

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **FEBRUARY 7, 2013**

Committee Members Present:

Supervisors Conover
Taylor
Sokol
Monroe
Bentley
Wood
Kenny
Merlino
Frasier

Others Present:

Kevin Geraghty, Chairman of the Board
Paul Dusek, County Administrator
Martin Auffredou, County Attorney
Joan Sady, Clerk of the Board
Frank Thomas, Budget Officer
Supervisors Mason
Montesi
Strainer
Mike Swan, County Treasurer
Pam Vogel, County Clerk
John Wappett, Public Defender
Bud York, Sheriff
Don Lehman, *The Post Star*
Thom Randall, *Adirondack Journal*
Nicole Livingston, Second Deputy Clerk

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

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve the minutes of the January 8, 2013 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. Conover 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. Bentley, seconded by Mrs. Wood and carried unanimously to approve Item 1 as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Conover advised Items 2A through C were referrals from the County Treasurer. Item 2A, he said, was a request for a new contract with Systems East, Inc. for the Software Maintenance Agreement for the Tax Collection System, commencing January 1, 2013 and terminating January 31, 2013, with an automatic renewal for one additional calendar month if not cancelled at least 15 days in advance by written notice, for an amount of \$1,804.

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

Mike Swan, County Treasurer, explained he had been informed last year that the maintenance cost for 2013 for the current tax collection system with Systems East, Inc. would be in excess of \$25,000. He stated that he discussed developing an in-house program with the Information Technology (IT) Department which they were currently working on; however, he said, the in-house program was not complete and therefore he was requesting to do a month-by-month contract with Systems East, Inc. He noted he anticipated the in-house program would be ready by the end of March. Mr. Swan suggested the resolution include an option to extend the agreement for two additional months.

Mr. Conover asked what the projected cost savings would be by implementing an in-house program and Mr. Swan replied \$25,000. Mr. Swan added the amount for the contract with Systems East, Inc. had been included in the Contingent Fund during the budget process in case the new in-house program did not work; and therefore, he said, the \$1,804 would be transferred from the Contingent Fund to cover this cost.

Mr. Taylor amended his motion to approve the request for a new contract with Systems East, Inc. with the option to extend for two additional calendar months and Mr. Monroe amended his second to the motion. Mr. Conover called the question and the motion was carried unanimously to approve Item 2A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover stated Item 2B was a request to amend Resolution No. 506 of 2012 which established a Capital Reserve Fund to finance a "Type" Capital Improvement. He noted a draft resolution was attached for review.

Motion was made By Mr. Monroe and seconded by Mrs. Wood to approve the request as presented.

Mr. Swan apprised this resolution was amended and presented at the November 16, 2012 Board meeting at which time the resolution was tabled due to some confusion as to what they were trying to accomplish. He asserted the resolution had been revised to clarify that the amount of money to be appropriated to the Environmental Testing Fund would be \$75,000 above the \$100,000 revenue generated from the proceeds from the County land auction. In future years, he continued, that amount would be 25% of the amount above the \$100,000 as opposed to the original resolution that stated it would be 50%. Mr. Swan remarked another amendment to the resolution was to allow funds to be transferred from the Environmental Testing Fund to reimburse the County Attorney's Office for the cost of mailings and publications associated with the legal process of taking temporary title of tax delinquent parcels to begin the testing programs, as was outlined in Item 2C.

Mr. Conover called the question and the motion was carried unanimously to approve Item 2B as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Conover expounded Item 2C was a request to transfer funds from the Environmental Testing Fund to the Warren County Attorney's Budget to cover the cost of mailing and publication to commence the legal process to assume temporary title of three tax delinquent parcels.

Motion was made by Mr. Taylor, seconded by Mr. Merlino and carried unanimously to approve Item 2C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover apprised Item 3 was a referral from the County Clerk, requesting to amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$2,397.34 to reflect the carryover of unspent funds from 2012, as well as to appropriate 2013 revenue.

Motion was made by Mrs. Wood and seconded by Mrs. Frasier to approve the request as presented.

Mr. Kenny questioned why the unspent funds were not being appropriated to the General Fund. Joan Sady, Clerk of the Board, responded that these were funds earmarked for the Bicentennial program and would be spent in 2013. Pam Vogel, County Clerk, added that a budget had been established in 2010 utilizing occupancy tax funds which had been used through 2011 and 2012. She noted that there were various projects that were coming to pass, some of which they were able to purchase the items for in 2012 and others would be purchased in the actual Bicentennial year, 2013. The reserve that was available, she continued, was already allocated for certain expenditures.

Mr. Conover called the question and the motion was carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover asserted Items 4A and B were referrals from the Criminal Justice Committee, Public Defender. Item 4A, he stated, was a request to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$21,084 to authorize the carryover of the unused portion of 2011 distribution from the Office of Indigent Legal Services.

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

In response to Mr. Kenny's question regarding why unspent funds were not being added to the General Fund, Paul Dusek, County Administrator, explained that the funds listed in Item 4A could not be included in the General Fund because it was a grant from New York State and the County was required to expend the money on Public Defender type items. John Wappett, Public Defender, further stated that money had been allocated for the purchase of a copier; however, he said, the County had implemented the new lease program with copiers, and that portion of the contract no longer applied. He informed that they were allowed to retain the \$6,400 that had been allocated for a copier to upgrade other equipment.

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

Mr. Conover added Item 4B was a request to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$53,406 to authorize the expenditure of the first portion of 2012 distribution from the Office of Indigent Legal Services.

Motion was made by Mr. Monroe, seconded by Mrs. Wood and carried unanimously to approve Items 4A and B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover remarked Items 5A and B were referrals from the Health Services Committee, Health Services. He informed Item 5A was a request to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$1,797 to adjust the Family Health Program to reflect receipt of COLA (Cost of Living Adjustment) funds for the Lead Grant. He noted Item 5B was a request to amend the 2013 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.

Motion was made by Mr. Sokol, seconded by Mr. Merlino and carried unanimously to approve Items 5A and B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover advised Items 6A and B were referrals from the Human Services Committee. Item 6A, he said, was referred from the Employment & Training Administration, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$43,830 to reflect receipt of Federal funds to reimburse training for dislocated workers through the Trade Adjustment Act.

Motion was made by Mr. Taylor, seconded by Mrs. Wood and carried unanimously to approve Item 6A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover stated Item 6B was referred from the Office for the Aging, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$5,000 to reflect an additional appropriation for the HIICAP Program.

Motion was made by Mr. Monroe, seconded by Mr. Bentley and carried unanimously to approve Item 6B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover commented Items 7A through D were referrals from the Office of Emergency Services and he listed them as follows:

A) Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$2,764 to carryover unspent funds from the 2012 LEPC (Local Emergency Planning Committee) grant;

B) Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$2,464 to reflect receipt of 2013 LEPC grant funds;

C) Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$7,516 to reflect receipt of FY11 State Homeland Security Program grant funds; and

D) Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$33,202 to reflect receipt of FY09 State Homeland Security Program grant funds.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Items 7A through D as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover noted Item 8 was a referral from the Tourism Committee, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$18,538 to reflect receipt of New York State Matching Funds.

Motion was made by Mr. Merlino, seconded by Mrs. Wood and carried unanimously to approve Item 8 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover acknowledged Sheriff York had requested permission to address the Committee and he extended privilege of the floor to him. Sheriff York announced he

had received a letter written by the New York State 911 Coordinators Association and sent to the Federal Communications Commission regarding the Congressional 911 report on State collection and distribution of 911 and enhanced 911 fees and charges dated December 21, 2012. He read the letter into the record, a copy of which is on file with the minutes.

Returning to the Agenda review, Mr. Conover apprised Items 9A and B were referrals from the County Administrator. Item 9A, he said was a request to appropriate funds in the amount of \$68,177 from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment.

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

Mr. Conover remarked Item 9B was a request to appropriate funds in the amount of \$263,000 from the Vehicle Reserve Fund to departmental budgets to purchase vehicles.

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

Mr. Dusek commented that they had undertaken a careful search to ensure that the County was purchasing vehicles at the lowest possible cost and had released a bid for such. He pointed out they were currently reviewing the four-wheel drive vehicles to make sure the County had achieved the best pricing and whether or not the bid requirements were fulfilled.

Mr. Conover called the question and the motion was carried unanimously to approve Item 9B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover announced Item 10 was for Finance Committee action which was required on the following items as approved by the Personnel Committee: Item Nos. 3 and 4.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve Item 10 as outlined above.

Mr. Conover referred to Item IV. Topics to be reported on/discussions/updates and noted Item 1 was a request from Martin Auffredou, County Attorney, for an executive session to discuss the Hudson River/Black River Regulating District litigation.

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

Executive session was declared from 10:28 a.m to 10:59 a.m.

The Committee reconvened. Pursuant to the executive session, motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to amend Resolution No. 507 of 2012 to increase Warren County's share of legal services for the Hudson River/Black River Regulating District litigation in the amount of \$3,000 to a total amount not to exceed \$13,000, with the source of funding to be a Contingent Fund transfer. The necessary resolution was authorized for the February 15, 2013 Board meeting.

Mr. Conover mentioned Item 2 was the Response to the Budget Analysis Report from the County Treasurer as prepared by the County Administrator, which would be emailed when completed.

There being no further business to come before the Committee, on motion made by Mr. Bentley and seconded by Mrs. Frasier, Mr. Conover adjourned the meeting at 11:04 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk