

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
FEBRUARY 24, 2009

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Henke, Brown, Trinkle, G. Hall, Lindsay, Alexander

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Sady

SUPERVISORS: Wilbur, LaPointe, Rymph

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Harrison Steves, Supt. Bldgs. & Grounds

Phyllis Cooper, Treasurer

Roger Wickes, County Attorney

Bill McCarty, Dir. RPTS

Barb Winchell, Personnel Director

BOE Commissioners Donna English, Jeff Curtis

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Approval of Minutes – January 21, 2009

3) Department Reports/Requests

1. Buildings & Grounds

1) Update on Park Operation Meetings

2) Carwash Usage – HF Police Department

3) Monthly Updates

2. Personnel/Workers' Comp

1) Amend Employee Handbook

3. Board of Elections

1) Discuss Next AdHoc Committee Meeting

2) Discuss Building Rentals – Charge Backs

3) Discuss Budget Impact of Special Election – Congressional

4) Discuss Purchase of EMS Software – Plan A Programming

5) Campaign Finance Meeting w/State Board Representatives – May 29, 2009 @ 9:30 A.M.

4) Other Business

5) Adjournment

Chairman Henke called the meeting to order at 10:00 A.M.

A motion to approve the minutes of the January 21, 2009 meeting was moved by Mr. Alexander, seconded by Mrs. Trinkle and adopted.

BUILDING & GROUNDS: Harrison Steves, Superintendent of Buildings and Grounds addressed the following items with the committee:

- Update on Park Operation Meeting – He has met with representatives from both parks. The Town of Dresden adopted a resolution stating, “That the Town Board of the Town of Dresden agrees to reimburse Washington County for any net shortfall between the amount needed to operate the Washington County Park at Huletts Landing in 2009 and the amount appropriated by Washington County plus all income and donations associated with that Park.” Harrison stated he would have to pay, then the town would reimburse Buildings & Grounds for the expenses incurred at Huletts. Kevin suggested having the town run the park

with funding provided to them by the County. Harrison stated it was his understanding that Mr. Banks wanted the lifeguards to be County employees. Chairman Henke suggested remove the reimbursement clause from the Town of Dresden resolution and have them send us some money and if more is needed we will address. Harrison stated for beach permits, he needs days and hours of operation to file the permit applications. Also suggested was to use \$14,500 for cash flow and bill Dresden for costs as they are incurred. Mr. Alexander stated those interested in Lake Lauderdale want to meet with Supervisors from that area on Tuesday March 10th at 7 P.M. at the Jackson Town Hall. Mr. Alexander would like to charge a use fee at Lake Lauderdale. Harrison suggested taking \$20,000 out of his budget to split between the two parks to operate and then have all donations come back to the County. Alternative Sentencing will be doing the mowing at both parks. The assistant manager positions have been eliminated. Buildings and Grounds will maintain the park but no improvements. The 2008 budget for Lake Lauderdale was \$42,000. For the park at Huletts, enter an intermunicipal agreement with the town of Dresden and budget for the additional \$15,000 with the park employees being Washington County employees. Kevin noted the two parks would probably not operate on the same schedules. Kevin stated the budget would be included in the intermunicipal agreement and true up at the end. Chairman Henke suggested we contact Mr. Banks regarding an intermunicipal agreement. Lake Lauderdale needs to meet and move forward regarding operation of that park. Chairman Henke stated if the County is running the park then the revenue is the County's. A motion to authorize the County Attorney to draft an intermunicipal agreement with the Town of Dresden to operate the park at Huletts (County operate and has \$14,500 budgeted in County funds and Dresden contributes funding toward the operation of the park with true-up at the end of season) and forward to the Finance Committee for consideration was moved by Mrs. Trinkle, seconded by Mr. Lindsay and adopted. Regarding Lake Lauderdale Park, funds contributed/donations would go to the town of Jackson and they would forward to the County. Kevin stated that the revenue generated at the park approximately \$5,000 has already been allocated in Harrison's scheduled hours of operation, Harrison has taken that amount of revenue into account in his scheduling the hours of operation at Lauderdale Park. A motion to have the County Attorney draft an intermunicipal agreement between the County and the town of Jackson for collection of funds/donations was moved by Mr. Lindsay, seconded by Messrs. Alexander and Brown and adopted.

- Carwash Usage – HF Police Department – They have requested to use the facility to wash their patrol cars. They would pay \$40 per month for five months to wash four cars through the winter months. A motion to approve at \$40 per month for carwash usage as requested by the Hudson Falls Police Department was moved by Mr. Lindsay, seconded by Mrs. Trinkle and adopted. Mr. Brown opposed.
- Monthly Updates, handout on file:
 - PVI – finishing piping and installing new anti siphon valves
 - Whitehall Head Start – installed new ceiling and zone dampers to balance heat
 - Valmet – installing outlets and shelves for voting machines
 - Wired door openers at three Highway Barns
 - Re-cabling of building “B” 2nd floor is 70% complete

- Working on lighting project
- Working on running of County parks
- Electric Usage/Supply Cost – For the committee's information, Kevin distributed a handout detailing County electric usage/supply costs, attached. This is only the cost of electricity itself not the delivery costs. The variable contract with MEGA can be canceled but not the fixed rate.
- \$18M in energy stimulus funds – Harrison is contacting NYSERDA to see how this relates to several projects under consideration.

PERSONNEL/WORKERS' COMPENSATION: Barbara Winchell, Personnel Director, addressed the following items with the committee:

- Amend Employee Handbook (Leave for Breast Cancer Screening, Prostate Cancer Screening and Leave for Blood Donation) - They have added wording stating Employee's Department Head may request supporting documentation and the definition of employee regarding blood donation. In the event the county provides two on site opportunities for blood donations then leave time does not have to be provided. It was recommended that they change the wording on the blood donation to reflect the two on site opportunities. A motion to approve amending handbook wording and forward to the Finance Committee for consideration was moved by Mrs. G. Hall seconded by Mr. Alexander and adopted.

BOARD OF ELECTIONS: Donna English and Jeff Curtis, Commissioners Board of Elections, addressed the following items with the committee:

- Discuss Next AdHoc Committee Meeting – An Election AdHoc meeting is scheduled for Thursday February 26th at 10 A.M. This will probably be the last meeting of this adhoc committee.
- Discuss Building Rentals – Charge Backs – Donna has two vouchers from 2008 for payment to fire companies in the Town of Granville for use of their facility as a voting site. They do have an alternative poll site in Granville. Supervisor Hurley is addressing the firehouse regarding having the special election at the facility at no cost.
- Discuss Budget Impact of Special Election – Congressional – The special congressional election is scheduled for March 31st from 6 A.M. to 9 P.M. The anticipated expenses of \$50,000 not counting the programming for the BMD machines, ±\$2,000 –\$3,000. One BMD machine to each site for handicapped voters.
- Discuss Purchase of EMS Software – Plan A Programming – They are waiting to hear from Sequoia, voting machine vendor. Plan A implementation cost is \$78,335.00, handout on file. The machines should be certified by the end of August. They budgeted \$96,000 for this expense. The State would like BOE's to purchase the software program and get trained. A motion to delay purchasing software program, wait until the machines are certified, was moved by Mr. Alexander and unanimously seconded. Discussion. The downside of waiting is the time to train. The motion to delay purchasing software program, wait until the machines are certified, was moved by Mr. Alexander, unanimously seconded and adopted.

- Campaign Finance Meeting w/State Board Representatives – This meeting has been scheduled for May 29, 2009 @ 9:30 A.M. in the second floor classroom at the Washington County Municipal Center.

OTHER BUSINESS:

- Auction Date – County Owned Parcels - Bill McCarty, Director of Real Property, stated the auction date is June 20th. He is waiting for the auctioneer's contract to be signed.
- Phyllis Cooper, Treasurer, thanked the committee and Board for their support for the resolution to move forward with the second phase of the Centralized Tax Database system grant.

The meeting adjourned at 11:38 A.M.

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