

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JUNE 1, 2017

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL  
SEEBER  
MERLINO  
STROUGH  
FRASIER  
SIMPSON  
GERAGHTY  
VACANT

OTHERS PRESENT:

RONALD CONOVER, CHAIRMAN OF THE BOARD  
BRIAN REICHENBACH, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BROCK  
LEGETT  
MACDONALD  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
MIKE SWAN, COUNTY TREASURER  
BRIAN LAFLURE, DIRECTOR, OFFICE OF EMERGENCY SERVICES/FIRE  
COORDINATOR  
KARA LAIS, FITZGERALD, MORRIS, BAKER & FIRTH  
MICHAEL WILD, TOWN OF QUEENSBURY RESIDENT  
SARAH MCLLENITHAN, DEPUTY CLERK OF THE BOARD

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COMMITTEE MEMBERS ABSENT:

SUPERVISORS DICKINSON  
BEATY  
MCDEVITT

Please note, the following contains a summarization of the June 1, 2017 meeting of the Finance 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/2017/finance/>

Mr. Sokol called the meeting of the Finance Committee to order at 11:02 a.m.

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

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

Commencing the Agenda review, Mr. Sokol offered privilege of the floor to anyone present wishing to address the Committee on any matter. There being no response, he addressed Agenda Item 1, noting that because Terry Comeau, *County Coroner*, was not present today they would hold off on the discussion concerning the streamlining of the Coroners expenses until next month.

Continuing to Agenda Item 2, privilege of the floor was extended to Kara Lais, *of Fitzgerald, Morris, Baker & Firth*, who spoke regarding a bond issue for a Warren-Washington Counties Civic Development Corporation Project. Ms. Lais informed her firm represented the Warren-Washington Counties Civic Development Corporation which was established by the County in conjunction with Washington County several years ago as a result of some changes in the State Legislature. She explained previously IDA's issued tax exempt bonds for civic projects but to changes in the State Legislature, most Counties throughout the State had created Civic Development Corporations which enabled them to issue tax exempt bonds to civic development projects such as the SUNY Adirondack Dormitory Project which was financed by the Warren-Washington Counties Civic Development Corporation. She mentioned today she was present on behalf of the Warren-Washington Counties Civic Development Corporation to request approval of the application they received from the Silver Bay Association more commonly known as the YMCA, for a Christian Conference & Training Center. She stated this building would be referred to as the William Boyd Center and would be approximately 40,000 square feet constructed at their existing facility in the Town of Hague. She apprised that the Silver Bay Association had indicated this Project was necessary for them to maintain their position with similar situated entities and to provide people more opportunity to come to the area to use their facility. She informed the Warren-Washington Counties Civic Development Corporation scheduled a public hearing for next Wednesday, June 7<sup>th</sup> at 11:00 a.m. at the Town Hall in the Town of Hague. She mentioned the estimated total project cost was slightly more than \$14 million of which the Silver Bay Association had raised about half of that through

donations and their fund-raising efforts. She said they were seeking to engage in tax exempt financing for the estimated remaining balance of \$7 million. She advised that they had secured financing through the Glens Falls National Bank for a term of twenty-five years with a tax exempt interest rate if approved of 3.52% for ten years following which some variable adjustments would be made. She informed the Warren-Washington Counties Civic Development Corporation was required to receive approval from both Counties in order to issue the bonds for this particular Project. She stated the resolution before them today pertained to the authorization of Warren County to allow the Warren-Washington Counties Civic Development Corporation to issue bonds for this particular Project; *a copy of the proposed resolution is on file with the minutes.*

Mr. Sokol questioned whether Washington County had approved the Project yet and Ms. Lais replied in the negative. She explained their meeting regarding the matter was scheduled for next week.

A discussion ensued following which a motion was made by Mr. Strough, seconded by Mr. Simpson and carried unanimously to table the request until next month to allow representatives of the Silver Bay Association and their Bond Counsel to attend and address the concerns and/or questions that had arisen at the meeting.

Moving on to Agenda item 3, Mr. Sokol requested approval of the transfer of funds as attached for Committee approval.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Sokol advised that Items 4A-C pertained to the following Request/Item to be discussed by the County Treasurer:

- 4A) Request for a transfer of funds in the amount of \$800.00 from the Contingent Account to cover the cost of a contract with Tyler Technologies to customize paycheck stub to include hourly pay rate.
- 4B) Request for a contract with Tyler Technologies in an amount not to exceed \$800.00 to customize paycheck stubs to include the hourly pay rate for a term commencing upon execution by both parties and terminating upon completion of the work.

Mike Swan, *County Treasurer*, advised his Office had received a number of inquiries regarding why the hourly rate was not included on the paycheck stub. Mr. Geraghty remarked he felt this was a minimal expense which would result in satisfying the requests of several employees.

Motion was made by Mr. Geraghty, seconded by Mr. Strough and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the June 14<sup>th</sup> Board Meeting.

- 4C) Request to either authorize the Treasurer's Office to write off uncollected Medicaid receivables carried over on December 31, 2015 from Westmount or find someone to take over the re-billing and renew the billing software contract.

Mr. Sokol inquired whether he was correct to assume the County was still permitted to collect the money even if it was written off and Mr. Swan replied in the affirmative. Mr. Swan stated these transactions dated before 2013, none of which he felt they would be able to collect on due to the timeframe that had passed by. He continued, the Auditors requested that these transactions be written off; however, he noted, they would still be permitted to collect monies received after write-off.

Mr. Simpson inquired who the County was working with to try and collect these receivables and Mr. Swan replied he was unsure. Brian Reichenbach, *County Attorney*, interjected there were two separate types of collectibles which were discussed, one of which was private pay which they were attempting to collect. He said those particular collectibles referred to an individual themselves or a responsible party who owed the County money for services provided at the former Westmount Health Facility. He apprised what was being referred to in this particular request pertained to money that could have been billed to Medicaid but was not. He said the issue arose from the fact that the majority of the claims were from 2013 and no one from within or outside of the County had the ability to perform the required medical record processing to submit the bills to Medicaid. He added they did not feel they would be successful in obtaining a waiver for them since they were older than two years of age nor did they think they would be successful in finding someone qualified to do the work.

A discussion ensued following which a motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to approve the request to write off uncollected Medicaid receivables carried over on December 31, 2015 from Westmount and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Mr. Swan announced this morning they had sold the bond for the Court Expansion and NSTEM (*Nursing, Science, Technology, Engineering & Mathematics*) Projects. He stated he was pleased to report they sold all of the bonds and obtained an interest rate of 2.76%. Mr. Geraghty asked what the term for the bond was and Mr. Swan replied that it was a twenty year bond. Mr. Geraghty questioned what the total for the bond was and Mr. Swan responded that it was slightly more than \$14 million which was a combination of \$8.5 million for the Court Expansion Project and the remainder pertained to the NSTEM Project.

Chairman Conover suggested they consider increasing the Westmount Legacy Reserve to account for the uncollected Medicaid receivables if they received more revenue than what was anticipated from the Medicaid settlement concerning the Co-Generation Plant to ensure there was a sufficient amount of money to cover these expenses.

Moving along, Mr. Sokol stated that Agenda Item 5 pertained to a referral from the County Facilities Committee, *Airport*, requesting a transfer of funds in the amount of \$35,000 from the Contingent Account for culvert and pipe repairs to the Airport Taxiway.

Mr. Sokol advised he believed moving forward there was a process in place to preserve some of these pipes and he asked Mr. Strough to elaborate on the process. Mr. Strough stated the culvert pipes could be lined to maintain them and allow them to continue working as they should; however, he noted, this particular pipe was in a state of disrepair and required replacement.

Motion was made by Mrs. Frasier, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Sokol informed that Items 6A-C pertained to the following referrals from the Criminal Justice & Public Safety Committee:

- 6A) *Sheriff*- Request to amend the County Budget in the amount of \$173,608 to reflect the receipt of funding from the Public Safety Answering Point Grant.

Ms. Seeber stated she was prepared to move forward with this today but she was unsure if she would be voting in favor at the June 14<sup>th</sup> Board Meeting, as she was awaiting some feedback from community members regarding the request.

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 June 14<sup>th</sup> Board Meeting.

- 6B) *Office of Emergency Services*- Referral from the Criminal Justice & Public Safety Committee for funding for an amount up to \$20,000 to pay for I am Responding Software.

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

Ms. Seeber apologized, as her comments relating to waiting for additional feedback from her constituents before she determined how she would be voting at the Board Meeting related to this request and not the previous one concerning the Public Safety Answering Point Grant.

Mr. Sokol suggested that they use the Contingent Account as the source of funding to pay for the software, as the current balance of that account was \$142,940 which was more than enough to cover the expense. He asked Brian LaFlure, *Director, Office of Emergency Services/Fire Coordinator*, whether he knew the total cost of the software and Mr. LaFlure replied in the negative. He stated the contractor had recalculated the price to be slightly under \$20,000 but he was unsure of the exact amount. He said he could provide this figure prior to the June 14<sup>th</sup> Board Meeting. He added by remaining under \$20,000 they were able to avoid having to utilize the formal bidding process.

Mr. Strough stated the purchase of this software was one of the steps identified to address the issues with EMS Services within the County. Mr. LaFlure pointed out the City of Glens Falls Fire Department signed up for the free trial period for use of the software following the May 8<sup>th</sup> meeting of the Criminal Justice & Public Safety Committee where this was discussed. He continued, Chief Schrammel indicated to him the software was very useful to them during a large house fire that occurred in the City yesterday because it notified him of who was responding to the scene.

Mr. Sokol called the question and the motion was carried unanimously to authorize a transfer of funds in the amount up to \$20,000 from the Contingent Account to pay for the purchase of I Am Responding Software and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

- 6C) Request for a transfer of funds in the amount of \$2,220 from the Contingent Account to pay for insurance invoice from Rose & Kiernan for inland marine insurance on the 2004 Spartan (Mobile Communications Vehicle) which was not anticipated.

Mr. LaFlure advised he would like to withdraw this request, as the funding was no longer required. He explained that at Mr. Geraghty's suggestion, he contacted the insurance company to inquire whether they would insure the replacement value of the vehicle since it was more than ten years old following which it was determined that they would only insure the cash value of the vehicle due to its age. He said the substantial difference between the replacement cost of the vehicle and what it was actually worth caused adjustments which reduced the premium. He added they also determined the cost of the coverage for equipment added to the vehicle was being paid for in two different areas which meant they were paying for duplicate coverage. He mentioned as a result of the changes made to the policy the increase was reduced to \$225 which he could cover through his existing Budget.

A discussion ensued.

Mr. Sokol apprised that Agenda Item 7 pertained to a referral from the Economic Growth & Development Committee, *Planning*, consisting of a request to increase Capital Project H.292, *FWHC-Making the Connection*, in the amount of \$305,751.61 to reflect local match/In Kind Contributions.

Motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Agenda Item 8, Mr. Sokol informed, concerned a referral from the Health, Human & Social Services Committee, *Employment & Training*, regarding a request to amend the County Budget in the amount of \$99,704 to reflect the receipt of State TANF (*Temporary Assistance for Needy Families*) funding for

the Summer Youth Program.

Mr. Sokol asked Mrs. Frasier how many jobs would be created with this funding and she responded she believed seven jobs would be created.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Mr. Sokol said Agenda Item 9 pertained to a referral from the Occupancy Tax Coordination Committee regarding a request to appropriate \$15,000 from Budget Code A.881, *Reserve-Occupancy Tax*, to Budget Code A.6417 480, *Tourism-Special Events*, to cover the additional funding awarded to the Adirondack Balloon Festival.

Motion was made by Mr. Strough, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Agenda Item 10, Mr. Sokol advised, pertained to a referral from the Park Operations & Management Committee regarding a request from Mayor Blais to authorize refund to Law Enforcement Officers Weekend Committee the \$500 deposit submitted for an event that did not take place at the Festival Commons.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Continuing to with the Agenda review, Mr. Sokol informed Agenda Items 11A-C pertained to the following referrals from the Public Works Committee:

11A) *Public Works*- Request for authorization to establish the following new County Road Projects: 2017 CR 11 Horicon Avenue; 2017 CR 15 East Shore Road; and 2017 CR 10 Schroon River Road.

Motion was made by Mr. Geraghty, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

11B) *Public Works*- Request to appropriate funds in the amount of \$577,254.80 from the General Fund Unappropriated Surplus to Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfer*.

11C) *Public Works*- Request to amend the County Budget to appropriate funds provided from the Unappropriated Surplus to certain Road Projects.

Mr. Sokol informed due to the healthy financial state of the County he felt it was a good time for them to move forward with some additional road Projects.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the June 14<sup>th</sup> Board Meeting.

Mr. Sokol stated Agenda Items 12A-B concerned the following referrals from the Support Services Committee:

12A) *Auditor*- Request for transfer of funds in the amount of \$810 from the Contingent Account to cover Audit Clerk's raise and step increase which was not included in the County Budget.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

12B) *Information Technology*- Request to appropriate funds in the amount of \$25,000 from the Computer Reserve Fund, *Budget Code A.895*, for the purchase of computers and related equipment and software for various departments.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Sokol advised that Agenda Item 13 pertained to a referral from the Traffic Safety Board regarding a request to appropriate \$1,074 from Budget Code A.889.00, *Stop DWI Reserve*, to Budget Code A.3315 810, *Stop DWI Program, Retirement*, to fund retirement system contributions.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Moving along, Mr. Sokol informed Agenda Items 14A-D concerned the following Requests/Items to be Discussed by the County Administrator:

14A) Journal Report of transfers approved by County Administrator staff since the last meeting.

Mr. Geraghty noted this was an informational item which required no action.

14B) Request for transfer of funds in the amount of \$320,630 from the Contingent Account to cover CSEA raises pursuant to executed Union Contract.

14C) Request to amend the County Budget in the amount of \$9,755 to allocate funds to cover CSEA raises pursuant to executed Union Contract.

14D) Request to amend the County Budget in the amount of \$40,948 to allocate funds to cover CSEA raises pursuant to executed Union Contract.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the requests and the necessary resolutions were authorized for the June 14<sup>th</sup> Board Meeting.

Concluding the Agenda review, Mr. Sokol advised Agenda Item 15 pertained to Finance Committee action which was required on the following items as approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda Items 3A-B.

Motion was made by Mrs. Frasier, seconded by Ms. Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

Mr. Sokol noted there were no pending items to discuss this month,

There being no further business to come before the Finance Committee, on motion made by Ms. Seeber and seconded by Mr. Strough, Mr. Sokol adjourned the meeting at 11:44 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board