

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
FEBRUARY 11, 2010

FINANCE & PERSONNEL COMMITTEE MEMBERS PRESENT: Campbell, Brown, LaPointe, G. Hall, Shay, Banks, Lindsay, Henke, Suprenant, Hurley, Haff

FINANCE & PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Rymph, Idleman, Pitts

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Phyllis Cooper, Treasurer

Bill McCarty, Director RPTS

Nick Reisman, Post Star

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Approval of Minutes – January 7, 2010
3. Department Reports/Requests:
 - a. Real Property
 - i. Discuss Corrected Bill Applications
 - ii. Continue Discussion of Local Option Exemption Levels (Aged/Veterans, etc.)
 - b. Treasurer
 - i. Monthly Reports – HF Resource Recovery Plant Shortfall, Sales Tax
 - c. County Administrator
 - i. Budget Amendments
 1. DSS – Daycare 2009
 2. Public Health – Recognize Remaining Grant Funding in 2010 Budget
 3. Self Insurance
 4. Miscellaneous
 - d. Personnel – Amend 2010 Salary Schedule – Parks Manager Salary
 - e. Old Business:
 - i. Policy Updates, Staffing Pattern, Not-for-Profit Appropriations
 - ii. Resolution No. 334 – Mileage/Health Insurance
 - iii. Personnel/Staffing Information from Several Other Similar Sized Rural Counties
 - iv. NYS Retirement – New Regulations 315.4 Reporting Requirements
4. Other Business
5. 2010 Department Budget Presentations
All Departments will provide a brief explanation of their 2010 Budget. All presentations will be 5 minutes except for Sheriff, Highway, Pleasant Valley, Public Health, and Social Services. They will have 15 minutes.
6. Adjournment

Chairman Campbell called the meeting to order at 9:30 A.M.

A motion to approve the minutes of the January 7, 2010 meeting was moved by Mr. Banks, seconded by Mr. Shay and adopted.

BUDGET MESSAGE - Chairman Campbell stated our biggest goal is to do away with the \$1.9M coming out of fund balance. He stated if we can do that we can do a lot of things with this budget. Taking out of fund balance puts us in dire straits. Our goal is the keep the rate as low as possible and we will need to lower our appropriations as the revenues do not come in. He stated that Staffing Review will try having a separate meeting after the Audit Committee meeting to discuss in more detail department's personnel issues. He stated the financial news out of the NYSAC conference was not good.

RECYCLING GRANT - Mr. Banks stated Mike Gray, Director of Alternative Sentencing, is requesting permission to submit a grant for the recycling program, Alternative Sentencing/Solid Waste project. This is an American Recovery Reinvestment Act (NYSERDA) grant application. The deadline for submission is Wednesday February 17th. "The program or position to be funded: Material Conservation Project to hire a consultant to perform energy management functions. Program to

encourage material re-use and to increase recycling capacity. No local match required. “ per handout dated January 26, 2010 on file. A motion to approve submitting grant application was moved by Mr. Banks, seconded by Mr. Shay and adopted.

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

- Cancel Taxes – A motion to cancel taxes Town of Fort Edward due to the parcel being conveyed to the Town of Fort Edward for highway purposes was moved by Mr. Banks, seconded Mr. Shay and adopted.
- Corrected Tax Bills – The Director of Real Property Tax Services has investigated the circumstances involving the errors and issued reports on same for corrections to the following parcels: Town of Salem 2010, tax map #201.-1-4.4 Margeret Scott, clerical error was moved by Mr. Shay, seconded by Mr. Banks and adopted.
- Auction – Bill will work on scheduling the auction date with the Hudson Falls Fire Department. He will plan for June 12th and the 19th of June as a back up date.
- Auctioneer Contract – The contract with auctioneer is up for renewal. He has agreed to the same terms as last year. A motion to approve extension of Auctioneer contract was moved by Mr. Banks, seconded by Mr. Shay and adopted.
- Exemptions will be addressed at the Government Operations Committee.

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

- Sales Tax – report on file. The County is in receipt of one payment for 2010 in the amount of \$890,727.41. The Treasurer reported that the sales tax is \$26,631.70 over year to date compared to last year.
- Burn Plant Shortfall – handout on file. The net shortfall is \$1.9M but she is still waiting for the true up which in 2008 was a credit and Kevin anticipates another credit for 2009. The total remaining in the account is \$22,000.
- Cash Flow Balance History – handout on file. The cash balance as of January 31, 2010 is \$4.5M. Phyllis stated she is watching cash very carefully. She stated it is important to have a substantial fund balance because not all of it is cash. State revenue is coming in very slow and she does not want to have to go out and borrow money. Monies will be coming in from the towns for the 2010 taxes in April. She stated we were very tight last year and made it and hopefully we will make it this year. She stated this should have been addressed two or three years ago when monies were being appropriated from fund balance to keep the tax rate down. Fund balance is your assets, which is cash and receivables, minus your liabilities. Sufficient fund balance is needed to sustain the variances in the cash flow. Mr. Brown stated he is unsure if the public is aware of the impact to the county and towns from the state reducing and eliminating revenue. Kevin stated not receiving what we budget for sales tax revenue directly impacts our cash. He stated our net worth is our fund balance. Mrs. G. Hall stated there has not been fund balance available for the last two years but it ends up being used at budget time. Fund balance will not be available to help balance the 2011 budget. Kevin stated retirement increases are expected. Mr. Lindsay stated the Board needs to start looking at cutting programs. Mr. Hurley would like a simplified reporting of the county's status on a monthly basis. Mr. Hurley feels the taxes are driving people out of the county.
- Budget Summary Report – handouts on file. The state aid revenue is being watched as it is very slowly coming in. Phyllis expressed concern with revenue. Hopefully fund balance appropriated in the 2009 budget will not have to be used.

- Recapitulation of Assets, Liabilities and Fund Equity report from 1995 – 2008 was distributed and is on file. She estimates 2009 fund balance to be between \$7M and \$8M.
- Installment Payments – Phyllis is working on this report and will present to the committee at a future meeting.

Senator Little who was in the building for a press conference regarding Teen Dating Violence Awareness and Prevention Month addressed the committee. She mentioned a change in county jail classification, 19 –21 year olds can be part of the general population, the \$100,000 grant for Rogers Island is getting closer, she spoke with the State Police regarding the upcoming Tour of the Battenkill bike race coverage, and opposes the closure of prisons in the North Country. She recommends meeting on the HRBR (Hudson River Black River) issue. She also mentioned proposed legislation to count in the census inmates from where they came from not recognize them in the facility they are located in. The expense to figure this out is unbelievable. She also is working with Irving Tissue on an Industrial Access grant.

COUNTY ADMINISTRATOR – Kevin Hayes, County Administrator, addressed the following budget amendments:

- Amend 2009 Budget – DSS – Daycare – A motion to amend 2009 DSS budget for an anticipated shortfall in daycare programs transferring funds between line items in the amount of \$15,000 was moved by Mr. Banks, seconded by Mr. LaPointe and adopted.
- Amend 2010 Budget – Public Health – A motion to amend 2010 budget Public Health to recognize unexpended grant funds from 2009 for the preparedness grant in the amount of \$51,638, radon grant \$2,495 and child passenger safety seat program \$8,856 was moved by Mr. Shay, seconded by Mr. Hurley and adopted.
- Amend 2009 Budget – Self Insurance Fund – A motion to amend 2009 budget in the Self Insurance fund for outstanding awards and benefits for 2009 in the amount of \$45,000 and unemployment expense in the amount of \$5,000 was moved by Mr. Banks, seconded by Mr. Shay and adopted.
- To Approve Settlements with GSK and Endo for the Average Wholesale Price (AWP) Litigation – A motion to approve settlements with GSK and Endo for the Average Wholesale Price (AWP) Litigation (Washington County is part of a multi-county suit against various pharmaceutical manufacturers regarding alleged discrepancies in the average wholesale price of drugs related to the County's Medicaid costs for drugs) was moved by Mr. Banks, seconded by Mr. Lindsay and adopted.
- Authorize Payment of Stale Vouchers – Mental Health – A motion to authorize payment of stale Mental Health vouchers from 2008 in the amounts of \$7,350 and \$4,200, submitted late due to unresolved contract issues was moved by Mr. Banks, seconded by Messrs. Lindsay and LaPointe and adopted.
- Amend 2010 Budget – Sheriff's Department for Purchases from Crime Proceeds – A motion to amend 2010 budget, Sheriff's Department for Purchases from Crime Proceeds, \$3,500 to renew the subscription for the sex offender watch program and \$3,533 to purchase a printer for pistol permits, transferring funds from crime proceeds to the Sheriff's accounts was moved by Mr. Banks, seconded by Mr. Lindsay and adopted.
- Amend 2009 Budget – County Administrator – A motion to amend 2009 County Administrator's budget due to additional contract work regarding working with PERB on recognizing the highway foremen and 207-c work relating to disability request in the amount of \$2,500 was moved by Mr. LaPointe, seconded by Mr. Banks and adopted.

- Amend 2009 Budget – DSS – A motion to amend 2009 DSS budget to reclassify a 2009 expense which was originally charged to Family Assistance and change it to the Juvenile Delinquent Care line item which there is insufficient funds within that line in the amount of \$25,000 was moved by Mr. Banks, seconded by Mr. LaPointe and adopted.
- Amend Budget – Sewer District Capital Project No. 100 – UV Grant – A motion to amend Sewer District Capital Project No. 100 – UV Grant due to the additional work to oversee the project, the budget for project management must be increased by \$5,000, was moved by Mr. LaPointe, seconded by Mr. Lindsay and adopted.
- To Close ACC Capital Project No. 77 – Restroom Access, Safety & Improvements – A motion to close ACC Capital Project No. 77 – Restroom Access, Safety & Improvements as the project is completed, no future expenditures are expected, capital project in the amount of \$29,000 less project total cost \$28,988, was moved by Mr. LaPointe, seconded by Mr. Banks and adopted.
- Unemployment – The County is required to reimburse the unemployment insurance fund on a dollar-for-dollar basis for all benefits paid to its former employees and charged to its account. Following the end of each calendar quarter, the County is billed for the total amount of benefits paid and charged to its account. Quarterly unemployment expenses are charged to General Fund and at the end of the fiscal year, funds are billed for their share of the expense and the General Fund is credited accordingly. A motion to amend budget, transferring funds between line items, to cover unemployment expenses, Solid Waste Management \$3,379.66, County Road \$2,357.45, Sewer District No. 2 \$308.00 and Pleasant Valley \$26,105.51 to unemployment line of respective funds was moved by Mr. LaPointe, seconded by Mr. Banks and adopted.
- Amend Park Manager Salary – Currently the Park Manager's salary is budgeted at \$4,000 plus \$100 increment for each additional day the park is open, last year Lauderdale was open 64 days while Huletts was open 74 days, and now that they are extending the days of operation, scheduled to be open 82 days this year, the recommendation is to increase the salary to \$6,000. Mr. Brown was unsure if the public knows of the fees at Lake Lauderdale. The county is only paying \$14,500 per park. A motion to amend salary schedule to increase the Park Manager salary to \$6,000 was moved by Mr. Banks, seconded by Mr. Henke and adopted. Mr. Suprenant opposed.

OLD BUSINESS:

- Policy Updates – The Staffing Pattern will be addressed further through the Staffing Review Committee and the Cash Receipts policy is being worked on but is not ready for committee consideration this month. Kevin stated he is also working on the furlough issue and has requested information from departments.
- Not-for-profits – The not for profits were contacted regarding their 2010 appropriations and contracts and asked to supply in writing the status and use of their 2009 funding from Washington County and the proposed use of their 2010 appropriation. To date, no reports submitted.
- Resolution No. 334 – Mileage/Health Insurance - Mr. Banks stated the purpose of the mileage funding was to make it available to all supervisors for travel outside the county for meetings they attend representing the county. Mr. Banks stated this resolution did lower the amount to be raised by taxes by \$8,000. Kevin will draft a policy for the committee's review next month.
- Personnel Staffing Information from Several Other Similar Sized Rural Counties - Kevin reported on staffing totals for counties similar in size to Washington County, on file. He stated

Washington County is a medium sized county similar to the following counties: Fulton, Genesee, Otsego, Columbia, Warren, Livingston, Herkimer and Madison. Discussion on differences in the staffing between counties, i.e. Warren County's nursing home is smaller and employs fewer people but their Sheriff's Department is larger and provides more coverage throughout the county. He also distributed an additional handout, New York State County Comparison – 2008 Data – NYS Audit & Control, with information on population, Real Property assessment and tax information, sales tax information, whether a county has a nursing home and total debt, attached. Mr. Haff stated a while back Warren County was considering raising their sales tax and he suggested lowering our sales tax by half of a percent. Discussion on not having enough shops/stores, sales volume to make up the difference from lowering the sales tax half of one percent which would equate to an approximate 16% decrease in sales tax revenue. The concept was to use this sales tax decrease to get a store, i.e. a Wal-Mart, to come into Washington County.

- NYS Retirement – New Regulations 315.4 Reporting Requirements – Supervisors were reminded that they should be tracking their time.

OTHER BUSINESS:

Irving Tissue Grant – Mr. Suprenant is requesting that the committee sponsor a resolution to allow the County Chairman of the Board to submit an application for an industrial access program grant for Irving Tissue so that Irving Tissue can apply for a \$1M grant to replace railroad tracks into their plant. The application has to go through the county. The application is due shortly. A motion to approve Chairman to apply for Industrial Access grant for Irving Tissue in the amount of \$1M was moved by Mr. Suprenant and seconded by Mr. Banks. Discussion. This process is similar to the Northeast Rail agreements, pass through of funds. Mr. Suprenant stated the cost is the administration by the Treasurer's Office. Mr. Lindsay stated that cost is usually included in the grant. Regarding cash flow, Mr. Suprenant stated if the county cannot handle the cash flow then Irving Tissue will front the county the cash. He stated this is a \$600,000 grant and a \$400,000 loan to Irving Tissue. Irving Tissue will give the \$1M to the county, the county pays and submits expenses to the state. The motion to approve Chairman to apply for Industrial Access grant for Irving Tissue in the amount of \$1M was moved by Mr. Suprenant, seconded by Mr. Banks and adopted. Agreements will follow as the process moves forward.

County Vehicles Being Taken Home – Mrs. G. Hall questioned why vehicles were still being taken home. Kevin stated the policy has been adopted but the departments need to come through the committee to address vehicle usage. The committee will reconsider this matter later in the meeting.

2010 DEPARTMENT BUDGET PRESENTATIONS: The following departments provided a brief explanation of their 2010 budgets and many included furlough options:

- ✓ Buildings & Grounds/Parks – Harrison Steves, Superintendent Buildings & Grounds – budget and furlough handouts on file.
- ✓ Highway/Solid Waste – Willy Grimmke, Superintendent of Public Works, budget and furlough handouts on file. The committee discussed the attached labor projections handout addressing shortage of funds and layoffs in the various Highway funds.

Mr. Suprenant left at 1:13 P.M.

Highway/Solid Waste Cont'd. – Willy will look into any notification that is needed prior to a layoff.

The committee addressed the policy and procedures relating to Washington County vehicles taken to employee's residences, on file. Mrs. G. Hall asked why vehicles are still going home. The DPW foremen signed union cards and the county has to now negotiate that change because bringing vehicles home was past practice. Kevin stated it was a condition of employment/past practice written or unwritten. The IRS has audited the county and feels this is a benefit and the county will be fined. Kevin stated what we need to do at a minimum is define the benefit and assess them a \$3/day charge for the vehicle and commence that charge. The employees taking the vehicles can be charged the \$3/day assessment and it was discussed making this retroactive to January 1, 2010. Code Enforcement Officers should be charged or park their vehicles. Kevin stated either charge or take the vehicles away. A motion to follow the Vehicle policy as established for all non-union personnel and the union personnel will be charged the \$3/day commuter fee (per IRS) was moved by Mr. Hurley and seconded by Mr. Shay. Discussion. Kevin stated regarding the policy, it stated develop the administrative rules to implement the provisions of this policy. He stated you could look at Code Enforcement and non-union Highway. The unionized DPW or those in negotiations, would be charged the \$3.00. He stated the committee to enforce this policy is the Finance and Personnel Committee. Kevin stated departments should review their on call vehicles with their respective committees. Kevin stated basically charge the commuter fee for employees taking home vehicles and departments should review their on call use of vehicles and address with the Finance Committee - DSS on call as needed, Code Enforcement no longer take vehicles home and highway non-union, Willy, and the DPW foremen and then there are the exempt Sheriff's and Fire Coordinator. A motion to follow the Vehicle policy as established for all non-union personnel and the unionized personnel will be charged the \$3/day commuter fee (per IRS) was moved by Mr. Hurley, seconded by Mr. Shay and adopted. Mr. Henke opposed. Kevin stated he would draft a letter informing departments of this action.

Fort Edward Rescue Squad Disposal Request – Willy stated the Fort Edward Rescue Squad is going to be demolishing their building and building a new facility. He has a request from the Fort Edward Rescue Squad to have the disposal fee waived for the contents of the building they plan to dispose of at the transfer station. This would probably be a couple of pickup loads. The contractor is responsible for removal of most of the other building materials. He stated there was a similar request about ten years ago from the Whitehall Fire Company who requested a container for cleaning out their facility and they were charged for dropping the container, hauling it back and the disposal costs. The committee at that time decided not to waive the fee and that has been the policy on other requests. A motion to continue policy, continue to charge, was moved by Mr. Lindsay, seconded by Mr. Shay and adopted.

Mr. Lindsay stated past practice needs to be addressed in union negotiations.

- ✓ District Attorney/Grand Jury – Kevin Kortright, District Attorney – budget and furlough handout on file. With the reduction of one part time investigator, they are exploring returning one vehicle to the car pool.

Mr. Haff left at 2:34 P.M.

- ✓ Public Defender – Mike Mercure, Public Defender – budget and furlough handout on file. Mr. Mercure stated that conflict counsel has not been reengaged so he is unsure of the financial implications from this change, lawsuit filed not allowing the department to contract for conflict

counsel. He is waiting to hear from the Bar Association on a recommendation for how to proceed with conflict counsel but added that they will not be quick with coming up with a plan. Kevin stated they are working on moving the Public Defender into the space vacated by the Adirondack Glens Falls Transportation Council. The county is currently paying Mr. Mercure \$500/month rent, the same as was paid to the former Public Defender for use of his office space. Discussion on the maintenance of effort. The county receives reimbursement of \$106,000 from the state for this program and would lose that funding if the county does not pay at least \$1 more the following year. Mr. Mercure plans to pursue grant opportunities.

Mr. Hurley left at 2:55 P.M.

- ✓ Board of Elections – Donna English, Commissioner – handout on file. She was asked to provide a breakdown of her subcontractor and education/training lines and printing costs per election.

Messrs. Pitts and LaPointe left the meeting at 3:00 P.M.

- ✓ County Clerk – Dona Crandall, County Clerk – budget and furlough handouts on file.

Mr. Brown left at 3:06 P.M.

Mr. Shay left at 3:15 P.M.

- ✓ Civil Service/Workers Compensation – Barbara Winchell, Personnel Director – budget and furlough handouts on file.

Mr. Henke mentioned closing the building so the public will see the ramifications of the furlough.

The meeting adjourned at 3:25 P.M.

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