

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: BUDGET

DATE: OCTOBER 21, 2014

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
TAYLOR  
KENNY  
MERLINO  
CONOVER  
MONROE  
WESTCOTT  
GIRARD  
STROUGH

**OTHERS PRESENT:**

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
SUPERVISORS BEATY  
BROCK  
FRASIER  
MCDEVITT  
SEEBER  
SIMPSON  
WOOD  
MICHAEL SWAN, COUNTY TREASURER  
ROBERT V. LYNCH, DEPUTY TREASURER, FISCAL ASSISTANT TO THE  
COUNTY ADMINISTRATOR  
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR  
BRIAN LAFLURE, DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES/FIRE  
COORDINATOR  
JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC  
WORKS  
DON LEHMAN, *THE POST STAR*  
CHARLENE DIRESTA, SENIOR LEGISLATIVE OFFICE SPECIALIST

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Mr. Thomas called the meeting of the Budget Committee to order at 10:08 a.m.

Motion was made by Mr. Monroe, seconded by Mr. Kenny and carried unanimously to approve the minutes of the October 7, 2014 Committee meeting, subject to correction by the Clerk of the Board.

Various budgetary documents were distributed to the Committee members; *copies of same are on file with the minutes.*

Mr. Thomas informed the current Proposed 2015 County Budget reflected a 1.56% increase to the tax levy and he noted the goal had been an increase of 1.57% or less. He listed various items included or eliminated in the Proposed 2015 County Budget, as follows:

- ▶ Games of Chance revenue received from the Indian Casinos was included (\$500,000);
- ▶ increased sales tax projections of 1.5% over the amount budgeted for 2014 (\$748,500);
- ▶ health insurance benefits were projected to increase by 8% but would only be increased by 4% (savings of \$463,000; however, there was also an increase of \$417,000);
- ▶ an approximate 2% decrease in retirement costs based on Tier 4 contribution rates (20.8% for 2014 decreased to 18.6% for 2015);
- ▶ upgrades for the Office of Emergency Services (OES) radios (\$600,000) was eliminated because there would be a good opportunity to obtain grant funding for this project;
- ▶ additional Contingency Funds (\$50,000) were eliminated and the Contingent Fund would remain at \$250,000;
- ▶ 2% salary increases for all positions, as well as additional salary adjustments for 22 positions;
- ▶ increase of the snow and ice payment rates to Towns was included (\$238,777);

- ▶ Westmount Health Facility operations were budgeted through the end of May 2015 (\$3,883,990);
- ▶ 10 additional full-time Corrections Officer positions were included, 7 of which were hired during 2014 and 3 of which would be hired in January 2015 with delayed funding on the remaining 3 positions until July 2015 (savings of \$180,000);
- ▶ 10 full-time equivalent (FTE) Corrections Officer positions and additional overtime was also included;
- ▶ a part-time Attorney position for the County Attorney's Office was included (\$35,000);
- ▶ a full-time Typist/Keyboard Specialist position in the Veterans' Services Department (\$25,000) but there was a possibility of receiving 50% funding for this position through Medicaid via the Department of Social Services (DSS);
- ▶ the reallocation of Caseworkers in the DSS was included (\$36,500);
- ▶ the full-time Human Resources/Civil Service Assistant position was included (\$55,000);
- ▶ the Road Machinery budget was reduced by \$87,208 which resulted in the same amount budgeted for 2014; and
- ▶ the Bridge Maintenance budget was reduced by \$170,000 because the 2014 remaining balance was currently about \$428,000.

Pertaining to the handout entitled "Personnel Requests - 2015 Warren County Budget", Mr. Kenny questioned the \$5,584 increase for the salary of Patti Miller, STOP-DWI (Special Traffic Options Program for Driving While Intoxicated) Coordinator/Executive Secretary of the Traffic Safety Board. He said he had previously been on the Traffic Safety Board for ten years and at that time they had met every other month for about 15 minutes and he questioned why an additional 6 hours per week was being added to the position. Paul Dusek, County Administrator, informed that Ms. Miller completed other duties besides attending the Traffic Safety Board Meetings. He said she was out in the community actively promoting STOP-DWI in addition to preparing budgets, applying for grant funding, etc. Ms. Wood explained a portion of Ms. Miller's salary was reimbursed through the STOP-DWI Program and since other Traffic Safety Board duties were completed it was necessary to increase the hours of the position in order to be compliant with grant requirements. Chairman Geraghty stated he had requested Ms. Miller to attend more events during her off hours. He explained that during the New York State Basketball Tournament, Ms. Miller talked to the participants and the public about the pitfalls of DWI and underage drinking. He stated Ms. Miller completed a lot of outreach work on her off hours in addition to her office hours.

Mr. Taylor asked if there would be any reduction in staffing in the DSS given the fact that the State was assuming Medicaid operations. Mr. Dusek responded the salaries of Medicaid staff were 100% funded so there would be no impact to the budget resulting from a reduction in staffing. He added there was currently one vacant Medicaid position which would remain funded in order to use a portion of the funding to cover 50% of the full-time Typist/Keyboard Specialist position in the Veterans' Services Department. He noted the State was assuming Medicaid operations but it would take some time for this to be completed. He added they were anticipating some sort of Medicaid presence would remain in the DSS even after the State assumed the full operations.

Mr. Monroe asked why there was \$53,406 budgeted for Legal Defense - Indigents revenue for 2014 but nothing budgeted for 2015. Mr. Dusek responded that in previous years, Warren County had received about \$200,000 as a maintenance effort for legal defense of indigents; however, he added, the State had started to decrease the amount of funding each year and 2014 was the last year funding was to be received. He explained the State was requiring the Counties to apply for grant funding and make improvements in the legal services for indigents in order to continue funding. He recalled the County had opposed this in the past and the issue had been pursued by the Mandate

Relief Sub-Committee. He said some good arguments had been made with no results. Mr. Monroe asked if the funding had shifted to the Public Defender because there had been nothing budgeted for revenue in 2014 and \$62,738 was budgeted for 2015. JoAnn McKinstry, Assistant to the County Administrator, replied that amount was grant funding which had been applied for. Mr. Dusek commented the grant funding was restricted and was required to be used towards improvement of legal services.

Mr. Monroe questioned the \$152,000 in 2015 expenditures for the Beach Road Parking Lot and asked if these were capital expenditures anticipated for the parking lot. Robert V. Lynch, Deputy Treasurer/ Fiscal Assistant to the County Administrator, replied that amount represented the Village of Lake George's portion of the parking meters for the lot.

Mr. Girard asked about the reduction of \$30,751 in expenditures for Building & Fire Code in 2015 and Mrs. McKinstry replied that was a part-time position which had been eliminated from the budget. Ms. Wood explained the position had been vacant for over a year due to a retirement. She said Charles Wallace, Administrator of Fire Prevention & Building Code Enforcement, had decided to leave the position vacant and assess the need for it. She noted the Office was keeping up with the current workload and the decision was made to eliminate the position from the budget.

Pertaining to the handout entitled "Non-Bargaining Raises", Mr. Beaty pointed out the County Administrator position would receive a 2% salary increase (\$2,580), as well as a salary adjustment (\$5,420) and he questioned the reasoning for the increase and pointed out his question was not meant to be personal. Mr. Thomas explained when Mr. Dusek first assumed the dual role as County Attorney/Administrator in 2010 the combined salary had been \$129,000 and since then Mr. Dusek had not received any salary increases. He noted if a 2% salary increase had been received each year, Mr. Dusek's salary would have been approximately \$135,000.

Mr. Thomas recalled there had been a lot of discussion at the October 17, 2014 Board Meeting pertaining to the full-time Human Resources/Civil Service Assistant position. He said he had left the salary for the position in the Proposed 2015 County Budget for further discussion at this meeting. He noted at the beginning of 2014, the County did not have a Human Resources Director and the workload had been completed by County Attorney and County Administrator staff members. He advised the County had established the Human Resources and Civil Service Administration Department and had hired Gretchen Steffan as the County Human Resources Director. He noted Ms. Steffan had hired Jackie Figueroa as the Human Resources Executive Assistant at a salary of \$42,000. He pointed out Ms. Figueroa had a four year degree in Human Resources and could assume the County Human Resources Director position if Ms. Steffan vacated it. Mr. Thomas advised the County had over 800 employees and a Human Resources Department was important to ensure all of the departments had the same procedures in place. He commented the Department was still being established and would need the additional assistance for the next few years. He informed when Chairman Geraghty had been the Budget Officer, he had suggested salary increases be performance based and a Human Resources Department would be needed to accomplish that goal. Mr. Thomas apprised it was necessary to continue to establish the Human Resources Department and he added the temporary full-time Human Resources/Civil Service Assistant position completed work for both the Human Resources and the Civil Service aspects of the Department. He commented if the position was not needed in the future it could be eliminated.

Mr. Girard called it ironic that Todd Lunt, the former Human Resources Director, had been notified at a meeting, very much like this one, that his position was no longer necessary and would be eliminated for budgetary reasons. He said the County developed budgets which involved a lot of

hard work and a number of positions had been eliminated over the years. He pointed out it was a few years later and now the Budget Committee was arguing over the need for a full-time Human Resources/Civil Service Assistant position. He recalled the Board had voted against extending the temporary full-time position until the end of the year at the October 17, 2014 Board Meeting and noted the cost to do so was approximately \$4,000. He stated that discussions should be held in the Personnel Committee to determine the future of the Human Resources and Civil Service Administration Department. Mr. Thomas reiterated the reason he had retained the funding for the position in the Proposed 2015 County Budget was because he felt the issue should be discussed further.

Mr. Merlino recalled the suggestion that the position be approved and the possibility that it could be eliminated in a few years if it was determined to be no longer necessary. He questioned why the position could not be reclassified as two part-time positions and he acknowledged the assistance was needed. He pointed out the matter did not just involve the salary of the proposed position but also the benefits. He mentioned the cost to the County would be less with two part-time employees and noted if it was determined in a few years that the Department did not require both employees then one part-time position could be eliminated.

Mr. Taylor said he agreed with some of Mr. Merlino's comments but he added it was necessary to plan for continuity in the Human Resources and Civil Service Administration Department. He pointed out the Department dealt with the employees which were the largest asset of Warren County. He stated it was appropriate to have a Department which was appropriately staffed to ensure County employees were treated properly. He opined the funding should be left in the Proposed 2015 County Budget and the next Personnel Committee Meeting should include an executive session to further discuss the matter.

Ms. Wood commented that Messrs. Girard, Merlino and Taylor had made some excellent points which she took very seriously. She agreed assistance was needed in Human Resources but added it was also needed in Civil Service Administration. She pointed out the title of the position was Human Resources/Civil Service Assistant but she said it was unknown how much time per week the position would devote to each. She advised staff should be dedicated to Human Resources and Civil Service Administration and she noted part-time positions had the potential to become full-time positions. She said if the full-time position was intended to assist both aspects of the Department there was no reason to not explore the option of two part-time positions. She commented it was much easier to create a new position than it was to eliminate one. Ms. Wood expressed she would feel more comfortable with one or two part-time positions and that she was not in favor of the full-time Human Resources/Civil Service Assistant position. A brief discussion ensued.

Ms. Steffan stated there had been a lot of conversations about the Human Resources and Civil Service Administration Department, many of which did not include her. She mentioned that last year the Personnel Committee had undertaken an interview process for the County Human Resources Director with a very defined job description. She noted the Personnel Committee had months of conversation about changing the Department and hiring the right candidate to lead it. She advised she had been selected for the position of County Human Resources Director and felt she was very qualified. Ms. Steffan informed she had a Master's Degree in Human Resource Management with over 25 years of Human Resources experience. She added she was the President of the Adirondack Human Resources Association and taught Human Resource Management for the College of Saint Rose at SUNY (State University of New York) Adirondack. She said she helped to prepare students for their certification in Human Resource Management and she considered herself to be a very well qualified person in the Human Resources field.

Ms. Steffan informed of the recent article in the *Post Star* regarding the Human Resources and Civil Service Administration Department and the discussion regarding the full-time Human Resources/Civil Service Assistant position at the October 17, 2014 Board Meeting. She pointed out the budget request for her Department was a little less than .25% of the total County Budget. She expressed the Department had a tremendous amount of responsibility and were involved in the entire employment "life cycle" and she added the Department continued to interact with employees following their retirement. She said they had to deal with each of the bargaining units and all of the rules and regulations associated with them.

Ms. Steffan commented she had been appointed in January and the Department was a work in process. She explained the Personnel Technician had been with the Department for 26 years but all of the other employees had a very short tenure. She recalled there had been a comparison made at the October 17, 2014 Board Meeting about the growth of the Human Resources and Civil Service Administration Department compared to other County Departments. She said she felt it was an unfair comparison because the Department was still a work in process and other Departments were mature organizations that had structures in place and long term employees. Ms. Steffan mentioned that although she had a lot of experience in the Human Resources field, she did not have a lot of experience with Warren County. She pointed out the systems, processes and rules currently in place in Warren County were difficult for new people to comprehend. She said Warren County had 33 Departments with over 900 employees which created a learning curve for employees in her Department.

Ms. Steffan expressed the Human Resources and Civil Service Administration Department required sufficient resources in order to complete the necessary duties. She reiterated there was a tremendous amount of responsibility between compliance with Civil Service Law and ensuring the compliance needs were met from a Human Resources point of view. She recalled she had reviewed her job description with the Personnel Committee at their request in order to detail her duties and responsibilities. She said the job description was very defined and carried a lot of responsibility. She noted she was doing her best to fulfill the job description with her day-to-day responsibilities as well as those of the other employees in the Department. She advised there were a lot of things that were required in order to comply with Civil Service, Employment and Federal Laws. She listed all of the current duties which were involved with the Human Resources aspect of the Department, as well as the future duties.

Ms. Steffan stated the Department was open 5 days a week from 8:00 a.m. to 5:00 p.m. and scheduled Civil Service Exams every other Saturday, January through June and September through December. She pointed out Civil Service Law required two employees be present to proctor the Exams. She explained the Human Resources and Civil Service Administration Department was comprised of two full-time employees for the Human Resources aspects and one part-time and two full-time employees for the Civil Service aspects. She pointed out there was also a Human Resources Intern who started in May and would leave in November. She advised the Intern completed many special projects for Civil Service, answered phones and spent a large amount of time learning about eligible lists, testing processes and posting of vacant positions.

Ms. Steffan opined it was not realistic to suggest the full-time Human Resources/Civil Service Assistant position would be able to spend 20 hours per week on Human Resources and 20 hours per week on Civil Service. She noted the Department had ebbs and flows and presented the example of the Patrol Officer Civil Service Exam which was not scheduled to be held until 2016 but would be held in November of 2014. She added the work plan for the temporary Human Resources/Civil Service Assistant position had changed based on the unexpected change in Exam dates. She pointed

out if the Department had not employed the temporary position then it would have been necessary for other employees to be taken off their daily work assignments to attend to the matter. Ms. Steffan advised if the County decided not to fund the full-time Human Resources/Civil Service Assistant position, it would impact the Civil Service aspect of the Department more than the Human Resource aspect. She commented she had offered the members of the Personnel Committee the opportunity to tour the Office and she said the offer remained open to any member of the Board that wanted to see the types of responsibilities required of the Department. She opined the Department was giving the County a great return on investment and added she received positive feedback on a regular basis.

Following a brief discussion, it was the consensus of the Committee that the funding for the full-time Human Resources/Civil Service Assistant position would remain in the Proposed 2015 County Budget for the time being and a Special Personnel Committee Meeting would be scheduled for next week to discuss the matter further.

Continuing, Mr. Thomas stated the current increase to the tax levy was 1.56% and the tax cap was 3.63%. He added the Tax Relief Rebate Program offered by New York State for remaining under the tax cap would only apply to taxpayers receiving a STAR (School Tax Relief Program) exemption on their property taxes. He informed the Tax Relief Rebate Program would not apply to business owners or second home owners in Warren County. He opined if New York State intended to send rebate checks to property owners because Warren County remained under the tax cap, then the rebate checks should be sent to all Warren County taxpayers.

Mr. Thomas stated the sales tax projection had been increased by 1.5% over the amount budgeted for 2014. He noted the Warren County Land Auction had recently been held and had generated \$517,000. Michael Swan, County Treasurer, clarified that approximately \$650,000 had been generated in bids but since there was approximately \$150,000 in outstanding taxes on the parcels, the net generated to the County was about \$400,000. Mr. Thomas said \$400,000 would make up the difference if the County came up short on the 2014 sales tax projections.

Mr. Conover commented the Proposed 2015 County Budget contained some increases and decreases but he noted the largest change was the additional Correction Officer positions at a cost of \$1,156,000. He added the increase in the amount to be raised by taxes was \$636,460 which could have been a much higher amount given the additional Correction Officer positions. He stated the Budget Team had done a tremendous job with the Proposed 2015 County Budget.

Mr. McDevitt said the County was adding 10 Correction Officer positions in January and Mr. Thomas countered that 7 positions had already been filled and an additional 3 positions would be filled in January. Mr. McDevitt stated if there was an increase in the number of Correction Officer positions there should be a corresponding decrease in the amount of overtime budgeted for Corrections. Referring to the handout entitled "Personnel Requests - 2015 Warren County Budget", he noted the Sheriff Corrections Part-Time Help line item was being increased from \$85,000 to \$255,382 and Sheriff Corrections Overtime line item was being increased from \$350,000 to \$460,000. He said his understanding had been that part of the intent of adding the Correction Officer positions had been to reduce the amount of overtime usage. Mr. Thomas said he had felt the same way but had received the explanation that the more employees a Department had, the more it was necessary to use overtime to cover vacation, personal and sick leave. Mr. Dusek recalled the Sheriff Corrections Overtime line item had been underfunded in past years and was increased to accommodate actual usage. He added if you looked at the total numbers there would be a slight decrease in overtime. A brief discussion ensued.

Mr. Merlino asked the status of the potential sale of the Westmount Health Facility and Mr. Dusek responded the goal was to present a draft contract to the Health Services Committee within the next two weeks. Mr. Dusek pointed out the funding of Westmount Health Facility until May of 2015 in the Proposed 2015 County Budget was based on when they thought the contract would be signed and executed and the length of time it would take to be approved by the New York State Department of Health.

Ms. Seeber acknowledged she was still a fairly new Supervisor and this would be her first opportunity to vote on a County Budget. She inquired about the process of voting on the County Budget and Mr. Dusek explained the Budget Committee's purpose was to provide input to the Budget Officer who would file a Tentative 2015 County Budget by October 31<sup>st</sup> in a form he deemed appropriate. Mr. Dusek further explained the Tentative 2015 County Budget would be presented at the November 7, 2014 Special Board Meeting and a Public Hearing date would be set. He said motions could be made by members of the Board of Supervisors to amend any portion of the Tentative 2015 County Budget. He noted the Board was still free to amend the Budget following the Public Hearing before it was adopted at the November 21, 2014 Board Meeting.

Ms. Seeber stated she had three items in the Proposed 2015 County Budget that she wanted to ask questions about and she pointed out the questions were not intended to be personal. She said she assumed Mr. Beaty had questioned the salary of the County Administrator because the Queensbury Supervisors were often asked about it. She pointed out the salary adjustment of \$5,420 for the County Administrator was the highest amount being requested and she appreciated the explanation that the position had not received a salary increase for the last 5 years but noted there were probably other positions which also had not received an increase. Mr. Thomas explained in 2012 many Non-Bargaining Unit positions had received an increase based on a salary study with a maximum increase of \$2,400. In 2013, he continued, all Non-Bargaining Unit positions had received an \$800 salary increase with certain positions receiving an additional salary adjustment. He noted the 2014 County Budget had included a 2% salary increase for all Non-Bargaining Unit positions and certain positions received an additional salary adjustment.

Ms. Seeber said her understanding was that when Mr. Dusek assumed the dual role of County Attorney/Administrator the salary had been determined for the County Administrator with a stipend to be paid for functioning as the County Attorney. She requested a brief explanation of the history of the position. Mr. Dusek explained he had assumed the position of County Administrator in 2010 and continued to function as the County Attorney, as well. He said the County Attorney position at the time had a salary of \$111,000 and the County Administrator position had a salary of \$95,000. He pointed out the total for both positions was more than \$200,000 and during discussions with the Board of Supervisors they had ascertained a reasonable salary for the performance of both positions, knowing that the County Attorney position would eventually be filled. He explained through discussions it was determined that \$129,000 would be an appropriate salary for three years with no increase or decrease regardless of when the County Attorney position was filled. He clarified the salary was not intended to include a stipend and the agreement had included the fact that the County Administrator salary going forward would be a minimum of \$129,000. Mr. Dusek commented it had been believed that the County Attorney position would be filled sooner than it had been and his dual role had lasted longer than anticipated; however, he added, he had accepted the continuation of the dual roles because the County was going through a tough financial situation and as County Administrator, it was his job to do everything he could to help the County through it. During the past salary adjustments, he continued, he did not request or accept a salary increase because his priority had been for the employees of Warren County. Mr. Dusek stated this year he had considered the salaries of other County Administrators, the equivalent private sector positions,

Superintendents of Schools, the District Attorney and the fact that his salary had not been increased for 5 years and the result had been a salary of \$137,000. Ms. Seeber thanked Mr. Dusek for the information and said all she had wanted was a historical perspective of the reasoning behind the salary adjustment. She said prior discussions had informed that the full-time Human Resources/Civil Service Assistant position would decrease some of the work completed by the County Administrator's Office. Mr. Dusek countered the position would not decrease his responsibilities, it would only decrease the Human Resources functions performed by his Office.

Ms. Seeber said her second question pertained to the salary of the Deputy Treasurer and the fact that it was higher than the salary of the County Treasurer. She pointed out the 2015 salary for the Deputy Treasurer (\$94,345) in connection with the stipend received for acting as Fiscal Assistant to the County Administrator (\$5,768) meant that Mr. Lynch's 2015 salary would be over \$100,000 while Mr. Swan's 2015 salary would remain the same as 2014 (\$90,185). Mr. Dusek responded that Mr. Lynch performed the full-time job functions for his position as Deputy Treasurer and in addition there had always been a staff member of the County Treasurer's Office who acted as Fiscal Assistant to the County Administrator who worked on the Budget Team and assisted his Office with budgetary matters. Mr. Dusek informed the stipend for the Fiscal Assistant to the County Administrator had been in place for many years before Mr. Lynch assumed the position. Mr. Dusek reminded the Committee members that Richard Murphy, had been the former Fiscal Assistant to the County Administrator (Deputy Commissioner of Fiscal Services), and upon his retirement, Mr. Lynch assumed the job functions and received the stipend. Mr. Dusek expressed the stipend was for job functions performed over and above that of the Deputy Treasurer. As far as the salary of the County Treasurer or any other elected official, he explained, the salaries of elected officials had a deep history in the County of including adjustments to get the salaries to reasonable levels to attract professional individuals. Mr. Dusek noted it was difficult for elected officials to want to receive salary increases because they were elected to office and did not accept salary increases easily. He stated elected positions held great responsibility and heavy workloads. Mr. Swan informed that he did not accept a salary increase in his first year as County Treasurer nor was he accepting a salary increase for 2015. He added he had received a salary increase in the 2014 County Budget which he would have turned down if he had been given the opportunity. He noted the salaries were skewed because the Deputy Treasurer position had been receiving salary increases each time the Non-Bargaining Unit employees did. Ms. Seeber questioned if Mr. Swan was asked if he wanted a salary increase for 2015 and Mr. Swan replied affirmatively and said he had stated he did not want an increase. Mr. Thomas pointed out Mr. Lynch did not take health insurance benefits from the County which had been considered when determining the salary adjustment for the position. Ms. Seeber asked if County employees were offered a stipend in lieu of health insurance benefits and Mr. Dusek replied in the negative.

Lastly, Ms. Seeber referred to the handout entitled "Non-Bargaining Raises" and asked why some of the positions did not list the name of the employee, such as Supervisor #16 and Supervisor #18. Mrs. McKinstry explained the New World Program would not allow an employee's name to appear on the report more than once. She further explained that Supervisors #16 and #18 represented Chairman Geraghty and Mr. Conover, whose names already appeared on the report as Chairman of the Board and Vice Chairman of the Board.

Returning to the subject of the Sheriff's Corrections Division, Mr. Conover pointed out the actual amount of increase for the 10 Correction Officer positions was \$1,456,000 which had been mitigated in part by an increase in revenue. He asked if the County was comfortable with the \$300,000 in revenue projected and Mr. Dusek replied affirmatively. Mr. Dusek stated the 2014 revenues had already exceeded \$300,000 and there was every reason to believe the revenue would be available

in 2015. He complimented Sheriff York and pointed out that he had gone above and beyond the responsibilities of other Sheriffs in terms of housing Federal prisoners in the Jail and having a reputation that he was capable of handling this task. Mr. Conover applauded Sheriff York and his staff and noted the additional revenue went a long way towards offsetting the expense of the additional Correction Officer positions. Mr. Monroe asked how the housing of Federal inmates was working out and Mr. Dusek replied it was going very well because the Jail was operated in a very para-military professional manner which allowed the Sheriff to be able to house Federal prisoners. Mr. Dusek credited Sheriff York and his staff for the ability to assume the responsibility of housing Federal inmates.

Mr. Merlino said there had been a lot of discussion regarding salary increases and adjustments and he pointed out that Supervisors who had been on the Board for several years were compensated at the same rate as newly elected Supervisors. He noted there were valid reasons behind the various salary adjustments.

Mr. Westcott asked if an updated Multi-Year Financial Plan Summary was available and Mrs. McKinstry replied the document had not been updated since the October 7, 2014 Budget Committee Meeting. Mr. Westcott commented the Multi-Year Financial Plan would change based on information presented at this meeting and Mr. Dusek agreed. Mr. Dusek pointed out the use of the Fund Balance would revert to the original plan and not the Multi-Year Financial Plan Summary distributed at the October 7, 2014 Budget Committee Meeting. He advised the document would be updated and presented at the next Committee Meeting. Mr. Dusek explained the Budget Team had met on October 20, 2014 and had spent the majority of the day preparing for this meeting. He informed the bomb threat at the Human Services Building had occurred around 1:00 p.m. yesterday and had been handled efficiently, only taking a couple of hours to resolve the situation. He continued that because of the situation, the Budget Team finished late in the afternoon and had been unable to get the information to the Budget Committee members as early as they would have liked.

Mr. Westcott recalled the last version of the Multi-Year Financial Plan Summary had anticipated the use of approximately \$1.6 million from the Fund Balance. He said there had been an additional \$1.8 million in requests presented at the October 7, 2014 Budget Committee Meeting. He asked the amount of the \$1.8 million in requests that had been added to the revised Budget. He said he was aware the upgrades for the OES radios had been eliminated from the requests and Mr. Thomas agreed noting that request had been for \$600,000. Mr. Thomas commented the additional \$50,000 for the Contingent Fund had also been eliminated. Mr. Dusek stated the Budget Team had gone back to the original Multi-Year Financial Plan which had included the use of \$360,000 from the Fund Balance. Mr. Westcott inquired about the remainder of the items eliminated in order to reduce the amount of Fund Balance used. Mr. Dusek reviewed the list presented at the October 7, 2014 Budget Committee Meeting, as follows:

- ▶ increase of the snow and ice payment rates to Towns was included (\$238,777);
- ▶ upgrades for the OES radios was eliminated because it was determined that grant funding would be available for this project (\$600,000);
- ▶ additional Contingency Funds were eliminated and the Contingent Fund would remain at \$250,000 (\$50,000);
- ▶ Soil & Water Hazard Mitigation Plan was included (\$37,500);
- ▶ additional Computer Reserve funds were included (\$83,127);
- ▶ reallocation of Caseworkers in the DSS was included (\$36,500); and
- ▶ Department Head requests and 2% salary increases for all Non-Bargaining Unit employees plus fringe was included (\$782,518).

Mr. Dusek advised the entire additional Correction Officer staffing requirements had been built into the Multi-Year Financial Plan and was not included in the \$782,518 for Department Head requests and 2% salary increases. He pointed out there was also the benefit of the anticipated Games of Chance revenue from the Indian Casinos budgeted at \$500,000 which along with the 1.56% increase to the tax levy was new revenue in the 2015 County Budget. He added the 1.5% increase in sales tax projections was also new revenue in the budget. He expressed the Budget Team had also eliminated or reduced several items in the budget in order to keep the increase in the tax levy at 1.57% or lower. He said the Budget Team had requested each Department determine if there was the possibility of additional savings and yesterday, the DSS had reduced their budget by an additional \$36,000. He stated the County wanted to keep the tax increase at a minimum and stay under the tax cap, in addition to operating a very efficient government. He apprised the Multi-Year Financial Plan had been critical to the budgeting process as it allowed the Budget Team the ability to determine the amount of Fund Balance which could be used each year and the impact on future years.

Mr. Westcott asked about the Games of Chance revenue, where it came from and how secure the revenue would be. Mr. Dusek explained Games of Chance revenue was a result of the contract between New York State and the Indian Tribes for a percentage of the gaming revenue and was part of the reason why Warren County could not have a casino. He added the first Games of Chance payment had been received this July and the payments would continue to be received on a quarterly basis. He advised the revenue of \$500,000 was a reasonable projection but it was possible that more or less could be received.

Mr. Westcott commented the Proposed 2015 County Budget included a 1.5% increase to the sales tax projections compared to the 2014 County Budget. He continued the 2014 County Budget had included a 2.2% increase in sales tax projections and year-to-date the County had collected 1.4%. He asked if the difference would be made up by the Fund Balance if the sales tax projections were not realized and Mr. Dusek responded the County had not accounted for two sources of revenue in the 2014 County Budget which would make up the difference. He added one was the approximately \$400,000 generated from the Warren County Land Auction and the other was the Games of Chance revenue which was anticipated to total approximately \$200,000 for 2014. Mr. Westcott asked if an updated Multi-Year Financial Plan Summary would be available for the next Budget Committee Meeting and Mr. Dusek replied affirmatively.

Mr. Swan commented the Westmount Health Facility was only budgeted through May of 2015 which helped with the expenses in the 2015 County Budget. Mr. Dusek pointed out if the County was required to fund the Facility through the end of 2015 there would have been a steep increase to the tax levy.

Mr. Monroe asked if it would be possible to receive a long term schedule of the debt service for Warren County and he noted this information would be helpful when making decisions on the Court Space Expansion Project. Mr. Swan responded that each month when the County Treasurer's Office sent out the Budget Analysis, it included a complete payout of all County debt. He pointed out every County had a debt ceiling and Warren County's was at about 4.9% of their debt ceiling and were in the bottom 10% of all of New York State. Mr. Monroe said it was important to look at the long term schedule of debt service and to have a capital budget which might encourage the County to complete projects with more long term planning versus short term expenses. Mr. Dusek mentioned a long term schedule of debt service would be prepared for the Committee members.

Mr. Westcott expressed that since the Court Space Expansion Project would commence in 2015, there would be some impact to the 2015 County Budget and Mr. Thomas disagreed noting there would be no expenses until 2016. Mr. Westcott countered it would be necessary to outlay some funding in 2015 in order to begin as soon as possible. Mr. Monroe stated if the County funded the project with Bond Anticipation Notes (BAN's) then the first payment would be due in 2016.

Chairman Geraghty commended the Budget Team on the preparation of the Proposed 2015 County Budget. He said it would be in the long term interest of Warren County to keep track of the impact imposed by the legislature due to the mandated shared services and the 1% reduction in funding. He stated the Budget Team was tracking long range spending but also kept track of what would happen to the Towns, School Districts and Fire Districts going forward.

Mr. Westcott suggested a document detailing the mandated expenses of Warren County and what the budget would look like if those mandated expenses were not included. He said the mandated expenses for the additional Correction Officer positions should be included because without that additional expense the County would have had a 0% increase to the tax levy for 2015. A brief discussion ensued.

Pertaining to the upgrade to the OES radios and possible grant funding for the project, Brian LaFlure, Director of the OES/Fire Coordinator, informed that Round 4 of the Interoperable Communications Grant would commence in the next two weeks and was a \$50 million grant available across 60 Counties. He noted Warren County had been awarded funding through Round 1 of the Interoperable Communications Grant and the 911 Grant. He said he was confident Warren County would be successful with the Round 4 Interoperable Communications Grant. He noted the individual award per County for Round 3 of the Grant had been up to \$6 million and he felt Warren County was in a good position to apply for the grant funding for the upgrades to the OES radios. He commented he would keep the members of the Board of Supervisors informed about the grant process.

Concerning the handout entitled "Warren County Departmental Budget Requests, October 21, 2014", Ms. Seeber asked why certain Departments, such as Human Services, Building #11, Planning, etc. were listed but contained no revenues or expenses. Mrs. McKinstry advised these were County Departments which were no longer funded. A brief discussion ensued.

There being no further business to come before the Budget Committee, on motion made by Mr. Conover and seconded by Mr. Strough, Mr. Thomas adjourned the meeting at 11:42 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist