worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
 - d. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
 - e. It loses its identity through incorporation into a different or more complex unit or substance.
19. **"Vendor"** shall mean a supplier of goods or services to the County.
20. **"Leases"** shall mean true leases, not subject to competitive bidding under General Municipal Law Section 103, and shall include leases of equipment with operators which equipment and operators are under the supervision and control of Washington County. Entry into leases shall not be "Purchasing" or "Public Works Contracts" hereunder, however provisions hereof otherwise applying to purchases and not consistent with Purchasing Procedures, Section IV shall likewise apply to Leases.
21. **"Purchasing Agent"** shall mean the individual Department Head, or his/her designee(s).

PURCHASING POLICY

1. The County Administrator will be responsible for developing, maintaining and overseeing the purchasing program of the County of Washington. The Administrator shall seek input from the Department Heads regarding the adequacy of the Purchasing Policy, at least once each year, and present any revisions deemed necessary to the **Government Operations** Committee for action by the Board of Supervisors.
2. The Purchasing Coordinator shall, in conjunction with Department Heads and/or their Designees, determine that items purchased pursuant to this policy are obtained at the lowest possible prices from responsible providers and shall maintain the supporting documentation.
3. Pursuant to G.M.L. Section 103, all purchasing contracts for materials, equipment, or supplies that involve an expenditure of over \$10,000 and all public works contracts exceeding \$20,000 shall be awarded only after public bidding pursuant to law for the solicitation of formal bids, unless purchased under State Contract or other New York State Preferred Sources. Items of a similar nature which are generally handled by one vendor should be grouped together for purpose of determining whether or not the limit is exceeded. It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchase Coordinator. Only the Purchase Coordinator, or his/her designee, is authorized to open and record such bids.
4. Each department which anticipates purchasing \$5,000 or more of a particular item or category of items, (i.e.: office supplies, janitorial supplies, equipment, etc.) will promptly notify the Purchasing Coordinator of the item and the anticipated amount of purchase for the year. It is the responsibility of the Purchasing Coordinator to determine whether the accumulated cost of a specific item used by more than one department will exceed the competitive bidding limits in a fiscal year and therefore be subject to competitive bidding requirements. It is the responsibility of the Department Head to determine whether it is advantageous to the County to bid any purchase contracts less than the statutory limits in 3 above.
5. Items commonly used in the County's various departments shall be uniform whenever consistent with the operation goals and the interest of efficiency and economy. Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Coordinator and

the Department Head or Designee. These lists shall be used as the basis for requisitioning.

6. It is the responsibility of the requisitioner to provide an adequate description of items needed in preparation for the bid specifications. The specifications should be written so as to restrict competition or otherwise preclude the most economical purchase of the required items.
7. Each Department Head is authorized to make purchases for his/her department within the guidelines of this policy. The Department Head may delegate this authority, subject to the approval to the County Administrator, and shall submit to the Purchasing Coordinator a list of approved names and signatures of designees in their department. All individual purchases of equipment costing \$400.00 or more must have the *PRIOR* approval of the Budget Officer. All individual purchases of equipment costing \$1,000 or more, which were not approved in the adopted budget, must have *PRIOR* approval of the standing committee overseeing the requisitioner's department. The term "individual" as used herein, refers to the total amount of that item of equipment on a requisition. For example, if a requisition is made for 3 printers costing \$150.00 each, for a total of \$450, that requisition would require the prior approval of the Budget Officer. **ATTEMPTS TO CIRCUMVENT THIS BY SUBMISSION OF MULTIPLE REQUISITIONS WILL BE REFERRED TO THE REQUISITIONING DEPARTMENT'S STANDING COMMITTEE FOR FURTHER ACTION.**
8. All computer related purchases, excluding supplies (i.e. ink cartridges, toner, etc.) must have *PRIOR* approval from the Director of Data Processing.
9. All officials and employees shall comply with the requirements of Article 18 of the G.M.L. and the County's Code of Ethics.
10. Unless prohibited, efforts should be made to solicit private industries and businesses in Washington County while maintaining the stated goals of this policy.
11. The purchase of products containing recycled material is encouraged whenever its quality is adequate, it is economically and functionally feasible, and it is within State regulations concerning local financial transactions.
12. Determination of vendors from which goods and services shall be leased shall follow the procedures set forth in Purchasing Procedures Section IV.

I. PURCHASING PROCEDURES

Requests For Proposals or Quotes (R.F.P. or R.F.O.)

No quotations are required for the purchase of materials, supplies or services (except for professional services) aggregating less than \$500.00.

A minimum of three verbal quotes, as documented by the requester on the appropriate form, are required for purchases costing \$500.00 but less than \$3,000.00.

Three written quotes are required for purchases costing \$3,000.00 but less than \$10,000.00. Quotes should be attached to the appropriate requisition and submitted to the Purchasing Coordinator. Department Heads or Designees will only order from the vendor if it has been approved by the Purchasing Coordinator first, or if they are making an emergency purchase. Procedures shall remain consistent.

Guidelines For Quoting

Each department which anticipates purchasing \$5,000.00 or more of a particular item or category of items shall promptly notify the Purchasing Coordinator of the item and the anticipated amount of the purchase for the year for purchases of materials, supplies and equipment under \$10,000.00.

Up to \$499.99	No quotes necessary
\$500.00 to \$2,999.00	3 or more <u>verbal</u> quotes with written documentation
\$3000.00 to \$9,999.99	3 or more <u>written</u> quotes

(Quotes for perishable goods and goods for which needs frequently change (e.g.: polymers of waste treatment) should be quoted on a monthly basis or as the need is established, if more frequent)

All Public Works Contracts Under \$20,000.00

Up to \$499.99	No quotes necessary
\$500.00 to \$2,999.99	3 or more <u>verbal</u> quotes with written documentation
\$3,000 to \$19,999.99	3 or more <u>written</u> quotes

All awards from quotes shall be made to the lowest responsible vendor, if possible. Circumstances, which may dictate purchase from other than the lower quoter, (i.e. delivery requirements, quality or quantity requirements, known past

experience of vendor, etc.) must be documented on the face of the requisition or attached thereto.

Professional Service Contracts

Up to \$4,999.99	No RFP required
\$5,000.00 and Over	On the recommendation of the Department Head and/or County Administrator using RFP to be at the discretion of the Board

If any department purchases or public works contracts are under bidding limits, but are expected to exceed the \$10,000/\$20,000 limit on a Countywide basis, discretion shall be used, inquiries made, and if appropriate, the bidding procedure will take effect.

RFP's for professional services costing up to \$4,999.99, will be evaluated and awarded by the Department Head. RFP's for professional services costing \$5,000.00 or more, will be evaluated by the Department Head and the appropriate Committee, and acted on by the Board.

The following requirements apply to all Professional Services contracts regardless of whether or not an RFP is issued to retain such services:

- 1) No provider will be compensated for professional or contractual services unless and until a contract for said services is approved by the Board of Supervisors and executed by the Chairman of the Board or any other authorized official.
- 2) All services/projects must have a clearly-defined scope of work, agreed to in advance by the department, its oversight committee, and the vendor.
- 3) All vendors must include clear rates of compensation for their services or project either in the form of hourly rates or "not to exceed" figures including a clear statement of reimbursable costs and an estimate thereof.
- 4) Vendors are responsible for notifying the County, in advance, when, in their opinion, it is anticipated the originally agreed upon scope of work may be exceeded. Such notice must contain a reason for that assessment, a proposed new scope of work and the rates thereof.
- 5) All vendors must adhere to the Washington County Voucher Policy and must present proper documentation in a timely fashion so as to ensure prompt payment by the County.

Requisitions

The purchase of all materials, equipment, supplies, and services not otherwise covered by bids or excepted from the Purchasing System, shall be originated on the County's approved Requisition Form.

The Purchasing Coordinator and/or Department Head or Designee is designated to review the requisition form for completeness and approve or deny the requisitioner's request. Each Department Head shall be responsible for compliance by him/herself, and his/her subordinates, to the purchasing procedures as herein stipulated and that the items ordered and their subsequent costs are within the budgetary appropriations.

The proper requisition form will be provided by the Purchasing Coordinator. The requisition must contain the following information:

Date of Requisition

Title of the Department

Current budget line item code

Complete description of product or service required including (if available):

- a. Description of item or service: if a specific brand is needed it should be specified on the form; if no such notation is made it is assumed that any comparable brand may be used.
- b. Catalog or model number
- c. Color or other distinguishing features
- d. Quantity desired
- e. Date needed
- f. Prices from a minimum of three vendors (if required by this policy).
- g. Suggested Vendor chosen (if not the lowest priced, a satisfactory written explanation is required)
- h. Signature of Requisitioner

Upon approval, a purchase order will be produced and the requisition form will be returned to the requisitioner by the Purchasing Coordinator or his/her designee.

When the Department Heads prepare their vouchers for payment, the requisition form **MUST BE ATTACHED TO THE VOUCHER** and submitted to the Clerk of the Board for audit by the Board of Supervisors.

If the items ordered were taken from a current County bid sheet or from a valid New York State Preferred Source, the voucher shall contain the Bid Award Date or Contract #.

Blanket Requisitions

- A. Departments must submit blanket purchase orders to the Purchasing Coordinator for day-to-day requirements for small repair or replacement items, stock replenishment of the expendable supply store and/or contract/bid items for various bulk items needed on a monthly basis.
- B. The aggregate (total) for items of the same description or use will not exceed \$10,000 per annum.
- C. If it appears that this is the case, the Purchasing Coordinator will cancel such blanket purchase order and bid those items exceeding the \$10,000 bid limit.
- D. Those items normally used in day-to-day operations include: hardware, plumbing supplies, electrical supplies and automotive parts, and food for prisoners.
- E. When supplies are delivered or picked up, the person receiving the goods must sign for them; and the vendor will then issue a statement along with an invoice for payment processing to the Department Head. The Department Head will forward the invoice to the Clerk of the Board for payment processing and audit by the Board of Supervisors.
- F. The department should keep a record of the purchases made to insure that they do not exceed the amount allowed by the blanket requisition.

Please Note:

Equipment may not be purchased on a Blanket Requisition.

Bidding Requirements (Pursuant to G.M.L. Section 103(1))

General Municipal Law Section 103 requires purchases exceeding \$10,000 and public works contracts exceeding \$20,000 be awarded to the lowest responsible bidder after public advertising for sealed bids. (The term "public works contract" applies to the items or projects involving labor or both material and labor.)

Competitive bidding is required when it is known or reasonably expected that the aggregate amount to be spent on equipment or supply items will exceed \$10,000 in a fiscal year. Supply items of a similar nature which are generally

handled by one vendor should be grouped together for the purpose of determining whether the limit is exceeded.

It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchasing Coordinator.

Guidelines For Bidding

- A. Detailed specifications for the desired material, supplies, equipment and/or services shall be prepared by the Department Head in conjunction with his/her standing committee.
- B. Except for contracts originating in the Department of Public Works these specifications shall be submitted to the Purchasing Coordinator in their final form. It will be the Purchasing Coordinator's responsibility to enter these specifications into the County's approved bid contract. For public works contracts, the Department of Public Works shall enter these specifications into the County's approval bid contract.
- C. Except for contracts originating in the Department of Public Works, the Purchasing Coordinator will arrange for a legal notice to be placed in the official newspaper(s) of the County. For public works contracts, the Department of Public Works will arrange for the legal notice to be placed in the official newspaper(s) of the County.
- D. The Purchasing Coordinator, in conjunction with the Department Head, will also establish a date and time for the opening and reading of the bids as per G.M.L. Bids will be publicly opened and read by the Purchasing Coordinator, assisted by his/her designee. A department representative may be requested to attend the bid opening by the Purchasing Coordinator.
- E. Awarding of the bid will take place after the requesting department and the Purchasing Coordinator have had time to jointly research the bids to make sure that the bidders have complied with the specifications, that sufficient monies have been appropriated within the department's current budget, and that the G.M.L. has been adhered to.
- F. The bid will be awarded to the lowest responsible bidder. A rejection of the low bid will be documented by the originating department.

Emergency Purchases

On rare occasions, an emergency situation affecting the immediate life, health, safety, or property of the County or its residents may require suspension of the policy.

For cases involving purchases less than the statutory bidding requirements (\$10,000 for purchases and \$20,000 for public works contracts) the following steps should be taken:

- A. Notify the Purchasing Coordinator as soon as possible.
- B. An authorized requisition number will be given to the vendor.
- C. Within five days all invoices, paperwork, etc. shall be submitted to the Purchasing Coordinator, including the proper requisition form designating that the purchase was an emergency and documentation of the emergency.

When it appears that the Purchasing Coordinator cannot reasonably be notified, the purchase may be made, but notification within the five-day period shall still be adhered to.

For cases involving purchases or public works contracts in excess of the bidding requirements, this policy may be suspended upon the approval of the Chairman of the Board of Supervisors. The Department Head should document that the procurement was made pursuant to an emergency and set forth the facts supporting that determination.

Alternative Purchasing Sources

Preferred Sources

Preferred procurement sources shall be investigated when products offered by these sources are requested. These sources include the Department of Corrections, Industries for the Blind of N.Y. S., and the N.Y. S. Industries for the Disabled and **Community Work and Independence Inc. (CWI)**.

Sole Source

When there is only one possible source from which to procure goods and/or

services, thus indicating there is no possibility of competition, the following shall be shown:

- a. Unique benefits of item needed;
- b. No other product/service can compare;
- c. Cost is reasonable as compared to product offered;
- d. There is no competition available.

Department Heads shall document the above, and attach such documentation to Purchase Order or Voucher when submitted to the Audit Committee for approval for payment.

Second Hand Equipment From Other Governments

Surplus and second-hand supplies, material, or equipment may be purchased without competitive bidding from the Federal Government, the State of New York, or from any other political subdivision, district, or public benefit corporation (G.M.L., Section 103(6)).

Minority/Women Business Enterprise (M/WBE) Compliance:

If the goods or services being purchased are funded by grant monies requiring a M/WBE utilization goal, such goods or services may be purchased from a firm officially certified by NYS as a M/WBE, even in cases where the firm in question may not have the lowest price for the goods or services being purchased.

Section 3 Compliance:

All projects in excess of the small purchase threshold established at 24 CFR 85.36(d)(1) funded with NYS CDBG funds will comply with Section 3 of the Housing and Urban Development Act of 1968. Washington County will ensure that employment and other economic opportunities generated by the use of NYS CDBG funds shall, to the greatest extent feasible, be directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low- and very low-income persons. Assistance covered by Section 3 includes the expenditure of NYS CDBG funds for work arising in connection with housing rehabilitation, housing construction, or other public construction projects.

State Contract and Piggybacking:

New York State Office of General Services (OGS) establishes contracts for various

commodities and services each year. County departments may procure goods and services from these contracts, regardless of the total dollar amount of the purchase, instead of issuing formal bids.

Many contracts developed by the State and other municipalities contain “piggybacking” provisions that allow other municipal entities to purchase the goods or services covered in their contract at the same price and terms established by their competitive bidding process. Department Heads may purchase goods and services by piggybacking on contracts from other municipalities, regardless of the total dollar amount of the purchase, rather than issuing formal bids.

Exceptions To The Purchasing System

There are certain expenditures for which the processing of a requisition/purchase order is unnecessary. "Over papering" can ruin the effectiveness of the system almost as quickly as noncompliance. The following should be made without requisition:

Removed: A. Contracts for professional services and consultants.

- A. Employee expenses such as conference expenses, mileage and other reimbursable expenses incurred in the performance of day-to-day duties.
- B. Reimbursement of petty cash funds.
- C. Utility bills.
- D. Service contracts for a fixed monthly or annual amount.
- E. Interdepartmental charges (i.e., printing, postage, etc.).
- F. Medical and dental examinations (i.e., Jail, Mental Health, Public Health).
- G. Legal Notices.
- H. Postage meter costs.
- I. Subscriptions, books, and valid memberships and dues.

Professional Services & Consultants

Contracts which require professional methods, character, or standards, or the exercise of independent professional judgement fall into the professional service contract

category. Many of these professional services require a State license to practice or may be creative and specialized in nature. Examples of professional services:

- Accounting
- Advertising Agency Promotion
- Architectural
- Artwork
- Clinical Service Providers
- Computer Software Maintenance Agreements
- Consultants
- Design Services
- Engineering
- Instructors/Teachers/Training
- Insurance
- Legal
- Medical/Dental Services

Whereas, the intent of General Municipal Law Section 104(b) includes the hiring of consultants and professionals as outlined above, the following policy shall apply:

Contracts for Professional services valued at \$5,000 or greater should be solicited via the RFP process as outlined in this policy except as defined in emergency circumstances above.

The requesting Department Head and his/her respective standing committee will negotiate with the supplier of services.

The Full Board will then vote whether to authorize the Chairman of the Board to enter into any resulting agreement.

With respect to legal services, these shall be determined by the County Attorney in accordance with Section 501 of County Law.

Receiving of Goods

After merchandise or services are received by the ordering department the following shall take place:

- A. Each department acknowledges that the goods were received in good condition by writing such on the packing slip or other receiving documents. Person receiving the goods must sign and date the receiving

documents. Receiving documents must be maintained by the department, if available.

- B. Failure of vendors to make promised deliveries should be reported to the Purchasing Coordinator for follow up action.

II. STANDARDIZATION

Section 103(5) of the General Municipal Law states that "Upon the adoption of a resolution by a vote of at least three-fifths of all members of the governing body of a political subdivision or district therein stating that, for reasons of efficiency or economy, there is need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$10,000 may be awarded by the appropriate officer, Board or agency of such political subdivision or any such district therein, to the lowest responsible bidder furnishing the required security after advertisement for sealed bids therefore in the manner provided in this section. Such resolution shall contain a full explanation of the reasons for its adoption."

III. UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to fully comply with the provisions of G.M.L. Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the County of Washington or any officer or employee thereof by any aggrieved vendor.

IV. LEASES

DEFINITION

A lease as referred to in this section refers to an agreement to obtain property or equipment with the intent to relinquish control or custody of the item at the

conclusion of the lease term.

Lease-purchase agreements are not part of this section. Lease-purchase agreements are covered by the provisions of this policy.

PURCHASING PROCEDURES

Prices for Leases will be obtained through the use of price quoting as set forth below. The Purchasing Coordinator, in conjunction with the Department Head, shall evaluate both services and price to determine the successful vendor. All awards from quotes shall be made to the lowest responsible vendor. Circumstances, which will be documented on the face of the requisition or attached thereto, may dictate acquisition from other than the low "quoter" (e.g., delivery requirements, quality or quantity requirements, known past experience of vendor, etc.).

LEASES - GUIDELINES FOR QUOTING

YEARLY AMOUNT

Up to \$499.99	The discretion of Department Head
\$500.00 to \$2,999.99	3 or more <u>verbal</u> Quotes with Documentation
\$3000.00 to \$9,999.99	3 or more <u>written</u> Quotes
\$10,000 and over	Board approval of Lease in advance

Resolution No. 214 July 15, 2016
By Supervisor Henke

TITLE: Appoint Member to the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation

RESOLVED, that Craig Leggett is hereby appointed as member of the Warren Washington Counties Industrial Development Agency and serve concurrently on the Civic Development Corporation; and be it further

RESOLVED, that this resolution is contingent upon the adoption of a similar resolution by the County of Warren.

BUDGET IMPACT STATEMENT: None. Fills a Warren County vacancy on the IDA and CDC.

Resolution No. 215 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Hogan

TITLE: To Designate a Portion of the County's Share of the Licensing Fee for the Rivers Casino and Resort in Schenectady for Certain Technology and Security Upgrades

WHEREAS, pursuant to the Upstate New York Gaming and Economic Development Act of 2013, Washington County is entitled to a portion of the \$50 million license fee paid by the developers of the Rivers Casino and Resort in Schenectady, and

WHEREAS, there is a need to replace and expand the current building access control system in the County complex, and

WHEREAS, it is desirable to enhance the effectiveness of presentations made by Supervisors and employees during committee meetings for the benefit of Supervisors and the public; now therefore be it

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

GENERAL FUND

Increase Revenue:

A3089	Other Government Support	357,170
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Increase Appropriation:

A9950.901	Interfund Transfers to Capital Projects	80,000
A1990.4530	Contingency	<u>277,170</u>
		357,170

CAPITAL PROJECT NO. 119

Increase Revenue:

HDG5031	Cap Proj 119 Interfund Revenue	80,000
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Increase Appropriation:

HDG1680.202105	Cap. Proj 119 – Com. Room Improvements	10,000
HDG1620.202104	Cap. Proj 119 – Access Control Replacement	70,000

BUDGET IMPACT STATEMENT: \$80,000 of the \$357,170 licensing fee will be spent on these projects. The remaining \$277,170 will be placed in Contingency, leaving a balance of \$425,341 for general expenses and \$16,602 for tourism expenses in the Contingency account.

Tabled 07/15/16

Resolution No. 216 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: To Authorize the Chairman to Sign Contract with Direct Energy for Natural Gas Supply for County Operations

WHEREAS, Resolution No. 33 of 2014 authorized the Chairman of the Board to sign a contract with Municipal Electric and Gas Alliance (MEGA) for utility supply for the County, and

WHEREAS, MEGA annually bids utility supply contracts for its municipal members, and

WHEREAS, the successful bidder this year is Direct Energy, and

WHEREAS, Direct Energy has offered the County both a fixed rate of \$3.972 per MMBTU and a market rate of \$0.764 plus NYMEX market price, and

WHEREAS, based on the performance of the County's fixed rate versus the market rate during the current contract period (ending 7/31/16) it appears the market rate may be more economical; now therefore be it

RESOLVED, the Chairman of the Board is hereby authorize to sign an agreement with Direct Energy for the supply of natural gas at the market rate for the duration of the upcoming contract period; and be it further

RESOLVED, that Finance Committee, and its successor committee, if any, will have oversight of these contracts and be authorized to approve them; and be it further

RESOLVED, that prior to an approval, such rate information will be provided to each member of the Board for commend and review; and be it further

RESOLVED, that each Supervisor will be advised of any committee meeting to be held to discuss said rates and approvals in order to allow for comment.

BUDGET IMPACT STATEMENT: During the current contract period, the Market rate would have been \$24,207.24 cheaper than the fixed rate.

Amended by Res. No. 255 Dated 09/16/16

Resolution No. 217 July 15, 2016

By Supervisors Campbell, LaPointe, Shay, Suprenant, Idleman, Haff, Pitts, O'Brien, Shaw, Hogan

TITLE: Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the WASHINGTON COUNTY BOARD OF SUPERVISORS hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 Digits)	Registration Number	Tier 1 (Only)	Current Term Begin/End Dates	Days/Month Based on Record of Activities	Not Submitted
Elected Officials								
Supervisor	6	Catherine Fedler				01/01/16-12/31/17	3.44	
Supervisor	6	Daniel B. Shaw				01/01/16-12/31/17	8.58	
Supervisor	6	Matthew Hicks				01/01/16-12/31/17	7.13	
Supervisor	6	David O'Brien				01/01/16-12/31/17	11.53	
Supervisor	6	Dana E. Haff				01/01/16-12/31/17	3.56	
Supervisor	6	Brian R. Campbell				01/01/16-12/31/17	19.81	
Supervisor	6	Jay B. Skellie				01/01/16-12/31/17	4.12	
Supervisor	6	Dana Hogan				01/01/16-12/31/17	3.01	
Supervisor	6	Seth M. Pitts				01/01/16-12/31/17	3.14	
Supervisor	6	Robert E. Shay				01/01/16-12/31/17	4.96	
County Clerk	7	Stephanie Lemery				01/01/16-12/31/19	30.14	
County Treasurer	7	Albert Nolette				01/01/16-12/31/19	29.15	
County Coroner	7	James Gariepy				01/01/16-12/31/19	.83	
Appointed Officials								
Assistant Public Defender	6	Elan Cherney				01/01/16-12/31/17	22.42	
Assistant Public Defender	6	Thomas Cioffi				01/01/16-12/31/17	24.44	
Assistant Public Defender	6	Scott Keller				01/01/16-12/31/17	13.69	
Assistant Public Defender	6	Martin McGuinness				01/01/16-12/31/17	19.06	

BUDGET IMPACT STATEMENT: Establishes County's contribution to the NYS Retirement system.

Resolution No. 218 July 15, 2016
By Supervisor Suprenant

TITLE: To Authorize Agreement with Sheriff's Captain B. Reynolds for Settlement of 207c Claims

WHEREAS, the Sheriff's Department Captain has been out of work, and

WHEREAS, a settlement of various claims made pursuant to that absence has been reached and reviewed with the Board of Supervisors, and

WHEREAS, the Sheriff and Board of Supervisors wish to authorize the steps necessary for the County to carry out said agreement; now therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute said agreement; and be it further

RESOLVED, that the Personnel Officer, Treasurer, Sheriff, and any other County staff necessary, are hereby authorized to take those steps necessary to effectuate that agreement.

BUDGET IMPACT STATEMENT: None.

Resolution No. 219 July 15, 2016
By Supervisor LaPointe

TITLE: Amend Staffing Pattern – DSS for Temporary Senior Account Clerk

WHEREAS, due to an employee transferring to another department, the Commissioner of Social Services has requested a temporary Senior Account Clerk to allow time for cross training for a period of two weeks; now therefore be it

RESOLVED, that the Staffing Pattern be amended to add one temporary Senior Account Clerk for a two week period and that the temporary slot be removed after the two week period.

BUDGET IMPACT STATEMENT: Funds contained within the budget.