

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **FEBRUARY 8, 2012**

Committee Members Present:

Supervisors Thomas
Taylor
Sokol
Bentley
Wood
Kenny
Merlino
Conover

Others Present:

Daniel G. Stec, Chairman of the Board
Paul Dusek, County Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor Mason
Supervisor Strainer
Mike Swan, County Treasurer
Jeff Tennyson, Superintendent, Public Works
Bud York, Sheriff

Committee Member Absent:

Supervisor Monroe

Don Lehman, *The Post Star*
Nicole Livingston, Deputy Clerk

Mr. Thomas called the meeting of the Finance Committee to order at 10:00 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Conover and carried unanimously to approve the minutes of the previous 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. Thomas 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. Kenny, seconded by Mr. Merlino and carried unanimously to approve Item 1 as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Thomas advised Item 2 was a referral from the County Clerk-Motor Vehicles, requesting to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$13,000 to reflect receipt of funds provided by the Tourism Occupancy Tax budget and towns' local occupancy tax budgets and to establish the appropriation codes for expenditures identified as Bicentennial Project.

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

Mr. Thomas informed Items 3A through E were referrals from the Health Services Committee, Health Services, and he noted that the first four requests were to amend the budget due to the receipt of COLA (Cost of Living Adjustment) funds. He listed the requests as follows:

- A) Amending the 2012 County budget to increase estimated revenues and appropriations in the amount of \$39,021 to adjust the WIC Program to reflect receipt of COLA funds;
- B) Amending the 2012 County budget to increase estimated revenues and appropriations in the amount of \$1,903 to adjust the Family Health Program to reflect receipt of COLA funds for the Lead Grant;
- C) Amending the 2012 County budget to increase estimated revenues and appropriations in the amount of \$1,484 to adjust the Family Health Program to reflect receipt of COLA funds for the Children with Special Health Care Needs Grant;
- D) Amending the 2012 County budget to increase estimated revenues and appropriations in the amount of \$2,656 to adjust the Disease Program to reflect receipt of COLA funds for the IAP Grant; and

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve Items 3A through D as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Thomas added Item 3E was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$38,608 to reflect receipt of New York State Department of Health Early Intervention Administration grant funds.

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

Mr. Thomas asserted Item 4 was a referral from the Human Services Committee, Veterans' Services, requesting a transfer in the amount of \$15,000 from the Contingent Fund to purchase the van from the Department of Social Services.

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

Mr. Thomas questioned why a Contingent Fund transfer was necessary and Paul Dusek, County Administrator, explained that this was not planned as part of the 2012 budget. Mr. Dusek further stated that the van had previously been used and paid for by Medicaid and if the County desired to utilize the van for Veterans' purposes solely, the County would need to be responsible for the cost. He reminded the Committee members that the State had assumed responsibility for transportation of the County's

Medicaid recipients. In response to an inquiry, Mr. Dusek said that the \$15,000 would be appropriated into the Social Services departmental budget and the State would take a credit for the \$15,000 out of the budgeting adjustments that were done between the State and the County's Department of Social Services.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 4 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Item 5 was a referral from the Occupancy Tax Coordination Committee, requesting authorization to provide funding in the amount of \$15,000 for the Big Apple Circus; said funds to be appropriated from the Occupancy Tax Reserve (A.881.00) and transferred to Budget Code A.6417 470 Tourism-Occupancy Contract, and to authorize an Intermunicipal Agreement with the Village of Lake George for the purpose of providing said funding to the Big Apple Circus.

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

Mr. Geraghty questioned if the Big Apple Circus had committed to having their event at the former Gaslight Village property and Mr. Kenny responded that an agreement had not been executed yet. Mr. Merlino added that a Gaslight Village Ad Hoc Committee meeting was scheduled for next week, and more details regarding the Circus would be available at that time.

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

Mr. Thomas advised Items 6A through E were referrals from the Public Safety Committee. Items 6A and B, he said, were referred from the Sheriff & Communications. He noted Item 6A was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$736,938 to reflect receipt of Statewide Interoperable Communications grant funds. He added Item 6B was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$48,278 to reflect receipt of 2010 Statewide Law Enforcement Terrorism Prevention Program grant funds.

Motion was made by Mr. Kenny, seconded by Mr. Bentley and carried unanimously to approve Items 6A and B as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Thomas expounded Items 6C through E were referred from the Office of Emergency Services and he listed the requests as follows:

- C) Amending the 2012 County budget to increase estimated revenues and appropriations in the amount of \$227,603 to reflect receipt of Homeland Security Program grant funds;
- D) Amending the 2012 County budget to increase estimated revenues and appropriations in the amount of \$200,000 to reflect receipt of Fire Training Center Project grant funds; and
- E) Amending the 2012 County budget to increase estimated revenues and appropriations in the amount of \$2,613 to reflect receipt of Federal Aid grant funds.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Items 6C through E as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Thomas remarked Items 7A through I were referrals from the Public Works Committee. Item 7A, he said, was referred from the Airport and was a request to increase Capital Project No. H306.9550 280 Land Avigation Easement, in the amount of \$3,000 to perform a review appraisal of the Forest Enterprises Management parcel in the approach of Runway 1 due to changes in town approvals and LOI with County and time elapsed, with the source of funding to be A.5610 470 Airport (DPW)-Contract.

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

Mr. Thomas noted Items 7B through I were referred from the DPW. He stated Item 7B was a request to authorize the closure of various Capital Projects and Capital Reserve Projects as per the attached, returning the remaining monies to the original source of funding and authorizing the County Treasurer to amend the 2012 County budget accordingly.

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

Mr. Thomas advised Item 7C was a request to amend the 2012 County budget to appropriate local share funds from Interfund Transfers (A.5031) to Transfers-Capital Projects (A.9950 910).

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

Mr. Thomas said Item 7D was a request to increase Capital Project No. H199.9550 280 Corinth Road Reconstruction Project, in the amount of \$988,284 to amend the grant for additional construction, construction inspection, PE and ROW, with the source of funding to be: \$790,627 Federal Funds; \$148,243 State Marchiselli Funds; and \$49,414 to be transferred from A.9950 910 Transfers-Capital Projects.

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

Mr. Dusek asserted that this particular transfer request, as well as Items 7F through H, may need adjustments. He further explained that the Treasurer's Office had informed that their accounting and the DPW accounting were not lining up correctly with regard to these projects. He requested permission to make adjustments to the amounts requested to be transferred from Transfers-Capital Projects as needed following additional discussions with the Treasurer's Office and the Superintendent of Public Works.

Mr. Thomas listed the requests as addressed by Mr. Dusek as follows:

- F) Increasing Capital Project No. H321.9550 280 Lanfear Road Bridge, in the amount of \$5,500 for the anticipated local match (5%) funds for project construction and construction inspection services, with the source of funding to be transferred from A.9950 910 Transfers-Capital Projects;
- G) Increasing Capital Project No. H322.9550 280 Palisades Road over Brant Lake Inlet Bridge, in the amount of \$7,100 for the anticipated local match (5%) funds for project construction and construction inspection services, with the source of funding to be transferred from A.9950 910 Transfers-Capital Projects; and
- H) Increasing Capital Project No. H277.9550 280 CR 51/CR6 Beach Road Reconstruction, in the amount of \$61,140.47 for the anticipated local match (5%) funds for project construction and construction inspection services, with the source of funding to be transferred from A.9950 910 Transfers-Capital Projects.

Mr. Kenny amended his motion to approve Items 7D and 7F through H as outlined above and Mr. Taylor amended his second to the motion. Mr. Thomas called the question and the motion was carried unanimously to approve Items 7D and 7F through H as outlined above, and authorizing the County Administrator to make any necessary adjustments to the amounts to be transferred from Transfers-Capital Projects as needed. The necessary resolutions were authorized for the next board meeting.

Mr. Thomas referred to Item 7E and noted it was a request to establish Capital Project No. H331.9550 280 County Bridge Projects, in the amount of \$150,000 for all expenses related to County bridge rehabilitation projects, with the source of funding to be:

\$83,071.23 to be transferred from A.872.00 Capital Reserve Bridge Replacement & Repair; and \$66,928.77 to be transferred from A.9950 910 Transfers-Capital Projects.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Item 7E as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Thomas added Item 7I was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$4,000 to reflect the part-time salary of the Sewer Administrator for 2012 to be reimbursed by the Lake George Basin Sewer Project.

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

Mr. Thomas advised Item 8 was a referral from the Traffic Safety Board, requesting to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$5,700 to allocate additional funds to the Glens Falls Police Department.

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

In response to an inquiry, Joan Sady, Clerk of the Board, explained that this was revenue from STOP-DWI fines that were being appropriated to a program through the Glens Falls Police Department.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 8 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas remarked Item 9 was for Finance Committee action which was required on the following items as approved by the Personnel Committee: Item Nos. 1A, 1B, 4B and 6.

Motion was made by Mr. Conover, seconded by Mr. Kenny and carried unanimously to approve Item 9 as outlined above.

Mr. Thomas referred to Item IV. Topics to be reported on/discussions/updates and noted the County Treasurer had requested the opportunity to provide a report to the Committee. Michael Swan, County Treasurer, stated that if the Committee members were looking for any additional information or the reduction of any information in the reports that he provided, he requested they contact him. He announced the final sales tax totals for 2011 had been received and the budgeted amount had been \$42,100,000

and the actual amount received was \$46,394,000. Mr. Swan informed that as a direct result of the sales tax received, it would not be necessary to borrow any money at this time. He added that the majority of the towns had been forwarding their property tax payments in a timely manner, which had also assisted the budget. He mentioned that one of the banks that the County used for the majority of its' accounts had recently started charging significant fees and he was in the process of exploring the possibility of moving to a different bank as a cost savings measure. Lastly, Mr. Swan reported that there may be a possibility to refinance the 2003 bonds for the Corrections Facility, which could also realize a savings to the County.

Mr. Thomas advised that there was an additional item for discussion that Mr. Dusek would address. Mr. Dusek said as a result of the new Committee room being utilized, discussions had arisen concerning additional possibilities for the use of the room, not only for the use of projections and for meetings, but also using it as a room for video conferencing or as a command center-type room in the event of a major incident. As a result of those discussions, he continued, Chairman Stec had made several suggestions of improvements and they had met with the Superintendent of Buildings and the Director of Information Technology to discuss what could be done, economically by County staff to make the desired improvements. Following those meetings, Mr. Dusek stated a list of equipment for the improvements had been developed and he reviewed the items with the Committee members. He apprised that the cost to implement the improvements to the new Committee room, and other improvements on the second floor, would be approximately \$5,500 and he recommended a Contingent Fund transfer to cover the aforementioned costs for improvements.

Motion was made by Mr. Taylor, seconded by Mr. Merlino and carried unanimously to approve a Contingent Fund transfer in the amount of \$5,500 for the improvements as outlined above. The necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Kenny and seconded by Mr. Bentley, Mr. Thomas adjourned the meeting at 10:25 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk