

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: OCTOBER 1, 2020

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COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS FRASIER	ROBERT LYNCH, DEPUTY COUNTY TREASURER
GERAGHTY	FRANK THOMAS, CHAIRMAN OF THE BOARD
BEATY	RYAN MOORE, COUNTY ADMINISTRATOR
BRAYMER	MARY ELIZABETH KISSANE, COUNTY ATTORNEY
MCDEVITT	AMANDA ALLEN, CLERK OF THE BOARD
MERLINO	SUPERVISORS DRISCOLL
SIMPSON	HOGAN
STROUGH	LEGGETT
	MAGOWAN
COMMITTEE MEMBER ABSENT:	SEEBER
SUPERVISOR CONOVER	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	BRAIN LAFLURE, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY SERVICES
	DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
	JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER
	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Please note, the following contains a summarization of the October 1, 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 were physically present aside from Supervisors Beaty and Braymer who participated by video conference.

Mrs. Frasier called the meeting of the Finance Committee to order at 11:22 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. Strough, seconded by Mr. Simpson 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; the requested 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 October 14<sup>th</sup> Board Meeting.

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Mrs. Frasier indicated Agenda Item 2 pertained request/item to be discussed by the County Treasurer concerning the review of the 2021 Budget request. Privilege of the floor was extended to Robert Lynch, *Deputy County Treasurer*, who reviewed the Treasurer's 2021 Budget Request and answered questions posed by the Committee.

Mrs. Frasier advised Agenda Items 3A-B concerned the following referrals from the County Facilities Committee, *Airport*.

- 3A) Request to establish Capital Project H.402, *Airport Snow Removal Equipment Building - Construction*, in the amount of \$2,257,860.

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 October 14<sup>th</sup> Board Meeting.

- 3B) Request to establish Capital Project H.403, *Rehabilitation of Airfield Taxiway Lighting System - Design*, in the amount of \$49,500.

Motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

Agenda Item 4, Mrs. Frasier advised, pertained to a referral from the Public Safety Committee, *Office of Emergency Services*, regarding a request for a transfer of funds in the amount of \$17,900 from the Contingent Account, *Budget Code A.1990 469, Contingent Account, Other Payments/Contributions*, to cover the cost of Hazmat Team training and annual medical exams.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

Mrs. Frasier informed Agenda Items 5A-B involved the following referrals from the Public Works Committee, *DPW*:

- 5A) Request to amend the County Budget in the amount of \$243.85 to reflect receipt of an insurance recovery payment.
- 5B) Request to declare surplus one Mid-Atlantic 6-ton tilt bed trailer, *VIN #5ANAF202X2R011472, County inventory Number 02-12*, and authorize the sale of same to the Town of Stony Creek for the amount of \$600.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the October 14<sup>th</sup> Board Meeting.

Agenda Item 6, Mrs. Frasier apprised, concerned a referral from the Support Services Committee, *Information Technology*, pertaining to a request for an appropriation of funds in the amount of \$7,102 from the Computer Reserve Fund, *Budget Code A.895.00*, to various departmental budget codes for the purchase of computers and related equipment and software.

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Motion was made by Mr. Geraghty, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

Mrs. Frasier informed Agenda Items 7A-J involved the following requests/items to be discussed by the County Administrator:

- 7A) Journal Reports of transfers approved by the County Administrator staff during the month of August 2020. *Report provided for informational purposes.*
- 7B) Review of Deficit Reduction Plan.

Ryan Moore, *County Administrator*, apprised the details of the Deficit Reduction Plan had been distributed to the Board on September 18<sup>th</sup>, with only one minor change having been made since then. He stated when they factored out the State and Federal reimbursements in the Department of Social Services the total would be around \$4 million which was also inclusive of the savings the County had in Debt Service. He advised as he had previously indicated there was no action required of the Committee at this time for that savings in Debt Service because the refinancing of the bonds had already been authorized; however, he noted, there were a number of items that required resolutions in order to formulaize this Deficit Reduction Program, as he would outline in the following agenda items.

- 7C) Request for transfers of funds as outlined in the Deficit Reduction Plan.

Mr. Moore informed a motion was required to authorize a transfer of funds into the Contingency Accounts, the first of which was for \$1,402,792 into the General Fund Unappropriated Surplus Contingent Account and the other was for \$1,439,373 into the Occupancy Tax Contingent Account.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

- 7D) Request to return funds in the amount of \$700,000 from Budget Code A.6010 470, *Social Services, Contracts*, to the General Fund Unappropriated Surplus due to Medicaid weekly share project savings in light of Federal action, as part of the 2020 Deficit Reduction Plan.

Mr. Moore advised this was reflective of the Enhanced FMAP (*Federal Medical Assistance Program*) that the Federal Government adopted with the assistance of Senator Schumer to ensure that savings were not only experienced at the State level, but also at the County level. He remarked he was grateful for this funding which would have a significant positive impact on this year's County Budget; he added that rather than transferring the funds back into the Contingency Account, he would like to return them to the Unappropriated Surplus Fund Balance.

Motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

- 7E) Request to return funds in the amount of \$117,200 from the County Road Fund, *Budget Code D.3310 444, Traffic Control, Travel - \$1,200; D.5020 110, Engineering, Regular Salaries - \$100,000; D.5020 444, Engineering, Travel - \$1,000; D.5110, Maintenance of Roads, Ins. General*

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*Liability - \$15,000; to the County Road Fund Unappropriated Surplus as part of the 2020 Deficit Reduction Plan.*

Mr. Moore apprised these were the elements of savings within the County Road Fund Unappropriated Surplus, most of which resulted from personnel savings within the Department of Public Works as a result of the decision to refrain from hiring new employees for the time being. He stated they would be returning a total of \$117,200 to the County Road Fund Unappropriated Surplus.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

7F) Request to return funds in the amount of \$106,000 from the Road Machinery Fund, *Budget Code DM.5130 230, Machinery, Automotive Equipment - \$100,000; Budget Code DM.5130 118, Machinery, Ins. General Liability - \$6,000*, to the Road Machinery Fund Unappropriated Surplus as part of the 2020 Deficit Reduction Plan.

Mr. Moore informed this was similar to the prior request, but in this case funding in the amount of \$106,000 would be returned to the Road Machinery Fund Unappropriated Surplus.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

7G) Request to liquidate \$150,000 from Budget Code A.9550 916.00, *Assigned Fund Balance, Project Assessments*, as part of the 2020 Deficit Reduction Plan.

7H) Request to liquidate \$150,000 from Budget Code A.9550 917.00, *Assigned Fund Balance, SUNY Adirondack Operations*, as part of the 2020 Deficit Reduction Plan.

Mr. Moore advised Agenda Items 7G and 7H concerned liquidating two funding assignments in the technical sense under General Municipal Law, as they were Assignments of Fund Balance. He stated \$150,000 was assigned for Project Assessments which concerned the Capital Improvement Plan that was still an important Plan for the County to move forward with; however, he noted, at this point the funds would be better spent on deficit reduction as a result of the pandemic. He informed the second assignment pertained to the funding designated for SUNY Adirondack operations which was a worthwhile action the County would still need to take going forward, but at this time the \$150,000 was needed elsewhere.

Motion was made by Mr. McDevitt, seconded by Mr. Beaty and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the October 14<sup>th</sup> Board Meeting.

7I) On behalf of the Board of Elections - Request to authorize grant application and agreement with the Center for Tech and Civil Life for funding in the amount of \$31,008 to be used for the purpose of planning and operating safe and secure election administration in Warren County in 2020.

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Mr. Moore apprised there was grant funding available that some of the Counties within the State had decided to take advantage of while other Counties had decided not to participate. He said he had spoken a few weeks ago with William VanNess, *Republican Commissioner, Board of Elections*, at which time no decision had been made as to whether the County was interested in partaking of this grant; however, he noted, he had subsequently received a phone call from Mr. Magowan, who served as Chairman of the Support Services Committee, indicating the Board of Elections had decided to apply for this grant funding and he was in favor of adding this to the Finance Agenda, even though it had not been brought to the Support Services Committee for approval beforehand. Mr. Moore stated he was agreeable to putting this under the County Administrator portion of the Finance Committee agenda as long as both Commissioners of the Board of Elections were agreeable to moving forward with this and he asked if Mr. Magowan would like to speak to this request.

Mr. Magowan advised this was a private grant being offered for the purpose of providing financial assistance to ensure that the election process was handled properly and to provide funding to hire additional staff to assist with counting ballots to ensure the counts were correct. He stated there had been a question as to whether there were any strings attached with this funding, but after performing their due diligence in reviewing the grant documents, both Commissioners of the Board of Elections had decided they were comfortable moving forward with the application process.

A motion was made by Mr. Simpson and seconded by Ms. Braymer to approve the request to authorize grant application and agreement with the Center for Tech and Civil Life as outlined above.

Ms. Seeber stated typically the County was accepting grant funding from State or Federal entities, as was not the case with this request. She added that as a Committee Chair, she ensured the Departments her Committee oversaw brought these types of requests for grant funding to the oversight Committee for approval before they ever got to the a point where they would accept the funding in order to ensure the County Attorney's Office had the opportunity to review the requests, as well. She informed her concern with this specific grant was that it did not originate from a State or Federal entity, but was rather from a private organization, and as noted by Mr. Moore, some Counties had opted not to accept this funding. She continued that she had asked for some clarification from the Board of Elections, and while she was appreciative of the information they provided to her, she was still troubled that she did not have the opportunity to review what was submitted for this grant; she advised it was her understanding this grant was awarded pursuant to the results of a survey the Board of Elections had responded to and so she could not confirm what they had requested the funding for. She added this grant could not be used to supplement or supplant any previously appropriated funds, which caused concern because she had been told these funds would be used for expenses that had already been budgeted and therefore she was uncomfortable moving forward and approving this request at the October 14<sup>th</sup> Board meeting.

A discussion ensued following which Mrs. Frasier called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

- 7J) On behalf of the Board of Elections - Request to amend the County Budget in the amount of \$31,008 to reflect receipt of grant funding from the Center for Tech and Civil Life.

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Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the October 14<sup>th</sup> Board Meeting.

Concluding the Agenda review with Item 8, Mrs. Frasier apprised Finance Committee action was required on the following items approved by the Personnel & administration Committee: Personnel & Administration Committee Agenda Item 6.

The necessary motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously.

Mrs. Frasier asked Don Lehman, *Public Relations Manager*, whether there were any comments and/or questions from the public and Mr. Lehman replied in the negative.

There being no further business to come before the Finance Committee, on motion made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously, Mrs. Frasier adjourned the meeting at 11:48 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board