

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: FEBRUARY 12, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
TAYLOR
SOKOL
MONROE
WOOD
MERLINO
FRASIER
DICKINSON

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
ROB LYNCH, DEPUTY COUNTY TREASURER
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR KENNY

SUPERVISORS BEATY
BROCK
MCDEVITT
SEEBER
SIMPSON
STROUGH
WESTCOTT

JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
JULIE PACYNA, PURCHASING AGENT
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
THOM RANDALL, *ADIRONDACK JOURNAL*
DON LEHMAN, *THE POST STAR*
SARAH MCLLENITHAN, SECRETARY TO THE CLERK OF THE BOARD
Please see sign-in sheet for additional meeting attendees.

Mr. Conover called the meeting of the Finance Committee to order at 9:32 a.m.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Finance 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 advised Item 1 requested approval for transfers of funds, as included in the agenda packet for Committee approval.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the transfers of funds requested and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Conover advised Item 2 consisted of requests from the Treasurer's Office and he pointed out Item 2A included a request for a new contract with Environmental Capital LLC to provide financial advisory services for the term commencing January 1, 2014 and terminating December 31, 2016.

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

Mike Swan, County Treasurer, explained the services of a Fiscal Advisor were used when the County bonded projects or purchases to provide for the legally required filings to regulatory agencies. He noted that the County had contracted with Environmental Capital LLC for the past two years to provide these services and had done a very good job of helping the County to refinance the Public Safety

Building, saving the County \$700,000 - \$800,000 in the process. Mr. Swan stated there was no cost to contract with Environmental Capital LLC, although there were some filing fees the County would be responsible for. He further stated that an RFP (*request for proposal*) had been released for these services and Environmental Capital LLC had submitted the lowest responsible bid.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the February 21st Board meeting.

Mr. Conover announced Items 2B and 2C referred to updates from the County Treasurer with regard to the new tax collection software program and the use of credit cards to pay taxes and he asked Mr. Swan to address both of these items.

Regarding the new tax collection software program, Mr. Swan reported that the system previously used to keep track of all property tax payments received had proved inadequate; he added the associated software had been provided by a private vendor at a cost of \$20,000. In searching for a better program, Mr. Swan advised he had found that to replace this program with one from another private vendor would have incurred costs ranging from \$150,000 to \$200,000 annually, leading him to meet with members of the Information Technology (IT) staff to write a program that would meet their needs. Mr. Swan stated the new IT-written program had been implemented on January 1, 2014 and although some issues had been encountered, they were currently addressing them and he was very happy with the program, as well as the savings of the \$20,000 annual maintenance fee previously paid to the private vendor; he added that it was also very beneficial to have IT staff on hand to provide immediate support as needed. Mr. Swan stated that the program would be enhanced in the future to provide tax information via the internet and might also be made available to the Towns so that they would not have to pay local vendor fees either. Mr. Conover offered his kudos to both the Treasurer's Office staff and the IT staff for bringing this new program to fruition.

With respect to the issue of using credit cards to pay taxes, Mr. Swan apprised there was a State contract in place to allow credit card use and after reviewing this contract he had found the County would have to buy equipment and pay a percentage of what was charged on the credit/debit cards. He said he had provided Mr. Dusek with this information, following which they had decided the best course of action would be to release an RFP for credit card payment services and he said he would be providing all of the necessary information to the Purchasing Department to get this process underway. Mr. Swan commented that most of the private companies he had spoken with had indicated there would be no fee to the County as all fees associated with credit card use would be paid by the cardholder.

Mr. Swan stated he had one additional item to present which was not included on the Finance Agenda, pertaining to the continued cashflow shortfall at Westmount Health Facility. He apprised Westmount had about \$300,000 available which was not enough to keep operations going for much longer. Mr. Swan stated that the County had already loaned Westmount \$2.8 million and he anticipated an additional \$1 million loan would be necessary to keep the Facility in operation until the expected IGT (*Inter-Governmental Transfer*) funds were received. He commented the shortfalls were caused by delays in IGT funding which were currently two years late.

Mr. Conover asked if this was the same type of agreement they had entered into late in 2013 to loan money to Westmount and for which an interest fee would be charged and Mr. Swan replied affirmatively. Mr. Conover then asked if the additional \$1 million would sustain operations throughout 2014 and Mr. Swan replied in the negative, stating that he hoped this would provide adequate funding through the middle of 2014 and that the delayed IGT funding would be received by that time.

Chairman Geraghty commented that letters needed to be sent to the appropriate government officials responsible for the IGT funding, indicating the negative effects the delay in IGT funding was having and requesting that they be forwarded; Mr. Conover stated his agreement with this suggestion. Mr. Westcott apprised he had attended the Finance and Budget Committee meetings at the recent NYSAC (*New York State Association of Counties*) Legislative Conference, during which this topic had been addressed and a notation made about a ruling at the State level indicating that IGT payments would be made. He said he had questioned the timing of receipt of the funding and although that timeline remained uncertain, it appeared action had been taken by Governor Cuomo to forward payments within 2014. Mr. Westcott suggested that NYSAC be contacted for clarification on this matter and volunteered to make such contact himself, if Chairman Geraghty desired that he do so.

Mr. Conover inquired as to the total amount to be loaned to Westmount would be and Mr. Swan advised the additional \$1 million requested would bring the total to \$3.8 million and he advised the funds would be used to meet payroll and operational expenses while awaiting IGT funds.

Motion was made by Mr. Monroe and seconded by Mr. Dickinson to authorize the loan of an additional \$1 million to Westmount Health Facility.

Mr. Dusek commented that he had only learned of this situation earlier that morning and was a bit surprised as he had not anticipated needing this level of funding so soon after already authorizing other loans. He said there were other revenue streams coming into the Facility which should cover these expenses and he was a bit concerned this was not occurring and would investigate the matter further; regardless, Mr. Dusek added, if the funding was necessary to continue operations, they would need to provide it. He noted that they were working toward the sale of the Westmount Health Facility and he was optimistic that by the March Finance Committee meeting he would have answers on both fronts and he would work very hard to get them.

A brief discussion ensued, following which Mr. Conover called the question and the previously mentioned motion to loan an additional \$1 million in funding to Westmount Health Facility was unanimously approved, thereby authorizing the necessary resolution for the February 21st Board meeting.

Resuming the agenda review, Mr. Conover announced Item 3 consisted of a referral from the Criminal Justice Committee, *Public Defender*, requesting to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$53,406 to reflect the receipt of a grant award which will be appropriated to fund the new position of Confidential Secretary to the First Assistant Public Defender (*previously approved by the Personnel Committee under Personnel Agenda Item 3B*).

Motion was made by Mr. Taylor, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Conover apprised Agenda Item 4 included a referral from the County Clerk, requesting a resolution opposing use of the County Seal by the State of New York on pistol permit re-certification notices. He noted that copies of resolutions adopted by the New York State Association of County Clerks and Essex County were included in the agenda packet.

In response to Mr. Dickinson's inquiry as to the need for such a resolution, Pam Vogel, County Clerk, advised that in association with the SAFE Act, the State of New York had expressed an interest in using County Seals on the pistol permit licensing and re-certification letters. She noted that such use of the County seal might give the impression that Warren County was supportive of the SAFE Act, and since they had not made any such declaration, use of the Warren County seal on these documents was inappropriate.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Agenda Item 5, Mr. Conover advised, included a referral from the Gaslight Village Ad Hoc Committee requesting to increase Capital Project No. H338.9550 280, *Lake George Environmental Park*, in the amount of \$176,463.56 with the source of funding to be 90% NYS Environmental Facilities Grant funding (\$158,817.20) and 10% Local Share (\$17,646.36). Mr. Monroe commented that he believed the Local Share expense would be covered by monies received from The Wood Foundation and Jeffery Tennyson, Superintendent of Public Works, interjected that the majority of the Local Share costs would be covered by in-kind services.

Motion was made by Mr. Merlino, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Conover announced Items 6A and B consisted of referrals from the Health Services Committee, *Public Health*, which he outlined, as follows:

- 6A) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$1,797 to reflect COLA funds received for the Lead Grant Program.

Motion was made by Mr. Taylor, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 6B) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$36,596 to reflect COLA funds received for the WIC Grant Program.

Motion was made by Mr. Merlino, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Moving on to Items 7A-B, consisting of referrals from the Human Services Committee, Mr. Conover apprised Item 7A consisted of a request from the Employment & Training Administration to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$55,421 to reflect Federal Trade Adjustment Act reimbursements received for the training of eight dislocated workers.

Motion was made by Mrs. Frasier, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Conover said Item 7B included a request from the Office for the Aging to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$17,264 to reflect the receipt of Medicare Improvements for Patients and Providers Act (*MIPPA*) funding.

Motion was made by Mrs. Frasier, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Referring to Agenda Item 8, referral from the Mental Health Committee, Mr. Conover presented a request from the Office of Community Services to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$136,013 to reflect the receipt of State Aid funding for 2014 Warren-Washington Association for Mental Health, Inc. contracts and programs.

Motion was made by Mr. Taylor, seconded by Mrs. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Conover announced Agenda Item 9 consisted of several referrals from the Public Safety Committee; he added that Items 9A-F pertained to requests from the Office of Emergency Services, which he outlined, as follows:

- A) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$4,226 to reflect the receipt of Local Emergency Planning Committee grant funding.
- B) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$2,769 to reflect the receipt of Local Emergency Planning Committee grant funding.
- C) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$520 to reflect the carryover of FY11 NYS Homeland Security Program funding.
- D) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$9,680 to reflect the carryover of FY12 NYS Homeland Security Program funding.
- E) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$62,533 to reflect the carryover of FY12 Hazmat Grant Program funding.
- F) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$60,000 to reflect the carryover of FY13 NYS Homeland Security Program funding.

Motion was made by Mr. Monroe, seconded by Mr. Merlino and carried unanimously to approve Items 9A-F, as outlined above, and the necessary resolutions were authorized for the February 21st Board meeting.

Mr. Conover stated Item 9G included a request from the Sheriff & Communications Department to appropriate funds in an amount not to exceed \$12,566 from the General Fund Unappropriated Surplus to Budget Code A.3020 260, *Sheriff's 911 Center, Other Equipment*, to complete radio tower installation work. He clarified that funding for this project was included in the 2013 Budget but because the work was not completed by the end of 2013, the remaining funding was returned to the General Fund; therefore, he added, an appropriation of funds was necessary to complete the radio tower installation in 2014.

Motion was made by Mr. Merlino, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

With reference to Agenda Item 10, *Referral from the Public Works Committee, Parks, Recreation & Railroad*, Mr. Conover presented a request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$1,000 to reflect the receipt of Occupancy Tax funding awarded but not accounted for in the 2014 Budget. He explained that when the 2014 Budget was prepared, a \$3,000 Occupancy Tax funding award was anticipated and included; however, a total award of \$4,000 was later authorized, necessitating a budget amendment in the amount of \$1,000 to correctly reflect the total award received.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Conover announced Agenda Items 11A-L consisted of requests from/items to be discussed by the County Administrator, which were addressed, as follows:

- 11A) Request to appropriate funds in the amount of \$130,000 from the Vehicle Reserve Fund to the Sheriff's Law Enforcement budget for the purchase of additional vehicles.

Mr. Dusek advised funds had been placed in the Vehicle Reserve Fund with the intention of expending them for the purchase of new cars for the Sheriff's Office and he noted that five new vehicles would be purchased.

Motion was made by Mr. Dickinson, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11B) Request to appropriate funds in the amount of \$2,814 from the Computer Reserve Fund to the County Administrator, County Auditor and Human Resources/Civil Services budgets for the purchase of computers and related equipment/software.

Motion was made by Mr. Merlino, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11C) Request to amend the County Budget in the amount of \$1,000 to increase revenues and appropriations for the Railroad to fund increased insurance premiums.

Mr. Dusek explained this was a case where the funding budgeted to cover insurance costs had been insufficient to cover the actual costs incurred. He noted that this expense would be paid from the Railroad Fund and would not impact the County Budget.

Motion was made by Mr. Dickinson, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11D) Request for a transfer of funds between various budget codes totaling \$2,050, as well as a Contingent Fund transfer in the amount of \$26,346 to cover an increase in the cost of the General Liability Insurance for the Sheriff's Office and for additional Privacy and Security Insurance.

Mr. Dusek advised the Board of Supervisors had made the decision to purchase additional Privacy and Security Insurance at the end of 2013, after the 2014 Budget was established and therefore, funding for this expense had not been included. He further advised that the General Liability Insurance for the Sheriff's Office had been higher than anticipated and this increase was due to there being a greater number of Officers with weapons than initially reported, as well as the claims experience. Mr. Dusek noted a change in the County's Insurance Broker and that the new Broker had indicated they had not been apprised of the information which had led to the higher insurance costs when assuming the accounts. He concluded that although the County had received a 5% reduction in insurance costs, they still owed the additional premiums assessed based on the previously mentioned exposures.

Mr. Monroe questioned whether the funding for the additional costs should be provided from the Contingent Fund and suggested it might be better to either use funds from other areas of the Sheriff's Budget, or from the General Fund Unappropriated Surplus. Mr. Dusek responded that the Sheriff's Budget had been reviewed to determine whether funding could be transferred from other areas to cover the additional costs; however, he noted, because the Budgets were already so lean, transferring funds would only cause future deficits in other areas. He continued that although he was also concerned that they would be using funds from the Contingent Fund so early in 2014, he maintained that the

Contingent Fund was intended to provide monies for expenses that were either omitted in the 2014 Budget, or unplanned. Additionally, Mr. Dusek noted, use of Contingent funding provided a better paper trail for tracking expenses such as these to ensure such funding issues were not encountered in future years. Mr. Thomas, speaking as Budget Officer, concurred with Mr. Dusek's opinions.

11E) Request for authorization to enter into an agreement to implement a P-Card program.

Mr. Dusek announced that Julie Pacyna, Purchasing Agent, had been working on a trial P-Card program involving the use of a credit card which would return revenues to the County, and he asked Ms. Pacyna to speak on the program. Ms. Pacyna advised a P-Card was a commercial credit card that would allow the County to make electronic payments for a variety of expenses and she noted they had already polled the existing vendors to determine which would accept P-Cards. She explained the P-Card could be issued in a plastic form, or as a "ghost card" that would be a non-plastic account number. Ms. Pacyna informed that they were working under the authority of an Orange County RFP which allowed Warren County to piggyback on work they had already done. The difference between a regular credit card and a P-Card, she explained, was that under the P-Card the County would receive a rebate for what they spent as vendors paid a fee to the credit card company to be able to accept Mastercard payments and then the County's rebates are returned from these fees; she confirmed that this program would incur no cost to the County. Ms. Pacyna said the P-Card program would be implemented on a trial basis and would be limited to use with some utilities and the health insurance program because those payments were authorized by the County Auditor and Treasurer's Offices and she advised no other departments would be involved in the initial trial use of the P-Card. Ms. Pacyna concluded that authorization was being sought to sign various documentation, applications and agreements to implement the P-Card program.

Mr. Taylor said he assumed regular credit cards were being used now and Ms. Pacyna confirmed conventional credit cards were currently being used for small purchases and travel expenses; however, she added, no rebates were received in connection with the use of these cards and she advised the P-Card would not be used for these types of expenses. Mr. Dusek interjected he proposed that the P-Card trial period extend through the end of the year, at which point a complete report would be provided on the results of the program. He said that when initially considering the P-Card program, some concerns had been identified from an accounting and processing standpoint, leading to the decision to implement the program in a very controlled setting by limiting use to the expenses listed by Ms. Pacyna which were handled solely by the County Auditor and Treasurer. Mr. Dusek stated that by doing this, they would be able to remain in compliance with the rules of the State Comptroller's Office and to avoid any auditing issues. He further stated that they had decided to limit the use of the P-Card to payment for up to five accounts, choosing some larger ones that would bring revenues, to see how this would work with the County's current processes and develop a comfort level while showing revenues coming in. Mr. Dusek said it seemed this would be a no risk proposition which returned revenues to the County and he said that if the program worked the way they hoped it would, they would likely seek to expand it in the future. When asked how much revenue the County might receive through this program, Ms. Pacyna estimated \$10,000-\$25,000 would be received during the trial period, with those revenue figures increasing as the program was more widely implemented. Mr. Sokol questioned if the revenues would be dedicated to any particular budgetary area and Mr. Dusek responded that no such plans had been made; however, he said, he suspected that they would review the situation during the next budgetary planning session to determine how the funds would be applied.

Motion was made by Mr. Dickinson, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

11F) Request for authorization to adopt a Fleet Policy.

Mr. Dusek stated the Fleet Policy was one of a number of policies his Office would be developing throughout the coming year in an effort to provide consistent, streamlined procedures for County staff. He explained the Fleet Policy would provide a criteria for when cars would be assigned, and would assure the analysis provided before a car is assigned to a Department will occur. Secondly, he said, the policy would address the expenditure of funds for fleet vehicles and he noted that while the Committee review process prior to purchases would not change, the policy would allow for reimbursements/insurance recoveries/vehicle sale funds to be contributed directly to the Vehicle Reserve Fund when received. Mr. Dusek advised the policy would also address policies for borrowing vehicles from the County Fleet, as well as how new vehicle are addressed. By adopting this policy, he said, they would be allowed a more streamlined policy for reimbursements and repayments and lessening the number of resolutions to be approved by the Board of Supervisors, as well as providing written rules for vehicle use.

Following a brief discussion, motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11G) Request for a Home Rule request to extend the mortgage recording tax in Warren County, which expires on December 1, 2014.

Mr. Dusek apprised that in 2008 the County had submitted their first Home Rule request to authorize a .25% increase in the mortgage tax and he noted that this authorization expired after three years and renewal had to be requested from the State. He noted this was a very important revenue to Warren County as it had generated \$1 million in 2013 and he recommended that the renewal request be submitted. Mr. Merlino noted this was an added tax that the Towns received no share of, and Mr. Dusek advised this was a correct assessment. Mr. Beaty questioned whether the additional .25% was comparable to what was charged by other Counties and Mrs. Vogel advised it was her understanding that the amount did not vary and the Counties were only allowed to collect an additional .25%. Mr. Dusek advised he would research this issue and provide the answer prior to the February Board meeting.

Motion was made by Mr. Monroe, seconded by Mr. Sokol and carried by majority vote, with Mr. Merlino voting in opposition, to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11H) Request for authorization to amend health insurance benefits for eligible retirees from the PBA bargaining unit.

Mr. Dusek reminded the Committee members that adjustments had already been made to the insurance contribution rates charged to all union and non-union employees, other than those incorporated in the PBA bargaining unit, and he advised those adjustments had not yet been made because the PBA agreement was still in arbitration. He said a decision had been made to adjust the active PBA employee contribution rate to 11% and they would now need to make the same rate changes for retired PBA members. Mr. Dusek advised this matter would need to be reviewed carefully in cooperation with Martin Auffredou, County Attorney, as there might be previous agreements in place which prevented the County from changing the rates charged to some PBA retirees; however, he added, they intended to implement the increase wherever they were able to.

Motion was made by Mr. Dickinson, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11I) Request to amend Resolution No. 254 of 2013, *Establishing and Appointing Members to the Reallocation Committee Pursuant to the Terms of the CSEA Agreement*, to update membership.

Mr. Dusek explained that pursuant to the terms of the CSEA Agreement, Warren County had agreed to form a Reallocation Committee whose purpose was to ensure employee positions were being classified at the proper grade. He noted that the Committee had been established in 2013 with the membership including himself, Mr. Taylor and Kathy Barrie, Personnel Officer; however, he added, in light of Mrs. Barrie's recently announced intention to retire, the membership needed to be amended to remove Mrs. Barrie and include Gretchen Steffan, County Human Resources Director.

Motion was made by Mr. Taylor, seconded by Mrs. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11J) Request to terminate coverage on the North Creek and Riparius Stations for an approximate savings of \$530 annually.

Mr. Dusek apprised the County's Railroad Operator, Saratoga & North Creek Railway (SNCR), already carried property insurance for both the North Creek and Riparius Stations and they had recently determined it was not necessary for the County to maintain dual coverage for these structures. He continued that they were currently researching whether the County was required to maintain dual coverage for the rail line and crossings, and said it might be possible to discontinue those coverages in the future, as well, if it was determined that the coverage provided by SNCR was adequate.

Motion was made by Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11K) Request to authorize payment of four invoices totaling \$10,140.42 for road salt purchased from Cargill Deicing Technology without a purchase order.

Mr. Tennyson advised at the close of 2013 in the face of incoming stormy weather a need for road salt had arisen and a materials order had been placed without the proper purchase order in place. He noted that in these situations he would typically make calls to the Chairman of the Board, Mr. Dusek, and the Public Works Committee Chairman; however, he stated, in this instance those measures had not been taken. Mr. Tennyson apprised that at the last Public Works Committee meeting he had explained there would be a need to transfer remaining funds from the 2013 Budget to cover a funding shortage in the snow and ice code to cover road salt purchases and these were the expenditures he had eluded to. Mr. Dusek acknowledged there had been funding remaining in the 2013 DPW budget that could have been transferred to cover these expenses; however, he noted, because the transfers were not made prior to the close of the year, the 2013 Budget would reflect an over-expenditure in the snow and ice codes. Additionally, Mr. Dusek advised the Treasurer's Office had no authorization to pay these bills because purchase orders were not obtained in accordance with the County's Purchasing Policy.

Motion was made by Mr. Merlino, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 11L) One year report on the implementation of the copier/printer project.

Mr. Dusek advised that a few years ago, at the recommendation of Ms. Pacyna and Bill Mahar, Network Coordinator for the IT Department, the Committee had begun a copier/printer project wherein they

had contacted with National Business Equipment to review the County's copier/printer needs, subsequently reducing the number of copiers and printers used by incorporating a more centralized and standardized approach which involved the installation of more economical copiers and printers that had achieved a cost savings for the County. Mr. Dusek then introduced JoAnn McKinstry, Assistant to the County Administrator, who distributed copies of the Printer Project Analysis to the Committee members; *a copy of the Analysis is also on file with the meeting minutes.* Mrs. McKinstry proceeded with a brief review of the Analysis provided, concluding that in the first year of the printer project, the County had achieved an estimated savings of \$32,733.97, but said she expected the actual savings were much more and she said she would like to work with the Departments to determine what they were printing, and how, as well as to encourage more electronic filing and communications to save paper and printing costs.

Brian Mueller, of National Business Equipment, thanked the County for the opportunity to work with them, as well as for the efforts of Mr. Dusek, Mrs. McKinstry, Ms. Pacyna and Mr. Mahar who had been instrumental in the data collection process required to design the copier/printer solution implemented. He said National had been confident that they could save the County money, but noted one of the most difficult facets of a managed print services solution like this was to get cooperation from all parts of the organization; he added that everyone had worked hard on the implementation and this was a great success story for both the County and National. He once again stated his appreciation for the privilege of working with Warren County and said he looked forward to saving the County more money in the future.

Mr. Dusek said it was important to recognize that the remaining County staff and Department Heads had also been instrumental in the success of the printer program and he stated that the County was fortunate to have such a good group of employees who are willing to assist with these initiatives and accept change in favor of moving Warren County ahead financially.

Concluding the agenda review, Mr. Conover announced Item 12 indicated Finance Committee action was required on the following items as approved by the Personnel Committee: Item Nos. 2B, 4, 7A and 7B.

Motion was made by Mr. Dickinson, seconded by Ms. Wood and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 21st Board meeting.

There being no further business to come before the Committee, on motion made by Ms. Wood and seconded by Mrs. Frasier, Mr. Conover adjourned the meeting at 10:37 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board