

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: NOVEMBER 29, 2018

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL  
SIMPSON  
MERLINO  
BEATY  
MCDEVITT  
GERAGHTY  
BRAYMER  
HYDE

OTHERS PRESENT:

RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS DRISCOLL  
HOGAN  
LEGGETT  
LOEB  
MAGOWAN  
WILD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS DICKINSON  
STROUGH  
FRASIER

MIKE SWAN, COUNTY TREASURER  
KEVIN HAJOS, DEPUTY SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS  
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS  
DON LEHMAN, *THE POST STAR*  
THOM RANDALL, *ADIRONDACK JOURNAL*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the November 29, 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 11:14 a.m.

Motion was made by Mr. Geraghty, 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.

Commencing the Agenda review, Mr. Sokol advised Agenda 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. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 21<sup>st</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Sokol advised Agenda Items 2A-C pertained to the following Items/Requests to be discussed by the County Treasurer:

- 2A) Request for transfer of funds in the amount of \$1,874.41 from the Contingent Account to pay for The Affordable Care Act Comparative Effectiveness Research Fee which was higher than originally anticipated.

Mr. Sokol informed although Items 2B and C were just approved by the Personnel & Higher Education Committee, Finance Committee action was required because they served as the oversight Committee for the Treasurer's Office. Mike Swan, *County Treasurer*, stated Agenda Item 2A pertained to a transfer from the Contingent Account as a result of an underestimate pertaining to how much the expense would be.

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 December 21<sup>st</sup> Board Meeting.

- 2B) Request to authorize enrollment in job-related courses: Monica Stark, *Junior Accountant*, to enroll in Auditing at SUNY Plattsburg. Course begins January 28, 2019; 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.

- 2C) Request to authorize enrollment in job-related courses: Monica Stark, *Junior Accountant*, to enroll in Money and Banking at SUNY Plattsburg. Course begins January 7, 2019; 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 Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 21<sup>st</sup> Board Meeting.

Moving along, Mr. Sokol apprised Agenda Items 3A-B involved the following referrals from the County Facilities Committee:

*Airport-*

- 3A) Request to increase Capital Project H303, *Runway 1-19 Environmental Assessment*, in the amount of \$1,288,500.
- 3B) Request to amend the County Budget in the amount of \$40,000 to reflect receipt of grant funding from the New York State Department of Transportation to pay for marketing and promotion of Floyd Bennet Memorial Airport.

A motion was made by Mr. Simpson and seconded by Ms. Braymer to approve the requests as outlined above.

Ms. Braymer stated there was a discussion at the County Facilities Committee meeting regarding pertaining to preventing the contractor from progressing too far along with the project, apprising she would like to add a formal caveat for Item 3A that the funds would only be expended for the hydrology study and any additional work would require Committee approval. Mr. Sokol advised he believed the grant allowed them to do specific work. Ms. Braymer interjected that her understanding was that these funds would be used to allow the contractor to carry out the entire process, but that would carry the work out in phases. She indicated she would like the resolution to specify the funds could only be used for the hydrology study and approval from the Committee was required before any additional work could be carried out.

Mr. Simpson amended his motion and Ms. Braymer amended her second to include the caveat for Agenda Item 3A that the funds would only be expended for the hydrology study and any additional work would require Committee approval. Mr. Sokol called the question and the motion to approve the requests as outlined above was carried unanimously and the necessary resolution was authorized for the December 21<sup>st</sup> Board Meeting.

*Buildings and Grounds-*

- 3C) Request to authorize the Chairman of the Board to execute a new agreement with the State of New York Unified Court System for court cleaning and maintenance services. *Note: this request was not previously reviewed and approved by the County Facilities Committee.*

Motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 21<sup>st</sup> Board Meeting.

Mr. Sokol advised Agenda Item 4 pertained to a referral from the Criminal Justice & Public Safety Committee, *Sheriff*, concerning a request to amend the County Budget in the amount of \$5,078.15 to reflect receipt of funding from Six Flags Great Escape.

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 21<sup>st</sup> Board Meeting.

Continuing with the Agenda review, Mr. Sokol informed Agenda Items 5A-B pertained to the following referrals from the Economic Growth & Development Committee, Planning:

- 5A) Request to authorize recording a portion (\$200,000 as local match expenditures and \$200,000 as State reimbursable expenditures) of the Contribution from Warren County to the Lake George Park Commission for years 2016 through 2019.
- 5B) Request to increase Capital Project H372, *First Wilderness Plan Implementation 2016*, in the amount of \$10,000 to move supplemental funds into the project. *Note: this item was not previously reviewed and approved by the Economic Growth & Development Committee.*

Mr. Geraghty asked if he was correct in stating the County was going to receive more grant funding than what was originally anticipated and Mr. Swan replied in the affirmative. Mr. Swan apprised about \$200,000 more in funding would be received to pay for the Boat Washing Program.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 21<sup>st</sup> Board Meeting.

Mr. Sokol apprised Agenda Item 6 pertained to a referral from the Health, Human & Social Services Committee, *Mental Health*, regarding a request for a transfer of funds in the amount of \$35,500 from the Contingent Account to cover the cost of New York State mandated chargeback expenses for Warren County defendants found not competent to stand trial pursuant to the NYS CPL 730 statute.

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 December 21<sup>st</sup> Board Meeting.

Proceeding, Mr. Sokol stated Agenda Items 7A-D were comprised of referrals from the Park Operations & Management Committee which were being withdrawn upon the request of Kevin Hajos, *Superintendent of Public Works*. Mr. Hajos stated during the November 16<sup>th</sup> Board meeting he had misinformed Supervisor Braymer that the balance in the Parking Fee Account was \$11,000; however, he noted, since then he had learned the account was in the negative approximately \$17,000 due to items that had not posted yet when he made the inquiry. He stated one thing that caused them to overdraft the account was how they paid invoices originating from the end of 2017 this year, as the invoices which totaled around \$12,000 should have been paid with parking fee funds from 2017. He advised the bottom line was there was an insufficient amount of revenue for the Charles R. Wood Park to cover the expenses. He said during his meeting with the Mayor of Lake George, the Mayor had indicated the Village could possibly cover their share of the expenses. He apprised it was necessary to meet with the Mayor at the beginning of next year to work on a solution to ensure they at least were able to break even with revenue and expenses for the Park.

Mr. Sokol asked whether this would be sent back to Committee and Mr. Hajos replied a funding source would have to be determined to pay these expenses and come out of the deficit they were currently in. He stated one thing they could consider going forward was to raise the fee to hold events there, as he was aware Americade used to pay the New York State \$80,000 to use their facility and the County only received \$18,000 from them last year.

A discussion ensued following which Mr. Hajos stated he believed the matter could be resolved before the County Treasurer closed out the books for 2018.

Mr. Sokol stated Agenda Items 8A-H pertained to the following referrals from the Public Works Committee:

*Parks, Recreation & Railroad-*

- 8A) Request to authorize transfer of Parks, Recreation & Railroad rail car known as the "Milk Car" surplus vehicle to the Town of Johnsbury and to authorize a licensing agreement for same to store on County property located at the North Creek Depot.

*DPW-*

- 8B) Request to increase Capital Project H377, *Sunnyside East (CR54) Pavement Preservation Project*, in the amount of \$66,461 to allocate Federal and State shared funding for the preliminary engineering

phase of the project in accordance with the grant agreement with the NYSDOT.

- 8C) Request to establish Capital Project H381, *South Johnsbury Road (CR57) Over Mill Creek Bridge Replacement Project*, in the amount of \$241,151
- 8D) Request to decrease Capital Project H375, *13<sup>th</sup> Lake Road Culvert Replacement*, in the amount of \$20,000.
- 8E) Request to increase Capital Project H322, *Palisades Road (CR26) over Brant Lake Inlet Bridge Replacement Project*, in the amount of \$19,982.19 to cover additional right-of-way costs and in anticipation of local match required for construction and construction inspection phase.
- 8F) Request to decrease Capital Project H329, *Warren County Bikeway Improvement Project*, in the amount of \$11,448 to adjust funding shares for project reconciliation and close out.
- 8G) Request to amend the County Budget in the amount of \$31,432.17 to reflect funding returned to Budget Code A.9950 910, *Interfund Transfers*.
- 8H) Request to amend the County Budget in the amount of \$230,748.43 to reflect the receipt of additional County Road Consolidated Highway Funds (Extreme Winter Recovery) from New York State.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the requests and the necessary resolutions were authorized for the December 21<sup>st</sup> Board Meeting.

Mr. Sokol apprised Agenda Items 9A-B pertained to the following referrals from this mornings Support Services Committee meeting:

*County Administrator -*

- A) Request for a transfer of funds in the amount of \$48,500 from the Contingent Account to cover the full-time salary cost resulting from the hiring of the new County Administrator.

*County Clerk -*

- B) Request to authorize a resolution introducing proposed Warren County Local Law No. 2 of 2019 in relation to the imposition of an additional mortgage recording tax in Warren County.

Ms. Braymer inquired whether the public hearing would be held in December for proposed Local Law No. 2 of 2019 and Mr. Sokol replied the public hearing would take place in January. Mr. Moore stated the resolution would introduce the Local Law and set the public hearing for January. Mr. Sokol questioned when the law would be effective and Mr. Moore replied the process would hopefully be complete by late January.

Mr. Sokol advised that Agenda Item 10 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 October of 2019.

Ms. Braymer inquired whether the settlement discussed at Support Services needed to be approved by the Committee and Mr. Moore replied in the negative, explaining there was a sufficient amount of money to cover the settlement within the budget.

Ms. Braymer stated she would like to discuss the RFP (*Request for Proposal*) for certified abstracts of title for delinquent parcels for Warren County, as she had some concerns that the contract would be awarded to the lowest bidder who could end up being the same contractor they used previously, as she had some concerns about their work. Mary Elizabeth Kissane, *County Attorney*, stated since she had the same concerns she looked into it and the person they dealt with was no longer with the company and the other employee who carried out these services refused to travel this far north; therefore, she said, she did not believe they would be submitting a bid. Ms. Braymer advised the Purchasing Agent had indicated to her yesterday that particular firm was one of the bidders which was why she was so concerned. Ms. Kissane stated she was unaware of

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this, but would contact the Purchasing Department for more information. Ms. Braymer requested that Ms. Kissane keep her apprised of the bidders.

Concluding the Agenda review, Mr. Sokol offered privilege of the floor to anyone present wishing to address the Committee on any matter, but there was no one wishing to speak.

There being no further business to come before the Finance Committee, on motion made by Mr. Simpson and seconded by Mr. Merlino, Mr. Sokol adjourned the meeting at 11:33 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board