

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: OCTOBER 4, 2018

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS SOKOL	MIKE SWAN, COUNTY TREASURER
MERLINO	RONALD CONOVER, CHAIRMAN OF THE BOARD
DICKINSON	RYAN MOORE, COUNTY ADMINISTRATOR
BEATY	MARY ELIZABETH KISSANE, COUNTY ATTORNEY
FRASIER	AMANDA ALLEN, CLERK OF THE BOARD
MCDEVITT	FRANK THOMAS, BUDGET OFFICER
GERAGHTY	SUPERVISOR DRISCOLL
BRAYMER	ROB LYNCH, DEPUTY COUNTY TREASURER
HYDE	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	WAYNE LAMOTHE, COUNTY PLANNER
COMMITTEE MEMBERS ABSENT:	SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
SUPERVISORS SIMPSON	KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
STROUGH	AMY LAVINE, SECOND ASSISTANT COUNTY ATTORNEY
	TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
	THOM RANDALL, <i>ADIRONDACK JOURNAL</i>
	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the October 4, 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 10:20 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Merlino 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

Prior to commencing the agenda review Mr. Sokol offered privilege of the floor to Wayne LaMothe, *County Planner*, to address a request that was not included on the agenda. Mr. LaMothe requested to amend Resolution No. 368 of 2018 to change the contract amount to the full bid amount of \$148,500. He explained the manner in which the contract was written only included ten days of work instead of thirty and the grant issuer was requesting that the contract be amended to reflect the change rather than issuing a change order. He said he would like to revise the contract to include the full funding amount, as well as to change the funding source from Capital Project H371 to CD74 to allow the grant to pay the expenses rather than the County.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request to amend Resolution No. 368 of 2018 and to change the funding source as outlined above and the necessary resolution was authorized for the October 19th Board Meeting.

Commencing with 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 Mrs. Frasier, seconded by Mr. Geraghty and carried unanimously to approve the request and the necessary resolution was authorized for the October 19th Board Meeting.

Mr. Sokol moved along to Agenda Items 2A-B which pertained to the following Items/Requests to be Discussed by the County Treasurer:

- 2A) Request to close Capital Project H246, *ACC Eisenhart Hall Renovation*, and return estimated remaining funds of \$3,267 back to the General Fund.

Mike Swan, *County Treasurer*, apprised that this Capital Project was completed several years ago and no activity had occurred in the account in over five years; therefore, he said, he would like to close the Project and return the funds remaining to the General Fund.

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

- 2B) Treasurer budget presentation by the County Treasurer.

Mr. Swan proceeded with a review of the 2019 Budget Request for the County Treasurer's Office, a copy of which is on file with the minutes.

Mr. Dickinson entered the meeting at 10:27 a.m.

Mr. Sokol advised Agenda Items 3A-E pertained to the following referrals from the Criminal Justice & Public Safety Committee, *Sheriff*:

- 3A) Request to amend the County Budget in the amount of \$169,396 to reflect receipt of DHSES 2017 PSAP Operations grant.
- 3B) Request to amend the County Budget in the amount of \$30,000 to reflect receipt of funds from North Warren Central School District for Safety Resource Officer Services within the School District.
- 3C) Request to amend the County Budget in the amount of \$19,994 to reflect receipt of funding from the FY18 SLETPP (*State Law Enforcement Terrorism Prevention Program*) grant.

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 October 19th Board Meeting.

- 3D) Request for a new contract with a bidder to be determined subsequent to bid opening for upgrades to the Exacom Recording System. *Note: this item was not previously reviewed and approved by the Criminal Justice and Public Safety Committee.*
- 3E) Request for a new contract with Watson Consoles for a total amount not to exceed \$66,225.37 for repairs and upgrades to the communications consoles. *Note: this item was not previously reviewed and approved by the Criminal Justice and Public Safety Committee.*

Shawn Lamouree, *Warren County Undersheriff*, stated that these requests had not gone before the

Criminal Justice & Public Safety Committee at their meeting on Monday because they had been awaiting additional information. He informed the expenses they were seeking to incur would be covered by grant funding, but the grant funding needed to be expended and the projects completed before the end of the year. He said he had spoken to and received support from Mr. Leggett, who was the Chairman of the Criminal Justice & Public Safety Committee, on both of these requests.

Ms. Braymer requested that Undersheriff Lamouree elaborate on what both of the requests entailed. Undersheriff Lamouree advised the contract with Watson Consoles, which was a sole source bid, related to the consoles located in the Sheriff's Office Communications Center. He said grant funding would be used to pay for the replacement of whole sections of equipment. He informed the other request pertained to the Exacom Recording System which was originally installed in the Fall of 2012. He said they were seeking to complete a refresh or replacement, and he noted this project was subject to an RFP (*Request for Proposal*) process which commenced last week and they were awaiting submission of bids. Ryan Moore, *County Administrator*, questioned whether a budget amendment was required for the grant funds and Undersheriff Lamouree replied in the negative.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the October 19th Board Meeting.

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

- 4A) *Health Services*- Request to amend the County Budget in the amount of \$1,000 to reflect receipt of additional funds for CPR trainings and the expenses affiliated with these classes.
- 4B) *Health Services*- Request to amend the County Budget in the amount of \$3,000 to reflect funding from the Adirondack Health Institute's Population Health Improvement Program Healthy Community Design Project to benefit families participating in the WIC Program.
- 4C) *Health Services*- Request to amend the County Budget in the amount of \$900 to reflect the annual expense for the Warranty/Maintenance Agreement purchased with the FIT testing machine using Ebola Grant funds.

Motion was made by Mrs. Frasier, seconded by Mr. Geraghty and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the October 19th Board Meeting.

- 4D) *Mental Health*- Request to transfer funds in the amount of \$17,970 from the Contingent Account to cover the cost of New York State mandated chargeback expense for Warren County defendants found not competent to stand trial pursuant to NYS CPL Statute 730.

Mr. Moore apprised that this was a State mandated expense that was incurred when inmates who were deemed not competent to stand trial were transported to a secure facility in Utica, New York which was then charged back to the County Mental Health Departments. He said the amount budgeted in 2018 was insufficient to cover the expense; however, he noted, additional funds were included in the 2019 County Budget for this purpose. He added the original request had been for \$25,000, but they were able to reduce this by locating a portion of the funds within the existing budget.

Mr. Sokol informed the current balance of the Contingent Account was slightly more than \$141,000.

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

Ms. Braymer questioned whether a more specific figure was available in relation to the out-of-State Conference the Director of Mental Health would like to send one of his employees to and Amanda Allen, *Clerk of the Board*, responded that the request had been rescinded due to the price being higher than anticipated.

Proceeding with the Agenda review, Mr. Sokol apprised Agenda Item 5A-C pertained to the following referrals from the Park Operations & Management Committee:

- 5A) Request to appropriate funds in the amount of \$2,510.50 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*, and authorize reimbursement to the Village of Lake George for expenses incurred in relation to attendants for the Charles R. Wood Park during the month of July.
- 5B) Request to appropriate funds in the amount of \$2,579 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*, and authorize reimbursement to the Village of Lake George for expenses incurred in relation to attendants for the Charles R. Wood Park during the month of August.
- 5C) Request to appropriate funds in the amount of \$5,279.71 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* - \$2921.46 and A.1625 410, *Charles R. Wood Park, Supplies* - \$2358.25, and authorize reimbursement to the Village of Lake George for expenses incurred in relation to maintenance of the Charles R. Wood Park.

Motion was made by Mr. Geraghty, seconded by Mr. Dickinson and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the October 19th Board Meeting.

Moving along, Mr. Sokol stated Agenda Items 6A-C concerned the following referrals from the Public Works Committee, *DPW*:

- 6A) Request to appropriate funds in the amount of \$7,200 from the Motor Fuel System Reserve Fund to Budget Code DM.5140 422, *Road Machinery, Motor Fuel Farm, Repair/Maint-Equipment*, to pay for Fire Suppression equipment replacement.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting.

- 6B) Request to amend the County Budget in the amount of \$38,228.50 to reflect receipt of insurance recovery funds for replacement of DPW Vehicle 17-02.

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 October 19th Board Meeting.

- 6C) To decrease Capital Project H365, *Bay Road Preservation Project*, in the amount of \$228,643.57 to reconcile capital project shares for final total project cost.

Mr. Merlino asked why the Project came in so under budget and Kevin Hajos, *Superintendent of Public Work*, responded that they had been awarded grant funding in the amount of \$900,000 and the bids came in well under what had been budgeted.

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

Mr. Sokol advised that Agenda Item 7 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 August of 2018.

Mr. Moore stated a Journal Report of transfers that had been made was included within the Agenda.

Moving along, Mr. Sokol advised that Agenda Item 8 concerned a request from the Clerk of the Board for funding in the amount of \$6,000 to cover travel/mileage expenses for the remainder of 2018. *Note: this item was not previously reviewed and approved by the Support Services Committee.*

Mr. Sokol questioned whether funding was required for the NACo (*National Association of Counties*) membership that was approved by the Personnel & Higher Education Committee and Mrs. Allen replied in the negative. She explained since the NACo membership was based on a calendar year the County's membership would not commence until January 1st; however, she noted, they were permitting the County to enroll now at no cost for the remainder of the year. She said she would request funding for the membership fee during the budget process, but if the funds were not included in the 2019 Department Budget she would pay the expense using the existing funds and return to Committee to request additional funds if a shortfall occurred.

With regards to the request for funding in the amount of \$6,000, Mrs. Allen advised there was only about \$100 remaining to pay for travel/mileage expenses which was an insufficient amount to cover the expense for the remainder of the year. She stated she had averaged out the amount paid from September to December of last year in order to come up with the \$6,000 that was requested. She explained the reason for the shortfall related to unanticipated travel expenses, as well as the fact that funds from this account were transferred to pay for an invoice from Environmental Capital for review of the County's bond reporting to Standards & Poor's.

Motion was made by Mr. Geraghty, seconded by Mr. Beaty and carried unanimously to approve the request for funding to be transferred from the Contingent Account and the necessary resolution was authorized for the October 19th Board Meeting.

Concluding the Agenda review, Mr. Sokol advised Item 9 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, 4 and 5.

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 October 19th Board Meeting.

Mr. Sokol offered privilege of the floor to anyone present wishing to address the Committee on any matter. With regard to his request to amend Resolution No. 368 of 2018, Mr. LaMothe apprised since the work was currently in process and the current contract was only for ten days it was necessary to ratify the actions of the Chairman of the Board in executing an amendment to increase the amount of the amount of the project to an amount not to exceed \$148,500 to ensure the work was completed.

Mr. Geraghty amended his motion and Mr. Merlino amended his second to including ratifying the actions of the Chairman of the Board in executing the amendment and the necessary resolution was authorized for the October 19th Board Meeting.

There being no further business to come before the Finance Committee, on motion made by Mr. Dickinson and seconded by Mr. Merlino, Mr. Sokol adjourned the meeting at 10:44 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board