

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: APRIL 1, 2021

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COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS BEATY  
THOMAS  
MCDEVITT  
BRAYMER  
DIAMOND  
BRUNO

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 DRISCOLL  
MAGOWAN  
STROUGH  
WILD

COMMITTEE MEMBER ABSENT:

SUPERVISOR MERLINO

MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
ELIZABETH McLAUGHLIN, COMMISSIONER, BOARD OF ELECTIONS (D)  
LIZA OCHSENDORF, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION  
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER  
WILLIAM VANNESS, COMMISSIONER, BOARD OF ELECTIONS (R)  
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the April 1, 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.*

Mr. Beaty called the meeting of the Finance Committee to order at 12:43 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. Bruno, seconded by Mr. McDevitt and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

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Commencing the Agenda review with Item 1, Mr. Beaty called for a motion to approve the request for transfers 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 April 16<sup>th</sup> Board Meeting.

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

- 2A) Ryan Moore, *County Administrator*, advised the Journal Report of transfers was approved by the County Administrator staff for February 2021 which 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 amend the Warren County Travel, Education and Vehicle Use Policy. Mr. Moore apprised Tammie DeLorenzo, *Assistant to the County Administrator*, worked in conjunction with several departments to correct several job titles which had changed, as well as to delete the Major position for the Sheriff's Office and add the Veterans' Services Peer-to-Peer Coordinator position to the listing of positions who were permitted to use their own vehicle. Ms. DeLorenzo advised there was also a change regarding a requirement pertaining to CDL (*Commercial Drivers Licence*), involving physicals which was requested by Kevin Hajos, *Superintendent of Public Works*, through the Self-Insurance Department and was vetted by the Risk Management Steering Committee.

Motion was made by Mr. McDevitt, seconded by Mr. Diamond and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting.

- 2C) Request to amend the Warren County Credit Card Policy. Mr. Moore informed this concerned a referral from the Human Services Committee to increase the credit card limit for the card used for the Peer-to-Peer Program through Veterans' Services.

Motion was made by Mr. Diamond, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting.

- 2D) On behalf of the Real Property Tax Services Department - Authorizing the appropriation of funds in the amount of \$11,244 from Budget Code A.893.00, *Reserve, Environmental Testing Funds*, to Budget Code A.1355 470, *Real Property Tax Services, Contracts*, to pay Bronze Contracting, LLC for removal of contaminated snow from the Mullen's site in order to finalize the project. Mr. Moore informed this would close out remediation on the Mullen's site, adding the funds would need to be appropriated from Budget Code A.893.00, *Reserve, Environmental Testing Funds*, to cover the cost and close out the project; he added this was the last step of a long process. Mr. Magowan asked how much the total cost of the project was and Mr. Moore responded the total cost was less than the \$100,000 that Mr. Magowan had anticipated it would be. Mr. Braymer credit Lexie Delurey, *Director, Real Property Tax Services*, for her efforts in managing all of the contracts associated with this lengthy process in keeping these costs lower than anticipated which she was grateful to her for.

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Motion was made by Mr. Thomas, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting.

- 2E) On behalf of the Real Property Tax Services Department - Authorizing a new contract for professional auctioneer services. Mr. Moore stated this pertained to a contract for professional auctioneer services for the County's annual foreclosure auction that was part of a competitive process with an RFP (*Request for Proposal*) using the best value method. Ms. Braymer inquired which contractor had been selected and Mr. Moore replied the recommendation was for the contract to be awarded to Auctions International, Inc.

Motion was made by Mr. Diamond, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting.

Proceeding to Agenda Items 3A-B, Mr. Beaty advised these pertained to the following referrals from the County Facilities Committee"

- 3A) **Airport** - Request to close capital projects and return remaining funds to the funding source. *Capital project names and remaining balances are listed in the agenda attachment.*
- 3B) **Buildings and Grounds** - Request to close capital projects and return remaining funds to the funding source. *Capital project names and remaining balances are listed in the agenda attachment.*

Mr. Hajos apprised Agenda Items 3A and 3B pertained to closing out capital projects and returning the funds to the funding source.

Motion was made by Mr. Thomas, seconded by Mr. Diamond and carried unanimously to approve Agenda Items 3A and 3B as outlined above and the necessary resolutions were authorized for the April 16<sup>th</sup> Board Meeting.

Mr. Beaty stated Agenda Item 4 pertained to a referral from the Economic Growth & Development Committee, *Employment & Training Administration*, regarding a request to authorize an agreement with Greater Glens Falls Transit to expand the CDPHP (*Capital District Physician Health Plan*) Cycle Bike Share Program to Warren County in the amount of \$25,000 per year with Warren County's share of the cost in an amount up to \$10,000; Finance Committee to identify a source of funding to cover the County share.

Liza Ochsendorf, *Director, Employment & Training Administration*, indicated two public meetings had been held and there was a significant amount of private interest regarding this private/public sector partnership. She added this would consist of a Pilot Program she was hoping would launch in May. She mentioned up to \$16,000 had been raised thus far from other donors who included the City of Glens Falls, Town of Queensbury, as well as a few private businesses. She noted the request consisted of the County contributing up to \$10,000; however, she stated, donations were still being received, as well as a significant amount of excitement regarding the program. Mr. Beaty asked what the total cost of the program was on an annual basis and Mr. Ochsendorf replied the total annual cost was \$25,000. Mr. Beaty then inquired what the total amount of the private donations was towards the cost of the program and Ms. Ochsendorf replied thus far \$11,000 had been received and an additional \$2,500 each had been donated by the City of Glens Falls and the Town of Queensbury for a grand total of \$16,000 all through verbal commitments with the MOU's (*Memorandum of Understanding*) in the process of being drafted through the Greater

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Glens Falls Transit and the donors.

A brief discussion ensued following which a motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request to authorize an agreement with Greater Glens Falls Transit to expand the CDPHP Cycle Bike Share Program to Warren County in the amount of \$25,000 per year with Warren County's share of the cost in an amount up to \$10,000 to be transferred from the Contingent Account and returned if Federal Stimulus funding was received and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting.

Mr. Beaty announced Agenda Item 5 included a referral from the Governmental Operations & Advocacy Committee on behalf of Board of Elections, requesting to authorize an annual appropriation of \$43,718 from Budget Code A.898.00, *Capital Reserve, Election Equipment*, to Budget Code A.1450 421, *Board of Elections, Equipment Rental*, through the year 2028 to cover the cost of the Dominion voting machine lease.

Elizabeth McLaughlin, *Commissioner, Board of Elections (D)*, explained this request was for the purpose of preventing them from having to return to Committee on an annual basis to request to transfer the funding required to cover the cost of the contract. William VanNess, *Commissioner, Board of Elections (R)*, added this would cover the term of the seven year lease.

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 April 16<sup>th</sup> Board Meeting.

Mr. Beaty informed Agenda Item 6 concerned a referral from the Health Services Committee, *Public Health*, regarding a request to amend the County Budget in the amount of \$6,047 to reflect receipt of increased funding provided by the New York State Early Intervention Program grant.

Ginelle Jones, *Director, Public Health/Patient Services*, apprised the funding provided by the grant was increased from \$24,644 to \$30,691 and a resolution was required in order to accept the additional funding in the amount of \$6,047.

Motion was made by Mr. Bruno, seconded by Mr. Diamond and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting.

Agenda Items 7A-B, Mr. Beaty advised, pertained to the following referrals from the Human Services Committee on behalf of the Department of Social Services:

- 7A) Request to amend the County Budget in the amount of \$6,500 to increase both revenue and expense accounts due to an allocation from OCFS (*Office of Children and Family Services*) for youth aging out of the Foster Care program.
- 7B) Request to amend the County Budget in the amount of \$20,000 to increase both revenue and expense accounts to reflect a gift from the Children's Committee of Warren County for the purpose of paying the wage and benefits for a Community Services Assistant working with Foster Care children and families.

In regard to Agenda Item 7A, Christian Hanchett, *Commissioner, Department of Social Services*, advised, the

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funding received by the OCFS for youth aging out of the Foster Care program would be used to cover expenses such as car insurance, rent, security deposits, furniture, etc. He informed Agenda Item 7B did not pertain to a new grant, but was an extension of an existing grant/gift that the Children's Committee of Warren County started last year decided to continue on for this year. He remarked he was pleased to receive this funding which paid the wage and benefits of an important position within the department who worked directly with children in Foster Care and upon occasion preventative services.

Motion was made by Ms. Braymer, seconded by Mr. Diamond and carried unanimously to approve Agenda Items 7A and 7B as outlined above and the necessary resolutions were authorized for the April 16<sup>th</sup> Board Meeting.

Mr. Beaty apprised Agenda Items 8A-B pertained to the following referrals from the Public Safety Committee on behalf of the Sheriff:

- 8A) Request to amend the County Budget in the amount of \$4,000 to reflect receipt of additional funding from New York State STOP-DWI Foundation, Inc.
  
- 8B) Request to amend the 2021 County Budget in the amount of \$169,000 to reflect appropriate revenues and expenses for the second half of the School Resource Officers contracts.

Motion was made by Ms. Braymer, seconded by Mr. Thomas and carried unanimously to approve Agenda Items 8A and 8B as outlined above and the necessary resolutions were authorized for the April 16<sup>th</sup> Board Meeting.

Mr. Beaty informed Agenda Items 9A-E pertained to the following referrals from the Public Works Committee on behalf of the DPW:

- 9A) Request to close several capital projects and return remaining funds to the funding source. *Capital project names and remaining balances are listed in the agenda attachment.*
  
- 9B) Request to increase Capital Project H351, *CR 44 over Hudson River Bridge Painting Project - Town of Lake Luzerne*, in the amount of \$2,096.81 to cover the deficit in the project so the project can be closed.

Mr. Hajos stated Agenda Item 9A concerned a request to close several capital project and return funds to the funding source.

Motion was made by Ms. Braymer, seconded by Mr. Diamond and carried unanimously to approve Agenda Items 9A and 9B as outlined above and the necessary resolutions were authorized for the April 16<sup>th</sup> Board Meeting.

- 9C) Request to establish DM 868.00, *Reserve, Repairs*, in accordance with General Municipal Law, Section 6-d, to cover the cost of repairs to the mobile brine unit and authorizing the appropriation of funds in the amount of \$9,376.78 from Budget Code DM 909.00, *Road Machinery, Road Machinery, Transfers-Capital Projects*.

Mr. Hajos apprised the County purchased a mobile brine unit last year using grant funding and financial contributions from some of the towns and he would like to create a Reserve Account to hold the remaining funds to cover the cost of any future maintenance required to the machine.

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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 April 16<sup>th</sup> Board Meeting.

9D) Request to establish Road Project D.5112.8343 280, *2021 CR 22 Harrisburg Road*, in the amount of \$219,211.01.

9E) Request to authorize the appropriation of funds in the amount of \$219,211.01 from Budget Code D.909.00, *County Road Surplus*, to Road Project D.5112.8343 280, *2021 CR 22 Harrisburg Road*, to place funding received through the EWR (*Extreme Winter Recovery*) Program for highway resurfacing and highway reconstruction.

In regard to Agenda Items 9D and 9E, Mr. Hajos informed they had received the CHIPS (*Consolidated Highway Improvement Program*) funding for last year, but it was only 95% of what was originally going to be provided to the County. He said these funds were never appropriated into a Budget Code last year for the EWR; therefore, he advised, they would be allocating it into a Budget Code to use for a Road Project on CR 22 Harrisburg Road in the Town of Stony Creek.

Motion was made by Mr. Bruno, seconded by Mr. Diamond and carried unanimously to approve Agenda Items 9D-9E as outlined above and the necessary resolutions were authorized for the April 16<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Beaty apprised Finance Committee action was required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 6, 7, 9 and 10:

**Agenda Item 6: Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director, Information Technology):**

Request to appropriate funds in the amount of \$10,000 from the Computer Reserve Fund to the Information Technology Budget to purchase computers and related equipment and software.

**Agenda Item 7: Referral from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):**

**Board of Elections (William VanNess, Commissioner, Board of Elections (R) and Elizabeth McLaughlin, Commissioner, Board of Elections (D))-**

Request to amend the Table of Organization and Salary Schedule to increase the hourly rate of pay for the Elections Inspectors from \$12.50/hr to \$15/hr, effective June 1, 2021, in an effort to resolve issues with retention and recruiting.

**Agenda Item 9: Referral from the Public Works Committee (Chaired by Supervisor Conover): Solid Waste (Kevin Hajos, Superintendent of Public Works) -**

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Solid Waste/Recycling Compliance Coordinator, *Annual Salary \$43,605*, effective May 1, 2021.

**Agenda Item 10: Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**

Request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA (*Civil Service Employees Association*) Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting.

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Amanda Allen, *Clerk of the Board*, noted Personnel, Administration & Higher Education Committee Agenda Item 7 no longer required Committee action because it had been determined the Elections Inspectors were not County employees and would instead require that a prior resolution be amended. She added the County Treasurer had requested that Personnel, Administration & Higher Education Committee Agenda Item 10 be deferred until next month.

Motion was made by Ms. Braymer, seconded by Mr. Diamond and carried unanimously to approve Personnel, Administration & Higher Education Committee Agenda Items 6 and 9 as outlined above was carried unanimously.

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 she believed earlier in the meeting the Committee had authorized a payment to Bronze Contracting, LLC in the amount of \$11,000 to close out the project on the Mullen's site. In regard to the contract with ATL (*Atlantic Testing Labs*), Ms. Kissane apprised it was her understanding a letter had been written to them indicating the County was not going to pay any costs associated with the generator, double time, etc. to which they responded they would not charge the County for these expenses. She advised because of this she was unsure if the County had any additional costs. Mr. Moore added Bronze Contracting, LLC had deducted \$960 off of their bill which pertained to the additional costs associated with a variance that they had indicated they would cover and not charge the County for. Ms. Braymer noted one of the reasons Bronze Contracting, LLC had kept their word on that was because of the insistence of Ms. Delurey and the County Attorney's Office for them to honor this.

Mr. Beaty offered privilege of the floor to anyone wishing to address the Committee regarding matter.

Mr. Driscoll indicated he would like to take the opportunity to notify that there was still a significant amount of work to do with regard to the pandemic. He mentioned his son had just advised him via text message that the New York Mets v. Washington Nationals Major League Baseball game this evening was cancelled due to COVID-19, adding the virus was still a concern and individuals needed to remain vigilant about wearing face masks, remaining socially distant and not congregating in large crowds, etc. He requested that the Supervisors follow the information they were receiving from the County's daily updates on the pandemic and that they also share this information with their constituents and coworkers.

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 Mr. Bruno, seconded by Mr. Diamond and carried unanimously, Mr. Beaty adjourned the meeting at 1:09 p.m

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board

