

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
JUNE 11, 2009

FINANCE & PERSONNEL COMMITTEE MEMBERS PRESENT: G. Hall, Brown, LaPointe, Trinkle, Scribner, Rymph, Shay, Lindsay, Henke, Hurley, Campbell

FINANCE & PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Wilbur, Banks, Alexander

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Bill McCarty, Director RPTS

Phyllis Cooper, Treasurer

Barbara Winchell, Personnel Director

Roger Wickes, County Attorney

Nick Riesman, Post Star

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – June 11, 2009
- 3) Department Reports/Requests:
 - A. Real Property
 - a. Discuss Tax Refund Applications – Towns of Hebron and Jackson
 - b. Monthly Reports – HF Resource Recovery Plant Shortfall, Sales Tax
 - B. Treasurer
 - a. Monthly Reports – HF Resource Recovery Plant Shortfall, Sales Tax
 - b. 2008 Financial Report
 - C. County Administrator
 - a. Budget Amendments
 - i. Sewer District – Consent Order Penalty - \$25,000
 - ii. Mental Health – Gambling Prevention - \$60,000
 - iii. DSS – Correct Budget Error
 - iv. Public Health
 1. Radon Grant \$4,523
 2. Early Intervention Grant \$28,767
 - v. Public Safety – Grants
 - D. Personnel
 - a. Extend Dispatchers Contract – Year End
 - b. Senior Lifeguard Position
 - c. Planning Director – Establish Salary
 - d. AmeriCorps Rate - \$6.83/hr
 - e. Amend Staffing Pattern in DSS – Family Resolution Program reduce (1) Caseworker
 - f. Budget Amendments
 - E. Budget Workshop
- 4) Other Business
- 5) Adjournment

Chairman G. Hall called the meeting to order at 9:47 A.M.

A motion to approve the minutes of the May 5th meeting was moved by Mr. Brown, seconded by Messrs. Lindsay and Henke and adopted.

PRESENTATION - BENETECH - Workers Compensation/Self Insurance Plan - A handout detailing several different scenarios for the apportionment of costs among participants was distributed, on file. Kevin Hayes, County Administrator, stated Benetech was asked to look at the figures to avoid spikes in the rates. A motion to leave Washington County Self Insurance Plan the way it is, current method 3yrs incurred, \$20,000 claim cap, 25% payroll, 50% experience and 25% property. was moved by Mr. Rymph and seconded by Mr. LaPointe and Mrs. Trinkle. Discussion ensued. Mr. Brown commented. He stated we share services already so why no share this. Kevin stated the County takes the hit by about 68%. The Village of Salem sent a letter in support of the current system. The motion to leave Washington County Self Insurance Plan the way it is, current method 3yrs incurred, \$20,000 claim cap, 25% payroll, 50% experience and 25% property, was moved by Mr. Rymph, seconded by Mr. LaPointe and Mrs. Trinkle and adopted. Messrs. Brown, Shay and Hurley opposed.

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

Tax Refund Applications – Towns of Hebron and Jackson – A motion to approve tax refunds in the Town of Hebron, tax map #167.-1-1 due to clerical error Ag exemption not granted in the amount of \$257.78 and Town of Jackson tax map #224.-1-25 due to unlawful entry Trans exempt levy removal in the amount of \$276.42 was moved by Mr. Hurley, seconded by Messrs. Rymph and Brown and adopted.

Write off \$154 – State Land (Town of Kingsbury) – Phyllis Cooper, Treasurer, stated possibly a resolution will be needed to write off \$154 in taxes on State Land due to omitted tax, transition assessment that should not have been levied. A motion to approve resolution to write off \$154 in taxes on state land if needed was moved by Mr. Campbell, seconded by Messrs. Hurley, Lindsay and Rymph and adopted.

The County tax sale is scheduled for June 20th. Mr. Alexander, Salem Supervisor, stated that on the tax sale list is a parcel in Shushan that abuts the covered bridge museum. This is not a very large parcel but is identified as riverfront. If that were sold it would restrict access to the covered bridge. He is requesting that it be removed from the sale if not redeemed and transferred to the museum. This is item #18 in the tax sale. A motion to pull the parcel from the tax sale list if not claimed (Item #18) was moved by Mr. Rymph, seconded by Mr. Campbell and adopted.

DISTRICT ATTORNEY – Kevin Kortright, District Attorney, is requesting permission to use crime forfeiture funds to replace a failing copier. A motion to amend District Attorney's budget to approve the use of crime forfeiture funds for the purchase of a copier in the amount of \$6,200 was moved by Mr. Scribner, seconded by Messrs. Shay, Lindsay and Campbell and adopted.

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

- Monthly Reports:
 - Sales Tax Report was distributed, on file. Under compared to the same reporting period last year \$75,691.40. Sales tax is under year to date a total of \$430,882.69 compared to last year at this same reporting period.
 - Shortfall Report 2009 distributed, on file. The net shortfall for 2009 is \$1,345,098.98. No true up for April or May.
 - Budget Variance Report for the period of January 1, 2009 – May 31, 2009, on file.
 - Annual Report – The annual report has been completed and filed and anyone requesting a copy should contact the Treasurer.
 - Overview of 2008 Fiscal Year Financial Information – copy on file. The Treasurer explained a detailed overview of fiscal year 2008 financial information. The unreserved unappropriated fund balance as of December 31, 2008 is \$8,686,854.00. She stated that fund balance in general at the very least should be maintained at 10% of total appropriations. Topics covered included revenues, expenditures and budget – budget variance report, budget amendments and analysis of adopted budget, budget as amended and fund balance, cash flows, sales tax, debt, retirement, health insurance and tax collection. Next month, the Treasurer will report out on capital projects and grants.

The committee recessed at 12:12 P.M. for lunch and reconvened at 12:35 P.M.

FINANCE & PERSONNEL COMMITTEE MEMBERS PRESENT: G. Hall, Brown, LaPointe, Trinkle, Scribner, Rymph, Shay, Lindsay, Henke, Hurley, Campbell

SUPERVISORS: Wilbur, Alexander

COUNTY ADMINISTRATOR – Kevin Hayes, County Administrator, addressed the following items with the committee:

- BUDGET AMENDMENTS:

- Amend Budget – Mental Health for Gambling Prevention Program - A motion to amend budget, Mental Health for Gambling Prevention Program for \$60,000 100% grant from OASAS was moved by Mr. Campbell and seconded by Mrs. Trinkle. Discussion ensued. Mr. Scribner explained why Whitehall Central School would not participate. Several Supervisors expressed a problem with alcohol more than gambling. Mr. Hurley stated this money would be spent by another county if we do not accept it. The motion to amend budget, Mental Health for Gambling Prevention Program for \$60,000 100% grant from OASAS was moved by Mr. Campbell, seconded by Mrs. Trinkle and defeated on the following roll call vote: AYES (4) G. Hall, Trinkle, Hurley, Campbell, NOES (7) Brown, LaPointe, Scribner, Rymph, Shay, Lindsay, Henke, ABSENT (0), ABSTAIN (0).
- Amend 2009 Budget – Department of Social Services to Correct Budget Entry Error – Revenue – A motion to amend 2009 budget in the Department of Social Services to correct a budget revenue entry error, decrease revenue A4661 in the amount of \$300,000 and increase revenue A4670 in the amount of \$300,000 was moved by Mr. Rymph, seconded by Messrs. Campbell, Shay and Scribner and adopted. Mr. Henke opposed.
- Amend Budget – Public Health for Radon Grant – A motion to amend budget to recognize radon grant in the amount of \$4,523 in the 2009 budget was moved by Mr. Scribner, seconded by Mr. Campbell and adopted.
- Amend Budget – Public Health – Early Intervention Grant – A motion to amend budget Public Health to recognize Early Intervention Grant in the amount of \$28,767 in the 2009 budget was moved by Mr. Scribner, seconded by Mr. LaPointe and adopted.
- Amend Budget – Sheriff’s Department for Remaining Funds, \$26,137 of the \$54,000 Homeland Security Grant for the Period of 7/1/2007 – 6/30/2010 – A motion to amend the Sheriff’s Department budget to recognize Homeland Security grant funds remaining in the amount of \$26,137 in the 2009 budget was moved by Mr. Campbell, seconded by Mr. Brown and adopted. Mr. Brown opposed.
- Amend Budget for Traffic Safety Grant to Correct Error in Resolution No. 62 of 2009 – A motion to correct error in Resolution No. 62 of 2009 to increase appropriation A3110.2620 Sheriff’s Equipment Grants in the amount of \$1,764 and decrease appropriation Speed & Seatbelt Compliance Grant in the amount of \$1,764 was moved by Mr. Campbell, seconded by Mr. Henke and adopted.
- Amend Budget – Public Safety – Homeland Security Grant – A motion to recognize remaining Homeland Security Grant funds in the amount of \$6,540 in the Emergency Services budget was moved by Mr. Shay, seconded by Messrs. Campbell and Scribner and adopted.
- Amend Budget – Public Safety – SEMO Disaster Preparedness Grant – A motion to recognize remaining SEMO Disaster Preparedness Grant in the amount of \$8,340 was moved by Mr. Shay, seconded by Messrs. Campbell and Scribner and adopted.
- Amend Budget – Public Safety – Enhanced Wireless 911 Program Grant 4 – A motion to amend budget to recognize remaining Enhanced Wireless 911 grant funds in the amount of \$29,148 in the 2009 budget was moved by Mrs. Trinkle and Mr. Henke, seconded by Mr. Scribner and adopted.

- Amend Budget – Public Safety for Homeland Security Grant – A motion to recognize Homeland Security Grant funding in the amount of \$73,000 in the 2009 budget was moved by Mr. Campbell, seconded by Messrs. Henke and Scribner and adopted. Mr. Rymph opposed.
- To Authorize Extension of Collective Bargaining Agreement with Communications Workers of America Local 1118 – A motion to approve extension of Communications Workers of America Local 1118 contract until December 31, 2009 was moved by Mr. Campbell, seconded by Mr. Lindsay and Mrs. Trinkle and adopted.
- Amend Budget – Parks – A motion to increase the contractual lines at the Parks to cover operational costs for the season in the amount of \$3,000 (\$1,500 each park) was moved by Mr. Lindsay, seconded by Mr. Henke and adopted. Kevin stated he would bring the Parks budget to the Government Operations meeting to address other changes.
- Amend Resolution No. 351 of 2008 – To Establish 2009 Salary Schedule for Certain County Employees to add Americorp Laborer – A motion to establish salary of Americorp Laborer at \$6.83 on the 2009 grade/salary schedule was moved by Mr. Hurley, seconded by Messrs. Henke and Shay and adopted.
- Car Pool – cash flow problem – The Car Pool fund this month is experiencing a cash flow problem due to the purchase of cars. This is a short-term problem as revenue is due from monthly billings. A motion authorizing interfund loan from General Fund to Car Pool in the amount of \$50,000 was moved by Mrs. Trinkle and seconded by Mr. Scribner. Discussion. Kevin stated this is simply a cash flow issue. He stated the fund balance would end the year in the black. The motion to authorize interfund loan from General Fund to Car Pool in the amount of \$50,000 was moved by Mrs. Trinkle, seconded by Mr. Scribner and adopted.
- To Oppose New York State Bill A1867/S2247 Entitled “ An Act to Amend the Labor Law Requiring Collective Bargaining, Overtime and Disability for Farm Employees – A motion to oppose New York State Bill A1867/S2247 was moved by Mr. Rymph, unanimously seconded and adopted.

PERSONNEL –

Planning Director Salary - Chris DeBolt is currently a planner but does meet the qualifications to become Director. The Agriculture, Planning, Tourism and Community Development Committee recommended appointment of Chris as Planning Director and forwarded this to the Finance Committee for salary consideration. A motion to appoint Chris DeBolt, Director of Planning and set salary at \$45,000 effective June 25, 2009 was moved by Mrs. Trinkle, seconded by Mr. Henke and adopted.

A motion to enter an executive session for the purpose of discussion regarding “the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation” was moved by Mr. Rymph, seconded by Mr. Lindsay and adopted.

A motion to return to regular session was moved by Mr. Brown, seconded and adopted.

During executive session, the committee discussed the particular employment history, hiring, firing or demotion of a particular person, Administrative Secretary in the Planning Department and a vote was taken to restructure that department. A motion to accept

recommended change in structure of the Planning Department was moved by Mr. Rymph, seconded by Mr. Brown and adopted on the following roll call vote: AYES (10) G. Hall, Brown, LaPointe, Trinkle, Scribner, Rymph, Shay, Lindsay, Henke, Campbell, NOES (1) Hurley, ABSENT (0), ABSTAIN (0).

Messrs. Brown and Alexander and Mrs. Trinkle left the meeting.

BUDGET WORKSHOP:

Mr. Hurley stated he would like to know if the areas have been identified that will result in the most savings in our budget for next year. Identify items that can be addressed between now and year-end that can be reduced therefore helping the 2010 budget. He also asked about what the projected increase will be in the 2010 budget. Kevin is projecting about a \$1M shortfall between revenue and expenses in the 2009 budget. Regarding a projected increase for 2010, Kevin has not prepared a projection but stated it will probably be between 3% and 4% probably for the next several years.

Chairman Hall distributed a handout, summary by Department of savings for employees currently at 40 hours per week with reduction to 35 hours per week, on file. She stated additional savings could be achieved by making revisions to the Solid Waste transfer stations hours of operation. She stated the next step is having the Supervisors agree to make these personnel changes. Mr. Rymph would like to see across the board changes not picking and choosing departments. Mr. Lindsay stated with the elimination of personnel, the Board will in time be looking at discontinuation of a program or programs due to lack of personnel. Kevin stated union changes would need to be bargained, non-union changes could take effect immediately.

Mr. Hurley left the meeting.

A motion to amend Staffing Pattern, various departments including the elimination of the Administrative Secretary position in the Planning Department, was moved by Mr. LaPointe, seconded by Mr. Scribner and adopted.

Kevin Hayes, County Administrator, stated he will contact our union negotiator, Larry Paltrowitz to come and discuss strategy regarding how to address changes in union personnel in the proper manner.

Mr. Campbell left the meeting at 3:07 P.M.

Kevin Hayes, County Administrator, distributed and explained his budget packet, on file. The budget packet contains information on the following:

- ✓ Adjusted Budget Summary (2008 Adopted Budget vs. 2009 Adopted Budget)
- ✓ General Fund Expense & Revenue (2008 Actual, 2009 Adopted and Projected and 2010 Projected)
- ✓ Projection of various major revenues (Sales Tax, Mortgage Tax, Interest Revenues, Boarding, Inmate Telephone, Commissions, Interest & Penalties Real Property, County Clerk Departmental Revenue, Safety Inspection Revenue, Automobile Use Tax and 911 Surcharge)
- ✓ Letter explaining the Social Services budget variance in 2008 & 2009
- ✓ Example of Net Cost of Each General Fund Line Item

The attached cover letter identifies areas to be covered in the next two months.

Mr. Shay left the meeting at 3:31 P.M.

Mr. LaPointe left the meeting at 3:40 P.M. The Finance and Personnel Committee no longer had a quorum.

OTHER BUSINESS: None.

The meeting dissolved at 3:50 P.M.

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