

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: JOINT ECONOMIC GROWTH & DEVELOPMENT AND HIGHER EDUCATION/FINANCE

DATE: AUGUST 11, 2020

ECONOMIC GROWTH & DEVELOPMENT AND HIGHER EDUCATION COMMITTEE MEMBERS

PRESENT:

SUPERVISORS WILD
HOGAN
LEGGETT
BRAYMER
DIAMOND
MAGOWAN
MCDEVITT
SEEBER

OTHERS PRESENT:

REPRESENTING WARREN COUNTY PLANNING & COMMUNITY DEVELOPMENT:

WAYNE LAMOTHE, COUNTY PLANNER
SARA FRANKENFELD, GIS ADMINISTRATOR
FRANK E. THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISOR DRISCOLL
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, PUBLIC RELATIONS MANAGER
ANN MARIE SCHEIDEGGER, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/TREASURER

ECONOMIC GROWTH & DEVELOPMENT AND HIGHER EDUCATION COMMITTEE MEMBER

ABSENT:

SUPERVISOR DICKINSON

JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER
MIKE SWAN, WARREN COUNTY TREASURER
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

FINANCE COMMITTEE MEMBERS

PRESENT:

SUPERVISORS FRASIER
CONOVER
GERAGHTY
BEATY
BRAYMER
MCDEVITT
MERLINO
SIMPSON
STROUGH

Please note, the following contains a summarization of the August 11, 2020 joint meeting of the Economic Growth & Development and Higher Education and Finance Committees; the meeting in its entirety can be heard on the Warren County website using the following links:

<https://warrencountyny.gov/gov/comm/Archive/2020/economic/>

<https://warrencountyny.gov/gov/comm/Archive/2020/finance/>

Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All of the Committee members participated via video or teleconference, aside from Supervisors Diamond, Frasier, Geraghty and Merlino who were physically present.

The joint meeting of the Economic Growth & Development and Higher Education and Finance Committees was

called to order at 10:04 a.m.; a quorum of each Committee was present.

Copies of the meeting agenda were distributed to those Committee members in attendance, those participating virtually accessed the agenda via the Warren County website; a copy of the agenda is on file with the meeting minutes.

Privilege of the floor was extended to Wayne LaMothe, *Director, Planning & Community Development*, who advised the four action items on the agenda today all concerned the promotion of the 2020 Census. He stated on July 30th the State announced they would be awarding the County with a partial amount of what they had originally indicated they were going to provide earlier this year. He said on August 31st the County received a letter indicating the County had been awarded \$49,900, but a revised program would have to be assembled by August 10th. He commended Sara Frankenfeld, *GIS Administrator*, for her efforts working to meet with the Census Outreach and Recount Committees and then compiling a revised plan which was submitted to the State last Friday. He informed yesterday he had received an award letter and contract from the State which the County Attorney's Office was reviewing; he added he had included a copy of Resolution No. 89 of 2020 which provided the County Administrator with authorization to execute that contract. He proceeded to present a request to authorize submission of a grant application to Empire State Development for promotion of 2020 Census for a term commencing July 31, 2020 and terminating September 30, 2020. He noted the original amount awarded had been \$49,999.09 because this was the cost of the program Ms. Frankenfeld had developed, but the State decided to move forward with awarding \$49,900; he advised he had submitted a revised resolution request reflecting this amount to Amanda Allen, *Clerk of the Board*, just prior to the meeting.

Mr. Diamond asked Ms. Frankenfeld if the State had indicated when the County could anticipate receiving the grant funds awarded from the Empire State Development and Ms. Frankenfeld replied the State indicated to her they would wire transfer the funding to the County within twenty-four hours of receiving a signed copy of the grant agreement. Mr. Diamond questioned when Ms. Frankenfeld thought the signed copy would be provided to the State and Ms. Frankenfeld responded she anticipated this would occur that afternoon with the hopes they could receive the funds by the next afternoon, or the following day.

A discussion ensued during which it was noted that a Special Board Meeting was not required to authorize Chairman Thomas to sign this agreement because Resolution No. 89 of 2020 provided the County Administrator with the authority necessary to execute contracts associated with promoting the 2020 Census.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the August 21st Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing with the agenda review, Mr. LaMothe presented a request to authorize a new contract with Tri-County United Way in the amount of \$37,424.44 for promotion of the 2020 Census for a term commencing August 2020 and terminating September 30, 2020.

Ms. Seeber inquired what services the contract covered and Mr. LaMothe replied he had included a copy of the Census Work Program which provided an outline of the services and their associated cost. Ms. Seeber asked whether the Tri-County United Way would be managing all of the contractual services and Mr. LaMothe responded Sidekick Creative would be handling a portion of these services. Mr. LaMothe noted 75% of the funding had to pass through a not-for-profit and Tri-County United Way had volunteered for this and had been pre-approved by the State. Ms. Braymer questioned whether there were any concerns with entering into a contract with the Tri-County United Way, as their current Executive Director had recently announced he was leaving to take a position elsewhere;

Ms. Frankenfeld responded there was no cause for concern because their organization had committed to this following the submission of his resignation and the interim Executive Director was on board with this Program.

Motion was made by Ms. Seeber, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. LaMothe presented a request to authorize a new contract with Sidekick Creative in the amount of \$10,945 for promotion materials for 2020 Census for a term commencing August 2020 and terminating September 30, 2020. He stated their services were outlined in the Census Work Program which was included in the agenda and encompassed some products being distributed, as well as a social media presence.

Motion was made by Mr. Magowan, seconded by Ms. Hogan and carried unanimously to approve the request and the necessary resolution was authorized for the August 21st Board Meeting. *A copy of the resolution request form is on file with the minutes.* Note: subsequent to the meeting it was determined by the County Attorney that a resolution was not necessary for this item as Resolution No. 89 provided authority for the County Administrator to execute the contract.

Continuing with the agenda review, Mr. LaMothe presented a request to amend the County Budget in the amount of \$49,900 to allocate grant funding. He reiterated the original request had been for \$49,999.09, but the State had decided to provide funding in the amount of \$49,900 as reflected in the revised resolution request form he had sent to Mrs. Allen this morning.

Mr. Wild called for a motion to provide Economic Growth & Development and Higher Education approval on the budget amendment as outlined above. The necessary motion was made by Mr. Magowan, seconded by Mr. Leggett and carried unanimously.

A motion was made by Mr. Merlino, seconded by Ms. Braymer and carried by unanimously to provide Finance Committee approval of the budget amendment as outlined above, thereby authorizing a resolution for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Wild asked Don Lehman, *Public Relations Manager*, if any public comments had been made and Mr. Lehman replied in the negative.

There being no further business to come before either Committee, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board