

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JANUARY 21, 2009

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Sady

SUPERVISORS: Wilbur, Banks, Rymph, LaPointe

Sandy Huffer, Deputy 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

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Approval of Minutes - December 3, 2008 & December 17, 2008

3) Department Reports/Requests

1. Real Property

1) Discuss Ag Leases on PV Property

2. Buildings & Grounds

1) Discuss Park Operation for 2009

2) Discuss Ceiling Molding in Board of Supervisors' Chambers

3) Discuss Lighting Study - Building A

4) Monthly Updates

3. Personnel/Workers' Comp

1) Discuss Quotes for Excess Workers Comp & Liability - Northern Insuring

4) Other Business

5) Adjournment

Chairman Henke called the meeting to order at 10:03 A.M.

A motion to approve the minutes of the December 3, 2008 and December 17, 2008 meetings, was moved by Mr. Lindsay, seconded by Mrs. Trinkle and adopted.

Bill McCarty, Director of Real Property Tax Services addressed the following items with the committee:

- T Discuss Ag Leases on PV Property - There is one lease for Pleasant Valley property (72 acres at \$3,235 per year). The lease expires 3/1/2010. There is a provision to extend the lease. The lease can be terminated with at least six months notice by either party. Mr. Alexander stated that we should think carefully about selling off land, if the Board intends to sell the facility. Mr. Brown estimates that ag land to have a value of \$1,500-\$2,500 an acre. The assessed value of this property is \$72,300. The County pays property taxes on this property of about \$900 per year. If this property is sold, it will go through the bidding process. Gayle Hall stated that decisions need to be made. Do you want this property to be back on the tax rolls? Do we want to be caretakers? Mr. Henke stated that this committee needs to decide about the lease. Roger Wickes suggested that we notify the leaser that we are

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discussing the possibility of selling the property. Mr. Brown thinks we should give notice to leaser and proceed to sell property. A motion to notify the leaser that the county is considering selling this land, moved by Mrs. Trinkle, seconded by Mr. Brown and adopted. The Finance Committee will determine whether or not to recommend to the full Board selling this property. The committee directed Bill McCarty to renew the ag assessment.

Harrison Steves, Supt. of Buildings & Grounds addressed the following items with the committee:

- T Monthly Updates - Harrison distributed handout (attached).
- T Discuss Park Operation for 2009 - Harrison asked for direction on the County parks. Harrison has figured a schedule based on the adopted budget for personnel. There are enough funds to cover weekends from Memorial Day to Labor day and be open four days a week in July, August would be open Friday, Saturday and Sunday. Mrs. Trinkle was asked by the Cambridge Youth Commission if they would still be able to hold swimming lessons like they have in the past. They provide their own lifeguards. The feeling is they can proceed as they always have. Mr. Brown stated rules, including park hours, should be written out so they are clear to everyone. Mr. Brown suggested for Lauderdale that a community meeting be held to find out what volunteers could legitimately do that we were paying for in the past so it can be open as many hours as possible. No revenue was budgeted in the 2009 budget for park pavilion usage. Gayle Hall stated that we as a county must consider the liability issue regarding volunteers. Mr. Banks stated that in Huletts the park manager stays there so they can handle anything that comes up and feels that lifeguards must be county employees. Alternative Sentencing has said they can do the mowing. Mr. Brown asked Roger to list out the liability issues, assuming we use some volunteers. Roger suggested the committee come up with a system of how they want to run the parks, listing out all tasks and frequency of them needed to run the park and decide who will do them, county forces or volunteers, then he can advise on the liability issues. Harrison will meet with each park manager and Supervisors from the towns they are in to develop a list. Gayle Hall asked if the Huletts park manager would be willing to accept the camp they stay in as pay. Mr. Banks thought probably as partial pay. The list will be brought back to next month's meeting.
- T Discuss Ceiling Molding in Board of Supervisors' Chambers - The wallpaper in the Chambers is curling. There are two options. You can pull off the old and re-paper which can lead to additional work. Another option is to have someone make molding that matches the front of the Chambers and go all the way around the room. He has an estimate of \$4,800. A motion to proceed with cherry molding in the Board of Supervisors Chambers, moved by Mrs. Trinkle, seconded by Mrs. G. Hall and adopted. Mr. Brown opposed.
- T Discuss Lighting Study, Building A - Dan Underwood of Glens Falls Electric did a lighting study for one floor of building A. Harrison would like to replace the fixtures with high efficiency ones. The cost is \$15,000 for one floor of building A. The estimated energy savings per year is \$3,453.22. We would get a one time rebate of

about \$2,200. 30% of the complex's electrical bill is lights. There would be about a three year return on the money. There are no funds in the budget for this. Harrison could use funds from the maintenance line item and possibly defer other projects. A capital project could be created and the changeover for the entire complex be done in phases over years. The entire Building A would cost about \$30,000. A motion to move forward with Building A this year, establish a capital project, move \$30,000 from the Buildings & Grounds maintenance line item and forward to the Finance Committee for consideration, moved by Mrs. G. Hall, seconded by Mr. Lindsay and adopted.

Dick Look, Northern Insuring addressed the following item with the committee:

- T Discuss Quotes for Excess Workers' Comp & Liability, Northern Insuring - Mr. Look distributed a five year history of NYMIR premiums and 2009 excess worker's comp and employers liability handout (on file). The NYMIR premiums have gone down by \$30,000 for 2009. The premium for excess workers' comp is about \$4,000 less than last year. The employers liability is about \$1,000 more than last year. A motion to renew the excess workers' comp and employers' liability policies, was moved by Mr. Brown, seconded by Mr. Alexander and adopted.
- T Kevin distributed a handout, Washington County Insurance Expenses 2008 & 2009 (attached). He anticipates spending \$405,000 in the unallocable insurance line item. There is \$430,000 budgeted for an anticipated \$25,000 savings in this line item. He asked the committee if the county wanted to consider raising the excess liability to \$2 million umbrella coverage. The additional cost is \$14,800. This change can be done anytime. Mr. Look will get back to Kevin with all the options regarding excess liability coverage and Kevin will bring information back to this committee.

Other Business:

- T Phyllis Cooper, County Treasurer - Phyllis had an account clerk resign and she will not be asking to backfill this position. She would like to increase the overtime budget by \$3,000 to cover these duties. Mrs. Trinkle commended Phyllis for looking at the staff in her department. A motion to approve an increase in the Treasurer's overtime budget of \$3,000, moved by Mrs. Trinkle, seconded by Gayle Hall. Phyllis will be giving information to the towns regarding installment/delinquent payments on taxes. This is reviewed every couple of years. If the Board of Supervisors implements an installment plan for delinquent taxes, she would have to reconsider backfilling this position. A motion to approve an increase in the Treasurer's overtime budget of \$3,000, moved by Mrs. Trinkle, seconded by Gayle Hall and adopted.

The meeting adjourned at 11:20 AM.

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