

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JUNE 26, 2018

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMPSON  
MERLINO  
DICKINSON  
STROUGH  
BEATY  
MCDEVITT  
GERAGHTY  
BRAYMER  
HYDE

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER  
RONALD F. CONOVER  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS DRISCOLL  
HOGAN  
WILD  
CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SOKOL  
FRASIER

DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Please note, the following contains a summarization of the June 26, 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/>

In the absence of Committee Chairman Sokol, Supervisor Simpson, as Vice- Chair, called the meeting of the Finance Committee to order at 10:41 a.m.

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

Mr. Strough apprised the meeting minutes of the previous Committee meeting were not posted online. Ms. Braymer asked Amanda Allen, *Clerk of the Board*, whether the minutes from the prior meeting had been emailed to the Committee members and Mrs. Allen replied in the affirmative. Mrs. Allen explained since the prior meeting was scheduled on a Thursday the minutes were typically emailed no later than the following Monday to the Committee members at the latest. With regards to Mr. Strough's comments regarding the minutes not being posted on the County website, Mrs. Allen advised on occasion the minutes did not show up online even though they had been posted. She apprised she would look into when the minutes were emailed to the Committee member and report back shortly.

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. Simpson requested approval of Item 1 which consisted of a request for transfer of funds as attached for Committee approval.

Motion was made by Mr. McDevitt, seconded by Mr. Geraghty and carried unanimously to approve the request and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

There being no items to be discussed by the County Treasurer, Mr. Simpson moved along to Agenda

Items 3A-B which pertained to the following referrals from the Criminal Justice & Public Safety Committee:

- 3A) *District Attorney*- Request for a transfer from the Contingent Account in the amount of \$33,832 to cover the on-call pay for Assistant District Attorney's. The on-call pay was approved by prior Resolution No. 294 of 2017 but was mistakenly left out of the 2018 Budget.

Motion was made by Mr. Geraghty, seconded by Mr. Dickinson and carried unanimously to authorize a transfer of funds in the amount of \$33,832 from the Contingent Account to cover the on-call pay for the Assistant District Attorney's and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

- 3B) *Sheriff*- Request to amend the 2018 County Budget in the amount of \$3,744.40 to reflect the receipt of insurance recovery funds.

Motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

Mr. Simpson advised Agenda Item 4 concerned a referral from the Economic Growth & Development Committee, *Planning*, regarding a request to record a portion of the \$150,000 County contribution to the Lake George Park Commission expended in the General Fund as State reimbursement expenditures in Capital Project H347, Invasive Species Boat Washing, as well as to reduce the \$100,000 recorded as a 2014 advance payment from Warren County to the Lake George Park Commission to establish the boat wash stations by \$1,912.65.

Motion was made by Mr. Strough, seconded by Mr. Dickinson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

Mr. Simpson informed Agenda Items 5A and B had been pulled from the Agenda; he said Agenda Item 5C concerned a referral from the Health, Human & Social Services Committee, *Public Health*, pertaining to a request to amend the 2018 County Budget in the amount of \$12,155 to reflect the receipt of funding from the Adirondack Health Institute to support the NYS Delivery Systems Reform Incentive Payment (*DSRIP*) Program.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Simpson apprised Agenda Item 6 pertained to a referral from the Park Operations & Management Committee concerning a request to appropriate funds in the amount of \$759.05 from Budget Code A.691.07, *Deferred Revenue-Gaslight Village Parking Fees*, to Budget Codes A.1625 413, *Charles R. Wood Park, Repair & Maint.-Bldg./Property, \$664*, and A.1625 410, *Charles R. Wood Park, Supplies, \$95.05*, and authorize reimbursement to the Village of Lake George for expenses incurred in relation to maintenance of the Charles R. Wood Park.

In light of the discussion that had occurred at the Park Operations & Management Committee meeting, Ms. Braymer inquired whether the accounts referenced in the request were correct and Mike Swan, *County Treasurer*, responded in the affirmative. Ms. Braymer asked Mr. Swan to clarify whether a maintenance account had ever been established and Mr. Swan replied this was never created. Mr. Swan

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apprised he believed the intent was to have a discussion regarding the matter, but currently there was nothing in place. In regards to the figures included in the request, Mr. Swan advised that the amounts were correct.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

Moving along, Mr. Simpson stated Agenda Item 7 involved a referral from the Support Services Committee, *County Clerk/DMV*, regarding a request to amend the 2018 County Budget in the amount of \$61,024 to reflect the receipt of grant funds from the Local Government Records Management Improvement Fund Award.

Motion was made by Mr. Geraghty, seconded by Mr. Dickinson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

Mr. Simpson advised that Agenda Item 8 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 April of 2018.

Ryan Moore, *County Administrator*, stated a Journal Report of transfers that had been made was included within the Agenda and he would do his best to answer any questions they may have should there be any.

Agenda Item 9, Mr. Simpson apprised concerned a Request/Item to be Discussed by the Clerk of the Board pertaining to a request to authorize the Chairman of the Board to sign in approval of a change in the frequency of revenue payments to the County by the Capital District Off Track Betting Corp from quarterly to annually.

Mrs. Allen stated she had received correspondence from the Capital District OTB which indicated their desire to change the frequency of revenue payments to the County from quarterly to annually as a result of their flow of funding. She said her understanding was that Mr. Swan had been notified regarding the requested change. She pointed out this would not apply to the surcharge payments that were received every month, as it was only applicable to the revenue payments. She advised a copy of the letter the Chairman had to sign off on was included within the Agenda packet as Item 9 and permission from the Board was required in order to permit the Chairman to be permitted to execute the document.

Mr. Swan apprised this would have a minimal impact on the County, as the bond was not large enough to effect the County's cash flow. Mr. Simpson asked for an estimate on the amount of revenue acquired from this payment and Mr. Geraghty replied it was about \$24,000. Mr. Swan stated if it was \$500,000 it would be a problem, but since it was a minimal amount he had no issue with the request.

Motion was made by Mr. Merlino, seconded Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

Concluding the Agenda review, Mr. Simpson advised Item 10 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 3, 4A and B.

Motion was made by Mr. Geraghty, seconded by Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the July 20<sup>th</sup> Board Meeting.

Mr. Simpson stated prior to adjourning it was necessary for them to address the referral from the Environmental Concerns & Real Property Tax Services Committee, *Real Property Tax Services*, included on the Addendum Agenda. He presented a request to authorize the appropriation of \$20,397 from the Environmental Testing Reserve Fund (A.893.00) to Budget Code A.1355 470, *Real Property Tax Services, Contract*, to cover the cost of environmental site assessments for Town of Chester Tax Map Parcel No. 104.10-4-5 (*10 Pine Street*) and Town of Queensbury Tax Map Parcel No. 302.8-1-2 (*275 Bay Road*).

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 July 20<sup>th</sup> Board Meeting.

Mrs. Allen apprised the Finance Committee had met on two occasions during the last Committee meeting cycle, the first of which was the regular meeting on May 31<sup>st</sup>, the minutes of which had been emailed to the Committee members on June 5<sup>th</sup>. She said a joint meeting of the Personnel & Higher Education and Finance Committees was held at SUNY Adirondack on June 1<sup>st</sup> and those minutes were distributed on June 6<sup>th</sup>. She informed the May 31<sup>st</sup> Committee meeting minutes had been posted to the County website, but for some reason the joint meeting minutes were posted under the Personnel & Higher Education Committee and not under the Finance Committee. She said she would ensure that the issue was taken care of following the conclusion of the meeting.

There being no further business to come before the Finance Committee, on motion made by Mr. Dickinson and seconded by Mr. Strough, Mr. Simpson adjourned the meeting at 10:50 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board