

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **JULY 11, 2007**

Committee Members Present:

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

Others Present:

William Thomas, Chairman
Hal Payne, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk
Paul Dusek, County Attorney
Supervisor Caimano
Supervisor Gabriels
Supervisor Geraghty
Supervisor Merlino
Supervisor Sokol
Supervisor F. Thomas
Todd Lunt, Director, Human Resources
Frank O'Keefe, County Treasurer
Richard Murphy, Deputy Commissioner,
Fiscal Services
William Lamy, Superintendent, DPW
Marv Lemery, Fire Coordinator & Building
Code Administrator
Marilyn VanDyke, Warren County Historical
Society
Nicole Livingston, Deputy Clerk

Mr. Monroe called the meeting to order at 10:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve the minutes of the June 6, 2007 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 expounded Item 1 on the Agenda was the Committee's request for Marilyn VanDyke, of the Warren County Historical Society, to provide a status report on the history book. Privilege of the floor was extended to Ms. VanDyke, who distributed a progress report on the Warren County History Book to the Committee members, a copy of which is on file with the minutes. Ms. VanDyke reviewed the report in detail.

Mr. Gabriels questioned if the Committee would receive another status report in three months and Ms. VanDyke replied if that was what the Committee wanted, she would plan on doing that. The Committee agreed they would like another status report in three months and thanked Ms. VanDyke for coming to the meeting today.

Returning to the Agenda review, Mr. Monroe apprised Item 2 were 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. Bentley, seconded by Mr. VanNess and carried unanimously to approve Item 2 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Monroe stated Items 3A and B were referrals from the Federal Programs Committee: Office for the Aging. The first, he said, was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$500 to reflect the receipt of funds under the Title VII Elder Abuse Prevention Program. Mr. Monroe added Item 3B was a request to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$15,000 to reflect the receipt of funds under the HIICAP (Health Insurance Information Counseling and Assistance Program).

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

Mr. Monroe advised Item 4 was a referral from the Mental Health Committee: Office of Community Services, requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$57,533 to reflect the receipt of New York State Office of Mental Health (NYSOMH) grant funding for Mental Health Geriatric services.

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

Mr. Monroe noted Item 5 was a referral from the Tourism Committee, requesting to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$4,850 to reflect the receipt of revenue from the New York State Winter Travel/Ski Guide and the Summer TV Coupon Blitz.

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

Continuing, Mr. Monroe said Item 6 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 \$325 to reflect the receipt of HCRA (Health Care Reform Act) Recruitment and Retention grant funds.

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

Mr. Monroe apprised Item 7 was a request to rescind Resolution No. 31 of 1985, Establishing the Warren County Deferred Compensation Program Committee. He added that Warren County no longer recorded deferred compensation; therefore, the Committee was not needed.

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

Mr. Monroe questioned if at one time this was administered locally, because currently it was administered by the State. Joan Sady, Clerk of the Board, confirmed that was correct and further stated that in 1985 it was administered locally; however, she said, the State was responsible for the Deferred Compensation Program now.

Mr. Monroe called the question, and the motion was carried unanimously to rescind Resolution No. 31 of 1985, Establishing the Warren County Deferred Compensation Program Committee, as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Monroe noted Item 8 was a request from Supervisor Caimano to address the Committee regarding a resolution introduced at the Occupancy Tax Coordination Committee meeting on July 9, 2007, which needed to be withdrawn.

Mr. Caimano explained that the County collected Occupancy Tax revenue quarterly and it had been suggested that the towns receive their excess funds from Occupancy Tax revenue quarterly as well. However, he said, the totals of excess revenue could not be determined until the end of the year. Therefore, Mr. Caimano said that resolution needed to be rescinded.

Paul Dusek, County Attorney, clarified that technically it was approved by the Occupancy Tax Coordination Committee; therefore, he added, only that Committee could rescind it. However, he stated, if a quorum of the Occupancy Tax Coordination Committee was present, then the resolution could be rescinded.

Discussion ensued. Mr. Caimano advised he would re-visit the issue of distribution to the towns of excess surplus from the Occupancy Tax revenues at the next Occupancy Tax Coordination Committee.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried unanimously to withdraw the resolution request introduced at the Occupancy Tax Coordination Committee meeting, regarding the distribution of excess surplus of Occupancy Tax revenues to the towns.

Mr. Monroe expounded Item 9 was a request from Paul Dusek, County Attorney, to address the Committee regarding amendments to the Travel Policy, which were included in the Agenda packet.

Mr. Dusek explained the proposed amendments to the Travel Policy were a result of discussions with various department heads and Supervisors. He referred the Committee members attention to Sections B1 and 2 of the Travel Policy and reviewed the additional language to the policy. He noted that there were blanket resolutions previously adopted by the Board which exempted specific County officers or department heads. However, he said, the new language added to the policy addressed all other officers and employees.

Motion was made by Mr. VanNess, seconded by Mr. Tessier and carried unanimously to approve the amendments to the Travel Policy as presented. The necessary resolution was authorized for the next board meeting.

Mr. Monroe advised that Finance Committee action was required on the following items, that were approved by the Personnel Committee: Item Nos. 5A and 5B.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 10 as presented.

Mr. Monroe acknowledged there was an Addendum to the Finance Agenda. He stated Item 1 on the Addendum was a referral from the DPW Committee, requesting to amend Resolution No. 365 of 2007 regarding an extra work authorization for Earth Tech on the Woolen Mill Bridge over the Schroon River in the Town of Warrensburg.

William Lamy, Superintendent of DPW, explained that the New York State Department of Transportation (NYS DOT) had requested that the projects be broken down by Project Identification Numbers (PIN's). He further noted that there were no additional funds associated with this request.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the amendment to Resolution No. 365 of 2007 as outlined above, and the necessary resolution was authorized for the next board meeting.

Item 2 on the Addendum, Mr. Monroe said, was a referral from the County Facilities Committee, requesting to extend an existing contract with B & L Control Service, Inc. for water treatment and tests within the Warren County Municipal Center.

Motion was made by Mr. Bentley, seconded by Mr. Tessier and carried unanimously to approve Item 2 of the Addendum as outlined above, and the necessary resolution was authorized for the next board meeting.

Hal Payne, Commissioner of Administrative and Fiscal Services, apprised he had an additional issue to discuss with the Committee members. He said that he had received notification from the County Auditor that the Office for the Aging had held a luncheon meeting at the Glen Street Bistro. He further explained that the meeting was regarding the Point of Entry System; however, he added, his concern was that approval for the luncheon had not gone before the Committee prior to the expenditure of funds for the luncheon for County employees, as well as others associated with the Program that were not County employees. He noted the total cost for the luncheon was \$587, and he felt a policy should be established requiring that Committee approval be obtained prior to that kind of money being spent.

Mr. Dusek confirmed that County Law stated that officers and employees could be reimbursed for reasonable business expenses on behalf of the County.

Mr. Payne added that the Health Department also held breakfast meetings eight times a year, which totaled approximately \$250 to \$300 each time they met.

Marv Lemery entered the meeting at 10:33 a.m.

Motion was made by Mr. Stec and seconded by Mr. Belden to no longer allow County funds to be used for special meetings held outside the County Center.

Mr. Lemery advised he had just come from a Health Services breakfast meeting and he confirmed that the costs for those meetings were covered by grant funds for Emergency Preparedness.

Mr. VanNess said he felt these types of meetings should be handled on a case-by-case basis and approved by their respective Committees.

Mr. Champagne questioned if the grant funds were listed as specific line items within the budget and Mr. Payne replied affirmatively; however, he said, he still felt it should be approved by Committee prior to the funds being spent.

Following discussion, Mr. Stec amended his motion to include that these special meetings be discontinued, unless prior Committee approval has been granted and Mr. Belden amended his second to the motion.

Mr. Monroe called the question and the motion was carried unanimously to establish a policy, discontinuing special meetings outside the County Center that cost additional

funds, unless prior Committee approval has been granted. The necessary resolution was authorized for the next board meeting.

Mr. Payne advised he would discuss that issue at the next Department Head meeting as well.

Mr. Dusek requested an executive session to discuss litigation.

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

Executive session was declared from 10:39 a.m. to 11:07 a.m.

Committee reconvened. Mr. Monroe stated no action was necessary pursuant to the executive session.

There being no further business before the committee, on motion by Mr. Belden and seconded by Mr. Bentley, Mr. Monroe adjourned the meeting at 11:08 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk