

Government Review & Efficiency Committee Minutes
June 3, 2021 – 4:00 p.m.

Present: Chairman Matt Veitch ; Committee Members Eric Connolly, Tara Gaston, Joe Grasso, Jean Raymond, Jon Schopf, Kevin Tollisen; Supervisor Bill Peck; Steve Bulger, Ridge Harris, Brian O’Conor, Matt Rose, County Administrator; Michael Hartnett, County Attorney; Marcy McNamara, Stephanie Monaco, Human Resources; Andrew Jarosh, Treasurer; Craig Hayner, County Clerk.

Chairman Veitch called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Connolly, seconded by Mrs. Raymond, the minutes of the April 1, 2021 meeting were approved unanimously.

A motion was made by Mr. Gaston, seconded by Mr. Connolly, to authorize amending Resolution 1 of 2021 – Rules of the Saratoga County Board of Supervisors. Unanimous.

Mrs. Connolly presented four proposed amendments to the rules of the board.

1. Under V. Order of Business, adding two line items; Presentations and Reports. Discussion took place regarding the placement of presentations and it was decided to have presentations prior to public input. Reports would be placed after Correspondence, and are specific to reports that need to be voted upon such as Mortgage reports.
2. Resolutions, paragraph h. Amending the paragraph to remove the reading of resolved paragraphs in resolutions. Discussion took place regarding specific resolutions that Supervisors may request to be read. It was decided that requests to read specific resolutions would be at the discretion of the Chair of the Board.
3. Standing Committees, paragraphs g. and h. Requesting that Committee agenda posting deadlines be moved from 48 hours to 2 County business days prior to the meeting, and agenda item requests be moved from 5 calendar days to 4 County business days prior to the meeting. These changes would allow for a consistent number of preparation days for agendas items for Administrator, Attorney and Clerk of the Board staff.
4. Addition of a paragraph addressing the correction of minor typographical errors in proposed resolutions. Discussion took place regarding identified errors being considered minor or substantive amendments. It was decided that the Chair of the Board, in consultation with the County Attorney would determine this.

Mrs. Raymond said that looking further into efficiency, there are possibly some items that may not need committee action. Mr. Veitch said that this is something the Committee can discuss later in the year, possibly having items that are approved by the Committee and potentially bypassing Law & Finance. Mrs. Gaston expressed concern over some items appearing on committee agendas without full review by her as Committee Chair. Mr. Veitch said that Committee chairs are responsible for agendas in consultation with departments, and suggested that the Department heads be reminded to consult with Committee Chairs prior to agenda items being prepared.

Mr. Jarosh said that March is settlement month, where the Treasurer takes over delinquent taxes from Towns. In the past, a special Real Property Tax meeting was held just prior to the Board meeting in order to approve tender offers. The current deadlines do not allow for agenda items such as last minute tender offers to be approved. Mr. Veitch suggested that the unfinished business portion of the Board meeting be used for such instances. Mrs. Raymond suggested that the County Treasurer come up with a recommendation specific to the March problem for next year. Mr. Connolly agreed.

Mr. Veitch said that the budget subcommittee consists of himself, Supervisors Schopf and Tollisen. They met recently with the County Administrator to discuss the operating budget procedure and timeline. It was decided to hold off on this item until the following month, as the redlined version of the policy changes were not received by all committee members for review. Ms. Gaston said that she would like Supervisors to be provided copies of budget requests from Departments. Mr. Bulger said that in discussions with the County Treasurer and Director of Finance, now that they have a better handle on the new financial system, reports can be generated that provide a lot more information. Mr. Bulger said that the main request is to move Department requests up a month to July instead of August to allow Supervisors to be involved earlier in the process.

Mrs. Raymond reported that a tour of the current records storage facility was taken. They plan to tour Ulster County's records facility. Mrs. Raymond said that they have also engaged the County Historian. There is a possibility of preparing a survey of all Towns in the County to see if anyone has interest in a joint records storage space. Mr. Bulger said that they will be asking Department Heads to prepare a list of where their records are stored, and trying to identify the space needed for storage. Mrs. Raymond said that at some point, it may be suggested to hire a consultant to determine needs.

Mr. Veitch said that the Vacancy review policy was reviewed and approved by the HR Committee last week. Mrs. McNamara gave a brief overview of the changes to the policy. Vacancy review committee will meet quarterly. They have also removed the 30 day waiver request portion.

Mrs. McNamara said that HR takes the first step in the budget process by requesting Department heads to submit their personnel requests for the following year. In the past, these requests were reviewed by a sub-committee.

Mr. Veitch said that he has completed his review of the Local Laws and has shared the list with Attorney Hartnett to come up with recommendations on which laws need to be repealed or changed.

Mrs. Connolly said that the minor contract with General Code is in place and she will follow up with them on a status report.

On a motion made by Mr. Gaston, seconded by Mr. Connolly, the meeting was adjourned unanimously.

Respectfully submitted,

Therese Connolly
Clerk of the Board