

**JOINT GOVERNMENT OPERATIONS AND FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 20, 2022**

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Fedler, O'Brien, Hicks Rozell, Wilson

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Haff, Fisher

FINANCE COMMITTEE MEMBERS PRESENT: O'Brien, Hicks, Fedler, Skellie, Hogan, Clary, Rozell, Wilson, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: Campbell, Haff

SUPERVISORS: Hall, Henke, Shaw, Nolan

Debra Prehoda, Clerk of the Board

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

Roger Wickes, County Attorney

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – August 31, 2022
- 3) Consider 2023 Departmental Budget Requests:
 - A. 10:15AM Legislative Board/Clerk of the Board
 - B. 10:30AM County Administration
 1. Capital Program/Community Resiliency, Economic Sustainability & Technology Grant
 - C. 10:45AM County Attorney
 - D. 11:00AM Real Property
 - E. 11:15AM County Clerk/Historian
 - F. 11:30AM Treasurer
 - G. 11:45AM Buildings & Grounds/Parks
 - H. 12:00AM Board of Election
- 4) Other Business
 1. Video Conferencing Policy
- 5) Adjournment

Chairmen Fedler called the Government Operations Committee meeting to order at 10:38 A.M. joining the Finance Committee already in session in the Supervisors classroom Room B214.

A motion to accept the minutes of the August 31, 2022 Government Operations Committee meeting was moved by Mr. Wilson, seconded by Mr. Rozell and adopted.

CONSIDER 2023 BUDGET REQUESTS:

LEGISLATIVE BOARD – Debra Prehoda, Clerk of the Board, presented the 2023 budget request:
Expenses: A.1010

Personal Services	\$425,000
Equipment	\$ 0
Contractual	\$ 2,665
Benefits	\$169,691
Total	\$597,356

Revenue: \$0. Highlights: Personal services budgeted with 2.5% increase. Contractual – Increase of \$265 over 2022 adopted budget due to increased mileage expense.

CLERK OF THE BOARD – Debra Prehoda, Clerk of the Board, presented the 2023 budget request:

Expenses: A.1040

Personal Services	\$232,500
Equipment	\$ 0
Contractual	\$ 16,375
Benefits	\$ 92,321
Total	\$341,196

Revenue: \$0. Highlights: Personal Services with 2.5% increase. Equipment – none and Contractual – increased office supplies \$300, advertising/legal notices \$600 and transcription \$425 due to increase in costs for a total of \$1,375 over 2022 adopted budget.

COUNTY ADMINISTRATOR – Melissa Fitch, County Administrator, presented the 2023 budget request:

Expenses A.1230

Personal Services	\$300,777
Equipment	\$ 0
Contractual	\$122,490
Benefits	\$ 88,965
Total	\$537,728

Revenue: \$0. Highlights: Personal Services: 2.5% increase. Under budgeted this year so total for 2023 is a little more than 2.5%. Equipment: None. Contractual: Contract Expenses total \$109,340 includes \$51,600 Larry Paltrowitz - Union Negotiator, \$47,000 and the Actuarial Services contract came in at \$4,150 less than the budgeted \$6,000. Education line reduced in 2023 but would like some training available to staff. She does have a travel plan: NYSAC conference in the fall. No staffing requests.

COUNTY ATTORNEY – Roger Wickes, County Attorney, addressed his 2023 budget request:

Expenses: A.1420

Personal Services	\$721,319
Equipment	\$ 0
Contractual	\$ 47,600
Benefits	\$205,577
Total	\$974,496

Revenue \$160,000 comes over from Workers Compensation fund to pay toward Safety Officer and amount will depend on personnel request for a new Safety Officer. Expenses: Personnel – Currently down two employees. Requesting to replace the Coordinator to Safety Officer position with a Safety Officer. More time is needed in the field than in the office. This would also be a change from hourly to salary. Contractual – Law books costs are increasing. Consultant line increased by \$7,500 for as needed outside consultant services. This year he paid some expenses for County Administration and Sheriff under that line. The number of employees in his department will remain the same but requesting the one title change.

REAL PROPERTY – Laura Chadwick, Director, was not available for today's meeting and will be rescheduled.

COUNTY CLERK – Stephanie Lemery, County Clerk, addressed the 2023 budget request:
Expense: A.1410

Personal Services	\$ 774,049
Equipment	\$ 0
Contractual	\$ 121,700
Benefits	\$ 285,184
Total	\$1,180,933

Revenue \$1,640,000. Mortgage sales are slowing down tremendously. DMV fees are down a bit because they are not getting the extra cars to register like previously due to lack of new vehicles for purchase. Also the State has started to send mailers for license and registration renewals up to over 1,000 with Fort Edward address and she receives a monthly notice of how many they will be receiving. The Treasurer thanked the County Clerk for budgeting revenues realistic. Expenses: Personnel – no personnel requests.. Contractual: Lease equipment line \$12,000 increase – computer system that holds all their records/documents, deeds, mortgages, etc. from 1964 forward. Revenue is received from these online document, \$60,424 to date this year. Beneficial for the archival storage and for individuals to do research. Travel – reduced one meeting for the Association and down to only two conferences.

HISTORIAN: A.7510

Personal Services	\$13,002
Equipment	\$ 0
Contractual	\$ 925
Benefits	\$ 1,160
Total	\$15,087

Revenue \$300. Hopefully more revenue. Expenses: Personnel reflects the 2.5% increase and other contractual numbers flat.

TREASURER: Al Nolette, County Treasurer, addressed the 2023 budget request, summary attached:

Expenses: A.1325

Personal Services	\$534,442
Equipment	\$ 0
Contractual	\$ 49,750
Benefits	\$171,443
Total	\$755,635

Revenue \$207,160. Collecting school taxes for Argyle this year and that is new. Any more schools will result in a personnel change. Next round of contracts with school consider increasing the rate.

Personnel: overtime is up due to tax enforcement and might not be able to do all work during normal business hours. There was a mistake in the 2022 budget because of a staffing change that was not reflected in the budget. Expenses: Travel plan – Deputy Treasurer goes to new World training out of state and NYSAC and Finance School training for Treasurer.

Personnel Requests: Handout attached.

- Staffing: 2008 – 13 full time, 2015 at 10 and currently 8.5. Has reduced staffing over time.
- Bookkeeper - increase the hours of one (1) Bookkeeper from 35 hours to 40 hours per week. Last year, he had a retirement in his office and did not backfill the position to allow time to review.

- Payroll Clerk – requesting to increase from grade 13 to grade 14 based on their duty statements compared to other grade 13 positions, and he has asked the Personnel Officer to review.
- Senior Account Clerk to Bookkeeper – Promotional progression and eligible employee to move from Senior Account Clerk to Bookkeeper as of July 1st.
- Tax Sale Auction - Possibly the first two weeks in November for tax sale auction, November 1st to November 15th. Unsure if the tax sale will produce a surplus over our lien because the lien is two years bigger. Will request permission to bring the auction results directly to the November Board meeting because due to the auction date will miss the Finance Committee meeting.
- Budget Variance handout distributed; 2022 Adopted Budget, 2023 Department Requested Budget and Variance. Also notes the taxes are up \$348,274 =1%, Sales Tax increased \$2,000,000 = 8.30% and Interfund Transfers up \$566,69 = 5.33%. The contingency figure is not in the budget as requested due to an oversight and none of the new positions/grade increases requested are in the budget as requested.

PERSONNEL REQUESTS – Mr. Hicks, Chairman of the Personnel Committee, stated that departments will bring their request through these joint budget request meetings, a list of all the requests and associated costs will be emailed to all Supervisors during the first week in October and then addressed the following week at a Personnel/Finance meeting.

BUILDINGS & GROUNDS – Matt Jones, Superintendent, addressed the 2023 budget request: Expenses: A.1620

Personal Services	\$1,262,194
Equipment	\$ 34,600
Contractual	\$1,303,756
Benefits	\$ 387,851
Total	\$2,988,401

Revenues: \$207,550. Community Development Income is LEAP and trying to track down what exactly this LEAP revenue is, \$7,500 which started prior the Superintendent’s tenure. Budgeted Cooperative Extension revenue unsure if Annex will close or move to different location. Increased court rental \$20,000 due to anticipated labor intensive project. Personnel – anticipates two retirements. Equipment – purchasing desks and chairs for different departments. Expenses: increases in electricity and natural gas due to change in rate; Budget Officer made the adjustment. Will get actual electric numbers; not listed due to a software issue. There is software to address electric and he will bring back to committee due to the increased cost. Contract expenses and repairs and maintenance budget with 20% increase due to increased costs of materials.

- Personnel Requests: Three (3) positions
 - Grade 9 Maintenance Helper
 - Grade 10 Maintenance Worker
 - Grade 12 Maintenance Mechanic

Estimating around \$140,000 total. The age of the buildings and maintenance is going up and cleaning routines. They are maxed out.

HULETT'S PARK – Expense A.7110

Personal Services	\$61,227
Equipment	\$ 1,000
Contractual	\$ 8,067
Benefits	\$ 5,747
Total	\$76,041

Revenue \$2,000. Expenses: Equipment – buoys, ropes and lifeguard items. Contractual: \$500 for education and training for lifeguard certification.

LAUDERDALE PARK – Expense A.7111

Personal Services	\$66,222
Equipment	\$ 8,500
Contractual	\$10,330
Benefits	\$ 5,951
Total	\$91,003

Revenue \$16,000. Equipment - \$6,500 for lawn mower – commercial walk behind. Contractual: The cabin remains a problem. Contract with the State is coming up soon. The Safety Officer is also not pleased with cabin.

- Record attendance at both parks this year.

BOARD OF ELECTIONS – Tom Rogers and Jeff Curtis, Commissioners presented the 2023 budget request:

Expenses: A.1450

Personal Services	\$308,459
Equipment	\$ 0
Contractual	\$ 69,800
Benefits	\$ 90,859
Total	\$469,118

Revenue \$0. Expenses: Mifi with poll books due to increase in telephone line. Travel plan – two conferences a year.

- Voting Machines - Presentation by voting machine vendor on September 28th at 9:30 AM. The machines not certified by the state yet but hopefully by the beginning of the year. Expense not in budget, about \$450,000 to \$500,000. No talk of grant funding available at this time.
- Personnel Request – Increase hours of the Board of Election Deputy Commissioners from 35 hours per week to 40 hours per week.

OTHER BUSINESS:

COUNTY ADMINISTRATION - Melissa Fitch, County Administrator, addressed the following items:

- Capital Program/Community Resiliency, Economic Sustainability & Technology Grant – The grant opportunity was present to the County last week by Assemblyman Simpson. Requesting approval to apply for grant that is due by the end of the month. It is a \$100,000 grant and it will be used for capital projects. Motion to approve applying for Capital Program/Community Resiliency Economic Sustainability and Technology grant was moved by Mr. Rozell, seconded by Mr. Wilson and adopted.

- Capital Plan Working Group:
 - \$1,000,000 (Amend 2022 Budget) – The 2022 budget included \$1,000,000 for the capital plan but was removed prior to adoption by a budget amendment. At that time it was stated that if the sales tax reached \$25M, one million over the budgeted amount, then the \$1,000,000 could go to the capital plan. The Treasurer projects that the \$25M figure will be reached this year and Chairwoman Fedler is requesting that the \$1M is transferred to the capital plan once the sales tax revenue hits \$25M. A motion by the Finance Committee to approve transferring \$1M from sales tax to the capital plan was moved by Mr. Hicks, and seconded by Mr. Griffith. Discussion. The Treasurer asked and it was the consensus of the committee that the funds would be transferred once we hit the \$25M figure. He stated the committee will see an actual budget amendment at Finance once that number is reached. He is not comfortable putting it in the budget until the \$25M figure is reached and that might not be until November. The motion by the Finance Committee to approve transferring \$1M from sales tax to the capital plan was moved by Mr. Hicks, seconded by Mr. Griffith and adopted.
 - \$1,000,000 (2023 Budget Request) - Capital Plan Working Group is requesting a line item for \$1,000,000 in the 2023 budget for the capital plan. Money should be in the capital plan to move projects forward. Motion by the Finance Committee to request a line item for \$1M in the 2023 budget for the capital plan was moved by Mr. Wilson, and seconded by Mrs. Clary and Mr. Rozell. Discussion. Mr. Shaw asked if the Capital Plan Working Group had identified projects and they have noting there are many steps to these projects and need funding to get things started. The \$2M in the capital plan line is funding from the General Fund fund balance for the roof replacement on the Law Enforcement Center. This would bring the 2023 budget request from 1% to 3.8% increase. The motion by the Finance Committee to request a line item for \$1M in the 2023 budget for the capital plan was moved by Mr. Wilson, seconded by Mrs. Clary and Mr. Rozell and adopted. Mr. Hicks opposed. The Treasurer reminded the committee that IT has a capital plan need of \$300,000.

VIDEO CONFERENCING RULES – Draft videoconferencing rules based on the Open Meetings Law model were distributed, attached. The Board adopted a Local Law allowing for the use of videoconferencing for meetings and requires written procedures governing member and public attendance. The County Attorney explained a designated public meeting location is the public site the Supervisor will attend the meeting from and the public also and the notice would announce this site is available to the public for that meeting. The site must be open to the public, handicap accessible and public be able to view the meeting. If a Supervisor has an extraordinary circumstance than they do not have to be physically present at a public location. A vacation is not an extraordinary circumstance. Reasons for an extraordinary circumstance include but not limited to disability, illness, care giving responsibilities or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting per the local law. The open meetings law is geared towards the public ensuring they can attend open meetings. A motion to adopt the videoconferencing rules with implementation in the Rules of the Board was moved by Mr. O’Brien, seconded by Mr. Wilson, and adopted. Mr. Hicks opposed. (Government Operations Committee motion.)

The Government Operations committee meeting adjourned at 12:41PM.

2022 ADOPTED BUDGET				
	Appropriations	Revenues	Taxes	Appropriated Fund Balance
General	92,802,630.00	56,549,712.00	34,827,330.00	1,425,588.00
Community Development	643,766.00	643,766.00	0.00	0.00
Car Pool	1,130,386.00	815,000.00	0.00	315,386.00
County Road	14,420,484.00	13,771,077.00	0.00	649,407.00
Road Machinery	4,416,028.00	4,416,028.00	0.00	0.00
Workers Comp	1,501,205.00	1,234,352.00	0.00	266,853.00
Health Insurance	8,345,000.00	8,345,000.00	0.00	0.00
Sewer No. 1	113,250.00	82,000.00	0.00	31,250.00
Sewer No. 2	2,810,835.00	1,992,564.00	532,500.00	285,771.00

2023 DEPARTMENT REQUESTED BUDGET				
	Appropriations	Revenues	Taxes	Appropriated Fund Balance
General	99,606,113.00	60,840,189.00	35,175,604.00	3,590,320.00
Community Development	448,602.00	448,602.00	0.00	
Car Pool	1,463,521.00	1,086,800.00	0.00	376,721.00
County Road	16,195,853.00	15,348,175.00	0.00	847,678.00
Road Machinery	5,015,911.00	4,553,100.00	0.00	462,811.00
Workers Comp	1,484,273.00	1,237,813.00	0.00	246,460.00
Health Insurance	8,491,000.00	7,697,000.00	0.00	794,000.00
Sewer No. 1	114,000.00	90,400.00	0.00	23,600.00
Sewer No. 2	2,961,642.00	2,172,061.00	559,125.00	230,456.00

VARIANCE				
	Appropriations	Revenues	Taxes	Appropriated Fund Balance
General	6,803,483.00	4,290,477.00	348,274.00	2,164,732.00
Community Development	(195,164.00)	(195,164.00)	0.00	0.00
Car Pool	333,135.00	271,800.00	0.00	61,335.00
County Road	1,775,369.00	1,577,098.00	0.00	198,271.00
Road Machinery	599,883.00	137,072.00	0.00	462,811.00
Workers Comp	(16,932.00)	3,461.00	0.00	(20,393.00)
Health Insurance	146,000.00	(648,000.00)	0.00	794,000.00
Sewer No. 1	750.00	8,400.00	0.00	(7,650.00)
Sewer No. 2	150,807.00	179,497.00	26,625.00	(55,315.00)

Taxes up	\$348,274.00	1.00%
Sales Tax up	\$2,000,000.00	8.30%
Interfund Transfers up	\$556,696.00	5.33%

Contingency is not yet budgeted

None of the New Position Requests are in yet

HISTORICAL VIEW - TREASURER STAFF

Title	Grade	Hours	2008	2015	2022
Treasurer		Exempt	1	1	1
Deputy Treasurer		Exempt	1	1	1
Secretary to Treasurer		Exempt	1	0	0
Principal Account Clerk	15	40	3	3	1
Payroll Clerk	13	40	0	0	2
Bookkeeper	13	40	0	1	1
Bookkeeper	13	35	4	4	1
Senior Account Clerk	10	35	3	0	1
Senior Account Clerk PT	10	20	0	0	0.5
Total Treasurer Staffing			13	10	8.5

REQUESTED 2023			
Title	Grade	Hours	2008
Treasurer		Exempt	1
Deputy Treasurer		Exempt	1
Secretary to Treasurer		Exempt	0
Principal Account Clerk	15	40	1
Payroll Clerk	14	40	2
Bookkeeper	13	40	2
Bookkeeper	13	35	1
Senior Account Clerk	10	35	0
Senior Account Clerk PT	10	20	0.5
Total Treasurer Staffing			8.5

PROMOTIONAL

PROCEDURES FOR MEMBER VIDEOCONFERENCING PURSUANT TO PUBLIC OFFICERS LAW § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Washington County Board of Supervisors following a public hearing, authorized by resolution on June 17, 2022 the use of videoconferencing as described in POL § 103-a, adoption of Local Law No. 3 of 2022.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Washington County Board of Supervisors members shall be physically present at any Board or committee meeting of the Washington County Board of Supervisors unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances. The majority of the public body must conduct the public meeting from a physical location or locations where the public can attend. A physical location is any location identified in the meeting notice that is open to in-person public attendance. A member participating from a remote location open to in-person physical attendance by the public shall notify the Clerk of the Board's office at least five days prior for proper notice to the public.

2. For purposes of these procedures, the term "extraordinary circumstances" includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.

3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Clerk of the Board's Office no later than 48 hours prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within 24 hours of a meeting, the Clerk of the Board's Office shall update its notice as soon as practicable to include that information. If it is not practicable for the Clerk of the Board's Office to update its notice, the Washington County Board of Supervisors may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the Washington County Board of Supervisors may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the Washington County Board of Supervisors and or committee but may participate and vote if there is a quorum of members at a physical location(s) open to the public. The Vice Chairman of the Board of Supervisors shall be considered a member of any committee at which a quorum is necessary for the conduct of business, and if so considered, shall have a vote thereon.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the Washington County Board of Supervisors shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The Washington County Board of Supervisors shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Washington County website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter.
9. If members of the Washington County Board of Supervisors are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Washington County Board of Supervisors shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Washington County Board of Supervisors shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the Washington County Board of Supervisors conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a [state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law] if the Washington County Board of Supervisors determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Washington County Board of Supervisors to hold an in person meeting.
12. These procedures shall be conspicuously posted on the Washington County website.