

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: MARCH 4, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BEATY
THOMAS
MCDEVITT
BRAYMER
DIAMOND
BRUNO

COMMITTEE MEMBER ABSENT:

SUPERVISOR MERLINO

OTHERS PRESENT:

MIKE SWAN, WARREN COUNTY TREASURER
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS CONOVER
DICKINSON
FRASIER
HOGAN
LEGGETT
MAGOWAN
SMITH
STROUGH
WILD
TIM BENWAY, DIRECTOR, PARKS, RECREATION & RAILROAD
TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN
JOANNE CONLEY, DIRECTOR OF TOURISM
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARA FRANKENFELD, GIS ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the March 4, 2021 meeting of the Finance Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

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 Bruno who participated via videoconference.

Mr. Beaty called the meeting of the Finance Committee to order at 12:29 p.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 Mr. Bruno and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Skipping ahead to agenda Item 8, Mr. Beaty advised Amanda Allen, *Clerk of the Board*, would like to speak to the Finance

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Committee action required in connection with the Personnel, Administration & Higher Education Agenda Items. Mrs. Allen stated these were the items referred to the Finance Committee from the Personnel, Administration & Higher Education Committee, noting because the Personnel, Administration & Higher Education Committee had not approved Agenda Item 6 it was a moot point now. She indicated Personnel, Administration & Higher Education Agenda Item 7, which pertained to a referral from the Public Safety Committee on behalf of the Office of Emergency Services regarding a request to delete the position of County Fire Coordinator - Temp, *Annual Salary \$45.6093/hour*, effective March 22, 2021 was inadvertently left off of the Finance agenda. She requested that they approve the deletion of this position and then they could deal with Personnel, Administration & Higher Education Agenda Item 8 which pertained to the creation of a position for the Tourism Department.

Mr. Beaty called for a motion for Finance Committee approval on Personnel, Administration & Higher Education Agenda Item 7 pertaining to the deletion of the County Fire Coordinator - Temp. position as outlined above. The necessary motion was made by Mr. Diamond, seconded by Mr. McDevitt and carried unanimously.

Agenda Item 8: Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):

Tourism (Joanne Conley, Director) - Request to amend the Table of Organization and Salary Schedule to create and fill the position of Tourism Development & Events Coordinator, *Annual Salary \$61,855*, effective April 1, 2021 and identify a source of funding for the position. The Tourism & Occupancy Tax Coordination Committee included in their motion that this position is to be created on a temporary basis, subject to the revenues generated.

Note - a source of funding needs to be identified for this item.

In regard to the Tourism Development & Events Coordinator, Mr. Beaty asked if it had been decided that this would be a one year temporary position and Ryan Moore, *County Administrator*, replied the position was subject to the annual report they presented to the Tourism Committee in April or May of each year depending upon when the position was filled regarding their activities from the previous year and this report would be used for the purpose of determining whether this individuals activities covered their salary and the decision of whether to continue on with this position.

A motion was made by Mr. Diamond and seconded by Mr. McDevitt to bring the matter to the floor for discussion.

Mr. Bruno requested that someone explain to him how the funding for this position was accomplished, as he was concerned about adding a new position during these uncertain economic times, especially one with such a significant salary. He also inquired whether the Tourism Department did not currently handle sales and marketing because this is what this position would be tasked with. Ms. Conley responded she currently had a position within her Department that was vacant whose salary was \$42,200 and there had been discussion about using that amount to cover a portion of this salary for this year. She indicated the responsibilities of this position were not tasks they currently covered, adding the number one goal of this position was to develop a regional tourism strategy which was something that was needed. She stated the position would also be charged with reviewing/evaluating occupancy tax funding applications and offering guidance/recommendations to her and the Tourism & Occupancy Tax Committee regarding value/validity of current/future requests for occupancy tax funding. She apprised other duties this position would be tasked with was working with the smaller towns to attract events to their municipalities; working with Mr. Moore on safety protocols; and many other tasks the Department currently did not have the bandwidth to cover.

A discussion ensued during which Mike Swan, *County Treasurer*, informed it was necessary for payroll purposes to designate a specific source of funding to cover the \$19,000 difference. Mr. Moore suggested the difference be funded from funding from the Occupancy Tax Reserve account. Chairwoman Seeber asked Mr. Swan if her assumption was correct that a portion of this positions salary could be submitted for reimbursement through COVID-19 expense related submissions due to the fact

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that one of the primary duties of the position concerned event coordination and safety planning responsive to COVID-19 to ensure the County was welcoming tourists in a safe, responsible manner and Mr. Swan replied affirmatively.

Mr. Beaty asked Mrs. Allen to read aloud the motion before them. Mrs. Allen advised the motion was made by Mr. Diamond and seconded by Mr. McDevitt to approve the creation of the Tourism Development & Events Coordinator which would be funded from the Occupancy Tax Reserve.

Mr. Wild remarked he believed it was important for the record that this position be recognized as having to coordinate their activities, as well with the private sector. He mentioned there was a Tourism & Hospitality Working Group that was being led by Mark Behan, *Behan Communications*, that he believed this position should work with to ensure they were not working against one another.

Mr. Beaty called the question and the motion to approve the creation of the Tourism Development & Events Coordinator as outlined above was carried unanimously.

Prior to resuming the Agenda review, Mr. Beaty advised he had asked that the Department Heads with items included on the Agenda to attend the meeting to answer any questions that may arise about their requests. He informed he would also like to take a moment at the beginning of the meeting to allow Mr. Swan an opportunity to discuss any matters with the Committee and he asked Mr. Swan if he had anything he would like to bring to the Committee's attention and Mr. Swan replied in the negative.

Resuming the Agenda review with Item 1, Mr. Beaty called for a motion to approve the Request for transfer of funds as attached for Committee approval. The necessary motion was made by Mr. Diamond, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the March 19th Board Meeting.

Mr. Beaty advised Agenda Items 2A-C consisted of the following Requests/Items to be discussed by the County Administrator:

- 2A) Mr. Moore advised the Journal Report of transfers approved by the County Administrator staff for January 2021 was included in the agenda packet. He indicated these were included for informational purposes and he encouraged anyone with questions to contact him.
- 2B) Request to appropriate funds in the amount of \$288,320 from the Vehicle Reserve to various departmental budgets to cover vehicle purchases. Mr. Moore informed every year in the County Budget they included an appropriation to the Vehicle Reserve in the amount of \$390,000 and these vehicle purchases totaled \$288,320; therefore, he stated, the remaining balance could be used to cover any unforeseen vehicle needs for the remainder of the year.

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

- 2C) Request to amend the County Budget for the Department of Social Services in the amount of \$37,650 to reflect the receipt of anticipated State aid for vehicle purchases. Mr. Moore explained a portion of the new vehicles being purchased were for the Department of Social Services, who received 75% reimbursement and the County Budget needed to be amended to reflect receipt of this State aid.

Motion was made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the March 19th Board Meeting.

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Proceeding to Agenda Item 3, Mr. Beaty advised this concerned a Requests/Item to be addressed by the County Treasurer regarding a request to approve chargeback payments of Taxes for PILOT (*Payment in Lieu of Taxes*) payments made in 2021 for properties within Warren County.

Mr. Swan apprised this was a housekeeping item concerning the City of Glens Falls who had many PILOT projects where they collected the funds and provided the County with its share. He stated a resolution was required to allow him to accept these funds which totaled \$52,978.21.

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

Mr. Beaty stated Agenda Item 4 pertained to a referral from the Economic Growth & Development Committee, *Planning & Community Development*, regarding a request to appropriate funds in the amount of \$1,484 from Budget Code A.691.11, *Deferred Revenue - Town Poster Sales*, to Budget Code A.8021.410, *Supplies*, to cover the cost of printing 600 posters.

Sara Frankenfeld, *GIS Administrator*, stated they had sold around 500 of the Town Posters and they wanted to appropriate funds from the Budget Account created to hold the revenue from those sales to cover the cost of printing more posters to replenish the supply.

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

Mr. Beaty announced Agenda Item 5 included a referral from the Health Services Committee on behalf of Mental Health/Office of Community Services, requesting to amend the County Budget in the amount of \$236,375 to allow for pass-through funding of 100% State-aid from the New York State Office of Mental Health for Behavioral Health Services North to support outpatient mental health and services in Warren County.

Rob York, *Director, Office of Community Services*, stated this was a pool of funding that Behavioral Health Services North was eligible to apply for from the New York State Office of Mental Health to support outpatient mental health and services in Warren County. He advised this was in recognition of the fact that there were additional costs associated with establishing outpatient mental health services since the Glens Falls Hospital was no longer offering these services, such as leasing space, securing the appropriate technological equipment, etc.

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

Agenda Items 6A-C, Mr. Beaty advised, pertained to the following referrals from the Public Safety Committee on behalf of the Sheriff:

- 6A) Request to amend the County Budget in the amount of \$10,826.40 to carry over unused 2018 FY18 - SLETPP grant funds.
- 6B) Request to amend the County Budget in the amount of \$19,994 to carry over unused 2019 FY19 - SLETPP grant funds.
- 6C) Request to amend the County Budget in the amount of \$19,093 to carry over unused 2020 FY20 - State Homeland Security Program grant funds.

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Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve Agenda Items 6A-C as outlined above and the necessary resolutions were authorized for the March 19th Board Meeting.

Mr. Beaty apprised Agenda Items 7A-F pertained to the following referrals from the Public Works Committee:

Parks, Recreation & Railroad:

- 7A) Request to appropriate funds in the amount of \$6,000 from Budget Code A.691.00, *Deferred Revenue*, into various Budget Codes within the Parks, Recreation & Railroad Budget to allow for use of Junior Pearsall and Charles R. Wood Foundation Grants funding.

Department of Public Works:

Note: Items 7B-E were referred to the Finance Committee by the Public Works Committee at the request of the Superintendent of Public Works who was waiting for more information.

- 7B) Request for a new contract with the lowest responsible bidder for construction contract for Palisades Road over Brant Lake Inlet Bridge Replacement Project in the Town of Horicon pursuant to the terms and provisions of the specifications (WC 5-21) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work.
- 7C) Request to amend the existing contract with Foit Albert Associates to include Supplemental Agreement No. 3 for Palisades Road over Brant Lake Inlet Project for additional right-of-way and construction inspection services in the total amount not to exceed \$295,567 for a term commencing upon execution by both parties and terminating upon completion of the work.
- 7D) Request to amend the existing grant agreement with NYS DOT (*New York State Department of Transportation*) to include Supplemental Agreement No. 3 for Palisades Road (CR 26) over Brant Lake Inlet Repair Project in the Town of Horicon in an amount not to exceed \$1,831,570 for a term commencing upon execution by both parties and terminating upon completion of the work.
- 7E) Request to increase Capital Project H322, *Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement*, in the Town of Horicon by \$1,739,991.
- 7F) To amend the County Budget in the amount of \$1,999.77 to reflect receipt of insurance recovery payment for guiderail repairs.

Motion was made by Mr. McDevitt and seconded by Mr. Bruno to bring Agenda Items 7B-7F to the floor for discussion.

Mr. Hajos provided a brief overview of the aforementioned requests. Ms. Braymer asked Mr. Hajos if the funding was available within his departmental budget to cover the cost of the contracts that were being awarded and Mr. Hajos replied affirmatively.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve Agenda Items 7A-7F as outlined above and the necessary resolutions were authorized for the March 19th Board Meeting.

Proceeding to the Pending Items portion of the meeting, Supervisor Beaty advised he had requested that the attorney in the County Attorney's Office who was handling the contract with Bronze Contracting, LLC attend the next Finance Committee meeting to provide an overview of the County's options in terms of seeking reimbursement for the additional cost of the project monitoring services. He asked Mary Elizabeth Kissane, *County Attorney*, if she had any updates on this item and Ms. Kissane responded that Robert Terwilliger, *First Assistant County Attorney*, was present to provide an update on this item,

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but before he did she would highly suggest they enter into an executive session because one of the options was litigation which was a valid reason for an executive session under proposed litigation.

Mr. Beaty called for a motion to enter into an executive session to discuss proposed litigation. The necessary motion was made by Mr. Bruno, seconded by Mr. McDevitt and carried unanimously to enter into an executive session to discuss proposed litigation pursuant to Section 105(1)(d) of the Public Officer's Law.

Executive session was held from 1:05 p.m. until 1:26 p.m.

Upon reconvening, Mr. Beaty announced no action was taken during the executive session.

Concluding the agenda review, Mr. Beaty called for any public comments and Don Lehman, *Director of Public Affairs*, replied none had been received.

There being no further business to discuss, on motion made by Ms. Braymer, seconded by Mr. Diamond and carried unanimously, Mr. Beaty adjourned the meeting at 1:26 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board