

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: JOINT SUPPORT SERVICES AND FINANCE**

**DATE: MAY 11, 2020**

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**SUPPORT SERVICES COMMITTEE**

**MEMBERS PRESENT:**

SUPERVISORS MAGOWAN  
WILD  
BRUNO  
DRISCOLL  
HOGAN

**OTHERS PRESENT:**

REPRESENTING THE BOARD OF ELECTIONS:

ELIZABETH McLAUGHLIN, COMMISSIONER (D)  
WILLIAM VANNESS, COMMISSIONER (R)  
JEFF WOODELL, DIRECTOR OF WEIGHTS & MEASURES  
FRANK THOMAS, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/ PROGRAMMER  
MIKE SWAN, COUNTY TREASURER

**SUPPORT SERVICES COMMITTEE**

**MEMBERS ABSENT:**

SUPERVISORS LEGGETT  
SHEPLER

**FINANCE COMMITTEE**

**MEMBERS PRESENT:**

SUPERVISORS FRASIER  
CONOVER  
GERAGHTY  
BEATY  
BRAYMER  
MCDEVITT  
MERLINO  
SIMPSON  
STROUGH

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*Please note, the following contains a summarization of the May 11, 2020 joint meeting of the Support Services and Finance Committees; the meeting in its entirety can be viewed on the Warren County website using the following links: <https://warrencountyny.gov/gov/comm/Archive/2020/support/> or <https://www.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 committee members and attendees participated by video or teleconference, aside from Supervisors McDevitt and Merlino who were physically present.*

Mr. Beaty called the meeting of the Support Services Committee to order at 9:01 a.m.

Motion was made by Mr. Driscoll, seconded by Mr. Bruno and carried unanimously to approve the minutes of the

prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Board of Elections and Weights & Measures meeting agendas were distributed to those who physically present; those attending virtually viewed the agendas via the Warren County website. Copies of the agendas are on file with the meeting minutes.

Commencing review of the Board of Elections agenda, privilege of the floor was extended to Elizabeth McLaughlin, *Board of Elections Commissioner (D)*, and William VanNess, *Board of Elections Commissioner (R)*, who presented a request to accept HAVA (*Help America Vote Act*) CARES (*Coronavirus Aid, Relief and Economic Security*) Act grant funding in the amount of \$86,542.73, as well as to amend the County budget for the acceptance of same. It was noted that the Board of Elections had only recently learned about the availability of these funds, which consisted of 100% State and Federal funding with no local match, making the special meeting necessary to meet the June application submission deadline.

A motion was made by Mr. Wild, seconded by Mr. Driscoll and carried unanimously to approve the request to authorize acceptance of the HAVA CARES Act grant funding and the necessary resolution was authorized for the May 15<sup>th</sup> Board Meeting. *A copy of the request is on file with the meeting minutes.*

A motion was then made by Mr. Driscoll, seconded by Mr. Bruno and carried unanimously to approve the request to amend the County Budget in the amount of \$86,542.73 to reflect acceptance of the HAVA CARES Act funding and refer same to the Finance Committee. *A copy of the request is on file with the meeting minutes.*

There being no further Board of Elections business to discuss, the Committee moved on to the review of the Weights & Measures agenda. Privilege of the floor was extended to Jeff Woodell, *Director of Weights & Measures*, who presented a request for a transfer of funds in the amount of \$350 within the existing Departmental Budget to cover the cost of a County cell phone. It was noted that Mr. Woodell was recently promoted to the position of Director of Weights & Measures and had brought his County cell phone with him from his former Buildings & Grounds position in order to allow for better contact while he was working in the field, as well as to check and respond to County emails when working outside of the Office.

A motion was made by Mr. Driscoll, seconded by Ms. Hogan and carried unanimously to approve the request for a transfer of funds and refer same to the Finance Committee. *A copy of the request is on file with the meeting minutes.*

There being no further business to address, Mr. Magowan adjourned the Support Services Committee portion of the meeting at 9:13 a.m., at which point Mrs. Frasier called the meeting of the Finance Committee to order. It was noted the purpose of the Finance portion of the meeting was to act upon the two budgetary items approved by the Support Services Committee.

Mrs. Frasier called for a motion to approve the request to amend the County Budget for the Board of Elections in the amount of \$86,542.73 to reflect the acceptance of HAVA CARES Act funding; the motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously, thereby authorizing the necessary resolution for the May 15<sup>th</sup> Board Meeting.

Mrs. Frasier then called for a motion to approve the request for a transfer of funds within the Weights & Measures budget to cover the cost of a County cell phone. The requested motion was made by Ms. Braymer, seconded by Mr. Strough and carried unanimously and the necessary resolution was authorized for the May 15<sup>th</sup> Board Meeting.

Finally, Mrs. Frasier asked Mr. Geraghty, as County Budget Officer, to provide an update on the effects of the COVID-19 pandemic on the County budget and efforts being considered to counteract them, which he proceeded to do with input from other key Committee Chairs and Supervisors.

There being no further business to come before the Finance Committee, on motion made by Mr. Beaty and seconded by Mr. Geraghty, Mrs. Frasier adjourned the meeting at 9:27 a.m.

Respectfully submitted,  
Amanda Allen, Clerk of the Board