

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **MARCH 12, 2008**

### **Committee Members Present:**

Supervisors      Stec  
                         Belden  
                         O'Connor  
                         Bentley  
                         Tessier  
                         Champagne  
                         VanNess  
                         Kenny  
                         Merlino

### **Others Present:**

Frederick Monroe, Chairman  
Hal Payne, Commissioner of  
Administrative & Fiscal Services  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
JoAnn McKinstry, Deputy Commissioner of  
Administrative & Fiscal Services  
Supervisor Geraghty  
Supervisor Goodspeed  
Supervisor Strainer  
Supervisor Thomas  
Patricia Auer, Director, Public Health  
William Lamy, Superintendent, DPW  
Richard Murphy, Deputy Commissioner of  
Fiscal Services  
Francis O'Keefe, County Treasurer  
Julie Pacyna, Purchasing Agent  
John Wappett, Public Defender  
Dave Wick, District Manager, Soil & Water  
Conservation District  
Ron Montesi, DEC Representative  
Charles Fiegel, *The Post Star*  
Nicole Livingston, Deputy Clerk

---

Mr. Stec called the meeting to order at 11:13 a.m.

Motion was made by Mr. Vanness, seconded by Mr. Belden and carried unanimously to approve the minutes of the February 6, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Finance Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Stec advised Item 1 on the Agenda was a request from Paul Dusek, County Attorney, to address the Committee regarding the PBA (Police Benevolent Association) and Alliance Union negotiations; however, he said, the issue was addressed during the Personnel Committee.

Mr. Dusek said he did wish to address a few other items. He informed the Committee that a question regarding mileage reimbursement for the Supervisors had been raised. He stated that in researching the matter, he had discovered that there was only a

---

---

resolution that authorized Officers and employees to be reimbursed for use of their private vehicles. He further explained that there was no adopted resolution as required under County Law, Section 203, that authorized miles actually and necessarily traveled on official business of the County, including travel to and from residences. He added that the State Comptroller's Office had advised that when a Supervisor traveled on official County business and travel commenced from their place of business, they were entitled to mileage from their residence or the actual mileage from their business to the meeting site.

Mr. Dusek recommended that a resolution be adopted concerning this issue, because it had been County practice to pay the mileage in the past and technically a resolution should be adopted authorizing such.

Motion was made by Mr. Bentley, seconded by Mr. O'Connor and carried unanimously to authorize Officers and employees to be reimbursed for use of their private vehicles and that miles actually and necessarily traveled on official business of the County, including travel to and from residences or place of business to a meeting site, be included. The necessary resolution was authorized for the next board meeting.

Mr. Dusek expounded the next issue he wished to discuss concerned the Upper Hudson River Railroad (UHRR). He noted that the UHRR had a liquor license and by the rules of that license, notification was to be sent to the County advising of renewal of the license, which did not happen. He asked the Committee if they objected to the UHRR holding a liquor license or the lack of thirty days notification to the County prior to renewal of such. Mr. Dusek advised he did not see a connection to the County being the underlying property owner with regard to liability issues.

Mr. O'Connor commented that the County should have a copy of both the liquor license and the liquor liability coverage held by the UHRR. Mr. Dusek replied he would request those copies for the County to have on record.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously noting that the County did not object to the UHRR holding a liquor license or to the failure of the UHRR to give the County thirty days notice prior to renewal of the license and that copies of the license and liability will be obtained for County records. The necessary resolution was authorized for the next board meeting.

Mr. Stec stated Item 2 were the requests for Transfer of Funds which were attached for Committee approval and he noted that Supervisory Committee approval had been obtained as necessary.

Motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to approve Item 2 as outlined above, and the necessary resolution was authorized for the next board meeting. *(Please note: Subsequent to the meeting, it was determined that*

---

---

*the request for a transfer of funds in the amount of \$36,000 that was submitted by DPW should be done as an amendment to the 2008 County budget to increase estimated revenues and appropriations in the amount of \$36,000 to appropriate funds for the purchase of DPW equipment based on the recommendation to purchase equipment from other sources instead of the transfer and the appropriate action has been taken.)*

Mr. Stec expounded Items 3A through E were referrals from the Health Services Committee, Health Services. Item 3A, he said, was a request to authorize bonding in the amount of \$544,715 for the Point of Care Electronic Medical Record Keeping System to cover the equipment and support fees necessary for the System.

Motion was made by Mr. Tessier and seconded by Mr. O'Connor to approve the request as presented.

Mr. Belden questioned if there was possibility for reimbursement from the State and Patricia Auer, Director of Public Health, said she would research that possibility.

Mr. Stec referred to a handout from a previous meeting in which items to be bonded were outlined. He noted that this system consisted of computer equipment and he asked why it would be listed under the twenty-year life expectancy for the financing of the bond. Mr. Dusek explained that the length of time for bonding was controlled by State Law and when the bond resolution was developed it would be correctly outlined in the resolution, according to the Local Finance Law. He added that he believed that computer systems were listed under the five-year range.

Following discussions, Mr. Stec called the question and the motion was carried unanimously to approve Item 3A as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec said Item 3B was a request to establish Capital Project No. H282.9550 280-Point of Care, in the amount of \$544,715 to purchase the Point of Care Electronic Medical Record Keeping System, with the source of funding to be a Serial Bond.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve Item 3B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Continuing, Mr. Stec apprised Item 3C was a request to authorize a new contract with Delta Health Technologies for the Point of Care Electronic Medical Record System, to purchase the system and associated requirements including hardware and software, with the source of funding to be Capital Project No. H282.9550 280-Point of Care.

---

---

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to approve Item 3C as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Item 3D, Mr. Stec noted, was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$2,244 to reflect receipt of two insurance payments received regarding two car accidents.

Motion was made by Mr. VanNess, seconded by Mr. Champagne and carried unanimously to approve Item 3D as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with minutes.

Mr. Stec added Item 3E was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$24,500 to increase the part-time help budget line in the Early Intervention Program from \$500 to \$25,000.

Motion was made by Mr. VanNess and seconded by Mr. Tessier to approve the request as presented.

Mrs. Auer explained this money was reimbursable and if this was not done in this manner, she would have to contract out for the service coordination for the Early Intervention Program, which would cost the County additional funds.

Mr. Stec called the question and the motion was carried unanimously to approve Item 3E as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec advised Item 4 was a referral from the Information Technology Committee (referred to IT from the Public Works Committee), requesting to transfer funds in the amount of \$40,000 for computer software for the DPW Maintenance Shop with the source of funding to be determined. He noted that the IT Committee authorized that the funds in Capital Project No. H108.9550 280-Computerization Effort be earmarked for upgrades to the County timekeeping system and therefore could not be utilized for the DPW request.

Motion was made by Mr. Kenny and seconded by Mr. Belden to approve the request as presented.

Mr. Kenny said, as a member of the IT Committee, it was his understanding that the aforementioned Capital Project was not intended to purchase computers, equipment, et cetera, for other departments. He added that the funds should come out of the DPW Budget. Mr. VanNess agreed and further explained that the Capital Project was established in order to have a centralized computer system within the County; thereby

---

---

having departments go through the IT Department to purchase computers and such in order for there to be a uniform system throughout the County.

William Lamy, DPW Superintendent, apprised that the funds requested were to be utilized for fleet management software. He noted that although he felt this needed to be done, he was not willing to deplete another fund code to accomplish it this year. He added he had no problem waiting until next year and revisiting the issue at that time.

Mr. Kenny withdrew his motion and Mr. Belden withdrew his second to the motion.

Discussion ensued regarding DPW Maintenance Shop computer and software needs, as well as future projects planned for IT. The consensus of the Committee was that this issue would be revisited during the 2009 budget process.

Mr. Stec expounded Item 5 was a referral from the Office of Community Services, requesting to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$10,834 to reflect receipt of 100% OASAS (Office of Alcoholism & Substance Abuse Services) State Aid, for use in the Crandall Street Community Residence in Glens Falls.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne and carried unanimously to approve Item 5 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec advised Items 6A and B were referrals from the Public Safety Committee, Office of Emergency Services. Item 6A, he said, was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$8,911 to appropriate excess 2007 SEMO (State Emergency Management Office) grant funds. He added Item 6B was a request to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$2,327 to appropriate excess 2007 LEPC (Local Emergency Planning Committee) funds.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Items 6A and B as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the requests are on file with the minutes.

Mr. Stec stated Items 7A through D were referrals from the Public Works Committee, DPW. Item 7A, he said, was a request to establish Capital Project No. H283.9550 280-Public Works Equipment 2008, in the amount of \$2,300,225 to purchase equipment for the Department of Public Works, with the source of funding to be DM5130.5710-Road Machinery Serial Bonds.

---

---

Motion was made by Mr. Tessier and seconded by Mr. Belden to approve the request as presented.

Chairman Monroe noted that there had been some discussion with the Treasurer's Office regarding the possibility that some of the items listed to be bonded should not be and he requested Richard Murphy, Deputy Commissioner of Fiscal Services, to explain the matter further. Mr. Murphy said there was discussion that maybe some of the items that were listed in the original source of bonding did not have to be purchased this year.

Mr. Stec reiterated that the County Attorney would be researching the Law with regard to the limit of time for bonding on specific equipment. Mr. Dusek added he did have the correct and accurate limits for highway equipment and he said it was five years for equipment that cost under \$30,000; ten years for equipment that cost over \$30,000 and under \$100,000; and fifteen years for equipment that cost over \$100,000.

Mr. Lamy explained that the long-term equipment needs for DPW had not been met in over a decade. He stated that the original plan for equipment was to develop a ten-year plan consisting of \$1.4 million for 2008 and approximately \$1 million per year for the next nine years for equipment in order for it to fall into a proper replacement life cycle. He added that it was determined during the budget process that the \$1.4 million requested for 2008 should be bonded and to couple that bond with the equipment requested for 2009.

Hal Payne, Commissioner of Administrative and Fiscal Services, advised that up until yesterday, the impression was that this equipment would be bonded at a rate of 1.95%; however, he said, he was told that it would not be a bond, but rather a BAN (Bond Anticipation Note) and therefore it would need to be bonded at the end of the year and the rate would not be the same. Mr. Murphy agreed and added the money would currently be borrowed as a BAN at the rate of 1.95% and it would need to be paid off in part this year and renewed again next year at whatever the current rate was at that time. Chairman Monroe noted that if equipment was bonded for five years, then the BAN's could just be renewed for up to five years; thereby keeping the lower rate for five years.

Discussion ensued regarding a specific piece of equipment requested for the Airport for brush cutting which was expensive and Committee members questioned the need for such equipment and Mr. Lamy gave a brief explanation as to the need for the brush cutter and requirements under FAA (Federal Aviation Administration) and he reminded the Committee members of the analysis that had been completed and presented quite some time ago regarding such.

Mr. Dusek asked for clarification as to whether there was an additional bond to the one that had been previously approved. Joan Sady, Clerk of the Board, explained this

---

---

request was to establish a capital project in which to deposit the funds from the bond. Mr. Dusek said he thought there were additional funds required and that another bond was going to be requested. Mr. Lamy explained that subsequent to the original bond resolution being adopted, it was determined that the total amount of money and the vehicle inventory did not match; therefore, he said, either an amendment to the original bond or an additional bond would be required.

Following discussions, Mr. Stec called the question and the motion was carried unanimously to establish Capital Project No. H283.9550 280-Public Works Equipment 2008, as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Returning to the Agenda review, Mr. Stec advised Item 7B was a request to authorize bonding in the amount of \$250,000 for rehabilitation of certain County Bridges to be conducted during the 2008 construction season.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Item 7B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec said Item 7C was a request to authorize payment in the amount of \$110 to Ivan Bell Septic for emergency drain maintenance in the Municipal Center, with the source of funding to be A.1620 422-Buildings & Grounds Repair/Maintenance-Equipment.

Motion was made by Mr. Kenny and seconded by Mr. O'Connor to approve the request as presented.

Mr. O'Connor questioned what this was for because he thought that the County was on a sewer system. Mr. Payne explained it was a roof drain that got plugged by roots and required an auger to cut the roots. He further explained that the plugged drain caused a leak into one of the vaults in the County and therefore it had become an emergency to resolve the problem.

Following discussion, Mr. Stec called the question and the motion was carried unanimously to approve Item 7C as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec noted Item 7D was referred from the Solid Waste Committee and Mr. Lamy had requested permission to address the Committee regarding the renewal of Solid Waste Agreements with the Department of Environmental Conservation (DEC). He added that DEC had requested either a five-year agreement or a three-year agreement with a two-year extension.

---

---

Mr. Lamy explained that the contract was for DEC to dispose of solid waste at the Burn Plant and in the past it had been a three-year contract at a cost of \$10,000 and DEC was requesting to increase it to either a three-year contract for \$15,000 with the option to renew for an additional two years, or a five-year contract at an annual cost of \$15,000. He clarified that this contract was at no cost to the County. Mr. Lamy recommended entering into a three-year contract with the option for renewal for an additional two years.

Motion was made by Mr. VanNess, seconded by Mr. Champagne and carried unanimously to authorize an agreement with DEC and to enter into a three-year agreement with the option to renew for an additional two years at an annual cost of \$15,000. The necessary resolution was authorized for the next board meeting.

Mr. Stec apprised Item 8 was a referral from the Social Services Committee, requesting to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$32,000 to purchase furniture and furnishings in support of the move of Medicaid staff to the former CNA building.

Motion was made by Mr. Kenny, seconded by Mr. Champagne and carried unanimously to approve Item 8 as outlined above and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec expounded Items 9A through G were referrals from the Support Services Committee. Items 9A through C, he said, were referred by the Board of Elections and he listed them as follows:

A) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$19,579 to reflect receipt of reimbursement of grant funds from the NYS Poll Site Access Grant Contract #T002694;

B) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$2,395 to reflect receipt of reimbursement of grant funds from the Federal HHS Poll Site Access grant Contract #T002819; and

C) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$226 to reflect receipt of reimbursement of grant funds from the Federal HHS Poll Site Access Grant Contract #T002636.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously to approve Items 9A through C as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the requests are on file with the minutes.

Mr. Stec added Items 9D through G were referred by the Commissioner of Administrative & Fiscal Services. Item 9D, he said, was a request to establish Capital Project No. H284.9550 280-Gaslight Village Property, in the amount of \$1,200,000 to

---

---

purchase the Gaslight Village property, with the source of funding to be from the sale of Serial Bonds as authorized by Resolution No. 65 of 2008.

Motion was made by Mr. Kenny, seconded by Mr. VanNess and carried unanimously to approve Item 9D as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec stated Item 9E was a request to ratify the actions of the Commissioner of Administrative & Fiscal Services and to authorize the submission of a grant application to New York State Senator, Elizabeth O'C. Little, for an amount not to exceed \$50,000 for a tow vehicle for the Emergency Medical Resource Unit.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 9E as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Stec advised Item 9F was a request to authorize the County Treasurer to close Capital Project No. 112.9550 280-County Center Furnishings, and Item 9G was a request to authorize the County Treasurer to close Capital Project No. 215.9550 280-Municipal Center Expansion.

Motion was made by Mr. Champagne, seconded by Mr. Kenny and carried unanimously to approve Items 9F and G as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the requests are on file with the minutes.

Mr. Stec noted Item 10 was a request to authorize an agreement continuing the contractual relationship with Warren County Society for the Prevention of Cruelty to Animals, Inc., in the amount of \$16,000 for a term commencing January 1, 2008 and terminating December 31, 2008. He added that the source of funding for this contract would be A.3510 470-Control of Dogs-Contract.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve Item 10 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec said Item 11 was a request from the Village of Lake George to extend the intermunicipal agreement between the Village and Warren County for promotional funding of the Lake George Visitor Center. He noted that Resolution No. 375 of 2007 indicated an option to extend the agreement through 2009 and that Mayor Blais had asked that the agreement be extended for another two to three years.

Motion was made by Mr. Kenny and seconded by Mr. Bentley to approve the request as presented.

---

---

Mr. Kenny reminded the Committee members that back in 2005 the Village had requested \$30,000 in funding for two years which the County had agreed to; however, he said, he wished that the Mayor had forwarded more information with regard to the request for this year and exactly what the funds would be used for.

Mr. Kenny withdrew his motion and Mr. Bentley withdrew his second to the motion.

Motion was made by Mr. Kenny, seconded by Mr. VanNess and carried unanimously to table the request pending receipt of additional information from the Village of Lake George and Mayor Blais. Mr. Kenny suggested that Mayor Blais attend either the next Occupancy Tax Coordination Committee meeting or the Finance Committee meeting to provide more information.

Concluding the Agenda review, Mr. Stec noted Item 12 was a request for Finance Committee action on the following items as they were approved by the Personnel Committee: Item Nos. 1C, 1D, 3 and 5.

Motion was made by Mr. VanNess, seconded by Mr. Tessier and carried unanimously to approve Item 12 as outlined above.

Prior to adjourning, Mr. Stec acknowledged that Dave Wick, District Manager of the Soil & Water Conservation, was present and wished to address the Committee.

Mr. Thomas explained that the Soil & Water Conservation District was prepared to begin surveying the potential property for the location of the new Office and it was necessary to establish a capital project and to authorize a bond in order to provide the funding needed to pay for the associated costs.

Mr. Wick further explained the project was progressing; however, he said, fees associated with hiring an engineer, obtaining permits and surveying the property were needed in order to continue moving forward, which were not included in his budget. He added that he would be requesting approximately \$10,000 to \$15,000 to continue with this project.

Discussion ensued with regard to the condition of the current Soil & Water Conservation District Office and the proposed design for the new Office, as well as associated costs.

Motion was made by Mr. Merlino, seconded by Mr. Tessier and carried unanimously to establish a Capital Project (number to be determined by the Treasurer's Office) in the amount of \$20,000 for the engineering and survey costs associated with the construction of an office building for the Warren County Soil & Water Conservation District, with the source of funding to be transferred from the Contingent Fund. The necessary resolution was authorized for the next board meeting. *(Please note: Subsequent to the meeting the Treasurer's Office determined the Capital Project to be*

---

---

*No. H285.9550 280-Soil and Water Conservation Building, and the source of funding was determined to be transferred from A.9950.910-Transfers-Capital Projects, instead of from the Contingent Fund.)*

There being no further business to come before the Committee, on motion by Mr. Belden and seconded by Mr. Merlino, Mr. Stec adjourned the meeting at 12:41 p.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk