

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: MAY 3, 2018

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS SOKOL	MIKE SWAN, COUNTY TREASURER
SIMPSON	RONALD F. CONOVER, CHAIRMAN OF THE BOARD
DICKINSON	RYAN MOORE, COUNTY ADMINISTRATOR
STROUGH	MARY ELIZABETH KISSANE, COUNTY ATTORNEY
BEATY	AMANDA ALLEN, CLERK OF THE BOARD
MCDEVITT	FRANK THOMAS, BUDGET OFFICER
GERAGHTY	SUPERVISORS LEGGETT
BRAYMER	WILD
	JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
COMMITTEE MEMBERS ABSENT:	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
SUPERVISORS MERLINO	
FRASIER	
HYDE	

Please note, the following contains a summarization of the May 3, 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 10:55 a.m.

Motion was made by Mr. Geraghty, seconded by Mr. Dickinson 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.

Moving on to the Action Agenda, Mr. Sokol requested approval of Item 1 which consisted of a request for transfer of funds as attached for Committee approval.

Motion was made by Mr. Geraghty, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board Meeting.

Mr. Sokol stated Agenda Items 2A-E pertained to the following items/ requests to be discussed by the County Treasurer's Office:

- 2A) Request to appropriate funds in the amount of \$203,550 from Budget Code V.884.00, *Debt Service, Reserve for Debt*, to Budget Code V.9710 710, *Debt Service, Interest-Indebtness*, to cover the Court Expansion/NSTEM bond interest payment due in August of 2018.

Mike Swan, *County Treasurer*, explained the Debt Service Reserve fund was created and funded through monies that were leftover from previous loans that the County made. As an example, he stated if the County were to borrow \$1 million for a road project and only \$990,000 was expended, than the remaining \$10,000 would be allocated to the Debt Service Reserve fund. He informed the remaining funds could not be used for anything other than debt service payments. He apprised he would like to

MAY 3, 2018

use \$203,550 of the \$220,000 balance in this fund to pay the interest on the Court Expansion/NSTEM bond interest payment that was due in August.

Motion was made by Mr. Dickinson and seconded by Ms. Braymer to approve the request to appropriate funds in the amount of \$203,550 from Budget Code V.884.00, *Debt Service, Reserve for Debt*, as outlined above.

Ms. Braymer questioned where the funding would have been allocated from if it had not come from the Debt Service Reserve fund and Mr. Swan responded that the funds would have to be allocated from the Unappropriated Surplus General Fund since they were not included in the County Budget. Ms. Braymer inquired where the funds would be allocated from in next years budget and Mr. Swan replied that was a question for the Budget Officer to answer. Mr. Sokol reminded them a Budget Committee meeting was scheduled immediately following the conclusion of this meeting, apprising this could be a subject they could touch on. Mr. Swan added this was an ongoing problem the Budget Officer has had to deal with, informing he had discussed the matter with him several times.

Mr. Sokol called the question and the motion to approve the request to appropriate funds in the amount of \$203,550 from Budget Code V.884.00, *Debt Service, Reserve for Debt*, as outlined above was carried unanimously, and the necessary resolution was authorized for the May 15th Board Meeting.

- 2B) Request for to authorize enrollment in job-related courses: Monica Stark *Senior Account Clerk*, to enroll in Calculus for the Life, Management, & Social Sciences I at SUNY Plattsburg. Course begins July 16, 2018; Cost: \$1,000. If this request is approved, Ms. Stark will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

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 May 15th Board Meeting.

- 2C) Request to fill the vacant position of Accountant, *Annual Salary \$70,477*, due to resignation.
- 2D) Request to fill the vacant position of Junior Accountant, *Annual Salary \$55,839*, due to promotion.
- 2E) Request to fill the vacant position of Senior Account Clerk, *Grade 7, Annual Salary \$32,749*, due to promotion.

Mr. Swan informed Items 2C-E were all related, apprising his accountant had resigned due to being offered a position elsewhere with a salary that was about \$15,000 more than her current one. He said he was seeking permission to fill the current position and the Junior Account position through promotion from within the Office and then post the Senior Account Clerk position.

Motion was made by Mr. Simpson and seconded by Mr. Geraghty to approve the requests to fill vacant positions as outlined above.

Mr. Geraghty asked whether the salaries were on the higher end or the base for the positions and Mr. Swan replied these were the salaries currently budgeted. Mr. Swan apprised these salaries were on the low end, and as an example he explained that the Junior Accountant was charged with reviewing all

of the work performed by fiscal managers within the County; but the fiscal manager salaries were higher than the salary of this position which was why he felt this was severely underfunded. As previously stated, he advised the Accountant was leaving due to being offered a job with a starting salary that was \$15,000 more than what their current salary at the County was. He added he felt this was on the lower end of the salary spectrum since this particular required a CPA (*Certified Public Accountant*). Mr. Geraghty inquired whether they should be reviewing the job duties and the salary through the appropriate channels and Mr. Swan responded that he had been working the Personnel Officer on this matter. He pointed out the Accountant and Junior Accountant were not in the bargaining unit, but the Senior Account Clerk was.

Mr. Sokol called the question and the motion to approve the requests to fill vacant positions was carried unanimously as outlined above, and refer same to Personnel & Higher Education for reporting purposes. *Copies of the Notices of Intent to Fill Vacant Positions are on File with the Minutes.*

Resuming the agenda review, Mr. Sokol apprised Agenda Items 3A-B concerned the following referrals from the Criminal Justice & Public Safety Committee, *Sheriff*:

- 3A) Request to amend the County Budget in the amount of \$5,4440.84 to reflect the receipt of insurance recovery funds.
- 3B) Request to amend the County Budget in the amount of \$21,145 to reflect receipt of insurance recovery funds for damages to the Prospect Mountain Simulcast Site UPS.

Motion was made by Ms. Braymer, seconded by Mr. Dickinson and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the May 15th Board Meeting.

Mr. Sokol advised Agenda Items 4A-D pertained to the following referrals from the Health, Human & Social Services Committee, *Health Services*:

- 4A) Request to amend the County Budget in the amount of \$2,500 to reflect receipt of funds from the Adirondack Health Institute for the New York State Delivery Systems Reform Incentive Payment Program (NYSDSRIP).
- 4B) Request to amend the County Budget in the amount of \$600 to reflect the receipt of funds from the Adirondack Rural Health Network to support the Adult Recreation Project.]
- 4C) Request to amend the County Budget in the amount of \$1,000 to reflect the receipt of funds from the Adirondack Rural Health Network to support the Prevention Agenda.
- 4D) Request to amend the County Budget in the amount of \$20,000 to reflect the receipt of funds from the Adirondack Health Institute for the New York State Delivery Systems Reform Incentive Payment Program (NYSDSRIP).

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the requests to amend the County Budget as outlined above and the necessary resolutions were authorized for the May 15th Board Meeting.

Continuing with the Agenda review, Mr. Sokol informed Agenda Items 5A-B pertained to the following

referrals from the Support Services Committee:

- 5A) *Information Technology*- Request to appropriate funds in the amount of \$42,900 from the Computer Reserve Fund, *Budget Code A.895*, to various Departmental budgets for the purchase of computers and related equipment and software. (*Note: Subsequent to the Support Services Committee meeting an additional \$900 was added to the transfer to purchase a laptop and docking station for the Clerk of the Board's Office*)

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request to amend the County Budget as outlined above and the necessary resolution was authorized for the May 15th Board Meeting.

- 5B) *County Attorney*- Request to authorize the County Treasurer to write off uncollected Westmount receivables totaling \$23,350.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request to amend the County Budget as outlined above and the necessary resolution was authorized for the May 15th Board Meeting.

Mr. Sokol advised that Agenda Item 6 pertained to a Request/Item to be Discussed by the County Administrator regarding the Journal Reports of transfers approved by the County Administrator staff during March of 2018.

Ryan Moore, *County Administrator*, advised a Journal Report of transfers that had been made was included within the Agenda. He added JoAnn McKinstry, *Assistant to the County Administrator*, was present to answer any questions, but none were asked.

Concluding the Agenda review, Mr. Sokol advised Item 11 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 Mr. Strough, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board Meeting.

Mr. Sokol stated that the pending item could be removed, as this was taken care of this morning at the Economic Growth & Development Committee meeting.

Prior to adjourning, Mary Elizabeth Kissane, *County Attorney*, informed an executive session was required to discuss settlement for the Universal Settlement.

Motion was made by Mr. Dickinson, seconded by Mr. Geraghty and carried unanimously to approve the request to enter into executive session pursuant to section 105(d) of the Public Officers Law.

Executive session was held from 11:03 a.m. until 11:13 a.m.

Upon reconvening, Mr Sokol announced no action was taken during the executive session.

Ms. Kissane apprised a motion was necessary to accept the settlement offered in the in Universal

Settlement agreement. The necessary motion was made by Mr. Geraghty, seconded by Mr. Dickinson and carried unanimously to approve the settlement and the necessary resolution was authorized for the May 15th Board Meeting.

Mr. Sokol offered privilege of the floor to anyone present wishing to address the Committee on any matter, but no response was given.

There being no further business to come before the Finance Committee, on motion made by Mr. Geraghty and seconded by Mr. Dickinson, Mr. Sokol adjourned the meeting at 11:14 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board