

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JANUARY 17, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SIMPSON
MERLINO
STROUGH
BEATY
FRASIER
MCDEVITT
GERAGHTY
BRAYMER
HYDE

OTHERS PRESENT:

RONALD CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS DRISCOLL
LEGETT
LOEB
MAGOWAN
WILD
ROBERT LYNCH, DEPUTY COUNTY TREASURER
JULIE BUTLER, PURCHASING AGENT
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MICHAEL COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
NATHAN YORK, SHERIFF
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
DON LEHMAN, *THE POST STAR*

COMMITTEE MEMBER ABSENT:

SUPERVISOR DICKINSON

Please note, the following contains a summarization of the January 17, 2018 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/2018/finance/>

Mr. Sokol called the meeting of the Finance Committee to order at 10:00 a.m.

Motion was made by Mr. Simpson, 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.

Mr. Sokol began by welcoming the new Committee members. He stated the main purpose of the meeting today was to review and discuss annual contracts which would go before the Board at their January 19th Meeting. Mr. Whitehead interjected that Mr. Sokol had inadvertently skipped over privilege of the floor and he requested the opportunity to speak. Mr. Sokol apologized to Mr. Whitehead and offered privilege of the floor to him.

Mr. Whitehead thanked Mr. Sokol for acknowledging him; however, he noted, privilege of the floor at the beginning of the meeting was not as useful as if it were to be offered after items were introduced, but he would make use of the time offered to him. He reminded the Committee that in the past the public had been afforded the opportunity to discuss items when they were brought forward or at the end of the meeting so they could critique the action taken; he stated he felt either of these options was a more appropriate in timeframe in which to offer privilege of the floor. He remarked he would try and make some preemptive notes on some of the items he saw were coming forward and he apologized in advance if he was off base on any of it. Mr. Sokol interjected that he would allow Mr. Whitehead the opportunity to voice his opinions after items were introduced.

Returning to the Agenda review, Mr. Sokol advised Item 1 pertained to a request from the County Treasurer for a new contract with Tyler Technologies in an amount not to exceed \$45,765.33 for annual maintenance and support on New World Software.

Robert Lynch, *Deputy County Treasurer*, explained this request pertained to the annual maintenance contract for support services for the financial and payroll software system the Treasurer's Office used. He said the contract administrator was recently purchased by a new company who informed them they did not offer five year contracts, but rather would require the contract to be renewed on an annual basis. He pointed out the cost of the contract included a 5% increase as compared to last year.

Mr. McDevitt entered the meeting at 10:05 a.m.

Mr. Sokol questioned whether this company was the only one who could provide these services and Mr. Lynch replied in the affirmative. He explained it was not a service that could be provided by another vendor since they owned the software. Mr. Geraghty inquired whether this request pertained to the New World Software System and Mr. Lynch responded in the affirmative. Mr. Beaty questioned whether the vendor had the option to increase the contract each year since they did not offer five year contracts and Mr. Lynch replied affirmatively. He apprised the County was locked into whatever rate the vendor offered unless they switched to a new software system; however, he noted, this could cost them upwards of \$1 million to purchase in addition to annual maintenance fees.

A lengthy discussion ensued following which the Committee decided to contact Tyler Technologies and determine whether it was an option to bundle services with the Town of Queensbury, the Sheriff's Office and the Treasurer's Office to offer a multi-year contract resulting in savings for all interested parties.

Proceeding with the Agenda review, Mr. Sokol advised Agenda Items 2A-N pertained to the following proposed Resolutions for the January 19th Board Meeting.

- 2A) Resolution No. 25- Request for continuation of the agreement with Economic Development Corporation, Warren County, New York in the amount of \$349,000 for the purposes of promoting and publicizing the advantages of Warren County and to promote economic development, job creation and workforce development in the Warren County region.

Motion was made by Mr. McDevitt and seconded by Ms. Braymer to approve the request for continuation of the agreement with Economic Development Corporation, Warren County, New York

Ms. Braymer stated she felt the Economic Development Corporation, Warren County, New York did an exceptional job attending Committee meetings and providing updates on their activities, but she felt this was one of the County's contracts which could have measurable goals added to it going forward such as how many new businesses they had to attract in the year to support that they were deserving of this money.

A conversation ensued following which Mr. Sokol called the question and the motion to approve the request for continuation of the agreement with Economic Development Corporation, Warren County, New York, was carried by majority vote, with Mr. Strough abstaining. The necessary resolution was authorized for the January 19th Board Meeting.

During the conversation Mr. Whitehead stated that the Economic Development Corporation, Warren County, New York was an exceptional promoter of the region, but they only conveyed their successes to the Committee and not their failures. He commented it would be nice if there was a balance to this, as their statistics were not 100% successful. He referred to how Hacker Boat Company was supposed to add sixty new jobs in the Town of Queensbury, but this never came to fruition or how the North Country Veterinary Services, P.C. was supposed to create twenty jobs, but this never occurred. He continued the Glens Falls Hospital was the largest offender, as they claimed they created 600 additional jobs; however, he noted, the bulk of these positions were absorbed from small medical practices in the region that they took over. He suggested the Committee get a better understanding of the services being provided for \$349,000 since the Town of Queensbury also provided the Organization with around \$100,000 on an annual basis. Mr. Sokol interjected that these questions could be posed at next weeks Economic Growth & Development Committee meeting.

- 2B) Resolution No. 26- Request for continuation of the agreement with Adirondack Park Local

Government Review Board for Warren County's share of the actual cost of operation of the Review Board, for an amount of \$7,500.

Motion was made by Mr. Strough, seconded by Mrs. Frasier and carried by majority vote, with Messrs. Simpson and Geraghty abstaining, to approve the request and the necessary resolution was authorized for the January 19th Board Meeting.

- 2C) Resolution No. 27- Request for an agreement with Cornell Cooperative Extension Association of Warren County to provide youth a residential camping experience in Warren County at Skye Farm Camp, East Schroon River Road, Warrensburg, New York 12885, in the amount of \$25,000.

Motion was made by Mr. Merlino and seconded by Mrs. Frasier to approve the request for an agreement with Cornell Cooperative Extension Association of Warren County as outlined above.

Ms. Braymer advised she had viewed the website for the camp which impressed her; however, she noted, even though she herself had attended a church camp all through her youth, she did not feel it was appropriate for the County to provide funds for youth to attend a church camp during the summer.

A discussion ensued following which Mr. Merlino withdrew his motion and Mrs. Frasier withdrew her second to approve the request for an agreement with Cornell Cooperative Extension Association of Warren County to provide youth a residential camping experience in Warren County at Skye Farm Camp.

Mr. Sokol stated they would return to the Item when Mr. Geraghty returned with information regarding whether the camp was religious.

- 2D) Resolution No. 28- Request for an agreement with Cornell Cooperative Extension Association of Warren County for educational work in Agriculture, Home Economics and 4-H in the amount of \$421,214.

Motion was made by Mr. McDevitt and seconded by Mr. Strough to approve the request for an agreement with Cornell Cooperative Extension Association of Warren County for educational work in Agriculture, Home Economics and 4-H as outlined above.

Mr. Beaty inquired whether this was an increase over last years amount and Mr. Thomas replied in the affirmative. He explained the County increased their contribution around \$50,000 in 2017 to restore the funding amount received in prior years to allow them to return to a five day a week operation. He said the amount of funding allocated to them this year was increased by about \$10,000, as compared to last year.

Ms. Braymer questioned whether a copy of their 2018 operating budget was available and Mr. Thomas replied in the affirmative. Ms. Braymer requested that he forward a copy to her so she could review it.

Mr. Sokol called the question and the motion was carried by majority vote, with Mr. Simpson abstaining, to approve an agreement with Cornell Cooperative Extension Association of Warren County. The necessary resolution was authorized for the December 19th Board Meeting.

- 2E) Resolution No. 29- Request to authorize payment to Lake Champlain-Lake George Regional Planning Board in the amount of \$7,000 as Warren County's proportionate share in conjunction with the other participating Counties of Clinton, Essex, Hamilton and Washington.

Motion was made by Mr. McDevitt and seconded by Mrs. Frasier to approve the request to authorize payment to Lake Champlain-Lake George Regional Planning Board as outlined above.

Mrs. Frasier requested that Mr. Simpson elaborate on what the duties of the Lake Champlain-Lake George Regional Planning Board were. Mr. Simpson stated this Organization did a number of things such as securing grants that were tied to economic growth within the Counties they represented, a loan portfolio, as well as being involved with activities involving agriculture and storm water. Mr. Sokol inquired whether each County

contributed the same amount of funding and Mr. Simpson replied he was unsure.

Mr. Beaty remarked he had two concerns with the request, the first of which related to the fact that he had never seen a contract with this organization. He said his other concern related to the past due amount they owed the County in the amount of \$30,000 which was why he would be voting in opposition.

Ms. Braymer apprised she had the same concerns as Mr. Beaty, noting that the Treasurer's Office had indicated in one of their reports last fall that the County was fronting the cost of the organizations payroll which she felt was inappropriate. She said she would like this to be placed on hold until she had a contract in hand to review, as well as an explanation as to why they had fallen behind on reimbursing the County for their payroll expenses.

A discussion ensued during which Mr. Whitehead apprised although only \$7,000 was allocated to the Lake Champlain-Lake George Regional Planning Board, it was a matter of the legitimacy the County was giving the organization. He reminded them this organization had a total annual budget of \$684,000, they administered millions of dollar in grants; he noted David Decker, *former Executive Director, Lake George Watershed Coalition*, was arrested as a result of a check written by this organization in the amount of \$69,000. He said they were not listed as a not-for-profit nor did they have any legal status that he could detect requiring them to be reviewed by the Authorities Budget Office, who were the ones responsible for reviewing organizations such as the Economic Development Corporation of Warren County or the Local Development Corporation. He continued, as far as he could tell there was no oversight other than by the Board or the other counties who contributed funds. He mentioned the County should not be giving them the legitimacy it was since they were \$30,000 behind in payments to the County and they gave individuals like Mr. Decker checks, as this deserved further investigation.

Motion was made by Ms. Braymer, seconded by Mr. Beaty and carried by majority vote, with Messrs. Simpson and Strough abstaining, to table the request until further information was provided.

Returning to Agenda Item 2C regarding Resolution No. 27- Request for an agreement with Cornell Cooperative Extension Association of Warren County to provide youth a residential camping experience in Warren County at Skye Farm Camp, East Schroon River Road, Warrensburg, New York 12885, in the amount of \$25,000, Mr. Sokol apprised according to Mr. Geraghty, who had spoken to Dr. James A. Seeley, *Executive Director, Cornell Cooperative Extension*, the Skye Camp was religious, but those who attended had the option not to participate in religious services. Mr. Geraghty suggested they move forward with the proposed Resolution this year, but that they notify Dr. Seeley he should look for a camp which was not affiliated in any way with religion. He remarked since a number of less fortunate children were able to attend the camp with these funds, he felt compelled to move forward with the request this year.

Mr. Strough exited the meeting at 10:45 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. Beaty and carried by majority vote, with Mr. Simpson abstaining, to approve the request as outlined above and the necessary resolution was authorized for the January 19th Board Meeting.

- 2F) Resolution No. 30- Request to authorize payment to the Southern Adirondack Library System in the amount of \$45,000.

Ms. Braymer pointed out this was another example of an agreement where there was no contract for her to review and she questioned what the money was used for. Mr. Geraghty apprised the funds were distributed to the local libraries within the County, with the bulk of the funds being allocated to the Crandall Public Library.

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

- 2G) Resolution No. 31- Request to authorize agreement with the City of Glens Falls in the total amount

of \$99,000 for capital improvements to the Coles Woods, East Field and Crandall Park Recreation Center Ice Rink for operation and maintenance or capital improvements of said facilities.

Motion was made by Ms. Braymer and seconded by Mr. McDevitt to approve the request to authorize agreement with the City of Glens Falls as outlined above.

Mr. McDevitt stated although the Crandall Park Recreation Center Ice Rink was owned by the City of Glens Falls for all practical purposes it was a regional facility which was used by individuals from all over the region including the Queensbury School District Hockey Team.

Ms. Braymer apprised she had reviewed the contract which contained specific provisions they had to comply with. She said she had received some of the reporting which indicated they were in compliance, but she would follow up to determine if all of the reports for 2017 had been received.

Mr. Beaty questioned what the total contract amount was and Mr. Geraghty replied the total contribution was \$99,000.

A discussion ensued following which Mr. Sokol called the question and the motion to approve the request to authorize an agreement with the City of Glens Falls as outlined above was carried unanimously. The necessary resolution was authorized for the January 19th Board Meeting.

- 2H) Resolution No. 32- Request to authorize continuation of contractual agreement with Adirondack North Country Association for promotional and economic development in Warren County, for an amount of \$1,500.

Motion was made by Mr. Simpson and seconded by Ms. Braymer to approve the request to authorize continuation of contractual agreement with Adirondack North Country Association as outlined above.

Ms. Braymer advised it appeared the contract had not been updated since 1990 and she requested this be done before it was brought forward for approval next year and Mr. Beaty concurred. Mr. Sokol stated he would work on obtaining an updated contract.

Mr. Whitehead informed although the contract was only for \$1,500 the reoccurring issue was that the County was lending legitimacy to an organization they knew very little about. He mentioned the contract indicted the Adirondack North Country Association was supposed to provide a report to the County, but as far as he was aware none had been received. He said according to the information he found online their organization had millions of dollars in grants from New York State that were being expended for a number of things. He reiterated it was not a question regarding the \$1,500, but rather that the County would be lending their name to this so it was necessary for them to be aware of what was going on.

Ms. Hyde entered the meeting at 10:51 a.m.

Mr. Sokol called the question and the motion to authorize continuation of contractual agreement with Adirondack North Country Association was carried unanimously. The necessary resolution was authorized for the January 19th Board Meeting.

Mr. Sokol welcomed Ms. Hyde as a new Committee member and wished her well regarding the flooding issues that were on-going in the Town of Thurman.

- 2I) Resolution No. 33- Authorizing continuation of contractual relationship with the Warren County Historical Society in the amount of \$2,500.

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

- 2J) Resolution No. 34- Request for an agreement with Warren County Local Development Corporation

in the amount of \$50,000 to perform economic development, planning, and grant and loan administration services on behalf of Warren County.

Motion was made by Mr. McDevitt and seconded by Mr. Geraghty to approve the request for an agreement with Warren County Local Development Corporation as outlined above.

Ms. Braymer questioned the difference between the Economic Development Corporation, Warren County and the Warren County Local Development Corporation and why the County was contributing just about \$500,000 between them. Mr. Merlino stated he has been a member of the Warren County Local Development Corporation for almost twelve years now, noting their main purpose was to assist small businesses by providing them with loans. He said typically the Warren County Local Development Corporation was not the primary loan, but rather they provided secondary loans. Ms. Braymer stated this meant there was not much overlap between what the Economic Development Corporation, Warren County did and the Warren County Local Development Corporation and Mr. Merlino replied in the affirmative. He said the two Organizations were completely different from one another.

Mr. Sokol called the question and the motion to approve the request for an agreement with Warren County Local Development Corporation was carried unanimously and the necessary resolution was authorized for the January 19th Board Meeting.

- 2K) Resolution No. 35- Request to renew agreement with Warren County Society for the Prevention of Cruelty to Animals, Inc., to furnish and perform certain services in the prevention of cruelty to animals in the amount of \$100,000.

Motion was made by Mr. McDevitt and seconded by Mr. Merlino to renew agreement with Warren County Society for the Prevention of Cruelty to Animals, Inc. as outlined above.

Mr. Geraghty stated a number of concerns had been expressed regarding the amount of money involved with the contract which was why he was suggesting that they extend the contract for three months during which time an RFP (*Request for Proposal*) would be released for the services for the remainder of the year. He said as long as the Warren County Society for the Prevention of Cruelty to Animals, Inc., was agreeable to extending the contract for three months, an RFP could be developed, and this would allow further discussions on the contract, as there had been enough back and forth discussion regarding it to warrant further review. He added extending the contract for three months would ensure the County did not have to go without coverage while this was being worked on.

Mr. McDevitt inquired whether the concerns could be publicly aired and Mr. Sokol replied in the affirmative. Ms. Braymer apprised the Warren County Society for the Prevention of Cruelty to Animals, Inc., had recently brought on board a volunteer to assist them with their communications issues with whom she had been conversing. She said she felt the issues could be worked out; however, she noted, she did not think it would be appropriate for them to re-approve this particular contract since it contained a number of things that did not necessarily need to be included. She mentioned it may be possible to compile a new agreement based on how the Sheriff was utilizing their services and how the County compensated them for such, and in particular the animal cruelty cases which she believed fell under the jurisdiction of the Sheriff. She remarked one of the issues she had with the current contract was it being a reimbursement contract which indicated the County would reimburse them for the expenses. She questioned where the expenses displayed how many cats had been sheltered and how much it was costing them to shelter or to euthanize them to ensure they were billing the County for these expenses. She informed the organization was only providing a profit and loss sheet which indicated how much they had expended on veterinarian bills, cat food, transportation, etc. She added they even included their legal bills on the report, as well as food expenses for themselves, both of which she did not feel the County should be reimbursing them for. She suggested that they request the Warren County Society for the Prevention of Cruelty to Animals, Inc., only report on the services they were providing on behalf of the County because currently they also provided the County with call logs displaying all the calls they answered as a not-for-profit organization. She stated she was only concerned with their activities concerning the County and not those of other municipalities. She said their organization had indicated to her their accounting system was not set up to be able to be able to display only the services they

provided to the County, but they were working on rectifying this. She reiterated she felt the issues could all be worked out and that it was appropriate to extend the contract for three months to allow time to release an RFP for the services which would allow others who may be interested to submit proposals, as well.

A lengthy conversation ensued following which Mr. McDevitt amended his motion and Mr. Merlino amended his second to approve a six month contract with Warren County Society for the Prevention of Cruelty to Animals, Inc. in the amount of \$50,000, while undertaking an RFP process for services over the remainder of the year.

It was the consensus of the Committee to gather all of the contracts the Warren County Society for the Prevention of Cruelty to Animals, Inc. had with the local municipalities to review and discuss along with the County contract at the next Shared Services Committee meeting to determine whether the services could be consolidated to save money.

Mr. Sokol called the question and the motion to approve a six month contract with Warren County Society for the Prevention of Cruelty to Animals, Inc. in the amount of \$50,000 was carried unanimously. The necessary resolution was authorized for the January 19th Board Meeting.

- 2L) Resolution No. 36- Request to allocate funding earmarked for the purpose of combating aquatic invasive species in 2018 with \$150,000 of the \$250,000 being earmarked for distribution to towns having lakes located within Warren County other than Lake George.

Motion was made by Mr. Geraghty and seconded by Mrs. Frasier to approve the request to allocate funding earmarked for the purpose of combating aquatic invasive species in 2018 as outlined above.

Mr. Geraghty stated that he was fully supportive of the contract since it included providing assistance to combat invasive species in communities with waterbodies located in them other than Lake George. Ms. Braymer requested that the other municipalities do presentations regarding what they were using the money for, as required by the contract. Mr. Simpson informed the municipalities had always complied by presenting to the Invasive Species Committee prior to it being combined with the Real Property Tax Services Committee to become Environmental Concerns & Real Property Tax Services Committee.

Following a discussion, Mr. Sokol called the question and the motion to approve the request to allocate funding earmarked for the purpose of combating aquatic invasive species in 2018 was carried unanimously. The necessary resolution was authorized for the January 19th Board Meeting.

- 2M) Resolution No. 37- Request for an agreement with Lake George Park Commission in an amount not to exceed \$100,000 for the Commission's 2018 boat inspection and boat washing program.

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

Mr. Wild requested that they return to the discussion regarding the contract with the Lake George Park Commission. He said he heard there were opportunities for individuals to move their boats from lake to lake and forgo the boat washing process and he questioned whether this was accurate. Mr. Merlino apprised when boats were washed by the Lake George Park Commission they were tagged. Mr. Wild said he understood the tagging process, as he owned a boat; however, he apprised, he had heard there was some boats on Lake George which were not inspected. He asked whether every boat on Lake George was inspected and Mr. Merlino responded he believed boats that were launched in Bolton Landing that traveled to the Village of Lake George area did not have to go through the process again as long as they remained in the same body of water. Mr. Wild inquired what occurred if the boat was taken out of Lake George and then put back in and Mr. Merlino responded that it had to be tagged again. Mr. Wild questioned whether there were any exceptions to this and Chairman Conover replied the mandatory boat washing program was only applicable to Lake George; he stated a mandatory Adirondack-wide program was not in place at this time.

A conversation ensued during which Mr. Whitehead commented that the Lake George Park Commission was

awarded a grant for around \$500,000 to fund the Program on Lake George which was why he was unsure they had a need for the additional money being allocated to by from the County. He said a report was recently released which indicated they had detected some sort of invasive species on 100+ boats, 70 of which were milfoil. He pointed out last year over 22 tons of milfoil were removed from Lake George so he did not think the fact that 70 boats had a few strings of milfoil removed would have a major impact on what was occurring in the Lake. He added the water chestnuts, which were currently not an issue in Lake George, that were discovered on one boat appeared to be the total effectiveness of a \$600,000 Program. He mentioned a few years ago when the Program first came to fruition the State had advised against it due to their belief that it would be ineffective. He remarked there may be more appropriate ways to spend upwards of \$600,000.

Mr. Simpson stated a benefit of the Program was that the smaller waterbodies in Warren County were not being infected with the small body organisms that Lake George had. He said the purpose was not only to protect Lake George, but the other waterbodies from the transfer of these organisms. Mr. Whitehead responded his point was that the program may not need the amount of money being allocated to it.

- 2N) Resolution No. 38- Request to continue the contractual relationship with Lakes to Locks Passage for promotional and economic development in Warren County, for an amount of \$2,000.

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

Continuing with the Agenda review, Mr. Sokol advised Agenda Item 3 pertained to a matter to be discussed by the County Attorney regarding a request to amend Resolution No. 283 of 2008 to increase the amount of the agreement with IBS Septic & Drain Service, Inc. to an amount not to exceed \$2,600 to account for the additional services provided in 2017 which exceeded the contract amount.

Mary Elizabeth Kissane, *County Attorney*, explained this was a County-wide contract for \$2,000 which was typically brought to Committee by the Buildings & Grounds Department. She said the County had exceeded the agreement amount by \$600 so it was necessary to amend the contract to pay the last outstanding bill.

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 January 19th Board Meeting.

Prior to adjourning Mr. Merlino apprised it was necessary to discuss an item which was not included on the Agenda concerning the contract with the Lake George Chamber of Commerce & CVB for promotional services. He said a report which provided an explanation of what they would be using the money for was received yesterday. He asked Ms. Kissane to elaborate on the matter.

Ms. Kissane informed the Lake George Chamber of Commerce & CVB brought a plan to the County which included a request for \$300,000 to provide a number of different services for the County. She said she spoke with Mrs. Butler, who indicated an RFP was required. Mrs. Butler stated with her offices current workload three months would not provide them with a sufficient amount of time to go through the RFP process. Ms. Kissane inquired how much time was required and Mrs. Butler replied she felt a four month timeframe would probably be adequate. Ms. Kissane advised she believed Mr. Merlino was seeking approval to enter into a contract with the Lake George Chamber of Commerce & CVB for the four months to allow the County to go through the RFP process. Mr. Merlino added the funds had been approved and were set aside in the County Budget for this purpose; however, he noted, because this was a change in the contract neither he nor their Organization was aware that an RFP process was required. He informed the four month contract would allow some of the funds set aside in the County Budget to be allocated to their Organization for this purpose or they could be faced with going out of business.

A lengthy conversation ensued following which it was the consensus of the Committee to have Mrs. Butler research whether it was feasible to extend the previous contract which expired on June 30, 2017 to allow time for the RFP process and report back to full Board at the January 19th Board Meeting. Mr. Sokol added if it was determined the previous contract could be extended then a resolution could be brought from the

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floor at the meeting.

Mr. Wild commented it appeared there were a number of contracts which were not being followed up on and he questioned whose responsibility this was. Mr. Sokol stated he believed the responsibility was shared amongst the Department Head and the County Attorney's Office, but there was no way to place the blame on any one individual. He suggested going forward this be vetted within the budget process so if there was an issue they knew who to blame.

Mr. Geraghty stated he would bring this up to the Department Heads at tomorrow's Department Head meeting, as he believed it was necessary to get them more involved. Ms. Kissane added every Department Head was responsible for their own contracts for their department. She said her office depended on the Department Heads to notify them when contracts were up for renewal, as it would be impossible for her office to keep track of every contract in the entire County.

Mr. Wild inquired which department was responsible for the Warren County Society for the Prevention of Cruelty to Animals, Inc. and Ms. Kissane replied the responsibility fell upon the Sheriff's Office. Mr. Whitehead asked which department was responsible for the contract with Iowa Pacific for operation of the Railroad and Mr. Geraghty replied this fell under the supervision of the Parks, Recreation & Railroad Department which was part of the Department of Public Works.

A conversation ensued.

There being no further business to come before the Finance Committee, on motion made by Mr. Beaty and seconded by Mr. Simpson, Mr. Sokol adjourned the meeting at 11:58 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board