

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: SEPTEMBER 11, 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
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS MASON
STRAINER
WESTCOTT
MIKE SWAN, COUNTY TREASURER
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
DEAN BOECHER, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Conover called the meeting of the Finance Committee to order at 9:56 a.m.

Motion was made by Mr. Bentley, seconded by Mrs. Frasier and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing the agenda review with Section III, Action Agenda, Mr. Conover announced Item 1 pertained to the requests for transfers of funds which were included in the agenda packet for Committee approval. He noted that supervisory committee approval had been obtained, as necessary.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve the requests for transfers of funds and the necessary resolution was authorized for the September 20th Board meeting.

Moving on to Item 2, Mr. Conover outlined a request from the County Treasurer for a new contract with New World for training associated with the implementation of the Human Resources Next Generation module at a cost of \$150 per hour, total amount not to exceed \$12,000 plus travel expenses, with the source of funding to be H235.9550 280, Finance and Human Resource Management. He advised the contract was expected to commence in late November of 2013 and terminate upon completion of training.

Motion was made by Mrs. Frasier and seconded by Mr. Kenny to approve the request.

In response to a request for clarification on the necessity of the contract, Mike Swan, County Treasurer, explained New World provided the accounting software used by the County which included a section formerly used by the Human Resources Department and he said he assumed such use would resume when a new Human Resource Director was chosen. He continued that the training would pertain to updates to the New World system and advised that because they had been aware that training would be necessary, they had included the associated costs in the 2013 Budget.

There being no further discussion, Mr. Conover called the question and the motion was carried unanimously to approve the request for a new contract with New World, as outlined above, and the necessary resolution was authorized for the September 20th Board meeting.

Mr. Conover explained Item 3, included a request from the Clerk of the Board to appropriate \$8,000 from the General Fund to Budget Code A.3510 470, Warren County SPCA-Contract. He explained that due to an oversight, the 2012 contractual obligation to the Warren County SPCA in the amount of \$8,000 was not paid. He further explained that the annual report from the SPCA, which was required for payment, was not received by the end of the year, and the Purchase Order was not carried forward to 2013. Mr. Monroe questioned whether the annual report had been received and Joan Sady, Clerk of the Board, replied affirmatively.

Motion was made by Mrs. Wood, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the September 20th Board meeting.

Mr. Conover apprised that Item 4, Referral from the County Facilities Committee, had been included on the agenda as an informational note to advise that the County Facilities Committee had authorized the purchase of paint necessary to complete an employee walking path around the Municipal Center. He noted the cost of the paint would be approximately \$420 and was currently available in the Buildings & Grounds budget. Mr. Conover stated that no action was needed at this time and the Superintendent of Buildings would request a transfer of funds from the Contingent Fund at a later date, if necessary.

Agenda Items 5A-D consisted of referrals from the Economic Growth & Development Committee, *Planning & Community Development*, and he proceeded to read them aloud, as follows:

- 5A) Request to amend the County Budget to create budget codes for the CD73 Project, *Warrensburg Health Center*, and increase estimated revenues and appropriations in the amount of \$400,000 to allocate grant funds received.

Motion was made by Mr. Bentley, seconded by Mr. Monroe and carried unanimously to approve Item 5A and the necessary resolution was authorized for the September 20th Board meeting.

- 5B) Request to close Capital Project No. H249.9550 280, *First Wilderness Corridor 2005*, and transfer the remaining balance of \$35,029.59 to the General Fund.
- 5C) Request to amend the County Budget to appropriate remaining funding in the amount of \$35,029.59 from closed Capital Project No. H249.9550 280, *First Wilderness Corridor 2005*, to Capital Project No. H340.9550 280, *First Wilderness 2012*.
- 5D) Request to increase Capital Project No. H340.9550 280, *First Wilderness 2012*, by \$35,029.59 with the source of funding to be Budget Code A.9950 910, *Transfers-Capital Projects*.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve Items 5B-D and the necessary resolutions were authorized for the September 20th Board meeting.

Mr. Conover drew the Committee's attention to Item 6, Referrals from the Gaslight Village Ad Hoc Committee. He noted Item 6A included a request to increase Capital Project No. 338.9550 280, *Lake George Environmental Park*, in an amount not to exceed \$395,000, with the source of funding to be 90% NYS Environmental Facilities grant funding (\$355,500) and 10% Local Share (\$39,500 - \$15,000 as in-kind services, \$15,000 from prior design expenses and \$9,500 from Wood Foundation funds).

Motion was made by Mr. Sokol, seconded by Mr. Monroe and carried unanimously to approve Item 6A and the necessary resolution was authorized for the September 20th Board meeting.

Continuing to Item 6B, Mr. Conover apprised that at their August 23rd meeting, the Gaslight Village Ad Hoc Committee made a recommendation that a new intermunicipal agreement with the Village of Lake George be approved for cost sharing of grant related expenses and reimbursements for the Lake George

Environmental Park to be divided based on percentage of ownership (*County 62%, Village 38%*), retroactive to the commencement of the grant, contingent upon County Attorney review and approval of said agreement. He noted that the Gaslight Village Ad Hoc Committee had also referred this recommendation to the Finance Committee to determine a source of funding for the County share of the grant related cash flow expenses.

When asked to comment on the referral, Jeffery Tennyson, Superintendent of Public Works, advised the Village of Lake George was seeking the County's assistance with cash flow needs associated with the \$2.5 million TEP (*Transportation Enhancement Program*) grant received for the Lake George Environmental Park Project. He apprised that the Village of Lake George had bonded \$400,000 to provide the necessary cash flow for the construction project, but due to slow reimbursements, they had nearly exhausted all of the bonded funds available. Mr. Tennyson continued that if the County chose not to lend assistance, the Village's only options would be to either undertake a second bond or shut down the construction project until reimbursements were received. He advised that the construction project would be 100% funded through grant monies and private donations and he assured the Committee that all of the cash flow dollars provided for the project would be returned to the County when reimbursements were received.

In response to an inquiry made as to the total needed to address cash flow needs, Mr. Tennyson advised the figures varied, but he estimated that for the construction work the most that would be paid out at any one time would be \$1 million. He noted that he expected the bulk of the project expenses to be incurred by the fall of 2014, with all of the reimbursements subsequently being made prior to the grant closeout which he estimated would likely occur in the spring of 2015, due to the slow grant reimbursement process. Mr. Tennyson reiterated that the Village of Lake George had already expended the majority of the \$400,000 in bonded funds they had acquired for cash flow purposes, and if the Committee was in favor of the proposal presented to participate in these expenses in accordance with the percentage of ownership, the Village requested that they provide 62% reimbursement for the expenses already incurred so that those funds could be used for their future cash flow needs.

Mr. Monroe commented that it was unfair to expect the Village of Lake George to bear the burden of providing for all of the projects cash flow needs simply because they had submitted the TEP grant application. He added that he was supportive of the County's providing 62% of the identified cash flow costs and suggested that they participate as requested using monies from the County's General Fund Unappropriated Surplus. Paul Dusek, County Administrator, said he agreed that the County should participate, as well as with the use of General Fund Unappropriated Surplus to do so. He expounded that although he did not usually like reimbursement situations such as this, he felt that it was only right to participate because of the County's majority ownership in the property. Mr. Dusek stated that this was an example of the importance of maintaining a surplus account with a high balance as it provided the opportunity for the County to provide the necessary cash flow funding without having to encumber bonded funds and their associated fees.

Motion was made by Mr. Monroe, seconded by Mr. Merlino and carried unanimously to authorize an intermunicipal agreement with the Village of Lake George for cost sharing of grant related expenses and reimbursements for the Lake George Environmental Park to be divided based on percentage of ownership (*County 62%, Village 38%*), retroactive to the commencement of the TEP grant with the source of funding for the County Share to be the General Fund Unappropriated Surplus.

Moving on to Item 7, Mr. Conover addressed a referral from the Human Services Committee, *Employment & Training*, requesting to amend the County Budget to increase estimated revenues and appropriations in the amount of \$74,054 to reflect the receipt of reimbursements received through the Trade Adjustment Act for training of twelve dislocated workers.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the September 20th Board meeting.

Mr. Conover announced that Items 8A-J consisted of referrals from the Public Works Committee, *DPW*, which he outlined as follows:

- 8A) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$10,000 to reflect the receipt of additional monies received for paving services provided to other governments.

Motion was made by Mrs. Wood, seconded by Mr. Bentley and carried unanimously to approve the request and the necessary resolution was authorized for the September 20th Board meeting.

- 8B) Request to sell one Wabash Semi Trailer to the Town of Warrensburg for the sum of \$1,000.

Motion was made by Mrs. Frasier, seconded by Mr. Bentley and carried unanimously to approve the request and the necessary resolution was authorized for the September 20th Board meeting.

- 8C) Request to authorize a grant agreement with NYSDOT for a total amount not to exceed \$80,000 for the West Brook Road (CR 69) Sidewalk Project.
- 8D) Request to establish Capital Project No. H343.9550 280, *West Brook Road (CR 69) Sidewalk Project*, in the amount of \$80,000, with the source of funding to be 80% Federal, 20% Local (*Local Share includes anticipated 15% State Marchiselli funding*).

Motion was made by Mrs. Wood, seconded by Mr. Kenny and carried unanimously to approve Items 8C and 8D and the necessary resolutions were authorized for the September 20th Board meeting.

- 8E) Request to authorize a grant agreement with NYSDOT for a total amount not to exceed \$11,500 for the improvements to the Warren County Bikeway.
- 8F) Request to establish Capital Project No. H344.9550 280, *Warren County Bikeway Improvements (R4)*, in the amount of \$11,500, with the source of funding to be 80% Federal and 20% Local (*Local Share includes anticipated 15% State Marchiselli funding*)
- 8G) Request to authorize a grant agreement with NYSDOT for a total amount not to exceed \$10,000 for the Warren County Bikeway Connections Project.
- 8H) Request to establish Capital Project No. H345.9550 280, *Warren County Bikeway Connections*, in the amount of \$10,000, with the source of funding to be 80% Federal and 20% Local (*Local Share includes anticipated 15% State Marchiselli funding*).

Motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to approve Items 8E-H, and the necessary resolutions were authorized for the September 20th Board meeting.

- 8I) Request to decrease Capital Project No. H320.9550 280, *Crane Mountain Road over Mill Creek Bridge*, by \$27,500 and return said monies to the General Fund.

Motion was made by Mr. Sokol, seconded by Mr. Merlino and carried unanimously to approve Item 8I and the necessary resolution was authorized for the September 20th Board meeting.

- 8J) Request to amend the County Budget to transfer the local match funds totaling \$27,500 for the Federal-aid "Make the Connection" projects referenced in Items 8D, 8F and 8H, above.

Motion was made by Mr. Bentley, seconded by Mr. Merlino and carried unanimously to approve Item 8J and the necessary resolution was authorized for the September 20th Board meeting.

Items 9A-G included referrals from the County Administrator, Mr. Conover advised, and the items were reviewed, as follows:

- 9A) Request for a transfer of funds in the amount of \$50,000 from the Contingent Fund to the County Attorney Budget Code A.1420 437 to cover the costs of abstracts for the 2014 Foreclosure proceedings.

Mr. Monroe questioned whether the transfer was necessary because they had not included sufficient funding in the 2013 Budget and Mr. Dusek replied affirmatively, explaining that the number of abstracts necessary was more than had been anticipated. Mr. Dusek added that typically, they would delay the abstract process until 2014, but because there were so many to be done, the County Attorney preferred to begin them in 2013 so as not to overburden his staff by asking that they all be done at one time next year.

Motion was made by Mr. Monroe, seconded by Mr. Taylor and carried unanimously to approve Item 9A and the necessary resolution was authorized for the September 20th Board meeting.

- 9B) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$6,600 to reflect additional revenue and expenses with regard to the consolidated printing project.

Motion was made by Mrs. Wood, seconded by Mr. Kenny and carried unanimously to approve Item 9B and the necessary resolution was authorized for the September 20th Board meeting.

- 9C) Request to appropriate funds from the Vehicle Reserve Fund to various Departmental Budgets for vehicle purchases totaling \$115,858.

Mr. Conover questioned how many vehicles would be purchased through this action and Mr. Dusek replied that either four or five would be purchased. *Note: Subsequent to the meeting it was determined that six vehicles would be purchased.*

Motion was made by Mr. Monroe, seconded by Mr. Bentley and carried unanimously to approve Item 9C and the necessary resolution was authorized for the September 20th Board meeting.

- 9D) Request to appropriate funds from the Computer Reserve Fund to various Departmental Budgets to purchase computers and related equipment and software totaling \$5,842.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve Item 9D and the necessary resolution was authorized for the September 20th Board meeting.

- 9E) Request to allocate funds from the Computer Replacement Program for the purchase of computer upgrades in the amount of \$1,266.

Mr. Dusek noted that this request had been presented incorrectly, as the \$1,266 had been appropriated as a part of the request approved in Item 9D. He advised this request should have been to amend the County Budget to increase estimated revenues and appropriations in the amount of \$1,266 in order to place the funds in the appropriate Budget Codes for expenditure.

Motion was made by Mr. Bentley, seconded by Mr. Taylor and carried unanimously to approve Item 9E and the necessary resolution was authorized for the September 20th Board Meeting.

- 9F) Request to appropriate funds from the General Fund Unappropriated Surplus to Budget Code A.3110 230, Sheriff Law Enforcement-Auto Equip., in the amount of \$140,000 for the purchase of five additional vehicles.

Motion was made by Mrs. Frasier and seconded by Mr. Merlino to approve the request.

Mr. Kenny cited a recent article in *The Post Star* regarding drug forfeiture monies available to the Sheriff's Office and he questioned whether the vehicle purchases could be postponed until those funds became available. Mr. Dusek responded that they had initially considered delaying vehicle purchases until the forfeiture monies were received; however, he noted, due to the indications that the funds would not become available until 2014 and in light of the poor shape of the current Sheriff's fleet, he had recommended the purchase of six vehicles in 2013, five with the funds appropriated in Item 9F and one in the transfer requested in Item 9C. Speaking as Budget Officer, Mr. Thomas apprised the Sheriff had identified a need for twelve new vehicles and in order to avoid a large impact to the 2014 Budget, they had recommended the purchase of six vehicles in 2013 and another six in 2014.

There being no further comment on the matter, Mr. Conover called the question and the motion was carried unanimously to approve Item 9F and the necessary resolution was authorized for the September 20th Board meeting.

- 9G) Request for approval of an Intermunicipal Agreement with the Village of Lake George for additional funding in the amount of \$150,000 for 2013-14 fall and winter Asian Clam Treatment Program, as authorized by Resolution No. 451 of 2013.

Mr. Dusek explained that although Resolution No. 451 of 2013 had authorized additional funding, it should also have provided authorization for an intermunicipal agreement and this item would rectify that issue.

Motion was made by Mr. Monroe, seconded by Mr. Bentley and carried unanimously to approve Item 9G and the necessary resolution was authorized for the September 20th Board Meeting.

With reference to Item 10, Mr. Conover announced Finance Committee action was required on the following items approved by the Personnel Committee: Personnel Agenda Item Nos. 3A, 3B, and 7B, as well as Personnel Addendum Agenda #1 Item No. 1A and Personnel Addendum Agenda #2 Item No. 1.

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

Concluding the agenda review, Mr. Conover noted there was one Pending Item to address, concerning an update from the County Treasurer with respect to acceptance of credit card payments on a County-wide basis. Mr. Swan advised that he had no update to provide on this item.

There being no further business to come before the Finance Committee, on motion made by Mrs. Frasier and seconded by Mr. Bentley, Mr. Conover adjourned the meeting at 10:23 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board