

**COMMITTEE MEETING  
LAKE PLEASANT, NY  
MONDAY  
JANUARY 27, 2014**

**PUBLIC WORKS COMMITTEES  
9:30 AM**

Members present: Brian Towers, Brian Wells, Rick Wilt and Phil Snyder

Also present: Bill Farber, Neil McGovern, Bob Edwards, Clark Seaman, and Tracy Eldridge

Tracy would like to get approval to replace the Beaver Meadow Bridge in Indian Lake on County Route 4 for an approximate cost of \$300,000.00. The current rating on this bridge is a 4.7.

Brian Towers asked how long of a structure is it. Tracy stated it is 33 feet long and he wants to lengthen it a little bit and widening it to two lanes, right now it is only about a lane and a half wide.

Brian Towers asked how long this will take. Tracy stated right now they need to finish up Browns Brook, we still have our temporary bridge there. We ran into a weather issue and couldn't finish it in time. He is hoping to finish that in April, weather permitting.

Tracy feels it will take around two months to complete the Beaver Meadow Bridge.

Tracy stated the main reason he asked for this committee meeting was to discuss options for the replacement of his Deputy Superintendent Kenny Parslow who will be retiring anywhere between July and December 2014.

Bill stated this is an opportunity to explore options.

Tracy did some research with other counties to see what they do. Most do their own bridge work and most of them use what they call an Assistant Civil Engineer job scope. It doesn't mean that they are P.E.'s but they have engineering background. This would be a civil service position and it will be competitive.

John Frey entered at this time.

Tracy received a copy of Essex Counties Civil Engineer scope and he molded it to what he feels Hamilton County needs. He gave a copy to Bill and Brian to review. This would be Tracy's first choice for replacing Kenny.

Tracy reported in the past 10 years they have either rehabbed or replaced fifteen bridge structures. Three of those bridges were contracted out and twelve they did in-house.

Brian Towers asked what skill set Kenny brings to the table. Kenny is a certified welder, he is able to read plans, has the understanding of super elevations, understands utilities; this is not something

that you have to have college for but they need to have a lot of prior experience to learn it. A lot of counties have guys like Kenny on staff that have just learned over the years and have that experience behind them, but we are just not finding that anymore.

Tracy feels this is our best option. The next alternative is contract out the bridge work. The engineering costs will go up, it will cost jobs for the department because he would not be able to maintain the crew he has now; or Tracy would oversee the bridges but then they would have to do something different with the buildings and solid waste because he can't do it all.

Tracy stated time is ticking and wanted to start the discussions because December will come fast and Kenny will be gone.

Brian Towers asked if we need a civil engineer.

Tracy stated no, but he needs the scope of an engineer.

Bill stated Tracy is right in starting the discussions now. They need to look at options, such as advertising the position as seasonally. Because of the level you are going to hire someone brand new at, even the hire rate will be a pretty high paying position.

Tracy stated that he needs someone trustworthy; that can manage things without him worrying about it.

Neil asked if it would be an option; that we seem to have several local State inspector type people who are getting close to retirement and they seem to be out and about and they pickup seasonal employment in things just like this. Would this be an option?

Tracy stated typically they are the ones who are hired by firms to do this work and a lot of the times they don't have the skill set that Kenny has and can get dirty. They usually don't get down in there and work, they are strictly engineers.

Tracy reported that he will email the Board members the scope he has been working on so they can start putting things in place.

Tracy stated in January he had a resolution pass for him to purchase pickups through the State contract. A week later they awarded the new State contract and in talking with Van Bortel Ford who has the State contract; Ford has decided to stop producing the 2014 and they are now building the 2015. Everything is backed up so Tracy asked if he could do a local bid first.

The Committee agreed with Tracy to go ahead with the local bid.

Tracy reported that he has been having salt issues, not only with delivery but clumps and wet. He did put in an official compliant to OGS.

**PTEDP COMMITTEE**

**10:00 AM**

Members present: Neil McGovern, Brian Wells, John Frey and Clark Seaman

Also present: Bill Farber, Brian Towers, Bob Edwards, Phil Snyder, Rick Wilt, Dean Nervik, Bill Osborne, and Carol from ROOST

Carol handed out the Marketing Plan to review.

Carol explained the proposed budget. They used some previous years marketing budgets to help draft this one. Some of the things with the Adirondack Regional Tourism Council funds are historic, they had done those for a number of years. Most of the parties at the meeting last week indicated that they are still pretty much on target. The numbers are pretty consistent.

On page five; in regards to the survey they conducted in November of 2013 it was brought up about sending emails to the list of leads that you had here in-house as well as the list that the Adirondack Regional Tourism Council had. The information that we received back was helpful in their decision making. Repeat visitation is huge, friends and family is consistent across the board, and internet has been growing. Planning trips by use of the internet is consistent with industry trends.

Page six; it talks about the process by which someone makes the decision to travel which is the dreaming phase then it's the research phase, booking phase, experience phase and then the sharing phase. Carol explained each phase.

On page nine and ten this is where they took some of the research that they received from the survey. If you look at the website as it is now the top ten pages viewed on the site are related to webcams page. Carol explained that she can't tell if locals are using it because she doesn't think there is an internet service provider that's within Hamilton County that you can segregate all of the locals out. She gets the impression that it really is more locals going and looking at those cameras.

The Ten Top Viewed on Site:

- Webcams
- Homepage
- Snowmobile Trial Conditions
- Camping
- Lodging
- Winter
- Great Camps
- Camping/Backcountry Camping
- Lodging Deals & Packages
- Events

Repeat visitors are huge.

Pete Klein entered at this time.

Carol continued to explain how to capture more people and their emails.

Bill Osborne stated if you look back at the research that was done by the Adirondack Regional Tourism Council there is surprisingly little multi-seasonal visitation to the Park. People who come in the fall for the leaves that is the only time they tend to come. The vast majority of homes are only here during the six warm weather months and then they leave to somewhere else.

Neil stated we have to do a better job with the businesses because individual businesses don't really have a handle on who their visitors are. Back on page five the graph showing social media, he doesn't think that is a great sample, that will be growing by the day and we need to take advantage of that as much as we can.

Carol suggested that maybe they could run a contest and have boxes in some businesses around the county where people can enter to win. That would help us get some of that information on the people who are here during the summer months.

Bill Osborne stated he agrees with Carol, with the discrepancies between site visitations on our website and the content on our website, we need to bring that into line.

John stated he would like to see more mountain biking and cycling under the content theme. He feels that is an area where we could grow and it is a huge shoulder season activity.

Clark stated that is one of the priority's for the Five Towns Upper Hudson Recreational Hub.

Carol stated they are going to add a blog to the site so they will be looking for local experts to help add content to the data base and the blogs.

Carol spoke a little bit about messaging, logos and themes that have been used. The website is Adirondack Experience and has been for a number of years; we don't want to necessarily pick up and change a website or URL because the length of time your website has been in existence is one of the ways the search engines rank you.

Bill Osborne gave a short history of Adirondack Wild.

Carol stated that the new site will launch in April.

Bill Osborne reported the way it is structured is ROOST will make presentations quarterly on financial needs for the following quarter. Near the end of the quarter when they are making a request for funding for the next quarter they will give them a detailed report on what they did with the money from the previous quarter. A resolution for quarterly marketing support needs to be done to approve payment which will be in for the next Board meeting as approved by the Committee.

Bill Osborne stated the discussion for funding for the April quarter should take place at the Committee meeting in March and then it would be in for approval at the April Board meeting and

a check issued upon approval. Bill stated that Dean can prepare the resolution for each quarter as it approaches.

Bill Osborne stated that there will be a resolution for your approval to designate Jim McKenna as Tourism Promotion Agent for Hamilton County which is a technical requirement for the matching funds.

**EMERGENCY MANAGEMENT  
COMMITTEE  
11:00 AM**

Present: Rick Wilt, Brian Towers, Brian Wells and Clark Seaman

Also present: Bill Farber, Phil Snyder, John Frey, Bob Edwards, Neil McGovern, Don Purdy, Karl Abrams and Pete Klein

Rick reported we are here to talk about the communications grant and asked Don to fill everyone in on where we are with it.

Don stated this is round three and Hamilton County was awarded \$2,530,385.00 in addition to the \$144,000.00 that we received from the PSAP Grant. The PSAP equipment is going to be used to tie into the equipment we are going to be putting in from round three. We got the cart before the horse so to speak.

Rick reported what they will end up with is a true 911 enhanced system.

Don reported the Sheriff will have the ability to pinpoint the 911 calls with the new system.

Bob asked if this will be in par with Fulton County and Don stated yes.

Don reported that Chuck is putting together a sequence of events plan so everything will go in steps.

Brian Towers stated this grant is basically for equipment and Don stated yes for equipment and training and part of it has to be used for developing Standard Operating Procedures and Protocols.

Brian Towers asked what kind of staffing will this need, Karl stated he is hoping to only hire one additional person per shift, just to man the 911 center. It's going to be a two station hub.

Brian Towers stated when you talk about equipment, currently you have the ability to tone out Wells, Arietta, Lake Pleasant, etc., but are we able to tone out Long Lake at this time? Karl stated yes, but Long Lake chooses to go to Essex County.

John stated as well as Raquette and Inlet that go through Herkimer County, how will this affect that?

Karl stated once the system is up and running they are hoping to bring them back in because it will save them a lot of money in the long run. When we have the two station PSAP E911 system up we will be able to tap into that surplus funding that Long Lake, Raquette Lake and Inlet are currently paying on now.

Bill stated that the grant is basically to cover the hard costs equipment end of it. What we are talking about here is where we move this forward.

Bill suggested that they sit down with another county who has gotten the money and have them show us what is involved in the administration and what they experienced so that we could possibly iron out any kinks before they happen.

Rick stated there are three steps to this:

- Microwaves connecting to other counties
- Locating antennas in this county for the radio system
- Money

Brian Towers asked when the Sheriff tones out, will that be local. Karl stated yes, he doesn't see a lot of change in that area.

Clark asked about the links, Don stated we are going to be linked from Gore to Pillsbury to Oak Mountain.

Bill stated that they just need to get everyone on the same page and start to move forward.

Rick stated that we have two systems to build.

**INTERNAL MANAGEMENT  
COMMITTEE  
11:15 AM**

Present: Bob Edwards, John Frey, Neil McGovern and Brian Wells

Also present: Bill Farber, Brian Towers, Clark Seaman, Rick Wilt, Phil Snyder, Roberta Bly, Kim Byrne and Pete Klein

Bob stated that he asked for this meeting to discuss the County's holiday schedule because he doesn't want what happen to happen again.

Kim explained that she had heard from a couple of different places that the towns were letting their employees out so she sent an email stating it would be nice if they did it at the County level too. Honestly, she knows that they set the holiday schedule in October of the prior year so she didn't know she had to do this in advance or ask prior to. Looking at this year's schedule, Christmas is on Thursday.

Kim had been asked from some employees about Christmas Eve because some mentioned that they go to church services early and she told them no. Once she got verification that some of the towns were letting employees out early she decided to see if this was something we could do for the County employees.

Rick asked are you looking at Christmas Eve again. Kim stated she knows it will come up again seeing it's a Thursday.

Brian Towers asked how we rectified this, did employees use personal time?

Bill stated that they gave them the afternoon off.

Neil asked if we didn't give it off in the past, what the employees did. Kim stated they used their time.

Clark asked what does most of the other municipalities/towns do. They don't close the office, but they do have a skeleton crew.

Bill asked how many of the towns keep the town offices open.

John stated they do the same as the Town of Long Lake, but if they wanted it off they had to take a vacation day.

Bob stated that he only has part-time office staff, but he did give the afternoon off that day.

Rick feels that they should take their time if they want it off.

Bob just doesn't want to get involved in this type of decision again.

Rick stated what will happen is Christmas will fall on a Sunday and the employees will want to know where they are going to get their four hours off.

Kim feels that won't happen.

John stated it could.

Neil stated that he agrees with the Chairman that we shouldn't feel pressured into doing this the day after Thanksgiving. It is probably best to be done year to year, because if you create it as a policy they will look for that comp time down the road.

Bill stated if they do this as a matter of policy the only logical way to do it is reduce personal time by a number of hours across the board. Amend the employee handbook so that it is done in some formalized structure.

Kim stated if it came down to getting Christmas Eve off or cutting their personal time she guarantees the employees would want to keep their personal time.

Neil stated he does what he did at the Village. They would have the staff come in until lunch and then give the afternoon off. And if the guys are called out for plowing they would be on OT. It's a real nice jester from the Boards. But if you get into this, then they'll barter, if the holiday is on a Thursday, they would rather have the Friday.

Kim stated she feels she has to represent the employees when they ask.

John stated that she can make the statement that this is not the norm across the county.

Discussion continued.

Roberta stated as a Department Head, if they stay open, none of her employees are non-essential, so then it comes down to, they all put in for Friday if Christmas is on Thursday. She then has to make a decision by either seniority or who put in first. Maybe that's another guidance we need, if you are staying open, does it go by seniority? She is looking for a County policy.

Bill stated the other issue is that we have departments such as County Clerk's Office that can close as long as they advertise it in the paper. Bill stated that should fall for pretty much all of our departments, because you don't want someone driving down from Long Lake expecting to go to Real Property Tax Service or the Personnel Office to find it closed.

Neil asked if we ever used a floating holiday.

Bill explained they did quite a few years ago, they used to have Election Day, Lincoln's Birthday, and Washington's Birthday off. The schedule was modified to have Good Friday as a substitution so it is just President's day and Good Friday and then the Friday after Thanksgiving in exchange for Election Day. Then it came up again about three years ago, looking at a floating holiday, but nothing came of it.

Bill stated if you do it early there are a lot of options you can explore for how to do this, discussion continued.

Bob stated he doesn't think this needs to be resolved today.

Bob stated the next discussion will be regarding the two employee positions in the Department of Social Services. Bob then turned the floor over to Roberta.

Roberta stated that one is a change in grade but not the title and the other position is a grade change that would be provisional.

Bill stated when the 2014 budget was done we had a series of requests that came in and Roberta was one who requested two changes. One of the changes involves one of the employees that will be going from one civil service position to another. The Social Welfare Examiner test will be held in June.

Roberta asked if this could be filled provisionally because she needs help from the Social Welfare Examiner position. Her Medicaid and SNAP cases have increased a lot due to the Affordable Health Care Act.

Bill explained about what they did in a similar case. In recent years we had a circumstance where someone was promoted and then they didn't pass the exam, so we have not done provisional appointments where the exam was within a few months. Bill stated that Roberta feels she has two unique circumstances. In Stephanie's circumstance she actually started taking on additional programs in the early fall to help out. She has been doing the job for a while and is confident that she will pass the test. Roberta would like the committee to consider this as a provisional appointment.

The members agreed upon the provisional appointment.

Bill stated that Roberta needs to put in a resolution for February 6<sup>th</sup> for Stephanie and what was agreed upon.

Bill stated the second request is a change in grade.

Kim explained the employee has been working within the job description and she and Roberta feel that this employee is in the wrong grade. She is at a grade 8 and Roberta believes she should be a grade 11.

Kim read off the different grades.

The Committee agreed to move her two grades up.

As there was no further business, the meeting ended.