

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **FEBRUARY 7, 2007**

Committee Members Present:

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

Others Present:

William Thomas, Chairman
Joan Parsons, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
Supervisor Caimano
Supervisor F. Thomas
Supervisor Gabriels
Supervisor Haskell
Supervisor Geraghty
Hal Payne, Administrator, Westmount Health
Facility
Todd Lunt, Director, Human Resources
Rick Murphy, Deputy Commissioner of
Administrative and Fiscal Services
Frank O'Keefe, County Treasurer
Kate Hogan, District Attorney
Larry Cleveland, Sheriff
Marv Lemery, Fire Coordinator
Nicole Livingston, Deputy Clerk

Mr. Monroe called the meeting to order at 11:33 a.m.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve the minutes of the December 6, 2006 Committee meeting, subject to correction by the Clerk.

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

Mr. Monroe commenced the Agenda review, and stated Item 1 was the Request for Transfer of Funds attached for committee approval. He noted that Supervisory committee approval has been obtained as necessary.

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

Mr. Monroe apprised Joan Parsons, Commissioner of Administrative and Fiscal Services, had requested permission to address the Committee regarding Items 2A through F. Mrs. Parsons advised the items had been discussed and reviewed in the Personnel

Committee meeting that was held prior to the Finance Committee meeting. She noted the items on the Agenda were as follows:

- 2A) The separation of the Personnel and Human Resources Department;
- 2B) Transfer of Positions:
 - 1-Request to Transfer Position of Human Resources Director -Human Resources Department - Budget Code A.1345 -Department 17.01, Employee No. 11250, base salary of \$50,000 and deleting position of Human Resources Director - Personnel Department - Budget Code A.1430 - Department 17.00, effective January 29, 2007.
 - 2-Request to Transfer Position of Keyboard Specialist - Human Resources Department - Budget Code A.1345 - Department 17.01, Employee No. 11072, base salary of \$22,593 and deleting position of Keyboard Specialist - Personnel Department - Budget Code A.1430 - Department 17.00, effective February 5, 2007.
- 2C) Transfer of Funds:
 - 1-Request to transfer funds from A.1430 110 Personnel Department Salaries - Regular into A.1435 110 Human Resources Department Salaries - Regular, in the amount of \$70,348.58.
 - 2-Request to transfer funds from A.1990 10 439 Contingent Fund into A.1435 410 Human Resources Department - Supplies, in the amount of \$10,000.
- 2D) Creating new position of Pistol Permit Records Clerk - Part-Time, base salary of \$6,794, effective January 1, 2007.
- 2E) Request to transfer funds from A.1990 10 439 Contingent Fund into A.1460 130 Records Management - Salaries - Part-Time, in the amount of \$6794.
- 2F) Possible amendment to Resolution No. 597 of 2006, which authorized voluntary payroll deductions by County employees for the purpose of making donations to non-profit and not-for-profit groups.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Items 2A through C as outlined above, and the necessary resolutions were authorized for the next board meeting.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Items 2D and E as outlined above, and the necessary resolutions were authorized for the next board meeting.

Regarding Item 2F, Mrs. Parsons informed the Committee that the Personnel Committee had defeated this request and no action would be taken.

Mr. Monroe expounded Items 3A and B were referrals from the Airport Committee. He said Item 3A was a request to establish Capital Project H273.9550 280-Complete Fence/Install Security Lighting, in the amount of \$35,000, with the source of funding to be 100% New York State Department of Transportation Grant. He added Item 3B

was a request to establish Capital Project H274.9550 280-Replace VASI with PAPI, in the amount of \$90,000, with the source of funding to be 90% New York State Department of Transportation Grant in the amount of \$81,000 and 10% Warren County share from A.5610.470 (Airport-Contract) in the amount of \$9,000.

Motion was made by Mr. VanNess, seconded by Mr. Tessier and carried unanimously to approve Items 3A and B as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Monroe stated Items 4A and B were referrals from the Community College Committee. He noted Item 4A was a request to increase Capital Project H246.9550 280-ACC Eisenhart Hall Renovation, in the amount of \$125,170, with the source of funding to be transferred from Revenue Code H.246.2397-Capital Projects-Other Local Governments.

Mrs. Parsons explained this \$125,170 was the balance of the \$361,000 true-up from two years ago.

Motion was made by Mr. Champagne, seconded by Mr. Stec and carried unanimously to approve Item 4A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe said Item 4B was an informational item regarding the financial commitment that Warren County has made to ACC with regard to the Higher Education Learning Center Capital Project.

Mr. Champagne informed the Committee that this was just a shift from the original plan in which each party would pay 1/3 of the cost of the project. He noted that now it was set up so that the apportionment would be 70/30, based on assessed value, Warren County's portion being the 70%, if the Foundation could not raise the remaining funds that were needed.

Continuing, Mr. Monroe apprised Items 5A and B were referrals from the County Facilities Committee. The first, he said, was a request for a transfer of funds, in the amount of \$30,000, for timber harvesting services, with the source of funding to be from the Contingency Fund.

Motion was made by Mr. Stec and seconded by Mr. Champagne to approve Item 5A as outlined.

Mr. Belden asked that the motion include that the revenue received be returned to the General Fund upon completion of the services.

Mr. Stec amended his motion to include the stipulation that the revenue received be returned to the General Fund upon completion of the aforementioned services; Mr. Champagne seconded the amended motion.

Mr. Monroe called the question and the motion was carried unanimously to approve Item 5A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe said Item 5B was a request to amend the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$16,750, to reflect reimbursement from the Courts for the purchase of chairs.

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

Mr. Monroe expounded Items 6A through C were referrals from the Criminal Justice Committee, District Attorney's Office. Item 6A, he noted, was a request to ratify actions taken in grant application with the National Children's Alliance to enhance operations of the CARE Center, for a term commencing January 1, 2007 and terminating December 31, 2007, for a total amount not to exceed \$10,000; thereby amending the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$10,000, to reflect the receipt of the CARE Center grant from the National Children's Alliance. The second, he said, was a request to extend the existing grant to allow the County to accept additional funds and to extend the time frame of the current Office of Children and Family Services grant for the CARE Center from February 2007 through September 30, 2007. Item 6C, he added, was a request to amend the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$82,253.08, to reflect the receipt of additional funding from the Office of Children and Family Services grant.

Motion was made by Mr. Kenny, seconded by Mr. VanNess and carried unanimously to approve Items 6A through C as outlined above. The necessary resolutions were authorized for the next board meeting.

Mr. Monroe advised Items 7A and B were referrals from the DPW Committee. Item 7A, he stated, was a request to amend the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$18,990.90 to reflect the receipt of New York State Emergency Management Office Grant received in December of 2006 and suspended into A.691 to use in 2007.

Discussion ensued around the availability of the grant funds with regard to the position of the Director of Civil Defense being filled. Mr. VanNess clarified that in order to use

the grants funds the position of Director of Civil Defense must be filled. Given the recent change in the original plan to fill that position, he said he would bring the issue back to the Committee for further discussion.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Item 7A as presented and the necessary resolution was authorized for the next board meeting.

Item 7B, Mr. Monroe said, was a request to authorize the conveyance of County Real Property located in the Town of Horicon, Tax ID 105.10-2-19, to convey a parcel of property no longer needed due to a realignment of the road to the adjacent landowner.

Mr. Bentley explained this parcel of property was recently surveyed and it was discovered that it belonged to the County. However, he said, the occupants had been paying taxes on this parcel for years, thinking that they owned it.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Item 7B as outlined above, contingent on approval from the County Attorney. The necessary resolution was authorized for the next board meeting, pending the County Attorney's approval.

Continuing, Mr. Monroe said Items 8A and B were referrals from the Parks, Recreation and Railroad Committee. The first, he stated, was a request to amend the existing grant with New York State Department of Transportation to authorize supplemental agreement #3 for final design and bid administration, PIN #1755.99 (H890-220) Railway Stations, for a total amount not to exceed \$350,000.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve Item 8A as presented.

Mr. Belden questioned if one of the stations was located in Saratoga County and expressed his concern with the local share of the costs. Mr. Monroe noted that the resolution request form stated that there was no budget amendment required.

Joan Sady, Clerk of the Board, left the meeting to obtain additional information on this Item. Mr. Monroe said he would continue the Agenda review and return to Item 8A when Mrs. Sady returned to the meeting.

Mr. Monroe expounded Item 8B was a request to amend the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$40,652.50, to reflect the receipt of the State snowmobile grant funds 70% payment.

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

Mr. Monroe stated Items 9A and B were referrals from the Planning and Community Development Committee. The first, he said, was a request to close Capital Project H209.9550 280 First Wilderness Heritage.

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

Mr. Monroe apprised Item 9B was a request to close CD 50 fund, CD 54 fund and CD 56 fund because the grant had officially been closed out by the grantor agency and all funds had been expended.

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

Mr. Monroe stated Items 10A through E were referrals from the Sheriff and Communications Committee. The first, he said, was a request to amend Resolution No. 160 of 2005 to authorize the Sheriff's Office to have two credit cards with a \$5,000 credit limit on each.

Sheriff Cleveland explained that he already had the two credit cards and had for quite some time; however, it was discovered while the State Comptroller was conducting an audit that the original resolution authorized only one credit card for the Sheriff's Office. He stated that the resolution needed to be worded correctly.

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

Mrs. Sady returned to the meeting, and Mr. Monroe directed the Committees attention back to Item 8A on the Agenda.

Mrs. Sady explained that Pat Beland, Director of Parks, Recreation and Railroad, was extending the agreement with Clough, Harbour and Associates and the local share was already included in the project. Mr. Haskell clarified that this was for both rail stations, the one located in the Town of Thurman and the one in the Town of Hadley.

Mr. Monroe reminded the Committee that a motion had been made by Mr. Belden and seconded by Mr. Stec.

Mr. Monroe called the question and the motion was carried to approve Item 8A as presented, with Mr. Kenny and Mr. Belden voting in opposition.

Returning to the Agenda review, Mr. Monroe stated Item 10B was a request to ratify previous actions and authorizing the Sheriff's Office to use and administer gasoline credit card accounts as needed to provide public safety services.

Mr. Caimano questioned if the County Auditor was involved in this and Mrs. Parsons explained that this was the result of the review by the State Comptroller's Office. She further explained that these cards had existed for years. Sheriff Cleveland added that his Office had these gasoline cards for over twenty-three years and as the State Comptroller was conducting his review, it was discovered that there was no documentation authorizing the cards.

Mr. Gabriels asked how often the Sheriff's Office got audited and Mrs. Parsons replied that the State Comptroller's Office had requested to review the County's policy and she noted that the individual that conducted the review had said that the Sheriff's Office had used a very good tactic because it avoided having to file to get the taxes returned to the County.

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

Mr. Monroe apprised Item 10C was a request to close Capital Project H247.9550 280-Sheriff's E-Pod and Off-Site Communications and to return \$354,868 in unused funds to the General Fund.

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

Mr. Monroe stated Item 10D was a request to extend existing grant with the New York State Governors Traffic Safety Committee effective October 1, 2006 through September 30, 2007, for a total amount not to exceed \$11,100. He noted Item 10E was a request to amend the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$11,100 to reflect the receipt of the New York State Governors Traffic Safety Committee grant funding.

Motion was made by Mr. Tessier, seconded by Mr. Champagne and carried unanimously to approve Items 10D and E as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Monroe expounded that Item 11 was a referral from the Westmount Health Facility and Countryside Adult Home Committee requesting to amend the 2007 County Budget to increase estimated revenues and appropriations in the amount of \$3,000 to reflect the receipt of HCRA (Health Care Reform Act) Recruitment and Retention Grant funds.

Motion was made by Mr. Champagne, seconded by Mr. Stec and carried unanimously to approve Item 11 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe advised Item 12 related to the agreement between Warren-Washington Inter-County Solid Waste Coordinating Committee and R. Stephen Lynch, Solid Waste Coordinator. He explained that approval of this would allow Mr. Lynch to continue to be the Solid Waste Coordinator and to handle the billing involved.

Motion was made by Mr. Champagne, seconded by Mr. Tessier and carried unanimously to approve Item 12 as presented, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe said Paul Dusek, County Attorney, had requested to address the Committee regarding Items 13A through D.

With regard to Items 13A and B, the Capital Projects for the Municipal Center and Health and Human Services Building; and Siemens Building Technologies and a Capital Lease with regard to the Countryside Adult Home and establishing Capital Project H275.9550 280 Renovations- Countryside Adult Home in the amount of \$327,339 with the source of funding to be a Capital Lease with M & T Bank, Mr. Dusek reminded the Committee of the Siemen's energy project that was done with the Westmount Health Facility and subsequently, the County entered into another agreement for the Countryside Adult Home. He said at the time the County entered into the agreement for the Countryside Adult Home he did not realize that it was not accounted for correctly. He noted that a Capital Project account needed to be established, as well as audits conducted and budget lines developed for the payment of the lease agreement. He further explained that the intent of Item 13B was to straighten out the accounting on the Countryside Adult Home project.

Mr. Dusek expounded that another issue related to the Capital Projects for the Municipal Center and the Health and Human Services building. He added this was for the heating systems for the energy improvement contract.

Mr. Belden stated he did not see the savings with this project and Mr. Dusek responded that the report that came out of the Westmount Health Facility Committee was that there was a \$118,000 surplus over and above the anticipated savings on that project.

Mr. Dusek apprised with regard to the Municipal Center and the Health and Human Services Building, the Committee had reviewed the pro formas that were submitted by Siemen's Building Technologies. However, he added, due to questions that were raised in relation to the Municipal Center building, he did not proceed with that even though the resolution was authorized, in the event that the Committee would like to review it more closely.

Mr. Stec questioned what exactly needed to be approved today. Mr. Dusek explained that they needed to establish a Capital Project for the Countryside Adult Home and authorize the establishment of a budget for the lease payments, as well as authorizing the transfers related to that.

Motion was made by Mr. Stec and seconded by Mr. Bentley to approve Items 13A and B as presented.

Mr. Stec asked if Mr. Dusek was certain that the County was saving money at the Westmount Health Facility. Mr. Dusek replied that originally the projections showed that the County would receive a reimbursement from Medicaid in the amount of approximately \$275,000 and the initial review from the State showed \$175,000; however, that was under appeal because the accountants believed the County should be reimbursed based on the lease amount. He concluded that as long as that number came back the way it should, then everything would work out according to the pro forma that was submitted.

Discussion ensued, specifically with regard to bringing in a consultant or financial advisor to review the contracts.

Mr. Dusek suggested to refer these issues back to the County Facilities Committee to reevaluate the information very carefully and if the Committee felt that the information was not clear, then they could bring in consultants.

Mr. Monroe called the question and the motion was carried unanimously to approve Items 13A and B as presented and to refer the issue of the Siemen's energy savings contracts back to the County Facilities Committee for further review. The necessary resolutions were authorized for the next board meeting.

Mr. Dusek apprised another problem was that there was additional work that the County had requested to be done, with regard to the Municipal Center Building, by Bovis Lend Lease, the Construction Manager and Clark Patterson Associates, and there was no money to pay the additional costs.

Mrs. Parsons explained that currently the Municipal Center Capital Project had just over \$2,000 and the Health and Human Services Capital Project had a balance of a little over \$1,000. She added that she had received a bill from Bovis Lend Lease for the month of January totaling over \$13,000.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to pay the existing bill from Bovis Lend Lease of approximately \$13,000, with the source of funding to be transferred from the Contingency Fund. The necessary resolution was authorized for the next board meeting.

Mr. Dusek expounded Item 13C was regarding the Glens Falls IDA (Industrial Development Agency) Foothills Motorcar, Notice of Public Hearing on a PILOT. He explained the problem was that a public hearing had been held and the County was not given notice of the hearing. He further explained that the Glens Falls IDA had requested that the County waive the notice for the public hearing in order for them to continue with the project.

Motion was made by Mr. Champagne, seconded by Mr. VanNess and carried unanimously to approve Item 13C as presented, and the necessary resolution was authorized for the next board meeting.

Continuing, Mr. Dusek apprised Item 13D was regarding Notary Publics in the County Attorney's Office. He stated that in 1965, a resolution authorized the County Attorney to have two Notary Publics in the Office. He further stated that he has determined, through experience, that all staff members in the Office should be Notary Publics.

Motion was made by Mr. Stec, seconded by Mr. VanNess and carried unanimously to approve Item 13D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe stated the items listed under Item 14 on the Agenda were pending items which required approval of the Committee. The first, he said, was the agreement with the Warren County Historical Society for the production of a local history book of Warren County and historical/educational programs.

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

The next item, Mr. Monroe advised, was the agreement with the City of Glens Falls for capital improvements and operation/maintenance of various recreational facilities.

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

Mr. Monroe said the third pending item was the agreement with the Community Action Agency of Franklin County, d/b/a Comlinks, for the Cooperative Gleaning Program. Motion was made by Mr. Bentley, seconded by Mr. Stec and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the next board meeting.

The last pending item, Mr. Monroe noted, was the agreement with the Warren/Washington Counties Homeless Youth Coalition for 2007 financial support.

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

Mr. Monroe said Finance Committee action was required on the following items, if approved by the Personnel Committee: Item Nos. 1C (1 and 2), 2A, 4A , 5A, 6A and 6B.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the Personnel Committee items as presented.

Mr. VanNess requested an executive session to discuss matters pertaining to the employment history of a particular person.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 12:31 p.m. to 12:45 p.m.

Marv Lemery, Fire Coordinator, entered the meeting during executive session.

Committee reconvened.

Pursuant to executive session, motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to appoint Marv Lemery as Director of Civil Defense, with an annual salary of \$5,000, effective February 27, 2007. The necessary resolution was authorized for the next board meeting.

There being no further business before the Committee, on motion by Mr. Belden and seconded by Mr. Stec, Mr. Monroe adjourned the meeting at 12:47 p.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk