

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **AUGUST 11, 2010**

Committee Members Present:

Supervisors Stec
 Goodspeed
 Belden
 Bentley
 Taylor
 VanNess
 Kenny
 Merlino
 Conover

Others Present:

Fred Monroe, Chairman of the Board
Paul Dusek, County Attorney/Administrator
Joan Sady, Clerk of the Board
JoAnn McKinstry, Assistant to Administrator
Kevin Geraghty, Budget Officer
Supervisor Champagne
Supervisor McCoy
Supervisor McDevitt
Supervisor Sokol
Supervisor Strainer
Supervisor Thomas
Frank O'Keefe, Treasurer
Rob Lynch, Deputy Treasurer
Dr. Ronald Heacock, President, Adirondack
Community College (ACC)
William Long, Vice President of Administrative
Services, ACC
Barbara Taggart, Administrator, Westmount
Health Facility
Pat Tatich, Director, Planning & Community
Development
Sheila Weaver, Commissioner, Department of
Social Services
Don Lehman, *The Post Star*
Thom Randall, *Adirondack Journal*
Nicole Livingston, Deputy Clerk

Mr. Stec called the meeting of the Finance Committee to order at 11:03 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to approve the minutes of the July 7, 2010 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.

Commencing the Action Agenda review, Mr. Stec stated Item 1 were the requests for Transfer of Funds which were attached for Committee approval. He noted that Supervisory Committee approval had been obtained as necessary.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve Item 1 as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Stec advised Item 2 was a referral from the Community College Committee, requesting approval of the tentative 2010-2011 Budget for Adirondack Community College with a zero percent increase from the 2009-2010 Operating Budget and setting a Public Hearing for same.

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

Mr. Stec explained the original proposal from ACC included an approximate \$42,000 increase in Warren County's share; however, he said, members of the Community College Committee did not support a request for any increase this year which was reflected in the request being presented.

Dr. Ron Heacock, ACC President, informed that he had received comparative information for community colleges and out of thirty community colleges, ACC ranked 24th relative to their current rate of tuition. He noted ACC was ranked 14th in terms of the overall cost for FTE's (Full Time Enrollment). State funding, he said, had been reduced from 40% to 31% and this years tuition would account for 45% of the budget. He added that New York State had also eliminated the Tuition Assistance Program, which would have a negative affect on the students that received financial aid. He recognized the difficult economic times being faced by the College, as well as the County and stated that his staff would hope for good times, but would be prepared for bad times. Dr. Heacock concluded that this was an enrollment based budget like never before.

Following discussion, Mr. Stec called the question and the motion was carried unanimously to approve Item 2 as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Stec asserted Item 3 was a referral from the County Treasurer, requesting authorization for the issuance of a Revenue Anticipation Note (RAN) up to \$6 million (\$4.5 million for Social Services and \$1.5 million for Public Health) to cover delays in State reimbursement for Social Services and Public Health programs.

In response to an inquiry, Frank O'Keefe, County Treasurer, explained this request depended on when State reimbursements were received, and the borrowing of funds may or may not be needed; however, he added, at this time it was unknown. Mr. Stec clarified that this would provide the authorization to borrow money if needed.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec added that Items 4A and B were referrals from the Health Services Committee, Westmount Health Facility. Item 4A, he said, was a request to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$19,200 to reflect amendments to the Unrestricted Fund balance. He added Item 4B was a request to award a new contract to the lowest responsible bidder for the design of the Sprinkler System following the results of the RFP (Request for Proposal).

Motion was made by Mr. Belden, seconded by Mr. Goodspeed and carried unanimously to approve Items 4A and B as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Stec apprised Item 5 was a referral from the Public Works Committee, Sewer, requesting to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$18,000 to reflect the estimated salary for the remainder of 2010 for the newly created position of Sewer Administrator.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve Item 5 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec reported that Items 6A and B were referrals from the Support Services Committee, Board of Elections. Item 6A, he said, was a request to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$13,381 to reflect receipt of the Voter Education & Poll Worker Training grant.

Motion was made by Mr. Belden, seconded by Mr. Goodspeed and carried unanimously to approve Item 6A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec advised Item 6B was requesting a source of funding for a shortfall in the amount of \$143,000 due to Primary and General Election costs. He noted that this amount was included in the 2010 Departmental budget request and subsequently removed from the 2010 budget.

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

Mr. Belden questioned where the funds to cover the shortfall could be appropriated from and Mr. Dusek recommended the \$143,000 be allocated from Unappropriated Surplus.

Mr. VanNess amended his motion to include the source of funding to be allocated from Unappropriated Surplus and Mr. Taylor amended his second to the motion.

Mr. Stec called the question and the motion was carried unanimously to approve the request for \$143,000 to cover the shortfall in the Board of Elections Departmental budget to be allocated from Unappropriated Surplus, and the necessary resolution was authorized for the next board meeting.

Mr. Stec expounded Item 7 was a request for authorization to rebid the two County-owned parcels on the corner of Route 9 and Gurney Lane.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously to approve Item 7 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec said Item 8 was a request to extend the agreement with the State of New York Unified Court System for Court cleaning and maintenance services from April 1, 2010 through March 31, 2011.

Motion was made by Mr. Goodspeed, seconded by Mr. Taylor and carried unanimously to approve Item 8 as outlined above, and the necessary resolution was authorized for the next board meeting.

Concluding the Action Agenda review, Mr. Stec informed Item 9 was a request for Finance Committee action which was required on the following items that were approved by the Personnel Committee: Item Nos. 2B, 2C, 5B and 6C.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve Item 9 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec remarked there was an Addendum to the Finance Agenda, a referral from Planning & Community Development Committee, Planning & Community Development, requesting authorization for submission of an FY 2010 Sustainable Communities Regional Planning Grant application to the United States Department of Housing and Urban Development (HUD), participation in a Regional Consortium and authorizing the Chairman of the Board of Supervisors to sign required certifications.

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

Chairman Monroe explained that the Adirondack Common Ground Alliance, which was comprised of local government groups, environmentalists, business people and Chambers of Commerce, were concerned about the Adirondack Park Regional Assessment Project Report that reflected social and economic problems and the need for an economic development plan, which led to pursuing this HUD grant. Unfortunately, he continued, under HUD rules, if there was a metropolitan statistical area within the region, which in Warren County was the City of Glens Falls, they had to agree and join with the submission of the application. Chairman Monroe apprised the City of Glens Falls had planned to apply for this grant in conjunction with the Town of Queensbury, Hudson Falls, Fort Edward, Kingsbury, South Glens Falls and Moreau. He stated that the City's application would have prevented the broader nine county application that Warren County had authorized last month. He informed that the City did agree to expand the area to include all of Warren and Washington Counties. He asked that the Committee support the request for the City to submit the application.

Pat Tatich, Director of Planning & Community Development, reported that she had been providing the information for the consortia of communities and noted that projects had been identified. She added that projects listed on the Transportation Improvement Plan as prepared by Aaron Frankenfeld of the A/GFTC (Adirondack/Glens Falls Transportation Council), had been included, as well. Chairman Monroe mentioned that it appeared there may be a focus on transportation, which would be beneficial to the towns, specifically the northern parts of the County.

Mr. Goodspeed exited the meeting at 11:29 a.m.

Following discussions, Mr. Stec called the question and the motion was carried unanimously to authorize the submission of an FY 2010 Sustainable Communities Regional Planning Grant application to the United States Department of Housing and Urban Development (HUD), participation in a Regional Consortium and authorizing the Chairman of the Board of Supervisors to sign required certifications.

Mr. Stec referred to Item V. Topics to be reported on/discussions/updates and noted the response to the Budget Analysis Report from the County Treasurer as prepared by JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, was attached for review.

Mr. Dusek announced he had another matter to discuss with the Committee. He said that a situation had arisen within the Mail Room and Print Shop and one of the key employees would be out of work for an extended period of time due to medical

reasons. He reminded the Committee that he had been in the process of investigating cost savings ideas related to these Departments.

JoAnn McKinstry, Assistant to the Administrator, distributed a cost analysis on the handling of the mail to the Committee members, a copy of which is on file with the minutes.

Mr. Dusek reviewed the analysis and reported that the County averaged a total cost of \$249,445 for the mail pickup and sorting services provided in-house. The figures for these services to be outsourced to Mailings Made Easy, he continued, were in the range of \$210,799 to \$223,052. He noted that Mailings Made Easy pre-sorted the mail with an automated machine and as a result of that, they secured a lower postage cost. He referred to the last company listed on the analysis, Pitney Bowes, which had a total cost of \$236,351. Mr. Dusek proposed that the County contract with Mailings Made Easy and to also centralize the mail pickup and drop off, requiring \$600 for locking mailboxes for the departments. He opined that not only would there be a cost savings, but also a more efficient service; and this would also allow for the services of the County Messenger in the Print Shop to assist with the backlog of work.

Motion was made by Mr. Belden, seconded by Mr. Taylor and carried by majority vote, with Mr. VanNess abstaining, to authorize a contract with Mailings Made Easy for mail pickup and sorting services as outlined above, and the necessary resolution was authorized for the next board meeting.

Motion was made by Mr. Taylor, seconded by Mr. Belden and carried by majority vote, with Mr. VanNess abstaining, to authorize the purchase of locking mailboxes for an amount up to \$600; said funds to be expended from the Buildings & Grounds budget code A.1620.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. VanNess, Mr. Stec adjourned the meeting at 11:42 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk