

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: MAY 27, 2020

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS FRASIER
CONOVER
GERAGHTY
BEATY
BRAYMER
MCDEVITT
MERLINO
SIMPSON
STROUGH

MIKE SWAN, WARREN COUNTY TREASURER
FRANK THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS DRISCOLL
LEGGETT
MAGOWAN
SEEBER
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER

Please note, the following contains a summarization of the May 27, 2020 meeting of the Finance Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <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 Geraghty, McDevitt, Merlino and Simpson who were physically present.

Mrs. Frasier called the meeting of the Finance Committee to order at 10:31 a.m.

Copies of the agenda were distributed to those present, those attending remotely accessed the agenda via the Warren County website; a copy of the agenda is on file with the meeting minutes.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Commencing the agenda review, Mrs. Frasier asked for a motion to approve the requests for transfers of funds as provided in the agenda packet.

Motion was made by Mr. Strough, seconded by Mr. Conover and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

Moving on to Agenda Item 3, Ms. Frasier outlined a referral from the County Facilities Committee, *Airport*, requesting to establish Capital Project H400, *Airport Pavement Management Plan*, in the amount of \$49,000.

Motion was made by Mr. Strough, seconded by Mr. Conover and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

Item 4, Mrs. Frasier advised, included a referral from the Environmental Concerns & Real Property Tax Services Committee requesting to appropriate \$77,055 from Budget Code A.893, *Reserve, Environmental Testing Fund*, to Budget Code A.1355 470, *Real Property Tax Services, Contract*.

Motion was made by Mr. Strough, seconded by Mr. Conover and carried by majority vote, with Ms. Braymer and Mr. Beaty voting in opposition, to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

Mrs. Frasier explained Item 5 included a referral from the Health Services Committee, *Mental Health/Office of Community Services*, requesting to amend the County Budget in the amount of \$61,943 to reflect the receipt of grant funding from the New York State Office of Mental Health and the New York State Office of Addiction Services and Supports to cover wage and cost of living adjustments.

Motion was made by Mr. Simpson, seconded by Mr. Conover and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

Moving on to Item 6, Mrs. Frasier outlined a referral from the Public Safety Committee, *Sheriff*, requesting to amend the County Budget in the amount of \$19,994 to reflect the receipt of 2019 State Law Enforcement Terrorism Prevention Program grant funds.

Motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

With regard to Item 7, consisting of a referral from the Public Works Committee, *DPW*, it was noted that this item was removed from the agenda as the amount associated with the request was incorrect and would return to the Public Works Committee when the details were finalized.

Mrs. Frasier advised Item 8 consisted of the Journal Report of Transfers approved by the County Administrator staff during the month of April 2020, which was provided for informational purposes. Ryan Moore, *County Administrator*, answered questions regarding the transfers listed.

Concluding the agenda review, Mrs. Frasier advised Agenda Item 9 called for Finance Committee action to authorize the following items approved by the Personnel & Administration Committee: Personnel & Administration Committee Agenda Items 2A-B.

MAY 27, 2020

The necessary motion was made by Mr. Conover, seconded by Ms. Braymer and carried unanimously.

Mrs. Frasier offered privilege of the floor to anyone wishing to address the Committee on any matter; there being no one wishing to speak, on motion made by Mr. Conover, seconded by Mr. Strough and carried unanimously, Mrs. Frasier adjourned the meeting at 10:38 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board

FINANCE COMMITTEE

AGENDA

MAY 27, 2020

Committee Members: *Frasier, Conover, Geraghty, Beaty, Braymer, McDevitt, Merlino, Simpson, and Strough*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests from the County Treasurer: None**
 - 3) **Referral from the County Facilities Committee:**
Airport -
Request to establish Capital Project H400, *Airport Pavement Management Plan*, in the amount of \$49,000.
 - 4) **Referral from the Environmental Concerns & Real Property Tax Services Committee:**
Real Property Tax Services -
Request to appropriate \$77,055 from Budget Code A.893, *Reserve, Environmental Testing Fund*, to Budget Code A.1355 470, *Real Property Tax Services, Contract*.
 - 5) **Referral from the Health Services Committee:**
Mental Health/Office of Community Services -
Request to amend the County Budget in the amount of \$61,943 to reflect the receipt of grant funding from the New York State Office of Mental Health and the New York State Office of Addiction Services and Supports to cover wage and cost of living adjustments.
 - 6) **Referral from the Public Safety Committee:**
Sheriff -
Request to amend the County Budget in the amount of \$19,994 to reflect the receipt of 2019 State Law Enforcement Terrorism Prevention Program grant funds.
 - ~~7) **Referral from the Public Works Committee:**
DPW -
Request to increase Capital Project No. H381, *South Johnsbury Road (GR 57) over Mill Creek*, in the amount of \$5,831 to increase shares for right-of-way incidental phase costs. Request removed by Superintendent of Public Works due to change in amount - this will be brought back to the Public Works Committee at their next meeting.~~
 - 8) **Requests/Items to be Discussed by the County Administrator:**
Journal Reports of transfers approved by the County Administrator staff during the month of April 2020.
 - 9) Finance Committee action is required on the following items approved by the Personnel & Administration Committee: Personnel & Administration Committee Agenda Items 2A-B.
- IV. **Pending Items:**
None.
- V. Privilege of the Floor

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

TRANSFERS FOR 2020 BUDGET

SIGNED: _____

DATE: May 18, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4018.110	Preventive Program-Full time salaries	A.4018.120	Preventive Program-Overtime Salaries	\$76.00

Total Transfers \$76.00

1. To transfer funds within Preventive Programs from Full time salaries to Overtime Salaries to cover expenses for time utilized during April.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

Please file original request with Clerk of the Board and retain copy for your records

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 5/19/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1628 110	General, Waste Man Containment, Salary - Reg	A.1628 120	General, Waste Man Containment, Salary - OT	\$ 94.77

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			
	Please state reason for transfer request:			
	Container moves from Transfer Station			

RESOLUTION REQUEST FORM NO. 8***Request to Establish Capital Project or Capital Reserve Project********If this is the result of a grant award, also complete and submit Form No. 5 or 6*****DEPARTMENT NAME: Airport****DATE: May 19, 2020**

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Airport Pavement Management Plan - H400
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$49,000
- (e) Source of Funding (including name & title of codes, etc.): FAA Airport Improvement Program Project No. 3-36-0033-065-2020 (100%)
- (f) Purpose of Establishment: To maintain an Airport Pavement Management Plan in accordance with FAA grant assurances and advisory circulars.

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Real Property Tax Services

DATE: 5/19/2020

- (a) Purpose of Request:
Appropriate funds from A.893.00 Reserve, Environmental Testing Fund to A.1355
470 Real Property Tax Services, Contracts
- (b) Details:
To pay for Demolition and Asbestos Abatement Services for Queensbury parcel
302.8-1-2 located at 275 Bay Road Queensbury (\$ 71,850.00) Bronze Contracting,
LLC and
To pay for the Asbestos Project Monitoring (\$ 5,205.00) Atlantic Testing
Laboratories
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and
Amount:
From Code A.893.00 To Code A.1355 470 \$77,055.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 5/18/20

- (a) Purpose of Amendment: **To amend the 2020 Warren County budget in accordance with wage adjustment/COLA funding received in the amount of \$61,943 (100% State Aid) from the NYS Office of Mental Health and the NYS Office of Addiction Services and Supports.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **See attached Schedule A**

- (c) Revenue Code (with title), and Amount: **See attached Schedule A**

ITEM 5

Schedule A

<u>Agency/Budget Title</u>	<u>Appropriation Code</u>	<u>Revenue Code</u>	<u>NYSOMH</u>	<u>NYSOASAS</u>	<u>Total</u>
Community, Work and Independence					
Mental Health Programs-Community Workshop	A4320.0070 470	A4320.0070 3490	\$1,187		\$1,187
Council for Prevention					
Mental Health Programs-Alcohol Prevention Education Progr.	A4320.0110 470	A4320.0110 3490		\$970	\$970
Glens Falls Hospital Behavioral Health					
Mental Health Programs-Comm. MH Center GF Hospital	A4320.0080 470	A4320.0080 3490	\$15,042	\$9,708	\$24,750
Liberty House Foundation					
Mental Health Programs-Liberty House	A4320.0090 470	A4320.0090 3490	\$6,131		\$6,131
Parsons Child and Family Center (Northern Rivers)					
Mental Health Programs,Parsons Child & Family Center, Men	A.4320.0165.470	A.4320.0165.3490	\$7,859		\$7,859
People, USA					
Mental Health Programs-PEOPLe, Inc	A4320.0065 470	A4320.0065 3490	\$2,767		\$2,767
Warren-Washington Association for Mental Health					
Mental Health Programs-Mental Health Association	A4320.0120 470	A4320.0120 3490	\$18,279		\$18,279
				TOTAL	<u>\$61,943</u>

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget******If this is the result of a grant award, also complete and submit Form No. 5 or 6***DEPARTMENT NAME:** Sheriff**DATE:** May 18, 2020

- (a) **Purpose of Amendment:** Amend County Budget to reflect the 2019 State Law Enforcement Terrorism Prevention Program Grant award.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|-----------------------------------|----------|
| A.3110.4043 250 | Sheriff's Law Enforcement | \$19,994 |
| | FY19 SLETPP - Technical Equipment | |
- (c) **Revenue Code (with title), and amount:**
- | | | |
|------------------|------------------------------|----------|
| A.3110.4043 4381 | Sheriff's Law Enforcement | \$19,994 |
| | FY19 State Law Enforcement | |
| | Terrorism Prevention Program | |

*Please note all amounts must be in whole dollars - no cents.

WARREN COUNTY
Journal Report - April 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Building & Fire - Building & Fire Code					
4/20/2020	A.3620 426	Subscriptions	Budget Transfer Within Object Code from A.3620 442	\$ 12.00	
4/20/2020	A.3620 442	Automotive - Gas & Oil	Budget Transfer Within Object Code to A.3620 426		\$ 12.00
4/20/2020	A.3620 426	Subscriptions	Budget Transfer Within Object Code from A.3620 442	\$ 50.00	
4/20/2020	A.3620 442	Automotive - Gas & Oil	Budget Transfer Within Object Code to A.3620 426		\$ 50.00
DPW_DPW Admin - DPW,DPW Administration					
4/1/2020	A.7110 210	Furniture/Furnishings	Transfer Within Budget Code to A.7110 220		\$ 83.00
4/1/2020	A.7110 220	Office Equipment	Transfer Within Budget Code from A.7110 210	\$ 83.00	
4/1/2020	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7113 415	\$ 92.00	
4/1/2020	A.7113 415	Electricity	Transfer Within Budget Code to A.7113 413		\$ 92.00
4/1/2020	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 422		\$ 25.00
4/1/2020	D.3310 422	Repair/Maint-Equipment	Transfer Within Budget Code from D.3310 410	\$ 25.00	
4/3/2020	A.7110 861	Retirees Hospitalization	Transfer Within Budget Code to A.7110 863		\$ 184.00
4/3/2020	A.7110 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.7110 861	\$ 184.00	
4/3/2020	D.5142 831	Medicare Contribution	Transfer Within Budget Code to D.5142 865		\$ 85.00
4/3/2020	D.5142 865	Dental Insurance	Transfer Within Budget Code from D.5142 831	\$ 85.00	
4/17/2020	A.1490 220	Office Equipment	Transfer Within Budget Code from A.1490 260	\$ 4.00	
4/17/2020	A.1490 260	Other Equipment	Transfer Within Budget Code to A.1490 220		\$ 4.00
4/24/2020	A.1625 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1625 470	\$ 5,405.00	
4/24/2020	A.1625 470	Contract	Transfer Within Budget Code to A.1625 413		\$ 5,405.00
4/28/2020	A.1624 860	Hospitalization	Transfer Within Budget Code to A.1624 862		\$ 172.00
4/28/2020	A.1624 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.1624 860	\$ 172.00	
4/28/2020	A.7110 860	Hospitalization	Transfer Within Budget Code to A.7110 862		\$ 174.00
4/28/2020	A.7110 860	Hospitalization	Transfer Within Budget Code to A.7110 863		\$ 162.00
4/28/2020	A.7110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.7110 860	\$ 174.00	
4/28/2020	A.7110 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.7110 860	\$ 162.00	
4/28/2020	D.5110 860	Hospitalization	Transfer Within Budget Code to D.5110 862		\$ 439.00
4/28/2020	D.5110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from D.5110 860	\$ 439.00	

WARREN COUNTY
Journal Report - April 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Human Resources - Human Resources					
4/1/2020	A.1435 210	Furniture/Furnishings	Budget Transfer out of Object Code from A.1435.439	\$ 225.00	
4/1/2020	A.1435 439	Misc Fees & Expenses	Budget Transfer out of Object Code to A.1435.210		\$ 225.00
Office of EMS - Office of Emergency Services					
4/7/2020	A.3640 250	Technical Equipment	Budget transfer within object code to A.3640 260		\$ 349.99
4/7/2020	A.3640 260	Other Equipment	Budget transfer within object code from A.3640 250	\$ 349.99	
4/7/2020	A.3640 410	Supplies	Budget transfer within object code to A.3640 445		\$ 125.00
4/7/2020	A.3640 445	Foods	Budget transfer within object code from A.3640 410	\$ 125.00	
4/21/2020	A.3640 421	Equipment Rental	Budget transfer within object code from A.3640 435	\$ 2,018.00	
4/21/2020	A.3640 435	Medical Fees	Budget transfer within object code to A.3640 421		\$ 2,018.00
4/28/2020	A.3410 260	Other Equipment	Out of code transfer to A.3410 422		\$ 2,570.00
4/28/2020	A.3410 422	Repair/Maint-Equipment	Out of code transfer from A.3410 260	\$ 2,570.00	
Public Health_Health Services - Public Health,Health Services					
4/2/2020	A.4013 411	Rent-Building/Property	Budget Transfer WIC Rent A.4013.411 from A.4013.418	\$ 1.00	
4/2/2020	A.4013 418	Ins-General Liability	Budget Transfer WIC Rent A.4013.411 from A.4013.418		\$ 1.00
4/4/2020	A.4013 410	Supplies	Budget Transfer WIC A4013.445 from A4013.410		\$ 100.00
4/4/2020	A.4013 445	Foods	Budget Transfer WIC A4013.445 from A4013.410	\$ 100.00	
4/11/2020	A.4018.0020 861	Retirees Hospitalization	Budget Transfer Fam Hlth to A.4018.0020.865 fm A.4018.0020.861		\$ 150.00
4/11/2020	A.4018.0020 865	Dental Insurance	Budget Transfer Fam Hlth to A.4018.0020.865 fm A.4018.0020.861	\$ 150.00	
4/22/2020	A.4189 220	Office Equipment	Out of Code Bud Transfer to A4189.411 fm A4189.220 & 410 Trailer		\$ 1,300.00
4/22/2020	A.4189 410	Supplies	Out of Code Bud Transfer to A4189.411 fm A4189.220 & 410 Trailer		\$ 500.00
4/22/2020	A.4189 411	Rent-Building/Property	Out of Code Bud Transfer to A4189.411 fm A4189.220 & 410 Trailer	\$ 1,800.00	
4/30/2020	A.4189 410	Supplies	Budget Transfer BT to Foods A.4189.445 from Supplies .410		\$ 100.00
4/30/2020	A.4189 445	Foods	Budget Transfer BT to Foods A.4189.445 from Supplies .410	\$ 100.00	

WARREN COUNTY
Journal Report - April 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement					
4/7/2020	A.3110 230	Automotive Equipment	Budget Transfer out of object code from A.3110 442	\$ 90,000.00	
4/7/2020	A.3110 442	Automotive - Gas & Oil	Budget Transfer out of object code to A.3110 230		\$ 90,000.00
4/15/2020	A.3020 423	Telephone	Budget Transfer within object code to A.3020 470		\$ 321.59
4/15/2020	A.3020 470	Contract	Budget Transfer within object code from A.3020 423	\$ 321.59	
4/30/2020	A.3020 453	Uniforms & Clothing	Budget Transfer within object code to A.3020 470		\$ 3,621.00
4/30/2020	A.3020 470	Contract	Budget Transfer within object code from A.3020 453	\$ 3,621.00	

PERSONNEL & ADMINISTRATION COMMITTEE
AGENDA
MAY 27, 2020

ITEM 9

Committee Members: *Simpson, Geraghty, Frasier, Braymer, Conover, Magowan, McDevitt, Merlino and Wild*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor
- IV. **Action Agenda**
 - 1) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
Human Resources-
 - A) Report on tracking of vacancies filled.
 - B) Update on responses to Warren County Reopening survey distributed to all employees.
 - 2) **Referrals from the Criminal Justice Committee - Public Defender:**
 - A) Request to decrease the salary of the 3rd Assistant Public Defender position from \$69,891 to \$63,393 retroactive to April 20, 2020 and to fill the position at the lower salary.
 - B) Request to increase the salary of the 8th Assistant Public Defender position from \$63,393 to \$69,891 retroactive to April 20, 2020 and to fill the position at the higher salary.
 - 3) **Request from the Clerk of the Board:**
Request to amend Resolution No. 306 of 2018, *Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes*, to reflect submissions for 2020.
 - 4) **Requests/Items to be Discussed by the County Administrator:**
None.
 - 5) **Requests/Items to be Discussed by the County Attorney:**
 - A) Update on pending litigation.
 - B) Request to appoint outside counsel to the Warren County Ethics Board.
- V. **Pending Items:**
Personnel - None.
Higher Education - None.
- VI. **Positions since last meeting:** None.
- VII. **Privilege of the Floor/Public Comment**
- VIII. **Motion to Adjourn**