

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE, PERSONNEL AND HIGHER EDUCATION

DATE: FEBRUARY 10, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
SEEBER
SOKOL
SIMPSON
MERLINO
DICKINSON
GIRARD
FRASIER
BEATY
MCDEVITT
BRAYMER

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BROCK
WOOD
AMY BARTLETT, FIRST ASSISTANT COUNTY ATTORNEY
MIKE SWAN, COUNTY TREASURER
PATRICIA NENNINGER, PERSONNEL OFFICER
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
MARCY FLORES, PUBLIC DEFENDER
BRIAN LAFLURE, DIRECTOR, OFFICE OF EMERGENCY SERVICES
SHAWN LAMOUREE, UNDERSHERIFF
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
KIM COOK, DIRECTOR, THE OPEN DOOR
GEORGE STEC, TOWN OF QUEENSBURY RESIDENT
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the February 10, 2016 meeting of the Finance, Personnel and Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<http://www.warrencountyny.gov/gov/comm/Archive/2016/finance/>

Mr. Conover called the meeting of the Finance, Personnel and Higher Education Committee to order at 9:32 a.m.

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

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

Mr. Conover apprised that going forward, privilege of the floor would be offered immediately following approval of the minutes of the previous Committee meeting in order to allow anyone who wished to speak regarding any of the items included on the Agenda to do so. He said this would prevent individuals from having to wait until the end of the meeting to comment on matters. He asked whether anyone present would like to speak at this time, but no response was given.

Mr. Conover informed they would return to Agenda Item 1 which pertained to a request from SUNY (*State University of New York*) Adirondack to authorize a lease agreement for placement of a telecommunication antenna on the Residence Hall at Adirondack Community College when representatives from the College were present to address any questions and/or concerns relating to the request.

Moving on to Agenda Item 2, privilege of the floor was extended to Patricia Nenninger, *Personnel Officer*, who indicated the report on tracking of salary implications for positions filled since the last

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Committee meeting was included in the Agenda packet and she welcomed anyone with questions to contact her after the meeting.

Continuing on to Agenda Item 3, Mr. Conover addressed a request to authorize transfers of funds, as included in the Agenda packet for Committee approval.

Motion was made by Mr. Simpson, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

Mr. Conover advised Agenda Item 4 pertained to a referral from the Clerk of the Board regarding a request to waive Section I.B.3 of the Warren County Travel Policy relating to the GSA Rate for Amanda Allen, *Clerk of the Board*, and Samantha Hogan, *Senior Legislative Office Specialist*, to attend the New York State Association of Clerks of County Legislature Boards Conference which would take place on May 18-20, 2016. He noted this action was necessary because the travel cost would exceed the GSA Rate by a total of \$22 for both attendees.

Motion was made by Mr. Sokol, seconded by Ms. Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

Agenda Item 5, Mr. Conover stated, pertained to an amendment to the Warren County Travel Policy as proposed by himself to allow for travel by members of the Board of Supervisors, which he proceeded to outline.

Motion was made by Mr. Dickinson and seconded by Ms. Braymer to approve the amendment to the Warren County Travel Policy.

Mr. Girard questioned whether funds were included in the Budget to allow for Supervisors to travel and Mrs. Allen replied affirmatively. Mr. Conover added should it be determined the current amount budgeted was insufficient they could return to the Committee to request additional funding.

A discussion ensued following which Mr. Dickinson and Ms. Braymer agreed to amend their motion to include that the proposed amendment to the Warren County Travel Policy would account for both travel and training costs. Mr. Conover called the question and the motion was carried unanimously, thereby authorizing the necessary resolution for the February 19th Board Meeting.

Mr. Conover advised Agenda Items 6A-C consisted of referrals from the County Facilities Committee, *Airport*, which he proceeded to outline as follows:

- 6A) Request to increase Capital Project H306, *Land/Avigation Easement Forest Enterprises*, in the amount of \$20,000.
- 6B) Request to amend the 2016 County Budget in the amount of \$20,000 to allocate reserve funds for Capital Project H306, *Land/Avigation Easement Forest Enterprises*, to appropriate monies from Budget Code A.892.00, *Reserve, Airport & Projects*, to Budget Code A.9950 910, *Transfers*.

Motion was made by Mr. Simpson and seconded by Mr. Girard to approve the requests as outlined above.

Mr. Beaty asked whether the increase related to additional legal fees incurred by the County and Mr. Tennyson replied affirmatively. He explained the additional legal fees resulted from a property owner contesting the eminent domain process. Mr. Beaty stated the increase in the cost over what had originally been projected was one of the many reasons he had not been in favor of moving forward with the Runway Expansion Project; he noted he would be voting in opposition of it.

Mr. Conover called the question and the motion was carried by majority vote, with Mr. Beaty and Ms.

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Braymer voting in opposition, to approve the requests as outlined above and the necessary resolutions were authorized for the February 19th Board Meeting.

- 6C) Request to reclassify 2015 expenditures totaling \$4,749.57 which were paid prior to establishing the appropriate Capital Projects.

Motion was made by Mrs. Frasier, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

Moving along, Mr. Conover apprised Agenda Items 7A-K pertained to the following referrals from the Criminal Justice & Public Safety Committee:

- 7A) *Public Defender*- Request to amend the 2016 County Budget in the amount of \$36,147 to reflect the receipt of grant funds from the New York State Office of Indigent Legal Services.

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

- 7B) *Public Defender* - Request to amend the Table of Organization and Salary schedule to increase the salary of First Assistant Public Defender from \$71,283 to \$81,000 effective February 26, 2016, as well as to identify a source of funding for the additional \$9,717 in salary cost which not available within the existing Public Defender budget.

Motion was made by Mr. Dickinson and seconded by Ms. Braymer to approve the request.

Mr. Conover inquired whether the additional funds would be allocated from Contingency and Paul Dusek, *County Administrator*, replied affirmatively. Mr. Conover asked Mr. Dickinson and Ms. Braymer if they were agreeable to amending their motion to include that the additional funding would be allocated from the contingent account to which they agreed. Mr. Dusek pointed out \$3,000 of the increase would be covered by grant funding; therefore, he said, if the request was approved \$6,717 would be appropriated from the contingency account to cover the increase.

Mr. Conover called the question and the aforementioned motion was carried by unanimous vote to approve the request with \$3,000 of the increase funded by grant funding and the remaining balance of \$6,717 transferred from the Contingency Fund and the necessary resolution was authorized for the February 19th Board Meeting.

- 7C) *Office of Emergency Services*- Request to amend the 2016 County Budget to carry over unused 2015 funds in the amount of \$8,862.80 from the FY14 State Homeland Security Program.
7D) *Office of Emergency Services*- Request to amend the 2016 County Budget to carry over unused 2015 funds in the amount of \$54,450.45 from the FY14 Hazmat Grant Program.
7E) *Office of Emergency Services*- Request to amend the 2016 County Budget to carry over unused 2015 funds in the amount of \$1,879.91 from the FY14 State Homeland Security Program.

Motion was made by Mr. Simpson, seconded by Mr. Girard and carried unanimously to approve Items 7C-E and the necessary resolutions were authorized for the February 19th Board Meeting.

- 7F) *Office of Emergency Services*- Request to amend the 2016 County Budget to reflect the receipt of funds in the amount of \$7,925 from the FY15 Hazmat Emergency Preparedness Grant Program.

Motion was made by Ms. Braymer seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

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- 7G) *Office of Emergency Services*- Request from the Criminal Justice & Public Safety Committee to identify a source of funding in an amount not to exceed \$150,000 for the construction of a storage building to house Office of Emergency Services equipment to be constructed in 2016.

Motion was made by Mr. Merlino and seconded by Ms. Seeber to bring the item to the floor for discussion.

A lengthy discussion ensued, following which a motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried by a majority vote, with Ms. Seeber voting in opposition, to table the matter until additional information was provided pertaining to the placement of the building, as well as the cost of constructing it.

- 7H) *Sheriff*- Request to amend the 2016 County Budget to carry over unused 2015 public donations in the amount of \$2,154 for K-9 care and equipment.

Motion was made by Mrs. Frasier, seconded by Ms. Braymer and carried by a majority vote, with Mr. Dickinson abstaining, to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

- 7I) *Sheriff*- Request to amend the 2016 County Budget to carry over unused 2015 funds on the amount of \$20,000 from the 2014 SLETPP (*State Law Enforcement and Terrorism Prevention Program*) Grant.

Motion was made by Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to approve the requests and the necessary resolution was authorized for the February 19th Board Meeting.

- 7J) *Sheriff*- Request to amend the Table of Organization and Salary Schedule to reclassify the position of Civil Law Enforcement Officer #1, *Annual Salary of \$61,983 including longevity*, to Patrol Officer#62, *Annual Salary of \$66,001 including longevity*, effective February 22, 2016, as well as to fill the vacant reclassified position.

Motion was made by Mr. Dickinson , seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

- 7K) *Sheriff*- Request for authorization to appropriate and expend funds for updates/improvements to the Sheriff's Public Safety Answering Point (PSAP) based on 1) a letter from Homeland Security announcing that the County has been awarded a grant in the amount of \$168,835 and 2) the Planning Department's need to expand a \$30,000 New York State Department of Archives grant by June 30, 2016 for a project that will provide first responders with tablets and access to enhanced e-911 map data in the field but necessitates improvements in the Sheriff's Departments PSAP covered by the grant for which the letter of award had been issued but for which the County had not yet received a grant agreement.

A discussion ensued during which Mike Swan, *County Treasurer*, voiced his concern regarding the amount of money the County had fronted with the expectation that reimbursement would be provided when the grant funds were received, but had not come in yet.

Motion was made by Mr. Girard, seconded by Mr. Merlino and carried unanimously to authorize the appropriation and expenditure of funds from in the amount of \$30,000 for updates/improvements to the Sheriff's Public Safety Answering Point (PSAP) and the necessary resolution was authorized for the February 19th Board Meeting.

Mr. Conover informed a source of funding would need to be identified in relation to the \$30,000 in funding for the updates to the Sheriff's PSAP. Mr. Dusek apprised in this case the only source of funding available to advance funding from was the unappropriated surplus fund balance.

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Motion was made by Mr. Girard, seconded by Mr. Merlino and carried unanimously to authorize the appropriation of funds in the amount of \$30,000 from the unappropriated surplus fund balance for updates/improvements to the Sheriff's PSAP with reimbursement to be provided when grant funds are received. The necessary resolution was authorized for the February 19th Board Meeting.

Proceeding, Mr. Conover outlined Agenda Item 8, a referral from the Economic Growth & Development Committee concerning a request to establish Capital Project No. H367, *First Wilderness 2015*, in the amount of \$871,976 to administer the grant award from the Local Waterfront Revitalization Program.

A brief discussion ensued during which Ms. Wood and Chairman Geraghty provided an outline of the Local Waterfront Revitalization Program.

Ms. Seeber inquired whether the format of the resolution request forms that concerned grant funding could be modified to indicate whether matching funds or in-kind services were required for the grants and Mr. Conover replied affirmatively.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

Mr. Conover reported Agenda Items 9A-D pertained to the following referrals from the Health, Human Services & Social Services Committee, *Health Services*:

- 9A) Request to amend the 2016 County Budget in the amount of \$2,000 to reflect receipt of grant funds provided by the Adirondack Rural Health Network.
- 9B) Request to amend the 2016 County Budget in the amount of \$1,769.95 to reflect receipt of insurance recovery funds for repairs related to a vehicle accident.

Motion was made by Mrs. Frasier, seconded by Mr. Sokol and carried unanimously to approve the requests and the necessary resolutions were authorized for the February 19th Board Meeting.

- 9C) Request to authorize Lynne Rodriguez, *Community Health Nurse*, to enroll in a job-related course at Bryant and Stratton College for which 50% reimbursement of course costs will be due upon completion with a grade of "C" or better.

Ms. Seeber recalled discussion at a prior meeting during which a question was raised as to whether there was a policy in place requiring a certain term of employment for non-Union employees if the County provided reimbursement to them for continuing their education. Mr. Dusek apprised there was a difference in policy between Union and non-Union employees. He said in this particular case because the request applied to an employee in the Union there was a provision under the CSEA (*Civil Service Employee Association*) contract that required the employee to remain employed by the County for a period of eighteen months. In the case of non-Union employees, he advised no such requirement existed with the exception for the Sheriff's Department. He noted if it was the pleasure of the Board the policy relating to the non-Union employees in the Sheriff's Department could be amended to include all non-Union employees. He noted his response to the question raised by Ms. Seeber was reflected in Agenda Item 10F as the matter had related to a DPW employee.

Motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

- 9D) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Long Term Care Coordinator position from \$67,291 to \$68,974 effective January 1, 2016; due to a budgeting error this position was inadvertently excluded from the listing of non-bargaining unit positions and did not receive a 2.5% salary increase for 2016. *Note: this request was not reviewed by the Health, Human & Social Services Committee as the discrepancy was detected after their meeting was held. The Committee Chairman, Supervisor Sokol, was consulted on this matter and agreed that it should be brought to the Finance, Personnel & Higher Education Committee for*

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review in order to correct the error as quickly as possible.

Motion was made by Ms. Seeber, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

Social Services:

- 9E) Request to temporarily increase the salary of Cynthia Schrock Seeley, *Deputy Commissioner of Social Services/Chief Legal Counsel*, from \$80,421 to \$87,125, effective January 25, 2016 and continuing on a weekly basis while acting as the full-time Commissioner of Social Services for a term not to exceed three months.

Mr. Beaty questioned how the increase had been calculated and Mr. Sokol replied the increase amounted to an additional \$38 a week in salary. Mr. Conover advised that Ms. Schrock-Seeley's salary would be increased to the same as that of the Commissioner of Social Services while she was acting in that capacity. Ms. Braymer asked whether the increase could be extended longer than three months if necessary and Mr. Conover advised Committee approval would be required for any time period beyond three months.

Mr. Swan pointed out part of the job requirements for any Deputy Department Head was to manage the Department in the absence of the Department Head; therefore, he said, he was unsure why additional compensation would be required since it was part of the job description. Mr. Beaty voiced his opinion that a policy should be developed to ensure that there were measures in place that dictated how to handle situations such as this that was consistent.

A discussion ensued following which it was determined that Mr. Dusek would develop a policy to address these issues for the Committee to review at their next Committee meeting.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board meeting.

- 9F) Request to temporarily appoint Tammy Breen, *Child Protective Services Case Supervisor B, Annual Base Salary \$55,924*, to Child Protective Services Case Supervisor A, *Annual Base Salary \$59,000*, effective January 25, 2016 for a term not to exceed three months.

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 19th Board Meeting.

Mr. Conover advised Agenda Items 10A-G pertained to the following referrals from the Public Works Committee:

DPW-

- 10A) Request to increase Capital Project H354, *County Highway Preservation Project (CR17, 52 & 79)* in the amount of \$633,280.
10B) Request to amend the 2016 County Budget in the amount of \$120,954 to include surplus local match funds from H354, *County Highway Preservation Project (CR17, 52 & 79)*.

Motion was made by Mr. Simpson, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolutions were authorized for the February 19th Board Meeting.

- 10C) Request to amend the 2016 County Budget in the amount of \$109,000 to establish the appropriate revenue and appropriation codes for the purchase of a vacuum excavator through the Warren County Soil & Water Conservation District.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

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- 10D) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Assistant Engineer #2 position retroactive to October 5, 2015 (*from \$45,569 to \$43,000 for 2015 and from \$45,569 to \$44,075 for 2016*) to correct a budgeting error.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

- 10E) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Confidential Assistant to the Superintendent of Public Works from \$39,270 to \$40,252 effective retroactive to January 1, 2016 to correct a budgeting error.

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 19th Board Meeting.

- 10F) Request to authorize Maja Tlokinska-Scroggins, *Confidential Assistant to the Superintendent of Public Works*, to enroll in job-related courses at SUNY Adirondack for which 50% reimbursement of course costs will be due upon course completion with a grade of "C" or better.

Motion was made by Ms. Braymer, seconded by Mr. Girard to approve the request as outlined above.

Ms. Seeber questioned whether the policy being developed for non-Union employees pertaining to the length of time they were required to remain employed by the County if they were provided with reimbursement for continuing their education should mirror the policy in place for Union employees. She said she felt the policy should require employees who received reimbursement from the County for a portion of their continuing education costs to remain an employed by the County for a set period of time.

A lengthy discussion ensued during which time Mr. Dusek remarked he found that anytime policies could be standardized the more apt they were to be understood, enforced and carried out; therefore, he said, he would recommend the Board apply the same time frame included in the Union contract if that was their desire. He mentioned if they felt eighteen months was not a sufficient time frame they could include this as one of the topics to discuss this year during the negotiations with the Union for a new contract. He continued, if the policy was changed in the Union contract it could apply it to the policy for non-Union employees, as well. It was the consensus of the Committee that Mr. Dusek should prepare a revised policy to standardize employment requirements pertaining to job-related courses for presentation at the next Committee meeting.

Mr. Conover called the question and the motion carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

Parks, Recreation & Railroad-

- 10G) Request to amend the 2016 County Budget to create a Temporary Help line in the amount of \$14,000 for the Parks, Recreation & Railroad Division.

Mr. Beaty asked whether this request was for one temporary employee and Mr. Simpson responded the request related to a budgeting error. Mr. Thomas clarified this request related to two seasonal employees for the Parks, Recreation & Railroad Division which the budget line was inadvertently left out of the 2016 County Budget. Mr. Conover noted the funding for the positions was available within the County Budget, as reflected in the \$14,000 transfer of funds previously approved under Agenda Item 3.

Motion was made by Mr. Merlino, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting. (*Note: Subsequent to the meeting it was determined the Budget Amendment was actually an amendment to the Table of Organization and Salary Schedule. The necessary resolution was prepared for the February 19th*

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Board Meeting).

Next, Mr. Conover outlined referrals from the Tourism, Occupancy Tax Coordination and Wood Park Committee, *Occupancy Tax Coordination*, as follows:

- 11A) Request to appropriate funding in the amount of \$210,000 from the Occupancy Tax Reserve (A.881.00), to various Budget Codes, to make distribution based upon the 2016 Occupancy Tax Spending Plan.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board meeting.

- 11B) Request to appropriate funding in the amount of \$58,500 from the Occupancy Tax Reserve (A.881.00) to Budget Code A.6417 480, *Tourism Occupancy -Special Events*, to fund additional events approved at the December 3, 2015 Occupancy Tax Workshop meeting.

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 19th Board meeting.

- 11C) Request to amend the 2016 County Budget in the amount of \$7,440 to reduce Warren County Project Code A.6417 480.04 to account for additional funds taken out of the Occupancy Tax Reserve (A.881.00) in December 2015 for Charles R. Wood Park Festival Commons Perimeter Fence.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board meeting.

- 11D) Request to appropriate funds in the amount of \$150,000 from the Occupancy Tax Reserve (A.881.00) to Budget Code A.6417 480.04, *Warren County Projects*, to provide funding for the water feature at the Charles R. Wood Park Festival Commons.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board meeting.

Chairman Geraghty noted that the Village of Lake George was required to have two members on the Committee concerning the Charles R. Wood Park as per a prior resolution ; he said, at some point it may be separated into its own Committee, but noted he would work with Mr. Merlino and Mrs. Allen to determine how this was handled.

Mr. Conover advised Agenda Items 12A-E concerned request/items to be discussed by the County Administrator as follows:

- 12A) Request to appropriate funds totaling \$164,000 from the Vehicle Reserve, A.896.00, to various budget codes for the purchase of vehicles.

Mr. Dusek indicated he could not recommend that they move forward with the request as drafted since it included an appropriation for a vehicle that cost \$57,000 for the Office of Emergency Services. He noted this amount substantially exceeded the reserved budgeted amount of \$25,000. He mentioned the funding to purchase the vehicle was available in the Vehicle Reserve. He stated while the current vehicle met the criteria for replacement since it was ten years old, it had been brought to his attention that it was a low mileage vehicle; therefore, he would recommend that Brian LaFlure, *Director, Office of Emergency Services*, discuss whether the vehicle required replacement at this time with the Criminal Justice and Public Safety Committee.

A discussion ensued following which a motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to authorize the appropriation of funds totaling \$107,000 from the Vehicle

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Reserve, A.896.00, to various budget codes for the purchase of vehicles (excluding the appropriation to the Fire Prevention & Control Auto Equip Reserve in the amount of \$57,000). The necessary resolution was authorized for the February 19th Board Meeting.

Chairman Geraghty asked that going forward any requests concerning the Vehicle Reserve contain how many vehicles would be purchased for each Department. Ms. Braymer apprised that she was working with Julie Butler, *Purchasing Agent*, to determine whether it was feasible for the County to purchase more fuel efficient hybrid vehicles.

12B) Request to appropriate funds totaling \$12,000 from the Computer Reserve, A.895.00, to various budget codes for the purchase of computers and related equipment software.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

12C) Resolution requesting extension of existing mortgage recording tax set to expire in December of 2016; this will need to go to the State Legislature for authorization.

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried by a majority vote with Mr. Beaty voting in opposition to approve the request, and the necessary resolution was authorized for the February 19th Board Meeting.

Mr. McDevitt pointed out that the mortgage recording tax had provided over \$900,000 in revenue to the County last year. He remarked if they were to ever do away with this tax it would be imperative that another revenue source was identified which would provide the same amount of revenue as the mortgage recording tax did. Mr. Beaty noted this was intended to be a temporary tax but now that the County was dependent on the income it was likely to be permanent, similar to Thruway tolls, and he was not in favor.

Ms. Braymer informed that should the County be looking for additional revenue sources they could consider implementing something similar to the transfer tax that Essex County charged in addition to the mortgage recording tax. A discussion ensued.

12D) Request from the Open Door for a modification to their contract with the County allowing use of the former Detention Building to house homeless when the temperature falls below 20 degrees; their request is to amend the contract to allow the Building to be used when the temperature falls below 32 degrees in accordance with the Governor's new executive order.

Motion was made by Mr. Simpson and seconded by Mr. Girard to approve the request.

Kim Cook, *Director, The Open Door*, advised the average occupancy at the shelter this year had been 15 people per night; however, she noted, on a few occasions 18 individuals had used the shelter. She mentioned the shuttle service to and from the City of Glens Falls was working well for them.

Mr. Conover inquired whether they were still searching for a permanent location to house the shelter and Ms. Cook replied affirmatively. She stated they were working on a new facility that would house all of the programs they offered.

A discussion ensued during which Mr. Girard indicated the Warren County Historical Society was still interested in using the Detention Home as their new location and would like the County to determine whether this was a valid option for them.

Mr. Conover called the question and the motion carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 19th Board Meeting.

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12E) Journal Report of transfers approved by the County Administrator since the last Finance Committee Meeting.

Mr. Dusek provided a brief overview of the Report, noting there was nothing included that he found troubling.

Continuing with the Agenda Review, Mr. Conover announced Agenda Items 13A-B pertained to the following Requests from the County Attorney:

13A) Request to ratify the actions of the County Attorney in hiring a Temporary Legal Assistant at the rate of \$25 per hour starting February 9, 2016 and extending for a period not to exceed 12 weeks. Funding for this expense is available within the 2016 Budget.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

13B) Request to amend the Table of Organization and Salary Schedule to create the new position of Secretary to the County Attorney, *Annual Salary of \$45,000*, and delete the position of Legal Assistant #1, *Annual Base Salary of \$42,866*, effective February 24, 2016. The County Attorney has indicated that there is funding available within the existing departmental budget to fund the difference in salary for this change.

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 19th Board Meeting.

Brian Reichenbach, *County Attorney*, informed that he intended to fill the position of First Assistant County Attorney at the current salary following Amy Bartlett's retirement within the next few weeks. He said he had received a number of inquiries regarding the position and would commence interviews shortly.

Moving on, Mr. Conover apprised that Agenda Item 14 pertained to the County Administrator position vacancy and the notice of retirement received from Mr. Dusek. He said he did not feel any action was required on this item today.

Proceeding to Pending Items section of the Agenda Mr. Conover advised of a request for the Committee to consider the appropriation of funds to the Board of Elections Department Budget to replace monies removed in the budgeting process. No discussion was held on the matter, nor was any action taken.

Concluding the Agenda review, Mr. Conover pointed out that Item V consisted of the listing of vacancies filled, as follows:

Countryside Adult Home-	Cleaner, <i>Grade 2, Annual Base Salary \$25,281</i> due to resignation
	Laborer, <i>Grade 2, Annual Base Salary \$25,281</i> due to resignation
County Attorney:	Legal Assistant #2, <i>Annual Base Salary \$42,866</i> , due to resignation
Office for the Aging:	Specialist Services for the Aging, <i>Grade 10, Annual Base Salary \$34,675</i> due to retirement
	Meal Site Cook #9, <i>Grade 2, Annual Base Salary \$18,961</i> due to promotion
Public Defender:	1 st Assistant to the Public Defender, <i>Annual Base Salary \$69,544</i> due to retirement
Public Works:	HEO#6, <i>Grade 8, Annual Base Salary \$32,238</i> due to retirement
Sheriff:	Civil LE Officer #1, <i>Annual Base Salary \$37,324.50</i> due to promotion
Social Services:	Sr. Account Clerk #5, <i>Grade 7, Annual Base Salary \$30,959</i> due to a transfer

Mr. Beaty requested that they return to Agenda Item 14 which pertained to the County Administrator position. He informed he had emailed the majority of the Board Members requesting that they hold off

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on filling the position for six months to afford them time to determine what responsibilities and duties the position would entail.

Motion was made by Mr. Beaty and seconded by Ms. Seeber to hold off on filling the position of County Administrator for six months.

A lengthy discussion ensued during which various view points with regard to the future of the County Administrator position were expressed. During this discussion Mr. Beaty and Ms. Seeber amended their motion to reduce the delay in filling the County Administrator position from six months to 90 days; however the motion failed due to a lack of majority vote with only Supervisors Beaty, Girard and Seeber voting in favor.

Mr. Conover noted the majority of the Board was in attendance and he asked for an informal show of hands to indicate whether those present were in favor of delaying the process to fill the County Administrator position or proceeding to do so. The show of hands indicated the majority were in favor of filling the position without a delay.

Ms. Braymer stated she felt a Local Law should be adopted that designated someone as the Acting County Administrator in the absence of the current County Administrator and Chairman Geraghty advised this was already being worked on. Mr. Conover asked Mr. Dusek to prepare a time-line outlining the filling of the County Administrator position from advertisement to start date for review at the next Committee Meeting. He surmised that special meetings may be necessary to address this matter.

A discussion ensued.

Returning to Agenda Item 1, Mr. Conover apprised due to the absence of the representatives from SUNY Adirondack he felt they should table the matter until the next Committee Meeting. Ms. Seeber interjected that she did not feel it was necessary to table the resolution, as the contract had previously been approved by the County; she noted the only change was that the antenna would be moved to the Residence Hall.

Motion was made by Ms. Seeber, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 19th Board Meeting.

There being no further business to come before the Finance, Personnel and Higher Education Committee, on motion made by Mr. Simpson and seconded by Mrs. Frasier, Mr. Conover adjourned the meeting at 11:59 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board