

**COMMITTEE DAY
LAKE PLEASANT, NY
MONDAY
MARCH 28, 2016**

**CENTRAL GOVERNMENT COMMITTEE
8:30 AM**

Members present: Phil Snyder, Rick Wilt and Bob Edwards

Also present: Bill Farber, Brian Towers, John Frey, Dan Wilt and Marsha Purdue

Mr. Snyder introduced District Attorney Purdue.

D.A. Purdue explained she still does not have an ADA.

Mr. Snyder voiced concerns about court coverage and she stated that they have worked it out. D.A. Purdue asked if there are any other issues. The committee stated no one has heard anything.

D.A. Purdue discussed hiring an ADA, if they were to work in her office then they can't work on criminal defense anywhere in the State. They can do legal work, just not criminal defense work.

She had someone to appoint as a Paralegal. He just took his bar exam and won't have his results until April 27th but he has now been offered another job if he passes so she is back to square one.

D.A. Purdue stated the starting salary of \$32,000 for this position is too low. Mr. Farber stated this had come up in the middle of budget time when Goodspeed was leaving so we reduced it on the suggestion from D.A. Purdue. D.A. Purdue was thinking with someone right out of law school that number might work. Mr. Farber stated we moved that money into the contingent account knowing that we could possibly have to put some back when she starting meeting with attorneys.

Mr. Farber asked is there an amount that you are now recommending to the board.

She asked them to consider raising it up to \$42,000.

Mr. Farber stated that can be done at the April Board meeting.

Mr. Towers stated he is not sure that is enough, but we can do what she is recommending.

D.A. Purdue thought she would try it at \$42,000 and if that doesn't work she will be back to discuss this again. The other possibility is offering \$50,000 full-time with benefits, is this something the board would agree to?

Mr. Towers asked how much interest has she had, D.A. Purdue stated she has had a couple of candidates.

Mr. Frey suggested starting at \$42,000 and see what you can get and then come back to us if need be.

The Board decided to have D.A. Purdue find a candidate then they will do what needs to be done.

FINANCE COMMITTEE MEETING
9:00 AM

Members present: John Frey, Bob Edwards, Brian Towers and Dan Wilt

Also present: Bill Farber, Phil Snyder, Rick Wilt, Brian Wells and Frank Mezzano

Budget Officer Mezzano handed out a comparison salary sheet on Department Heads.

Mr. Farber stated it is tough to figure out what counties are comparable to us. You have size scale, proximity in terms of geography areas and reflected in these counties are both counties around us and we're not comparable to a county such as Saratoga so we don't use data from there. We did come up with some other smaller counties that we could compare to. As it was said they would like to have this wrapped up by June. We do have a little time to gather and review more data and figure out what we want to focus on and Officer Mezzano is looking for feedback from us as well and continued to discuss.

Officer Mezzano felt it would be perfectly appropriate for them to use the matrix he gave them last month along with this handout as one more tool.

Mr. Towers stated by looking at this we are not that far off, Officer Mezzano agreed.

Mr. Frey questioned if they should be looking at step and grades.

Mr. Farber suggested they look at what positions they are having trouble filling and ones we will need to fill in the next couple of years. During Mr. Farber's discussion on step and merit Mr. Towers left for Jury Duty.

Mr. Farber stated they have discussed putting the merit on a calendar year for everyone. He would like to know how the Board feels about it because it might be worth discussing with the Department Heads.

Mr. D. Wilt asked Officer Mezzano if he has compared benefit packages to other counties.

Mr. Farber suggested they have Personnel Officer Byrne contact the counties that Officer Mezzano has been working with. To Officer Mezzano's point it gets more complicated to induce that information out in the past. They have tried this in the past and most counties go by bargaining units due to how all this is weaved together.

HEALTH COMMITTEE MEETING
9:30 AM

Members present: Dan Wilt, John Frey and Phil Snyder

Also present: Bill Farber, Rick Wilt, Brian Towers, Bob Edwards and Susan Franko

Director Franko asked if there was a possibility of hiring another Home Health Aide. They have been tracking the two aides that they have and they have been working 35 hours a week. She did get permission for them to work more than 35 hours due to such a great need. Holidays have been very challenging because the aides have off so they have to fit five days of work into four days.

Mr. Farber asked her how the work is for the outside agencies.

Director Franko reported currently there isn't any Home Health Aides being contracted out.

Mr. Wells asked if Hudson Headwaters is providing services.

Director Franko reported they have a contract with Fort Hudson so maybe they are getting confused with them.

Mr. Farber stated part of the issue is scheduling for home health aides. After some discussions he is convinced that there would be enough work for three aides.

Director Franko stated that if they can also increase Tracy Hunt to Community Liaison she hopes she will be able to oversee the scheduling as well.

Mr. Farber asked where they are with that.

Director Franko stated Personnel Officer Byrne has been working with civil service and the education part seems to be going through.

Mr. Farber suggested they advertise for part-time and full-time Home Health Aides to see what they will get. There is a class that is just finishing up which is good timing for us.

Mr. Farber asked how the patient load is.

Director Franko stated 24 patients now; a year ago they only had 18.

The Committee members agreed to advertise for part-time and full-time.

Director Franko reported that she has spoken before about Ms. Daryl Parslow's tuition reimbursement for her education. She is pursuing a master's in Education and Special Ed for grades 1- 6. She took one class in the fall from SUNY of Plattsburg at their satellite office in Glens Falls and as well as on-line. May 2017 is her anticipated completion of her masters. She has a bachelor's in teaching.

Mr. Farber asked what classes would be beneficial to the County. Her heart is really in teaching and when she gets her masters we have really helped fund the ability for her to move on. No one objects to bettering themselves, no one objects to the idea that there may be some benefit accruing from specific classes that she has taken. He really thinks the idea of just getting a master in something that isn't applicable to your current job title and us paying for that would simply be no.

The last thing Director Franko wanted to discuss was vehicles. If they hire another home health aide they may need another car.

Mr. Farber stated they need to look at how the vehicles they have are being used before thinking about another vehicle.

**PUBLICITY, TOURISM, PLANNING AND ECONOMIC DEVELOPMENT
COMMITTEE
10:00 AM**

Members present: Bob Edwards and Brian Towers,

Also present: Bill Farber, Rick Wilt, Phil Snyder, John Frey, Dan Wilt, Christy Wilt, Jim McKenna and Michelle Clement from ROOST, Dave Conlon from Ad Workshop and Pete Klein

Acting Director Wilt introduced Michelle and Jim from ROOST to review our Quarterly Marketing Report.

Ms. Clement reviewed the handouts of their 2015 Marketing Report and their first complete year of the new website. During Ms. Clements presentation Mr. Towers returned.

In 2015 the website increased users by 221%, by sessions 219% and by page views 154%.
So Year to Date Numbers: Sessions up 7.45%, Users up 4.48% and Page Views up 19.17%.
78.71% of the visitors to the site were "New Users".

The top pages that people are looking at:

1. Waterfall Landing Page
2. Great Adirondack Garage Sales
3. Contest
4. Home Page
5. Camping
6. Blog
7. Where to Stay
8. Cabins & Cottages
9. Snomocation Promo
10. Events

We also have 3,325 new Facebook followers.

For 2016 the major initiatives in the pipeline are as follows: The Great Adirondack Garage Sale, Community Website Development under AdirondackExperience.com, Inntopia – Online Reservation System and the Adirondack Challenge.

Acting Director then introduced Mr. Dave Conlon of Ad Workshop.

Mr. Conlon had handouts and reviewed our three government websites that require necessary upgrades to the current Drupal 6 framework. The upgrade is due to the fact that Drupal 6 will not be supported anymore by the global Drupal community come June 2016. He reviewed the three options on the handout.

**PUBLIC WORKS/SOLID WASTE/BUILDINGS
COMMITTEE
10:30 AM**

Members present: Brian Wells, Rick Wilt and Phil Snyder

Also present: Bill Farber, Bob Edwards, John Frey, Dan Wilt, Tracy Eldridge and Pete Klein

Superintendent Eldridge wanted to discuss the Phase III Fuel Consolidation. There is a resolution in today awarding the low bid but deducting the Town of Wells and Hope. The Engineering firm is discussing with DOS approval on re-utilizing the remaining balance of the approved grant. It would include taking the tanks out down here and put new ones above ground. He feels they will be telling us very soon that those tanks need to be taken out of the ground. He was told that the DOS has approved so they are just waiting on the official word. Once that is done then it will be up to the Engineering firm to decide if we can still issue a change order with the current contractor or if we have to re-bid.

Mr. Farber stated due to the timing he feels we will probably have to re-bid the other components. It's a shame because the pricing was very favorably so Mr. Rhodes is looking to see if there is a way to re-configure the award under the current bid.

Mr. Frey stated that he keeps hearing from individuals in his town that the Legislation passed or is being pass on an International Code Adoption for New York State which will not require fire suppression systems for canopies.

Superintendent Eldridge doesn't believe it will pass.

Mr. Frey stated either way his town still wants to move forward.

Superintendent Eldridge reported they are looking at moving forward with installing a Fuel Master on the DOT's tank in Wells so it would allow the County to fuel up down there.

For road projects it will really depend on the State Budget. Superintendent Eldridge reviewed the State's funding.

The reports are in for Solid Waste. They have a couple of tractors that are being fixed; trailers are in good shape and are ready for the season.

Mr. Farber asked if between Superintendent Eldridge and his Deputy Superintendent would they be able to help evaluate post DANC or should we start looking for help.

Superintendent Eldridge feels we should look at hiring help to look at the market and trends. He has his Deputy working on what our actual cost per mile is, operating cost.

Mr. Farber suggested they speak with the DOS to see if there is money to help us evaluate the Solid Waste system going forward.

Superintendent Eldridge reported for buildings the Jail renovation is going well. He doesn't have any big projects for this year. They will need to do parking lot work in the future, here and also in

Indian Lake. If there is some money available this year he would like to seal the driveway to the Lake Pleasant Transfer Station.

Mr. R. Wilt asked about the highway generator project, Superintendent Eldridge reported it was all done in January; they had to switch out generators.

Mr. Farber reported Superintendent Eldridge and Lenny Croote went up East Mountain to look it over. We will need to look at temp help for the highway this summer if they are going to help with these type of off-road projects.

**EMERGENCY PREPAREDNESS/EMERGENCY RESPONSE
COMMITTEE
1:30 PM**

Members present: Rick Wilt, Bob Edwards and Brian Wells

Also present: Bill Farber, Phil Snyder, Brian Towers, John Frey, Dan Wilt and Karl Abrams

Sheriff Abrams announced Alex Stuart starts the State Police Academy today. Our Personnel Officer Byrne sent out letters to the applicants who tested and all are interested. He has two interested in possible lateral transfers also. He spoke with one on the phone today and feels would be a great fit but he doesn't live in the county nor has any intent to. He is going to setup an interview with him next week.

He will start interviews with the top three on the civil service list. There will be a pre-physical agility test, he has an individual who works for Lake Pleasant School who is a Phys Ed Teacher who would be willing to monitor the test and record sit ups, pushups and a mile run. He is already on the books for the Sheriff's Department as a Diver.

Officer Byrne will be in to discuss policies that she has received in regards to the Sheriff's policies on drug testing, hiring etc. and that they are subject to that. Sheriff Abrams stated that would also go for any lateral transfers.

Mr. Farber asked if the county has to approve the policies and procedures. Sheriff Abrams stated he didn't think so, Officer Byrne would know for sure.

Mr. Wells asked regarding the lateral transfers was money an issue. Sheriff Abrams stated no, but was asked what their salary would be, seeing both have experience. He stated they wouldn't be coming in at the hire rate, it would have to be higher with a six month or one year probation and then another bump in salary. Again Mr. Wells asked would that be comparable to Alex's salary if we offered them that, Sheriff Abrams stated it would be close.

Mr. Farber stated this is something we would have to figure out because we wouldn't bring them in at the hire rate due to their experience. The only thing comparable is we have a procedure for

bringing in a lateral transfer and giving them half of their prior experience credit, so that would be about where Alex was when he left.

Mr. Farber asked if everyone was comfortable with a five year commitment.

Mr. Wells asked how it would work for his budget if he just hires two lateral transfers, Sheriff Abrams stated he would have to look at his budget.

Mr. Farber reported there will be a resolution in for the May meeting to approve the purchase of a new repeater for Oak Mountain. The one that was up there is not repairable and the one they're using is a loaner.

INTERNAL MANAGEMENT COMMITTEE

1:45 PM

Members present: Brian Towers, John Frey, Dan Wilt and Bob Edwards

Also present: Bill Farber, Phil Snyder, Brian Wells, Rick Wilt and Kim Byrne

Officer Byrne reported the job description for the Nurse Coordinator position for Tracy Hunt was completed this morning and sent to testing for a non-competitive promotional test today.

Mr. Towers stated she will be required to take a non-competitive test and once that is done and she passes the test she will be in the title, yes stated Officer Byrne.

Mr. Farber asked if there was a time line on this, Officer Byrne stated she doesn't have a time as of yet. She will send an email when she knows when the test will be.

For Sheriff Deputies positions she sent out her canvas letter and tomorrow is the deadline, 9 out of 10 have accepted so far. The Sheriff also has two people that may be willing to do lateral transfers. After the deadline tomorrow the next step will be to setup the physical agility test which is a pass or fail. She would like to incorporate the medical release at the same time as the testing. The Sheriff can then start with interviews.

Mr. Farber stated the Board will approve a five year commitment from the new hire. They will do a resolution at the April Board meeting. With respect to lateral transfers there is a potential need to pay more than the hire rate. In the past we have given credit for half the time in service for a lateral transfer so we agreed that we would do that with his department.

Officer Byrne is setting up for a Corrections Officer exam April 9th, there are nine candidates signed up for that for two provisional openings and a non-competitive person.

She started advertising for the Caseworker exam on May 14th with no applications as of yet.

She has been advertising for a Care Coordinator time and again with still no luck to fill and continued to discuss.

As for the ADA position District Attorney Purdue still hasn't found anyone. Mr. Farber stated she was in to discuss this it morning. She requested that they increase the salary \$10,000 more. We told her to find a candidate and then we would discuss salary.

Our two buildings maintenance employees will be testing on June 4th.

The Court Security and Director of Patient Services tests have been ordered.

The State Civil Services will be giving her a 101 presentation on May 17th it will be 2 hours at the Lake Pleasant Firehall for anyone who would like to attend from 10:00 Am to 12 noon.