

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
FEBRUARY 25, 2020

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Campbell, Haff, Hicks, O'Brien, Ferguson, Losaw

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Rozell

SUPERVISORS: Hall, Henke, Fedler, Clary

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Stephanie Lemery, County Clerk

Heather Weller, GIS Specialist

Laura Chadwick, Real Property Director

Al Nolette, County Treasurer

Matt Jones, Supt. Buildings & Grounds

Melissa Fitch, Personnel Director

Deb Donohue, Supt. DPW

Teri McNall, IT CIO

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 21, 2020
- 3) Department Requests/Reports
 - A. Real Property
 1. RPTS Director's Annual Report
 - B. County Attorney
 1. Request to Backfill Secretary to County Attorney
 - C. Buildings & Grounds
 1. 2019-2020 Capital Plan Updates
- 4) Other Business
- 5) Adjournment

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

A motion to approve the minutes of the January 21, 2020 meeting was moved by Mr. Hicks, seconded by Mr. O'Brien and adopted.

REAL PROPERTY – Laura Chadwick, Director, addressed the following items with the committee:

- RPTS Director's Annual Report – Annual report distributed to all Supervisors, on file. Provided a brief overview of the duties of her office.
- As a follow up from the last meeting, the Board of Assessment Review class will be held on April 22nd at 6 PM at SUNY Adirondack at no charge.
- Census Update – Heather Weller, GIS Specialist, updated the committee on the census boundaries for tracks and block groups; viewed PSAP – Participant Statistical Area Program which is used to review and verify statistical area boundaries for the 2020 census. <https://tigerweb.geo.census.gov/tigerweb/>
- Awarded contract at February 21st Board meeting for reval grant in the amount of \$590,031, and a contract in the amount of \$685,000 with the difference hopefully funded by shared services funding. A motion to forward reval grant budget amendment to the Finance Committee for consideration was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.

COUNTY ATTORNEY – In the absence of Roger Wickes, County Attorney, Chris DeBolt, County Administrator, addressed the following item:

- Backfill Secretary to County Attorney – The Secretary to the County Attorney is retiring as of May 27th. The County Attorney is requesting to backfill. He would like to start canvassing in April and if a candidate was found would the oversight committee approve up to two weeks of training with the incumbent. The two weeks of overlap should be within the budget because the retiring employee is on the highest step with 22 years of service. This is an exempt position. A motion to approve up to a two week overlap for training - Secretary to County Attorney position was moved by Mr. O'Brien, seconded by Mr. Hicks and adopted. The backfill and Staffing Pattern change will be forwarded to the

Personnel Committee.

BUILDINGS & GROUNDS – Matt Jones, Superintendent, addressed the following items with the committee, handout attached:

CAPITAL PLAN UPDATE:

- 2019 LEC RTU Update – Roof top unit completed at the Law Enforcement Center and no change orders. Some training left to be done.
- 2020 LEC RTU update – getting ready to go out to bid for 2020 LEC RTU.
- 2020 St. Paul's elevator upgrade – Spent a large amount of money on it last year. The upgrade is about \$90,000 and identified in the 2020 capital project and it was not one of the projects approved at the last Board meeting. He would like this to go to the Finance Committee for consideration to allow him to start the bidding process. It is currently out of service and parts are not available. The electronics and controls are what will be updated. This is a repair not a replacement. The current electronics has aged out and parts are difficult to find. This impacts the Head Start program who operates in that building. This is an old building and they are investigating if there are electrical issues with the building. A motion to move St. Paul's elevator upgrade to the Finance Committee for consideration was moved by Mr. Ferguson, seconded by Mr. Haff and adopted.
- Public Health move to Burgoyne Ave. campus update – Superintendent had a conference call on Friday with NYS Dept. of Health and Architect. They have been working on getting the building ready for their clinics. An architectural survey has to be completed and the County has a contract with an engineering firm for those services. It has to be up to hospital regulations per the NYS Department of Health. There will be a cost but no figure yet. A motion to forward cost of architectural survey to the Finance Committee for consideration was moved by Mr. Ferguson, seconded by Mr. Haff and adopted.
- Burgoyne Avenue Campus – 3-Year Breakdown:
 - Purchase Price \$285,000 spent
 - IT Upgrades \$ 70,000 spent (Approved \$103,500 IT and access control and spent \$70,000.) When BOCES leaves more IT work.
 - B & G Remodel \$ 39,000 spent on fire system, offices, building automation controls spent
 - Parking Lot - Not Done \$75,000 estimate working with DPW and should have 30 public parking slots in front of building. Materials only costs. No labor or machinery rentals included. Motion to move forward with paving and forward to Finance Committee was moved by Mr. Hicks, seconded by Mr. Ferguson and adopted.
 - New Roof Cost - \$1,000,000 – In process of starting to get engineering costs.
 - Generator \$ 55,000 – Purchased generator from BOCES and the installation costs may go down a little depending on connecting it to the remaining part of building. Should be completed within the next month and half.
 - Access Control \$ 50,000 – not spent yet. For the north end of building when BOCES leaves. Identified project but funds not spent. 2020 project.
 - Additional B & G upgrades \$ 400,000 not identified. Architectural survey might

identify needs to be addressed. B&G included a storage building on the Burgoyne Ave. campus in their five-year plan.

The County Administrator has been directed by the Board to look into the possibility of a solar project on the excess unused acreage at the site. Need to check on the use of field for baseball practice and insurance coverage.

HULETTTS PARK - Pickerel Bay Dredging – Approved at last meeting allowing them to use the beach for a pad for the stone. Also requesting the use of county resources, one or two employees and one or two trucks for two days to haul stone from Peckham and disposal of material in the town of Dresden. The stone pad would be left as a buffer. DPW Superintendent would approve as long as it is benefiting the county. A motion to approve DPW personnel and equipment up to three days, two trucks, and two men was moved by Mr. Hicks, seconded by Mr. Haff and adopted.

OTHER BUSINESS:

COUNTY CLERK – Stephanie Lemery, County Clerk, advised the committee that now per the Governor she is going to have to send out letters as of March 11th and charging \$10 at every closing for any residential deeds that will transpire, sending a notice that their property was sold. The \$10 fee will be paid to the County at the closing. The County Clerk will send a letter specific to State requirements to the sellers of the property stating that they sold their house/property. The title companies are going to request the sellers address because otherwise only known address is property they just conveyed. Last year, the office recorded 2108 deeds which would be \$21,000 in revenue. The County's cost is the mailing of the letter regular mail, and staff time. The NYS Association of County Clerks determined the fee; \$10 fee at closing. Questioned if a resolution is required to set the fee. Chairman Campbell stated he will have the County Attorney report out at Finance if Board action is required on setting this fee.

The meeting adjourned at 11:33 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

GOV OPS

B&G

- 2019 LEC RTU update
- 2020 LEC RTU update
- 2020 St. Paul's elevator upgrade
- Public Health move update

Burgoyne 3 year Breakdown

▪ Purchase Price	\$285,000
▪ IT Upgrades	\$70,000
▪ B&G remodel	\$39,000
▪ Parking lot	\$75,000
▪ Roof	\$1,000,000
▪ Generator	\$55,000
▪ Access Control	\$50,000
▪ Additional B&G upgrades	\$400,000

Total \$1,974,000

Parks

- Pickerel Bay dredging