



# WASHINGTON COUNTY 2022 SHARED SERVICES PLAN

PLAN YEAR: 2022

PROJECT IMPLEMENTATION: 2023

Compiled by the Washington County Shared Services Panel  
in compliance with the NYS County-wide Shared Services Initiative



## County-Wide Shared Services Property Tax Savings Plan Summary

### Appendix A

<b>County of Washington</b>			
<b>County Contact:</b> Sue Claymon			
<b>Contact Telephone:</b> 518-746-2590			
<b>Contact Email:</b> sclaymon@washingtoncountyny.gov			
<b>Partners</b>			
<b>Row 1 – (total # of) Cities in County</b>			
<b>Participating Cities</b>		<b>Panel Representative</b>	<b>Vote Cast (Yes or No)*</b>
1.	N/A		
2.			
3.			
<b>Row 2 – (total # of) Towns in County</b>			
<b>Participating Towns</b>		<b>Panel Representative</b>	<b>Vote Cast (Yes or No)*</b>
1.	Town of Argyle	Robert Henke	Yes
2.	Town of Cambridge	Cassie Fedler	Yes
3.	Town of Dresden	Paul Ferguson	Absent
4.	Town of Easton	Daniel Shaw	Absent
5.	Town of Fort Ann	Samuel Hall	Yes
6.	Town of Fort Edward	Timothy Fisher	Yes
7.	Town of Granville	Matthew Hicks	Yes
8.	Town of Greenwich	James Nolan	Yes
9.	Town of Hampton	David O'Brien	Yes
10.	Town of Hartford	Dana Haff	Yes
11.	Town of Hebron	Brian Campbell	Yes
12.	Town of Jackson	Jay Skellie	Absent
13.	Town of Kingsbury	Dana Hogan	Yes
14.	Town of Putnam	Darrell Wilson	Yes
15.	Town of Salem	Evera Sue Clary	Yes
16.	Town of White Creek	James Griffith	Yes



# County-Wide Shared Services Property Tax Savings Plan Summary

## Appendix A

17.	Town of 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 – (total # of) Villages in County

Participating Villages		Panel Representative	Vote Cast (Yes or No)*
1.	Village of Argyle	Darren Smith	Absent
2.	Village of Cambridge	Carman Bogle	Absent
3.	Village of Fort Ann	Dennis Langlois	Absent
4.	Village of Fort Edward	Matthew Traver	Absent
5.	Village of Granville	Paul Labas	Absent
6.	Village of Greenwich	Pam Fuller	Absent
7.	Village of Hudson Falls	John Barton	Absent
8.	Village of Whitehall	Julie Eagan	Absent
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 – (total # of) School Districts, BOCES, and Special Improvement Districts in County

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



## County-Wide Shared Services Property Tax Savings Plan Summary

### Appendix A

9.			
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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

<b>2022 Local Government Property Taxes</b>	<b>The sum total of property taxes levied in the year 2022 by the county, cities, towns, villages, school districts, BOCES, and special improvement districts within such county.</b>
	129,066,433

#### Row 6

<b>2022 Participating Entities Property Taxes</b>	<b>The sum total of property taxes levied in the year 2022 by the county, any cities, towns, villages, school districts, BOCES, and special improvements districts identified as participating in the panel in the rows above.</b>
	60,168,586

#### Row 7

<b>Total Anticipated Savings</b>	<b>The sum total of net savings in such plan certified as being anticipated in calendar year 2023, calendar year 2024, and annually thereafter.</b>
	2023 \$1,218,956; 2024 \$218,906; annually \$218,906 thereafter

#### Row 8



## County-Wide Shared Services Property Tax Savings Plan Summary

### Appendix A

<b>Anticipated Savings as a Percentage of Participating Entities property taxes</b>	The sum total of net savings in such plan certified as being anticipated in calendar year 2023 as a percentage of the sum total in Row 6, calendar year 2024 as a percentage of the sum total in Row 6, and annually thereafter as a percentage of the sum total in Row 6.
	2023 2.03%; 2024 0.36%; thereafter 0.36% annually
<b>Row 9</b>	
<b>Anticipated Savings to the Average Taxpayer</b>	The amount of the savings that the average taxpayer in the county will realize in calendar year 2023, calendar year 2024, and annually thereafter if the net savings certified in the plan are realized.
	2023 \$35.00; 2024 \$6.29; thereafter \$6.29 annually
<b>Row 10</b>	
<b>Anticipated Costs/Savings to the Average Homeowner</b>	The percentage amount a homeowner can expect his or her property taxes to increase or decrease in calendar year 2023, calendar year 2024, and annually thereafter if the net savings certified in the plan are realized.
	2023 2.03%; 2024 0.36%; thereafter 0.36% annually
<b>Row 11</b>	
<b>Anticipated Costs/Savings to the Average Business</b>	The percentage amount a business can expect its property taxes to increase or decrease in calendar year 2023, calendar year 2024, and annually thereafter if the net savings certified in the plan are realized.
	2023 2.03%; 2024 0.36%; thereafter 0.36% annually
<b>CERTIFICATION</b>	
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 <u>12/16/22</u> .	
<u>Melissa Fitch</u> (Print Name)	<u>County Administrator</u>
<u>Melissa Fitch</u> (Signature)	<u>12/16/22</u> (Date)

## APPENDIX B: Certification

### CERTIFICATION OF PLAN AND PROPERTY TAX SAVINGS TO THE SECRETARY OF STATE

By my signature below, I hereby certify that the County-Wide Shared Services Property Tax Savings Plan submitted herewith is final, that it was completed in accordance with the requirements of Article 12-I of the General Municipal Law, and that the savings identified and contained herein are true and accurate to the best of my knowledge and belief.

Melissa Fitch, County Administrator

County Chief Executive Officer (Print Name)

(Signature)

*Melissa Fitch*

(Date)

December 16, 2022

Contents

Overview .....2

    Shared Use Highway Facility .....2

    Purchase of Shared Van for Senior Citizen Transportation.....4

    Assessing as a County Service .....4

    Police Department Consolidation .....5

    Savings Summary.....5

## Overview

Washington County and its component municipalities have a long and successful tradition of sharing resources to provide taxpayer services as efficiently as possible.

New York State enacted legislation in 2018 which requires all counties to annually convene a Shared Services Panel to bring forward projects that will result in taxpayer savings. Planned projects that fit the requirements of the program are outlined in the County's Shared Services Plan which is submitted to the New York State Division of Budget. Municipal entity participants with qualifying shared service projects are eligible to apply, through the County, for matching State funds equal to 100% of the savings achieved by these projects. This plan describes projects with savings to be realized and documented in 2023.

Washington County encompasses seventeen towns and eight villages. All Town Supervisors and Village Mayors were invited to participate in this year's County-wide Shared Services Panel. The Panel allows entities to come together to share ideas and serves as the means for Towns and Villages to access participation in the Shared Services matching funds program. Two panel meetings were held as required.

Four projects were brought forward for inclusion in the 2022 Shared Services Plan for implementation in 2023. These projects are: 1) the construction of a shared use highway facility for Washington County and the Town of Fort Ann; 2) the shared purchase of a minivan by the Town of Granville and Village of Granville for their senior citizen transportation program; 3) Assessing services to be provided by the County for several additional Towns; 4) Law enforcement services consolidation involving the Village of Fort Edward and the County Sheriff's Department.

### Shared Use Highway Facility

Currently, the majority of municipal entities (County, Towns, Villages) within Washington County own and operate separate highway buildings. These facilities serve as locations for the storage and maintenance of various highway equipment owned by each municipality. In many cases these facilities serve as the "home base" from which the highway crew functions. The County currently shares facilities with the Town of Putnam. This has been a successful relationship for many years and the idea of duplicating this arrangement with more consolidated use facilities has long been a topic of conversation.

The County applied for and received a Local Government Efficiency Grant from the New York State Department of State to cover fifty percent of the cost of a regional highway operations feasibility study.

The County issued an RFP for the required services, secured a consultant and the *Washington County Regional Highway Operations Feasibility Study* was completed in 2020. The study provided a comprehensive review of sixteen (16) municipal highway facilities operated independently by either the County, Towns or Villages. The County sites reviewed were the Main Campus at Fort Edward, as well as facilities at Easton, Fort Ann, Hebron and Jackson. Town and Village sites covered were as follows: Town of Fort Ann, Village of Fort Ann, Town of Fort Edward, Village of Fort Edward, Town of Easton (Middle Falls), Town of Greenwich, Village of Greenwich, Town of Jackson, Town of Kingsbury, Town of Putnam and Town of Salem.

After reviewing the study, the Public Works Committee narrowed the focus to facilities in Easton (Middle Falls) and Fort Ann. These were shown to be in the worst condition. Moving forward the focus was further narrowed by Town and Village choice. The County and the Town of Fort Ann chose to move forward, working towards consolidating operations in a shared facility.

The consolidation study showed both the County facilities and the Town facilities located in Fort Ann to be in “very poor condition” as well as “functionally and operationally obsolete”. The current County facility in Fort Ann is not set up for maintenance, meaning equipment must be serviced at the Main Campus in Fort Edward. The Town facility does allow for some maintenance, but the storage area is not adequate to accommodate modern equipment. The County and Town facilities are currently located in close proximity and there is a suitably sized parcel of land (owned by the Town of Fort Ann) available contiguous to the current Town highway facility parcel. These factors add to the appeal of a consolidation project for these two facilities.

It is estimated that the matchable savings, under the NYS County-wide Shared Services Program, for a single new facility rather than two separate new facilities would be approximately \$1 million. In addition, the shared utility savings is estimated at a one-quarter reduction in cost amounting to approximately \$8,500 annually.

Based upon needs identified in the feasibility study, the County has applied for \$400,000 in LGE implementation funding in 2022 to assist with construction costs. Should funding be awarded, the project will begin once a state contract is in place, anticipated to be spring of 2023.

## Purchase of Shared Van for Senior Citizen Transportation

The Town of Granville and the Village of Granville jointly operate a Senior Shuttle Service to provide transportation for senior citizen residents to medical appointments, grocery stores, etc. The program has been renting a minivan from Washington County at an average cost of \$269 / month (year to date per mile charge). In August of 2022, the County declared this minivan surplus at 145,534 miles and the van was purchased by the Village from the County. Going forward, the Town and Village plan to jointly purchase a new minivan to eliminate repair costs on the used van and avoid returning to a rental arrangement. This joint purchase was originally planned for 2022, however, due to production and supply chain issues the purchase could not be completed.

The Town and Village will issue a bid with the plan to purchase a new minivan in 2023. An agreement will be developed between the Town and Village outlining a fifty-fifty split for purchase of the van and the cost of insurance coverage.

The one-year savings resulting from the purchase of one shared van compared to the purchase of two separate vans is shown below. This comparison uses a 12-month rental arrangement and an estimated cost of \$40,000 for a new van at a use life of (5) five years (\$8,000) per NYS Finance Law Section 11.

ENTITY	% SHARE	SHARE OF ONE YEAR COST (ESTIMATE)	SHARE OF INSURANCE (ESTIMATE)	COST TO PURCHASE AND INSURE ONE VAN	COST TO PURCHASE AND INSURE TWO VANS	EQUIPMENT PURCHASE SAVINGS	RENTAL SAVINGS (12 MONTHS)	TOTAL SAVINGS
Town of Granville	50%	4,000.00	275.00	4,275.00	8,550.00	4,275.00	1,614.50	5,889.50
Village of Granville	50%	4,000.00	275.00	4,275.00	8,550.00	4,275.00	1,614.50	5,889.50
<b>TOTAL</b>	<b>100%</b>	<b>\$ 8,000.00</b>	<b>\$ 550.00</b>	<b>\$ 8,550.00</b>	<b>\$ 17,100.00</b>	<b>\$ 8,550.00</b>	<b>\$ 3,229.00</b>	<b>\$ 11,779.00</b>

The program is expected to continue well into the future; therefore, it makes sense to purchase new rather than rent or make repairs to an older vehicle.

## Assessing as a County Service

Towns with Sole Assessors have had difficulty recruiting and retaining trained and certified assessors. There is some consensus among assessing professionals that there is a lack of new assessors entering the field. As current assessors retire it will be increasingly difficult for towns to find and recruit qualified personnel.

Centralizing assessing services at the County level will provide savings for participating towns. Personnel and administrative costs are reduced when one assessor can serve multiple populations.

The County's Real Property Tax Service Office currently provides assessing services at a per parcel cost to the Towns of Cambridge and Fort Ann. Other Towns have expressed an interest in contracting with the County for assessing services to begin in 2023. Discussions are currently underway. The County is expected to begin providing assessing services to at least two (2) new participants, Town of Hampton and Town of Hebron, effective January 2023. A savings estimate for these new participants is shown below.

Based on current data, County services can be provided at a cost of \$15.21 per parcel.

TOWN	2022 Town Assessor Budget	Parcel Count	Implementation Cost (County Charge @ \$15.21/Parcel)	Net Savings
Hampton	13,139	779	11,849	\$ 1,290
Hebron	30,618	1,626	24,731	\$ 5,886
<b>TOTAL</b>	<b>43,757</b>	<b>2,405</b>	<b>36,580</b>	<b>\$ 7,177</b>

Town budget includes fringe benefit estimate

### Police Department Consolidation

Due to ongoing difficulties with recruitment and retention of qualified law enforcement officers, the Village of Fort Edward is looking into contracting with the Washington County Sheriff's Office for law enforcement services. In the possible arrangement currently being discussed, the County Sheriff's Office would provide dedicated law enforcement coverage to the Village in exchange for payment equal to the cost of wages and benefits for four (4) County officers. These officers would provide dedicated coverage to the Village.

The Village / County consolidation would reduce costs for the Village by eliminating the need for additional Village officers as well as law enforcement administrative staff. This arrangement is still pending further discussion.

If this project comes to fruition, it would be expected to save the Village an estimated \$200,000 in 2023.

### Savings Summary

Project	Estimated One Time Savings	Estimated Annual Savings
Shared Use Highway Facility	\$ 1,000,000	\$ 8,500
Shared Van for Senior Citizen Transportation Program	\$ 11,779	\$ 3,229
Assessing as a County Service for Various Towns	\$ 7,177	\$ 7,177
Police Department Consolidation	\$ 200,000	\$ 200,000
<b>Total</b>	<b>\$ 1,218,956</b>	<b>\$ 218,906</b>

## EXHIBIT 1 - WASHINGTON COUNTY SHARED SERVICES PANEL VOTES

# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

*Deputy <sup>Admin</sup> did an outstanding job of preparation.*

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

*Brian R. Campbell*

Signature

*Brian R. Campbell*

Name (Printed)

*Andover*

Town/Village

# County-Wide Shared Services Plan Vote

December 16, 2022

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Please briefly state the reason for your vote below:

Approval w/o exemption. and it is  
a way to improve rural communities by  
sharing the service & financial responsibility.

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

Signature

Evera Sue Clary

Name (Printed)

Evera Sue Clary

Town/Village

Town of Salem

# County-Wide Shared Services Plan Vote

December 16, 2022

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Please briefly state the reason for your vote below:

*I believe these are beneficial plans*

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

*Cassie Fedler*

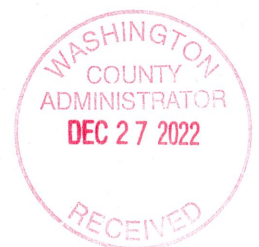
Signature

*Cassie Fedler*

Name (Printed)

*Cambridge*

Town/Village



# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

I APPROVE THE PLAN

As a Panel Member, my vote on approval of the Plan is:



Yes



No

Signature

Name (Printed)

Town/Village

Timothy Fisher

TIMOTHY FISHER

TOWN FORT EDWARD

# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

Approval without exception.

As a Panel Member, my vote on approval of the Plan is:



Yes



No

Signature

Name (Printed)

Town/Village

# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

IT MAKES SENSE FOR ALL CONCERNED

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

Signature

SAMUEL J. HALL

Name (Printed)

FORT AND

Town/Village

# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

I am voting yes for the concept in spite of the fact we do not seem to get any funding from it as promised

As a Panel Member, my vote on approval of the Plan is:

☒

Yes

☐

No

R. A. Henke

Signature

Robert Henke

Name (Printed)

Argyle

Town/Village

# County-Wide Shared Services Plan Vote

December 16, 2022

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The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

I APPROVE OF IT

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

Signature

Name (Printed)

Town/Village

# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

Well prepared ~~to~~ and recommended by County Administrator  
and Deputy Administrator.

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

Signature

Name (Printed)

Town/Village

# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

I support this because it is beneficial

As a Panel Member, my vote on approval of the Plan is:

☒

Yes

☐

No

Signature

James Nolan

Name (Printed)

JAMES

NOLAN

Town/Village

GREENWICH

# County-Wide Shared Services Plan Vote

December 16, 2022

I, the undersigned, have reviewed the Shared Services Plan as prepared by the Shared Services Panel and Washington County Administration.

The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

APPROVE OF SHARED SERVICES.

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

Signature

Name (Printed)

Town/Village

# County-Wide Shared Services Plan Vote

December 16, 2022

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The NYS Shared Service Guidelines require each Panel Member to state in writing the reason(s) for his or her vote. This voting form becomes part of the finalized Shared Services Plan Document.

Please briefly state the reason for your vote below:

As a Panel Member, my vote on approval of the Plan is:

☒ Yes ☐ No

Signature

John Rozell

Name (Printed)

John Rozell

Town/Village

Whitehall, NY

# County-Wide Shared Services Plan Vote

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December 16, 2022

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Please briefly state the reason for your vote below:

*Approval without exception*

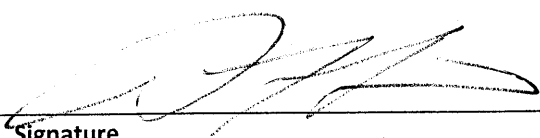
As a Panel Member, my vote on approval of the Plan is:



Yes



No

  
Signature

*Darrell T. Wilson*  
Name (Printed)

*Putnam*  
Town/Village