

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: DECEMBER 11, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
SOKOL
MONROE
BENTLEY
WOOD
KENNY
MERLINO
FRASIER

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS DICKINSON
MASON
MONTESI
STRAINER
WESTCOTT
MARY BETH CASEY, COMMISSIONER, BOARD OF ELECTIONS
LLOYD COTE, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS
SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
LARRY JEFFORDS, COMMUNICATIONS SUPERVISOR, WARREN COUNTY
SHERIFF'S OFFICE
BUD YORK, WARREN COUNTY SHERIFF
MATT SIMPSON, TOWN OF HORICON SUPERVISOR-ELECT
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR TAYLOR

Mr. Conover called the meeting of the Finance Committee to order at 10:25 a.m.

Motion was made by Mr. Kenny, seconded by Mrs. Wood 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, along with a copy of a draft resolution to be presented by Martin Auffredou, County Attorney. *Copies of these documents are on file with the meeting minutes.*

Mr. Conover announced that before beginning the agenda review, Mr. Auffredou would review the draft resolution distributed, entitled "*Standardization of Verizon Technology and Declaring Verizon the Sole and Single Source for Receiving Technology, Telephone and Maintenance for the E-911 Center and Authorizing Agreement with Verizon New York, Inc. and Ratifying the Actions of the Warren County Sheriff in Executing the Agreement with Verizon New York, Inc.*". Mr. Auffredou provided an overview of the resolution which essentially indicated that upgrades to the Warren County E-911 Emergency Communications Center were necessary and after a thorough review, the Communications Supervisor had recommended a contract with Verizon New York, Inc. to upgrade and standardize the equipment. He explained this contract would include a five-year maintenance agreement with the cost to the County being a total of \$107,760, payable in 60 consecutive monthly payments of \$1,796. Mr. Auffredou noted that the Warren County Sheriff's Office had secured grant funding to cover the Public Safety Answering Point (PSAP) costs of \$282,378.51, as well as the backup PSAP costs of \$104,623.43. With respect to the ratification portion of the resolution, Mr. Auffredou explained that in order to secure the best rates, the contract had to be signed no later than December 14th which was before the December 20th Board Meeting when the full Board of Supervisors would approve the contract; therefore, he continued, assuming that the Committee was in favor of the contract, authorization would need to be provided to commence the contract and ratify the actions of the Warren County Sheriff. Mr. Auffredou noted that Bud York, Warren County Sheriff; Shawn Lamouree, Warren County Undersheriff;

and Larry Jeffords, Communications Supervisor for the Warren County Sheriff's Office, were all in attendance if the Committee had any technical questions with regard to the services Verizon would be providing.

Motion was made by Mrs. Wood and seconded by Mr. Monroe to approve the proposed resolution, as presented.

Mrs. Wood confirmed that, as Chairman of the Public Safety Committee, she had discussed the contract with both Sheriff York and Mr. Auffredou and all of her concerns had been addressed. She said this seemed to be a necessary service and the rates offered were reasonable; Mr. Monroe agreed and said he supported the resolution, as well.

Sheriff York apprised that similar upgrades had been required in 2009; however, he said, at that time they had not received appropriate notice to prepare for the associated costs which had totaled close to \$400,000. He stated that they had been notified in advance of the required upgrades, allowing for grant funding to be secured to cover the majority of the associated costs. Sheriff York noted that Washington County would be joining with Warren County to use the backup center.

In response to a question posed by Mr. Conover, Sheriff York confirmed that the total cost to the County for the upgrade would be \$107,760, payable over a 60 month term at \$1,796 per month; he added that this cost was much less than the \$5,000 per month they had been paying to finance the last equipment upgrade. Paul Dusek, County Administrator, commented that this agreement and grant opportunity posted a great savings to Warren County for necessary services.

There being no further discussion, Mr. Conover called the question and the aforementioned motion to approve the resolution presented by Mr. Auffredou was carried unanimously, thereby authorizing presentation of the resolution at the December 20th Board meeting.

Commencing the agenda review with Section III, Action Agenda, Mr. Conover announced Item 1 consisted of a request for transfers of funds as included in the agenda packet for Committee approval.

Motion was made by Mrs. Wood, seconded by Mr. Sokol and carried unanimously to approve the requests for transfers of funds and the necessary resolution was authorized for the December 20th Board meeting.

Mr. Conover announced Items 2A-C consisted of requests from the County Treasurer. Item 2A, he advised, requested a contingent fund transfer in the amount of \$2,871 to cover larger than expected community college tuition costs for Warren County students attending community college outside the County. Mike Swan, County Treasurer, explained that the chargeback amounts due to SUNY Adirondack for Warren County students who chose to attend schools outside of Warren County exceeded the amount budgeted for 2013. He further explained that they had been able to move money around in the existing 2013 budget to cover some of the costs, but they were still short by the amount indicated.

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 December 20th Board meeting.

Agenda Item 2B, Mr. Conover noted, included a request to authorize extension of the loans made to the Westmount Health Facility (*\$750,000 loan made on December 28, 2012; \$500,000 loan made on February 6, 2013*) for an additional year as Westmount was experiencing cash flow problems and the 2013 IGT (*Intergovernmental Transfer*) money has not been received.

Mr. Swan advised these loans had been made to Westmount in order to keep the facility operating while waiting for the IGT funds to arrive. He reported that the 2013 funds had still not been received and therefore he was requesting to extend the loans. Mr. Conover asked how much IGT funding was to be provided and when they were expected. Mr. Dusek advised that the IGT funds were to be provided by the State of New York and should total an amount in the range of \$750,000; he added that they did not know when they would be received. Mr. Swan noted that in speaking with representatives of other counties, he had found that the IGT funds were typically paid every other year and this was a practice they had not previously been aware of.

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

Mr. Conover advised Agenda Item 2C consisted of a request to authorize a loan to the Westmount Health Facility from the General Fund in an amount not to exceed \$1.3 million at an interest rate of .25% as Westmount was experiencing cash flow problems which they expect to continue into 2014 until 2014 IGT funding was received.

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

Mr. Swan said he assumed \$1.3 million was the most that would be needed to sustain Westmount operations throughout 2014. He noted that this was once again a situation where Westmount was waiting for IGT funds for financial support, but were unsure when they would be received. Mr. Sokol asked why interest was being charged for the loan and Mr. Dusek responded that because the monies were being transferred between separate funds they were required to charge and recover the interest that would have been received if they were not transferred from the General Fund. Mr. Swan added that this was the same interest rate charged for the previous loans.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was unanimously approved, thereby authorizing the necessary resolution for the December 20th Board meeting.

Mr. Conover apprised that Items 3A and B both consisted of requests from the Clerk of the Board. Item 3A, he noted, included a request to authorize payment to the Warren County Soil & Water Conservation District for 2014 in the amount of \$308,201.

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

Moving on to Item 3B, Mr. Conover read aloud a request to authorize payments to SUNY Adirondack in 2014 for the sum of \$1,852,623, to be paid in three installments (*\$617,541 in each of the months of January, April and July of 2014*).

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

Mr. Conover announced that Items 4A-H consisted of referrals from the Economic Growth & Development Committee, *Planning & Community Development*, which he outlined as follows:

- 4A) Request to close Capital Project No. H295.9550 280, *Countywide Broadband Study*; there are no funds remaining to return to the General Fund.

Motion was made by Mrs. Frasier, seconded by Mr. Monroe and carried unanimously to approve Item 4A and the necessary resolution was authorized for the December 20th Board meeting.

- 4B) Request for a Contingent Fund transfer in the amount of \$2,400 to Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, to cover a shortfall in reimbursements received from the State for Capital Project No. H228.9550 280, *Lake George Loop*.
- 4C) Request to increase Capital Project No. H228.9550 280, *Lake George Loop*, in the amount of \$2,400 with the source of funding to be a transfer from Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*. This transfer is necessary in order to cover insufficient reimbursements from the State so that the Project can be closed.
- 4D) Request to close Capital Project No. H228.9550 280, *Lake George Loop*; there are no funds remaining to return to the General Fund.

Motion was made by Mr. Kenny, seconded by Mr. Monroe and carried unanimously to approve Items 4B-D, as outlined above, and the necessary resolutions were authorized for the December 20th Board meeting.

- 4E) Request to increase Capital Project No. H292.9550 280, *First Wilderness Heritage Corridor-Making the Connection*, in the amount of \$199,248.39 with the source of funding being a transfer from Budget Code H292.9550 2791, *In Kind Contributions*.
- 4F) Request to increase Capital Project No. H312.9550 280, *First Wilderness 2008 Building the Future*, in the amount of \$144,426.74 with the source of funding to be transfers from Budget Code H312.9550 2791, *In Kind Contributions*, in the amount of \$126,278.16, and from Budget Code H312.9550 5031, *Interfund Transfers*, in the amount of \$18,148.58.
- 4G) Request to increase Capital Project No. H313.9550 280, *First Wilderness 2009 Hamlet Enhancement*, in the amount of \$393,659.51 to include: a transfer in the amount of \$365,873.05 from Budget Code H313.9550 2791, *In Kind Contributions*; a transfer of \$22,786.46 from Budget Code H313.9550 5031, *Interfund Transfers*; a decrease in Budget Code H313.9550 2703, *Grants from Local Government*, in the amount of \$410,006; and an increase in Budget Code H313.9550 3897, *Culture & Recreation*, in the amount of \$415,006. *Note: Subsequent to the meeting it was determined that this action would actually require two separate resolutions, one to increase the Capital Project and another to amend prior Resolution No. 300 of 2010, which established the Capital Project, to list the correct funding source for the establishing monies.*
- H) Request to increase Capital Project No. H334.9550 280, *First Wilderness 2011*, in the amount of \$439,285.75 to include: a transfer in the amount of \$399,818.24 from Budget Code H334.9550 2791, *In Kind Contributions*; a transfer in the amount of \$39,467.51 from Budget Code H334.9550 5031, *Interfund Transfers*; a decrease in Budget Code H334.9550 2703, *Grants from Local Governments*, in the amount of \$463,116; and an increase in Budget Code H334.9550 3897, *Culture & Recreation*, in the amount of \$463,116. *Note: Subsequent to the meeting it was determined that this action would actually require two separate resolutions, one to increase the Capital Project and another to amend prior Resolution No. 303 of 2010, which established the Capital Project, to list the correct funding source for the establishing monies.*

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Items 4E-H, as outlined above, and the necessary resolutions were authorized for the December 20th Board meeting.

Mr. Conover advised Item 5 included a referral from the Health Services Committee, *Public Health*, requesting to amend the County Budget in the amount of \$1,484 to adjust the Family Health Program to reflect the cost of living adjustment provided in association with the Children with Special Health Care Needs grant.

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

Agenda Item 6, Mr. Conover stated, included a referral from the Invasive Species Sub-Committee requesting discussion regarding determination of a source of funding for consultant services relative to the SEQRA (*State Environmental Quality Review Act*) process and Environmental Impact Statement required in association with the proposed local law for mandatory boat inspections and washes. He noted that a copy of the Bid Tabulation sheet listing the bids received for the aforementioned services was included in the agenda packet.

Mr. Monroe opined it was critically important to move forward with this initiative in some way, recognizing that the County did not presently have enough money to budget the full expense. He suggested the first step would be to meet with the consultants that had submitted bids to determine whether there was a way to decrease the cost of the SEQRA work and then decide whether sufficient funding could be budgeted to do part of the work in 2014 and the rest in 2015. Mr. Monroe advised that at the last meeting of the Invasive Species Sub-Committee they had discussed how the \$300,000 included in the 2014 County Budget for the invasive species eradication efforts would be spent and had reached a consensus that \$150,000 should be earmarked for the Lake George project and the remaining \$150,000 split evenly between the towns with waterbodies in them. He commented that in his opinion, it was more important to move forward with the prevention program and SEQRA process than to receive money at the town level for individual control programs, and he recommended that they reduce the \$150,000 to be contributed at the town level by \$50,000 and use those funds to support the start of the SEQRA process for the boat washing and inspection program aimed at stopping the spread of invasive species.

Mr. Merlino commented that he would prefer the \$50,000 be removed from the total \$300,000, rather than from the town share, otherwise the towns might not receive enough money to fund their individual eradication programs. Mr. Conover said he agreed with Mr. Merlino's suggestion, but also agreed with Mr. Monroe's recommendation that they begin the process by meeting with the consultants to determine whether the SEQRA review costs could be reduced. He added that once a firm figure for the work was determined, they would be better able to decide the best way to fund it. Mr. Bentley stated his opinion that it would be better to fund the work using General Fund Surplus monies because the project would benefit all of the towns of Warren County.

Mr. Conover asked how they should proceed to address this issue and Mr. Monroe suggested that the Invasive Species Sub-Committee and the Finance Committee meet to interview the firms that had submitted proposals in a joint format. Mr. Mason stated his concern that moving in this direction would delay a decision on how the \$300,000 included in the 2014 County budget would be spent and might affect the work planned for those funds as some parties were already gearing up for work to begin in the spring of 2014. He added that if the project was only going to cost \$50,000, it might be better to identify a different source of funding altogether.

A discussion ensued, following which Mr. Conover asked Mr. Monroe to act as the liaison for the Finance Committee to the Invasive Species Sub-Committee.

Resuming the agenda review, Mr. Conover advised Item 7 consisted of a referral from the Public Safety Committee, *Office of Emergency Services*, requesting to authorize the purchase of, and determine a source of funding for, on campus radios in an amount not to exceed \$3,600, for use during emergency/training events. He noted that due to time limitations, a funding source and permission to release a bid for the equipment prior to the December 20th Board meeting would be necessary.

Mr. Dusek advised that in the event of a drill or an actual emergency, the County's emergency functions were dependent upon certain key staff members having portable radios which allowed communication to ensure all staff were accounted for. He advised that in recent training sessions using the current equipment, which consisted of old hand-me-down radios, they had found some of the radios were not working; he added that in the event of a real emergency this would cause a big

problem because proper communication would not be possible. Mr. Dusek confirmed that the current equipment had been reviewed by qualified staff before a determination was made that it could not be salvaged, leading him to ask Brian LaFlure, Fire Coordinator/Director of the Office of Emergency Services, to seek out a quote for new radio equipment. He advised that the \$3,600 quoted for new equipment was a bit on the high side and he noted that the equipment would likely be purchased for a lower amount; however, he said, he was unsure what the exact total would be. Mr. Dusek encouraged the approval of the new radio purchases as a matter of health and safety for County staff and he suggested that the purchase be made using funds from the Contingent Fund. He noted that because they would need to complete this transaction before the end of the year in order to use 2013 Contingent Funds, the purchasing process would need to begin prior to the December 20th Board meeting.

Mrs. Wood apprised she had spoken with Mr. LaFlure with regards to this matter and agreed this was a sensible purchase that would help to ensure the safety of both employees and visitors. Mr. Bentley asked if the radios had to be purchased through a State contract and Mr. Dusek responded that Mr. LaFlure would be researching all avenues to try and purchase the equipment as inexpensively as possible.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to authorize a Contingent Fund transfer in the amount of \$3,600 to Budget Code A.3410 250, *Fire Prevention & Control, Technical Equipment*, in order to fund the purchase of new radio equipment, as well as to authorize the purchasing process to begin prior to the upcoming Board meeting, and the necessary resolution was authorized for the December 20th Board meeting.

Mr. Conover advised Agenda Items 8A-I consisted of referrals from the Public Works Committee, and he outlined them, as follows:

- 8A) Request to decrease Capital Project No. H214.9550 280, *Woolen Mill Bridge*, in the amount of \$1,442,598 and return the remaining Local Share of \$45,538.15 to the General Fund.

Mr. Conover questioned the need for this action and Joan Sady, Clerk of the Board, apprised that the funds returned to the General Fund would be placed in a code that allowed them to be used as the local share for other projects. She explained Item 8B requested to move the remaining local share funds to the appropriate budget code, while Items 8C and D sought to appropriate the returned funds as the local share for two separate projects.

- 8B) Request to amend the County Budget to appropriate the \$45,538.15 returned from Capital Project No. H214.9550 280, *Woolen Mill Bridge*, to Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, so that it may be used as the Local Share for other projects.

Motion was made by Mr. Sokol, seconded by Mr. Merlino and carried unanimously to approve both Items 8A and B, as outlined above, and the necessary resolutions were authorized for the December 20th Board meeting.

- 8C) Request to Increase Capital Project No. H322.9550 280, *Palisades Road over Brant Lake Inlet Bridge (CR 26)*, in the amount of \$20,000 to appropriate funds to the Local Share, with the source of funding being Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*.

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

- 8D) Request to Increase Capital Project No. H342.9550 280, *Blair Road over Mill Brook*, in the amount

of \$25,538.15 to appropriate funds to the Local Share, with the source of funding being Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Item 8D, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

- 8E) Request to decrease Capital Project No. H277.9550 280, *CR51/CR6 Beach Road Reconstruction*, in the amount of \$135,000 to remove funding associated with the storm water monitoring work for the project.

Motion was made by Mr. Sokol, seconded by Mr. Merlino and carried unanimously to approve Item 8E, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

- 8F) Request to amend Resolution No. 486 of 2004 to designate a source of funding for the \$125,000 Warren County paid to the NYS Comptroller for a Betterment Agreement with the New York State Department of Transportation.

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

At Mr. Conover's request, Mr. Swan explained that Item 8F pertained to funds paid as the local match in connection with the railroad project. He further explained that while Resolution No. 486 of 2004 had approved the expense, it had not identified a source of funding. Mr. Swan confirmed that the payment had been made in 2004 from the General Fund Surplus, but because an official source of funding had not been identified they would like to amend Resolution No. 486 of 2004 to provide the proper authority to make the payment in the manner they had. He concluded that this was part of an effort to clean up some old outstanding issues within his Office.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the December 20th Board meeting.

With reference to Item 8E, Mr. Dickinson questioned why the funds for the storm water management monitoring were being removed and Kevin Hajos, Deputy Superintendent of Public Works, responded that these funds were being provided through an EFC (*New York State Environmental Facilities Corporation*) grant, the majority of which had been used to fund the Beach Road Reconstruction Project. He explained that they had intended to use some funds for the subsequent monitoring of the experimental porous pavement application used for the project; however, the EFC had not wanted to hold the grant open for an extended period and had requested that it be closed, necessitating the return of the funds they had planned to use for the monitoring. Mr. Hajos advised that they had been searching for other sources of funding for the monitoring work when Darren Freshwater Institute had offered to provide the monitoring services at no charge.

- 8G) Authorizing Supplemental Consultant Agreement No. 6 for the Beach Road (*CR 51/6*) Reconstruction Project to cover additional design and construction inspection services in an amount not to exceed \$91,500.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Item 8G, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

- 8H) Request to increase Capital Project No. H329.9550 280, *Warren County Bikeway Improvements*, in the amount of \$4,000 with the source of funding to be Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, to cover additional right-of-way mapping and acquisition

costs associated with the construction of a sidewalk along State Route 149 from the intersection with State Route 9 to the Warren County Bikeway.

Motion was made by Mr. Bentley, seconded by Mr. Merlino and carried unanimously to approve Item 8H, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

- 8I) Request to amend the Up Yonda budget to appropriate gift shop revenues in the amount of \$400 to Budget Code A.7111 416, *Up Yonda Farm, Oil & Gas-Heating*.

Motion was made by Mr. Merlino, seconded by Mrs. Wood and carried unanimously to approve Item 8I, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

Proceeding to Agenda Items 9A and B, both referrals from the Support Services Committee, *Board of Elections*, Mr. Conover advised Item 9A included a request to close Capital Project No. H227.9550 280, *Election Equipment Procurement*, and return any remaining funds to the General Fund; he noted the estimated balance remaining in the Project was \$1,472.45.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board meeting.

Mr. Conover apprised that Item 9B consisted of a request for a new contract with NTS Data Services, LLC for provision of maintenance and support services for multiple Board of Elections software programs for the five-year term commencing January 1, 2014 and terminating December 31, 2018 at a cost of \$42,742 per year; the source of funding for this contract is to be Budget Code A.1450 470, *Board of Elections, Contract*.

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

Mr. Conover requested clarification on this request and Mary Beth Casey, Commissioner of the Board of Elections, explained the Board of Elections had consistently held a contract with NTS Data Services, LLC since 1999 for maintenance and support of several software programs used, such as those that supported the voter registration program and provided full document imaging for permanent record storage.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was unanimously approved, thereby authorizing the necessary resolution for the December 20th Board meeting.

Mr. Conover advised the next section of the agenda pertained to requests from the County Administrator. Items 10A-G were reviewed, as follows:

- 10A) Request for a Contingent Fund transfer in the amount of \$2,600 to Budget Code A.1170 210, *Legal Defense-Indigents, Furniture/Furnishings*, to purchase furniture for the Assigned Counsel Office.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve Item 10A, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

- 10B) Request for a Contingent Fund transfer in the amount of \$2,500 to Budget Code A.1165 440, *District Attorney, Legal Transcript Fees*, to provide additional funding needed through the end of 2013.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Item 10B, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

- 10C) Request to appropriate funds in the amount of \$1,656 from the Computer Reserve Fund to the Veterans' Services and Public Health budgets for the purchase of computers and related equipment and software.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Item 10C, as outlined above, and the necessary resolution was authorized for the December 20th Board meeting.

- 10D) Request to appropriate funds in the amount of \$56,334 from the County Road fund balance to various budget codes within the DPW Budget to cover health and dental insurance costs through December 2013.

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

Mr. Bentley asked how this budget code could have been underbudgeted by so much and Mr. Dusek replied that changes in staffing quickly led to higher benefit costs. For example, he cited that if a person with a single coverage health insurance program left the County's employment and a person requiring a family health insurance plan was hired, the insurance costs would double. Mr. Dusek stated that he had questioned this increase himself, but was satisfied with the explanation provided to him by JoAnn McKinstry, Assistant to the County Administrator, pursuant to her review of the situation.

Mr. Conover questioned whether they had been able to budget these expenses better in the 2014 Budget and Mr. Dusek replied that although he believed they had, these expenses were somewhat unpredictable. He clarified that the funding for the expenses was available within the existing 2013 Budget but a budget amendment was necessary to place the funds in the correct codes.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was unanimously approved, thereby authorizing the necessary resolution for the December 20th Board meeting.

- 10E) Request to amend the existing contract with National Business Equipment & Supply, LLC to adjust the number of copies allowed under the contract based on actual usage, as well as to increase the contract amount to \$9,893.10 per month. The commencement date of the extension will be effective August 1, 2013 and will terminate on May 31, 2017.

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

In response to an inquiry by Mr. Merlino, Mr. Dusek confirmed that the \$9,893.10 cost cited was a monthly fee and he acknowledged this was an expensive operation because so many copies were made. Mr. Dusek stated that the copier project had actually achieved a savings for the County and he intended to make a presentation on the results in February of 2014, once the final figures were developed for the year. He explained that the contract with National Business Equipment & Supply LLC required a monthly payment for a certain number of copies and then payment for any overages at the end of the year; he added that the County had exceeded its copy limits for 2013, but noted that since this was the first year of the contract there was no way to know exactly what copier limits should be used. Mr. Dusek said he had met with representatives from National Business Equipment & Supply LLC and revised some of the limits on certain copiers in order to appropriately balance those that needed higher

limits as opposed to those who could use lower ones before developing the amended agreement which would actually end up saving the County money.

Mr. Merlino questioned the agreement terms and Mr. Dusek advised National Business Equipment & Supply LLC had agreed to make the contract changes retroactive to the start of the agreement, *August 1, 2013*, and carry them through the entire life of the contract which would terminate on May 31, 2017 in order to provide adjustments in the County's best interest.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was unanimously approved, thereby authorizing the necessary resolution for the December 20th Board meeting.

- 10F) Request to extend the agreement with Integrys Energy Services of New York, Inc. as preferred supplier for electricity through the Municipal Electric & Gas Alliance (*MEGA*).

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

Mr. Dusek advised that the County purchased most of its gas/electricity through MEGA, which was comprised of an alliance of municipalities that put out bulk bids for their electric and gas needs in order to get the best pricing. He noted that the County had renewed its gas contract a year or so ago, and now needed to renew the contract for electricity. Mr. Dusek apprised that the last contract renewal for electricity had been approved in December of 2011, and at that time they had chose to renew for a two-year term because the rates were so low, which turned out to be an excellent decision because the rates had since increased. He noted that the current electrical rate of .064 per kWh would increase to .074 per kWh if a one year contract was secured, or .075 for a six month contract. Mr. Dusek stated that he would recommend a six month contract term because it was speculated that the rates would be better in six months and a lower contract rate could be attained. He said he would like the County to get into a cycle where they were reviewing electrical rates in April/May and September/October in attempt to achieve the best rates during these times when the market was less volatile. Mr. Dusek concluded that while he could not guarantee lower rates would be achieved, he felt it was the best chance to save money.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was unanimously approved, thereby authorizing the necessary resolution for the December 20th Board meeting.

- 10G) Discussion regarding the purchase of additional time clocks for the Sheriff's Office with the proposed source of funding to be a Contingent Fund transfer.

Mr. Dusek advised they had been working toward implementation of time clocks coordinated with the Personnel and Treasurer's Offices and had found one of the major differences between the old paper approach and the new automated system to be that the time accounting was not exactly the same in that the automated time clocks were showing more time being used. In the Sheriff's Office, he continued, some of the additional work time incurred was due to a number of staff coming to work at the same time and lining up to use the same time clock. Mr. Dusek noted that the current time clocks used a fingerprint scan which would cause further delays for others trying to punch in for work if the person at the front of the line was experiencing a problem clocking in. Additionally, he advised that the Corrections Officers only had so much time to clock in, change and get to their briefing before their shift started; he added that a delay in clocking in could potentially cause problems making the briefing, and subsequently starting a shift, in a timely manner. In order to alleviate this issue, Mr. Dusek stated that the purchase and installation of two additional time clocks had been proposed to make the time clock procedure faster. He advised the price for the time clocks was estimated at \$2,330 and he

suggested a transfer from the Contingent Fund to Budget Code A.1011 220, *Admin & Fiscal Services, Office Equipment*, to make the purchase. Mr. Swan commented that the Corrections Officers were required to punch in for their shift within six minutes prior to the hour and then be changed into their uniforms and read for briefing within ten minutes after the hour; he confirmed that this time limitation was compromised by the more lengthy process required by the automated time clock which required a fingerprint scan to clock in.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to authorize a Contingent Fund transfer in the amount of \$2,330 to Budget Code A.1011 220, *Admin & Fiscal Services, Office Equipment*, for the purchase of two additional time clocks for the Sheriff's Office and the necessary resolution was authorized for the December 20th Board meeting.

Continuing to Agenda Item 11, Mr. Conover advised Finance Committee action was required for the following item as approved by the Personnel Committee: Item No. 2.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above.

Mr. Conover apprised of a referral made by the Personnel Committee earlier that morning, seeking a transfer from the Contingent Fund to support costs of a new contract with American Legal Publishing for codification of all County laws/rules/policies at a base cost of \$12,995 plus \$695 per day for travel expenses. Mr. Dusek said he did not believe there would be sufficient monies remaining in the Contingent Fund to support the contract costs and suggested the Committee approve a Contingent Fund transfer for as much of the cost as possible, with the remaining funds to be provided through an appropriation from the General Fund Surplus account.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve the contract with American Legal Publishing with the associated contract costs to be funded by a transfer from the Contingent Fund and an appropriation from the General Fund Surplus account, and the necessary resolutions were authorized for the December 20th Board meeting. *Note: Subsequent to the meeting it was determined that a Contingent Fund transfer of \$12,429 and an appropriation of \$1,261 from the General Fund Surplus account would be necessary to cover the contract costs.*

Concluding the agenda review, Mr. Conover addressed the Pending Items section asking if there was any update to be provided regarding the acceptance of credit payments on a County-wide basis pending review of State contract and Mr. Swan advised he had noting new to report.

There being no further business to come before the Finance Committee, on motion made by Mr. Kenny and seconded by Mr. Sokol, Mr. Conover adjourned the meeting at 11:28 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board