

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SHARED SERVICES

DATE: APRIL 24, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
WOOD
FRASIER
SIMPSON
MERLINO
THOMAS

OTHERS PRESENT:

PAUL DUSEK, COUNTY ADMINISTRATOR
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
SUPERVISORS BROCK
SEEBER
STROUGH
MICHAEL SWAN, COUNTY TREASURER
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR,
PUBLIC HEALTH
DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR DICKINSON

Mr. Conover called the meeting of the Shared Services Committee to order at 11:01 a.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mr. Conover advised that Paul Dusek, County Administrator, had sent out requests for information to the Town Supervisors pertaining to the volume of commodities purchased and existing shared services. He noted that some Towns were more automated than others and could retrieve the information quickly. He commented that the requested information had been received from the Towns of Bolton, Lake Luzerne and Thurman and the Town of Hague had indicated the information would be sent by the end of the day. He said that information on the current volume of commodities purchases would allow the County to determine which commodity bids could be consolidated and the estimated savings to be derived by doing so. He mentioned the possibility that it would be necessary to schedule Shared Services Committee meetings on a weekly basis until the submission of the Government Efficiency Plan. He noted some of the Towns had been working on their own Government Efficiency Plans and it would be necessary to discuss the advantages and disadvantages of including their plans with the County's.

Mr. Dusek informed the Shared Services Committee had two purposes: to determine the possibility of shared services among the municipalities and to develop and submit the required Government Efficiency Plan for the Property Tax Freeze Credit which would allow County residents to receive rebate checks. He apprised the County was required to submit the Government Efficiency Plan by June 1, 2015 and it would not be necessary to have the plan fully implemented until January 1, 2017. Currently, he continued, it was necessary to identify the efficiencies and shared services which would generate a savings of at least 1% of the tax levy of the municipalities participating in the Plan. He noted the benefit of the municipalities participating in the County's Government Efficiency Plan was that the County would be able to meet the 1% savings criteria through the sale of Westmount Health Facility and those savings were projected to continue through 2019 as required. He stated that if all of the municipalities joined together with the County for the Plan then as long as the 1% savings was met as a group it would be acceptable. If one municipality did not meet the 1% savings

to the tax levy requirement on their own, he continued, then participation in the County's Government Efficiency Plan would cover their requirement. Mr. Dusek stated that it seemed the only consolidated program where it would be possible to include all of the municipalities was a Purchasing Program for consolidated commodities bidding. He explained that when the municipalities submitted the requested information on the volume of commodities purchases, it would be forwarded to Julie Butler, Purchasing Agent, who would work with Sean Carroll, Director of Purchasing for Onondaga County, to determine the projected amount of savings. He further explained that as long as some amount of savings was shown, it would be possible to include all of the municipalities in the County's Government Efficiency Plan.

Mr. Dusek stated the joint Government Efficiency Plan would include the Purchasing Program for consolidated commodities bidding and the anticipated savings. He noted he hoped to expand the program in the future but joint bidding of commodities would be sufficient for the submission of the Government Efficiency Plan. He explained the Government Efficiency Plan would include items such as:

- ▶ the Purchasing Program for consolidated commodities bidding;
- ▶ the savings derived from the sale of Westmount Health Facility; and
- ▶ shared services between municipalities, such as the shared assessor for the Towns of Bolton and Horicon and the efficiency plan being implemented by the City of Glens Falls.

Mr. Dusek said the Government Efficiency Plan would list any shared or consolidated services which reflected a savings for the participating municipalities. He commented that the Town of Queensbury was working on their own Government Efficiency Plan but they could be included in the County's submission if they wanted to. He advised that as long as the plans made sense and showed the required 1% savings to the aggregate tax levies they would be acceptable to the New York State Department of Budget. He stated the sale of Westmount Health Facility would realize a sufficient amount of savings to cover the 1% required for all of the municipalities and districts in the County; however, he continued, conversations with representatives from NYSAC (New York State Association of Counties) clarified that the State would not find this one sale to be sufficient for the required Government Efficiency Plan. He reiterated that the June 1, 2015 deadline was for the submission of the Government Efficiency Plan but the municipalities would have until January 1, 2017 to initiate the plan. Mr. Dusek stated his focus was currently on the sale of Westmount Health Facility, the Purchasing Program for consolidated commodities bidding and any shared or consolidated services between the municipalities which were put in place after January 1, 2012. He reiterated the importance of the two surveys sent to the Town Supervisors regarding commodities and existing shared services.

Pertaining to the shared assessor for the Towns of Bolton and Horicon, Mr. Conover said that both Towns could show savings because it would be difficult to find employees with the necessary credentials who would be willing to work on a part-time basis. He stated a full time assessor with the necessary credentials would require a salary of \$60,000 to \$80,000. He asked if this could be quantified as part of the savings and Mr. Dusek replied the State was looking at the amount currently spent versus the amount which would be spent in the future. Mr. Dusek said that for shared services it was acceptable if only one of the Towns realized a savings as long as some savings was realized. He informed the County already had a large number of shared services which could not be used in the Government Efficiency Plan because they were implemented prior to January 1, 2012. He commented the snow and ice contracts between the County and the Towns were a good example of shared services. He apprised that if the Purchasing Program for consolidated commodities bidding was developed, it would be acceptable to the New York State Department of Budget because along with the sale of Westmount Health Facility the required amount of savings

would be realized. He noted there was sufficient time to implement the Purchasing Program after the submission of the Government Efficiency Plan.

Regarding the possibility of shared or consolidated animal control services, Mr. Dusek advised that based on the responses to the surveys, he did not feel this was a viable option. He said it was possible to look at this option in the future but it would not be possible to gather the necessary information and put a plan together in time for the June 1, 2015 submission deadline. A brief discussion ensued.

Mr. Dusek indicated he had spoken to Mike Mender, Assistant to the Mayor of the City of Glens Falls, and he had stressed the importance of all of the municipalities joining the County Purchasing Program. He said one of the ways to achieve the greatest savings with the Purchasing Program was to have the participation of all of the municipalities particularly the larger one. He commented that the larger the quantity of items ordered, the better the pricing that would be garnered. He noted the possibility of bidding out certain items and piggybacking on the contracts of other municipalities for other items as suggested by Onondaga County. He pointed out the first major step was to determine the current amount being purchased by each of the municipalities which was why the return of the surveys was important. Mr. Conover assured the municipalities that any shared services they participated in could be continued under the County's Government Efficiency Plan. Mr. Dusek stated the only purpose of the municipalities joining together for the submission of the Government Efficiency Plan was to show that they met the required 1% savings to the tax levy criteria. He presented the example of the shared assessor services for the Towns of Bolton and Horicon and noted that although it would be included in the County's Government Efficiency Plan, the County would have no involvement in the arrangement; however, he continued, by joining with the County on their plan, the Towns of Bolton and Horicon would meet the obligation to ensure their residents received their rebate checks.

Mr. Dusek stressed the importance of the municipalities submitting their commodities data as soon as possible to allow time for Mrs. Butler to determine which commodities could be bid jointly to obtain the most savings. Mr. Conover commented he was aware that some of the municipalities wanted to switch to ClearLane, as opposed to rock salt and consolidated bidding on this item might make the price more attractive. He mentioned the cost of ClearLane was higher than rock salt but this item had advantages, such as reducing the amount used and it was preferable for roads next to waterbodies. A brief discussion ensued pertaining to possible shared services.

There being no further business to come before the Shared Services Committee, on motion made by Mr. Simpson and seconded by Mr. Thomas, Mr. Conover adjourned the meeting at 11:23 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist