WASHINGTON COUNTY
OFFICE OF THE ADMINISTRATOR
WASHINGTON COUNTY MUNICIPAL CENTER
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countyadmin@washingtoncountyny.gov

December 20, 2019

Robert F. Mujica Jr., Director
New York State Division of Budget
254 Washington Avenue
Albany, NY 12210

Dear Mr. Mujica,

Washington County's Shared Services Panel voted unanimously on this date to approve our 2019 Shared Services Plan.

Enclosed:

- 2019 Shared Services Plan as Approved
- Original Appendix A – Property Tax Savings Plan Summary
- Votes with narrative as submitted by our Panel (copies)

Sincerely,

Christopher P. DeBolt
County Administrator

Enc.

WASHINGTON COUNTY 2019 SHARED SERVICES PLAN

December 2019

Compiled by the Washington County County-wide Shared Services Panel in compliance with the NYS County-wide Shared Services Initiative expanded within the 2018 State Fiscal Year Budget

Chris DeBolt, County Administrator

Final 12/20/19

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Executive Summary

Washington County and its component municipalities have a long and successful tradition of sharing services and resources to provide vital services as efficiently as possible. New York State, through the initiatives of Governor Cuomo, has recently recognized the importance of shared service provision at the local level and established several grant programs to help local government implement shared services initiatives with the goal of reducing the financial burden on local taxpayers.

Most recently, in the 2018 State Fiscal Year budget, the State enacted legislation that requires all 57 counties outside of New York City to prepare a formal County-wide Shared Services Plan for submission to the New York State Division of Budget. Projects and initiatives included in this plan, to be submitted to the Washington County Board of Supervisors on August 1, 2018, will be eligible for dollar-for-dollar matching state funds for savings realized and documented in calendar year 2019.

Washington County is made up of 17 Towns, 8 Villages, and no cities and is governed by a Board of Supervisors form of government. There are also 9 school districts within the County. All 25 municipal entities, as well as the 9 school districts and the regional Board of Cooperative Educational Services (BOCES) were invited to participate in the County-wide Shared Services Initiative leading to the creation of this plan.

Washington County has spent the bulk of 2019 working with its participating Shared Services partners to implement the projects outlined in the adopted 2018 Washington County Shared Services plan. The County has also engaged in several discussions with local municipalities regarding new projects and initiatives that can be undertaken in the future to consolidate activities and provide significant savings to the residents of Washington County. These future projects are more complex than previously-identified projects and will require additional planning and discussion prior to implementation. As such, the County will continue to work with other municipalities to develop and plan for these projects in future Shared Services plans.

As the County continues to develop Shared Services projects for future years, it has identified two projects for inclusion in the 2019 Shared Services plan for implementation in 2020. These projects are the continuation of the Multi-Jurisdictional Reval project identified in the County's 2018 plan and the initiation of a Public Works Shared Services Initiative.

Introduction

Washington County is located on the eastern border of New York State, north of Albany, and east of Glens Falls and Lake George. Bordered to the east by Vermont, to the north by the Adirondack Mountains and Lake Champlain, and to the west by the Hudson River, Washington County has long been a crossroads of important trading routes, and an important agricultural producer.

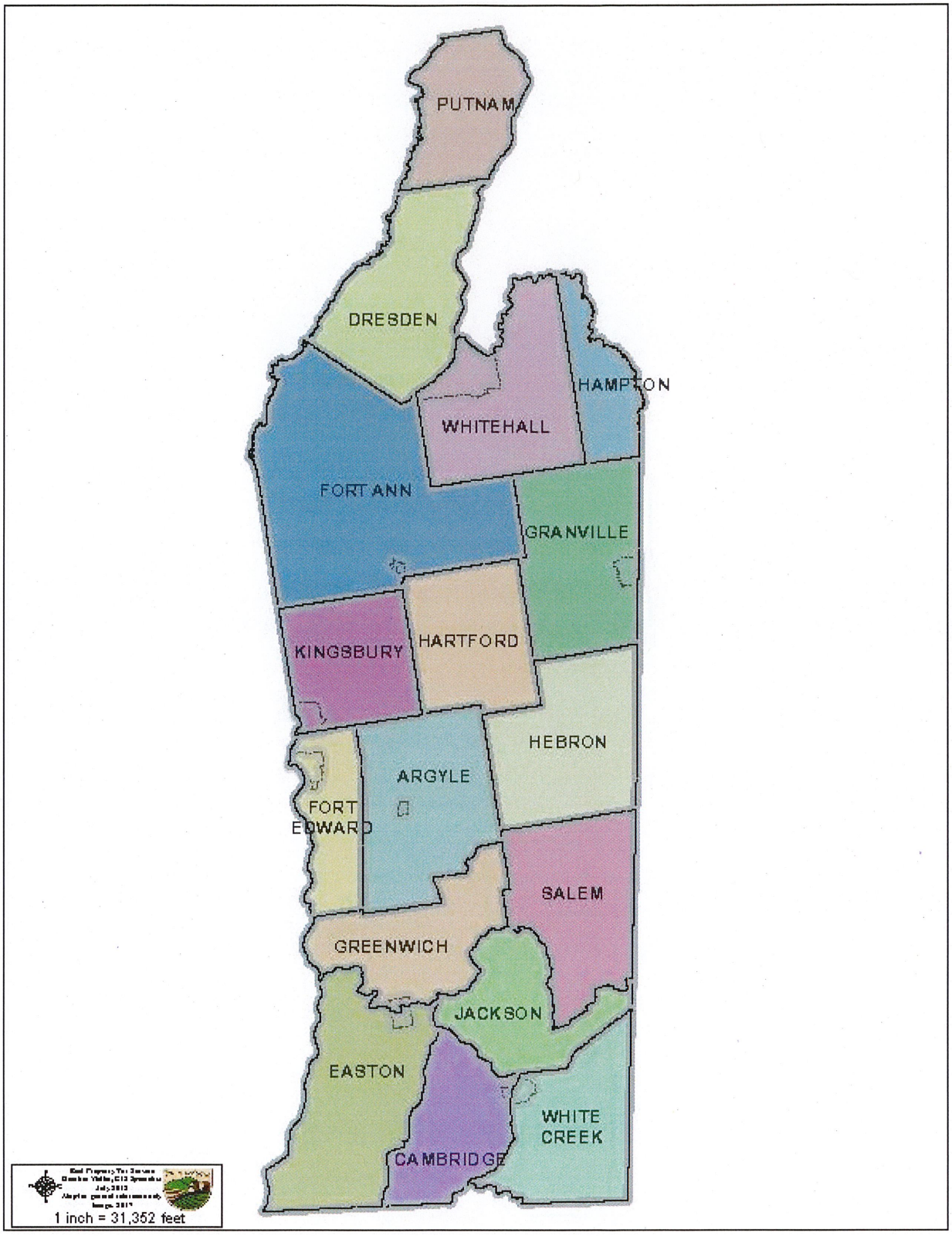
Today, the County's preeminent industry is agriculture, with dairy farming being the major commodity. Paper products and high-precision machining are also important economic clusters for the County. As of the 2010 US Census, there were 61,042 residents in the county, with 19,876 (or 33%) of them residing in one of the eight incorporated villages within the county.

Changes in global and national economics have had negative impacts on the county's manufacturing and agricultural economy over the last 30 years as experienced in many communities across Upstate New York and the greater northeast. These economic changes have led to an aging population, stagnant or no population growth, and an increasing property tax burden on residents to support essential government functions and the local education system.

The recent enactment of the 2% Tax Cap by the State Legislature and Governor Cuomo has provided some increased certainty to property owners regarding future growth of the tax obligations, but has constricted the largest revenue source available to both local governments and school districts. The public policy implications and validity of this imposed revenue cap are debatable and outside the scope of this plan, however it has important ramifications for the ability of counties and school districts to comply with costly unfunded mandates and requirements from the State and Federal government.

Without significant and meaningful changes to requirements placed on counties and schools by the State and Federal governments, or structural changes to the funding mechanisms to support these programs and requirements, local governments will no longer be able to function as they currently do. The Shared Services Panel recognizes that the projects identified in this plan will not reverse the unsustainable course that local governments have been set upon by higher levels of government. Nevertheless, the Panel has indicated that all participating members will strive to continue as they have in the past to provide essential services to the residents of the County in as efficient and cost-effective manner as possible.

It is the feeling of the Panel that the initiatives contained herein will further that important goal.


PUTNAM
DRESDEN
HAMPTON
WHITEHALL
FORT ANN
GRANVILLE
KINGSBURY
HARTFORD
HEBRON
ARGYLE
FORT EDWARD
SALEM
GREENWICH
JACKSON
EASTON
WHITE CREEK
CAMBRIDGE
1 inch = 31,352 feet

2019 Shared Services Initiatives

Multi-Jurisdictional Property Revaluation

As previously identified in Washington County's 2018 Shared Services plan, the six Towns enumerated in the table below are significantly below 100% equalization for their property assessment rolls and are in need of a comprehensive revaluation. It was envisioned that these six Towns would join together to procure the needed revaluation services and partner with the County to lower the cost to each participating Town to the greatest extent possible.

Town	Equalization Rate	Total # of Parcels
Dresden	46.00%	940
Easton	2.12%	1,415
Fort Edward	80.00%	2,830
Jackson	36.00%	1,590
Salem	57.00%	1,765
White Creek	63.00%	1,815

To date, the County has written, issued, and received responses to an RFP for comprehensive revaluation services for the six Towns listed above. The initial estimate was that Towns were likely to be charged approximately $85 - $95 per parcel for these services. The lowest responsible respondent to the issued RFP proposed a per parcel price of $65 for the comprehensive revaluation services outlined in the issued RFP and a total cost of $685,000. This is a savings of $20/parcel over the most conservative cost estimate for what each Town would have paid if undertaking a revaluation on their own.

In addition, the County applied for, and was awarded, a New York State Department of State Local Government Efficiency (DOS LGE) grant. The awarded grant will provide $590,031 in funding to cover the costs of this project to the participating municipalities. The proposed cost of the project of $685,000 less the DOS LGE grant received by the County yields a total out-of-pocket project cost of $94,969. The total number of parcels in the six participating Towns is 10,355, however, only 10,086 of those parcels are involved in the re-valuation project. The out-of-pocket project cost of $94,969 spread over the involved parcels yields a cost of $9.42 per parcel for this project.

Currently, a vendor has been selected. The County is working with DOS to receive a Minority/Women Business Enterprise waiver due to the lack of response by qualifying M/WBE firms received from the RFP. Once this waiver is received by the County, the contract will be awarded to the selected respondent and work will begin in early 2020. It is expected that due to the large number of parcels to be revalued under this proposal, this project may take several years to reach completion. This project is being carried forward

from the County's 2018 Shared Services plan into the 2019 Shared Services plan due to delays in the contract process with DOS pushing the start of work into 2020.

Shared Public Works Services:

Washington County operates a Department of Public Works that is responsible for the maintenance and improvement of roughly 286 miles of County Roads. In addition, each of the 17 Towns and 8 Villages within the County operate Public Works Departments responsible for the maintenance and improvement of their respective roads.

The provision of quality surface transportation infrastructure is a vital responsibility of local governments and constitutes a significant portion of the overall County budget as well as each of the Towns and Villages within the County. The work done by the County, Towns and Villages is all very similar and the participating municipalities feel there are potential savings that can be realized through enhanced coordination of efforts and shared labor and equipment resources.

The exact nature of cooperation and Shared Services will be highly dependent upon individual projects undertaken by the County and the various Towns and Villages in close proximity to those projects. Because of this, it is difficult to estimate the exact savings that can be realized during 2020.

When the County is paving a County Road in a particular Town, the County will coordinate with the local Highway Superintendent to see if the Town or Village is in need of paving immediately adjacent to the project zone of the County's planned work. If the Town or Village has need to pave a road which intersects with the planned County project, the County will deploy its paver and paving crew to undertake that paving and the Town or Village will provide assistance to the County in the form of trucks to haul materials and any additional manpower needed. This will decrease County costs for trucking and eliminate the mobilization fee charged by paving contractors to the local municipalities. Depending on the needs of local municipalities adjacent to planned County projects, the savings to both the County and local municipalities could be significant.

Again, there are many variables that will influence the amount of savings that can be achieved through the shared services program outlined above. Factors such as project location, manpower availability, weather, machinery breakdowns and many others will influence the extent to which this arrangement can be implemented. On a conservative basis, it is estimated that at least **$100,000** in savings can be realized between the County and the participating local municipalities.

The County and local municipalities are all willing to participate in this program, and there is considerable enthusiasm and optimism about the potential for savings. The County and participating municipalities will track these activities closely throughout 2020 to accurately account for savings realized and compile data that can be used to expand the program moving forward after 2020.

In addition to the coordination of various projects between the County and the Towns and Villages, five (5) towns in the Southern portion of the County (Salem, Cambridge, Jackson, White Creek and Argyle) are planning to make a collective purchase of a trailer-mounted hot asphalt mixer. The mixer is estimated to cost no more than $50,000 and will be shared equally amongst the participating towns.

This asphalt mixer will be used by each of the five (5) towns and used to repair various potholes and minor pavement issues throughout the year. The use of hot asphalt to patch pot holes and other small problems will save the participating municipalities significant amounts of money through avoiding the purchase of cold patch asphalt and reduced labor costs due to the increased effectiveness of patches and repairs performed with hot mix asphalt compared to traditional cold patch.

The participating towns will share the use of the hot asphalt mixer based upon their respective needs. Usage will be tracked and logged and rent will be charged to each town which will be used to fund repairs, maintenance and eventual replacement of the machine. It is difficult to accurately estimate the total amount of annual savings this collective purchase will realize, but it is estimated that savings could amount to approximately $20,000 annually for 2020 and each year thereafter.

If this project is successful for the participating towns, it will likely be explored for expansion to other municipalities throughout the County.

Project Savings Summaries

Multi-Jurisdictional Revaluation:

Town	Total # of Parcels	Parcels in Revaluation	Estimated Savings
Dresden	940	860	$17,200
Easton	1,415	1,373	$27,460
Fort Edward	2,830	2,768	$55,360
Jackson	1,590	1,559	$31,180
Salem	1,765	1,738	$34,760
White Creek	1,815	1,788	$35,760
	10,355	**10,086**	**$201,720**

Shared Public Works Services:

The potential savings from this project are significant, estimated at $100,000, yet difficult to plan or quantify because the local municipalities and the County have not solidified their construction schedules. The Towns, Villages and County will work together during the early spring of 2020 to coordinate efforts and identify opportunities to work together on a multitude of different projects.

The County and the Towns and Villages within the county have experienced a number of significant storms resulting in damage to the surface transportation infrastructure over the past few years. There is every expectation that these events will continue to occur. The County has a strong record of working with Towns and Villages to overcome these natural events and repair storm damage in the most efficient manner possible. The participating municipalities will coordinate their response to these events and find efficiencies and savings wherever possible.

It is estimated that the collective purchase of the trailer-mounted hot asphalt mixer could lead to savings of approximately $20,000 annually in the first year and each year thereafter.

NEW YORK STATE OF OPPORTUNITY

County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

County of Washington			
County Contact: Christopher P. DeBolt			
Contact Telephone: (518) 746-2590			
Contact Email: cdebolt@washingtoncountyny.gov			
Partners			
Row 1 – 0 (total # of) Cities in Washington County			
	Participating Cities	**Panel Representative**	**Vote Cast (Yes or No)***
1.	N/A		
2.			
3.			
Row 2 – 17 (total # of) Towns in Washington County			
	Participating Towns	**Panel Representative**	**Vote Cast (Yes or No)***
1.	Argyle	Robert Henke	Yes
2.	Cambridge	Cassie Fedler	Yes
3.	Dresden	Paul Ferguson	
4.	Easton	Daniel Shaw	Yes
5.	Fort Ann	Richard Moore	
6.	Fort Edward	Terry Middleton	
7.	Granville	Matthew Hicks	Yes
8.	Greenwich	Sara Idleman	Yes
9.	Hampton	David O'Brien	Yes
10.	Hartford	Dana Haff	Yes
11.	Hebron	Brian Campbell	Yes
12.	Jackson	Jay Skellie	Yes
13.	Kingsbury	Dana Hogan	Yes
14.	Putnam	John LaPointe	Yes
15.	Salem	Evera Sue Clary	Yes
16.	White Creek	Robert Shay	

NEW YORK
STATE OF
OPPORTUNITY

County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

17.	Whitehall	John Rozell	Yes
18.			
19.			
20.			

Use Additional Sheets if necessary
***The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.**

Row 3 – 8 (total # of) Villages in Washington County

Participating Villages		Panel Representative	Vote Cast (Yes or No)*
1.	Argyle	Jonathan McKenzie	
2.	Cambridge	Carman Bogle	
3.	Fort Ann	Dennis Langlois	
4.	Fort Edward	Matthew Traver	
5.	Granville	Paul Lubas	
6.	Greenwich	Pam Fuller	
7.	Hudson Falls	John Barton	
8.	Whitehall	Philip Smith	
9.			
10.			

Use Additional Sheets if necessary
***The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.**

Row 4 – 12 (total # of) School Districts, BOCES, and Special Improvement Districts in Washington County

Participating School Districts, BOCES, and Special Improvement Districts		Panel Representative	Vote Cast (Yes or No)*
1.	Sewer District #2	Joseph Brilling	Yes
2.			
3.			
4.			
5.			
6.			
7.			
8.			

NEW YORK
STATE OF
OPPORTUNITY

County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

9.			
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15.			
16.			
17.			
18.			
19.			
20.			

Use Additional Sheets if necessary
***The written justification provided by each Panel Representative in support of his or her vote on the Plan is attached hereto, as Exhibit 1.**

Row 5	
2018 Local Government Property Taxes	**The sum total of property taxes levied in the year 2018 by the county, cities, towns, villages, school districts, BOCES, and special improvement districts within such county.**
	$119,230,749

Row 6	
2018 Participating Entities Property Taxes	**The sum total of property taxes levied in the year 2018 by the county, any cities, towns, villages, school districts, BOCES, and special improvements districts identified as participating in the panel in the rows above.**
	$61,442,827

Row 7	
Total Anticipated Savings	**The sum total of net savings in such plan certified as being anticipated in calendar year 2019, calendar year 2020, and annually thereafter.**
	2020: $220,860 2021: $220,860 Annually Thereafter: $120,000

NEW YORK
STATE OF
OPPORTUNITY

County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

Row 8	
Anticipated Savings as a Percentage of Participating Entities property taxes	**The sum total of net savings in such plan certified as being anticipated in calendar year 2019 as a percentage of the sum total in Row 6, calendar year 2020 as a percentage of the sum total in Row 6, and annually thereafter as a percentage of the sum total in Row 6.**
	2020: 0.36% 2021: 0.36% Annually Thereafter: 0.20%
Row 9	
Anticipated Savings to the Average Taxpayer	**The amount of the savings that the average taxpayer in the county will realize in calendar year 2019, calendar year 2020, and annually thereafter if the net savings certified in the plan are realized.**
	2020: $6.42 2021: $6.42 Annually Thereafter: $3.49
Row 10	
Anticipated Costs/Savings to the Average Homeowner	**The percentage amount a homeowner can expect his or her property taxes to increase or decrease in calendar year 2019, calendar year 2020, and annually thereafter if the net savings certified in the plan are realized.**
	2020: 0.36% 2021: 0.36% Annually Thereafter: 0.20%
Row 11	
Anticipated Costs/Savings to the Average Business	**The percentage amount a business can expect its property taxes to increase or decrease in calendar year 2019, calendar year 2020, and annually thereafter if the net savings certified in the plan are realized.**
	2020: 0.36% 2021: 0.36% Annually Thereafter: 0.20%

NEW YORK
STATE OF
OPPORTUNITY

County-Wide Shared Services Property Tax Savings Plan Summary

Appendix A

CERTIFICATION

I hereby affirm under penalty of perjury that information provided is true to the best of my knowledge and belief. This is the finalized county-wide shared services property tax savings plan. The county-wide shared services property tax savings plan was approved on September 19, 2018, and it was disseminated to residents of the county in accordance with the County-wide Shared Services Property Tax Savings Law.

Christopher P. DeBolt — County Administrator

(Print Name)

Christopher P. DeBolt — 12/20/19

(Signature) (Date)

EXHIBIT 1 – COMPLETED VOTE FORMS

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☑ Yes ☐ No

The reasoning for my vote is:

It is an appropriate plan

R. A. Henke
Signature

12/20/19
Date

Robert Henke
Name (Printed)

518 746-2212
Phone

Argyle
~~School~~/Town/~~Village~~

rhenke@washingtoncountyny.gov
Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is [X] Yes [ ] No

The reasoning for my vote is:

Any practical ideas that save taxpayers ~~save~~ money is beneficial.

Signature

12/20/19
Date

Cassie Fedler
Name (Printed)

518-796-1877
Phone

Town of Cambridge
School/Town/Village

cfedler@washingtoncountyny.gov
Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☑ Yes ☐ No

The reasoning for my vote is:

SAVES MONEY FOR TAXPAYERS

Signature

12/20/19
Date

DANIEL B. SHAW
Name (Printed)

518-695-4677
Phone

TOWN of EASTON
School/Town/Village

Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is [X] Yes [ ] No

The reasoning for my vote is:

SAVE THE COUNTY / TOWNS MONEY

Signature

12-20-19
Date

MATTHEW B HICKS
Name (Printed)

518 642 1500 EXT 1
Phone

GRANVILLE NY
School/Town/Village

GRANVILLESUPERVISOR@FORTISRUNNER.COM
Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is [X] Yes [ ] No

The reasoning for my vote is:

I'm voting in the affirmative because ultimately it would benefit our constituents and the budget

Sara Ideman
Signature

12-19-2019
Date

Sara Ideman
Name (Printed)

518 727-1269
Phone

Greenwich
School/Town/Village

SaraskiffIdeman@gmail.com
Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☑ Yes ☐ No

The reasoning for my vote is:

Towns + Counties need to find a way to ensure savings for the tax payer while improving efficiency.

Signature

Dec 20, 19
Date

David O'Brien
Name (Printed)

518-866-1027
Phone

Hampton
School/Town/Village

dobrien@hamptonnh.org
Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☑ Yes ☐ No

The reasoning for my vote is:

MAKES OUR GOVT MORE EFFICIENT

D Haff
Signature

12/20/19
Date

DANA HAFF
Name (Printed)

518 742 0677
Phone

HARTFORD
School/Town/Village

Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☒ Yes ☐ No

The reasoning for my vote is:

Efficiencies & Taxpayer Savings

Brian R. Campbell
Signature

12/20/2019
Date

Brian R. Campbell
Name (Printed)

518-415-7039
Phone

Town of Hebron
School/Town/Village

mkbr@together.net
Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is [X] Yes [ ] No

The reasoning for my vote is:

Towns going in together purchasing shared equipment save the tax payers money and allows the towns to get things done that they can't on their own.

Jay B. Skellie
Signature

12/20/19
Date

Jay B. Skellie
Name (Printed)

518-854-7863
Phone

Jackson
School/Town/Village

Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☑ Yes ☐ No

The reasoning for my vote is:

To improve efficiency and thereby reduce the tax burden to Washington County & Town of Kingsbury taxpayers.

D Hoban
Signature

12/20/2019
Date

Dan Hoban
Name (Printed)

518-365-9171
Phone

Town of Kingsbury
School/Town/Village

KingsburySupervisor@gmail.com
Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☑ Yes ☐ No

The reasoning for my vote is:

MAKE GOV MORE EFFICIENT

Signature

12/20/19
Date

Name (Printed)

Phone

School/Town/Village

Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is [X] Yes [ ] No

The reasoning for my vote is:

Will contribute to the betterment of our communities infrastructure and reduce cost.

Signature: EveraSue Clary

Date: 12/20/2019

Name (Printed): EveraSue Clary

Phone: 518 854 3277

School/Town/Village: Salem

Email: eclary@washingtoncountyny.gov

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is ☒ Yes ☐ No

The reasoning for my vote is:

~~Help~~ I voted yes makes good sense for the Taxpayers savings

John Rozell
Signature

1/2/19
Date

John Rozell
Name (Printed)

515-499-0423
Phone

Supervisor Town of Hartford
School/~~Town~~/Village

Email

County-Wide Shared Services Vote

December 20, 2019

I, the undersigned, have read and understand the Shared Services Report submitted to the Shared Services Panel by Washington County Administrator Chris DeBolt.

As a panel member, my vote is [x] Yes [ ] No

The reasoning for my vote is:

Improving efficiencies is always good practice. Provides services for residents @ less cost.

Signature

12/20/19.
Date

Joseph B. Bulling
Name (Printed)

515 747-6960
Phone

Wash. Co. SD (Sewer district)
School/Town/Village

jbulling@washingtoncountyia.gov
Email