

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: APRIL 29, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BEATY
THOMAS
MCDEVITT
MERLINO
BRAYMER
DIAMOND

OTHERS PRESENT:

ROB LYNCH, WARREN COUNTY DEPUTY TREASURER
KARA LAIS, FITZGERALD, MORRIS, BAKER & FIRTH
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
FRANK E. THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR BRUNO

SUPERVISORS DRISCOLL
FRASIER
GERAGHTY
HOGAN
MAGOWAN
SMITH
STROUGH
WILD

TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
PATRICIA NENNINGER, PERSONNEL OFFICER
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the April 29, 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 of the committee members were physically present, aside from Mr. McDevitt who participated remotely.

Mr. Beaty called the meeting of the Finance Committee to order at 11:26 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. Diamond, 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.

Commencing the Agenda review, Mr. Beaty offered privilege of the floor to Kara Lais, of Fitzgerald, Morris, Baker & Firth,

APRIL 29, 2021

who spoke regarding the issuance of a tax exempt bond to The Glen At Highland Meadows by the Warren-Washington Counties Civic Development Corporation with regard to its \$25 million expansion project. Ms. Lais informed she was making a request to the County on behalf of the Warren-Washington Counties Civic Development Corporation in response to an application they had received for the issuance of tax exempt financing for The Glen at Highland Meadows for their project in the Town of Queensbury. She explained the project they were proposing was the construction of an approximately 71,000 square foot addition that included around 28 independent living apartments, 30 memory care units, a wellness center and a pool. She said the estimated cost of the project was \$26 million with the issuance of bonds in the amount not to exceed \$30 million, adding The Glen At Highland Meadows had indicated a need for this in the community which the Civic Development Corporation had acknowledged. She advised the facility had received approval from M&T Bank for the purchase of these bonds once the Civic Development Corporation issued them. She apprised the goal was to close this matter no later than the first week in June with the required public hearing being scheduled for May 11th; she noted approval from the County was necessary as part of the required process for the issuance of the tax exempt bond. She indicated her plan was to distribute a copy of the proposed bond resolution to the full Board that the Civic Development Corporation would be considering at its meeting on May 17th, apprising in the past what the County had done was authorize consent of that resolution.

Mr. Diamond inquired whether there was any financial benefit with regards to the County offering this consent and Ms. Lais replied from a budgeting standpoint there was none; however, she noted, the benefit to the community would be the project itself and the fact that there was a need for it which was how the Civic Development Corporation was viewing it. Mr. Diamond asked if the Warren-Washington Counties Civic Development Corporation would receive a service fee and Ms. Lais replied affirmatively, advising they would receive an administrative fee payable at the time of the closing which would equate to around \$195,000, but she could provide an exact amount prior to the May 21st Board Meeting.

A brief discussion ensued following which a motion was made by Mr. Thomas, seconded by Mr. Diamond and carried unanimously to authorize the Warren-Washington Industrial Development Agency & Civic Development Corporation to issue a tax exempt bond to The Glen At Highland Meadows for their expansion project (*IDA&CDC to provide their bond resolution for reference*). The necessary resolution was authorized for the May 21st Board Meeting.

Moving along to Agenda Item 2, 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 Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the May 21st Board Meeting.

Mr. Beaty advised Agenda Items 3A-B consisted of the following Requests/Items to be discussed by the County Administrator:

- 3A) Tammie DeLorenzo, *Assistant to the County Administrator*, advised the Journal Report of transfers was approved by the County Administrator staff for March 2021 which was included in the agenda packet. She indicated these were included for informational purposes and she encouraged anyone with questions to contact her.
- 3B) Request to amend the County Budget in the amount of \$49,500 to recognize receipt of grant funding from New York State Division of Homeland Security and Emergency Services for the purpose of bolstering cyber security. Ms. DeLorenzo advised Resolution No. 62 of 2021, which concerned appropriating funds from the Unappropriated Surplus into the Information Technology Budget to allow them to move forward with purchasing cyber security software, was adopted at the February 19th Board Meeting. She stated she was pleased to report a grant for \$49,500 of the \$50,000 cost was secured to cover this cost and according to the County Treasurer's office a one sided budget amendment was required to recognize that revenue.

Motion was made by Mr. Merlino, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the May 21st Board Meeting.

APRIL 29, 2021

Proceeding to Agenda Items 4A-B, Mr. Beaty advised these pertained to the following Requests/Items to be discussed by the County Treasurer:

- 4A) Request to fill the vacant position of Accounting Technician #2, *Grade 19, Base Annual Salary \$47,523*, due to resignation.

Rob Lynch, *Deputy County Treasurer*, stated this referred to the individual in the position who handled the occupancy tax transactions for their office who had recently submitted their resignation and they would like to be able to fill the position as soon as possible.

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to approve the request and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes.

- 4B) Request for a transfer of funds in the amount of \$4,400 from the Contingent Account to Budget Code A.1325 470, *County Treasurer - Contract*, to cover the cost of actuarial services that were budgeted for in 2020, but the work was not completed until 2021 due to a new contract.

Mr. Lynch advised this request related to a timing issue, as they had budgeted for the actuarial services in 2020, but as a result of this being a new contract there was a delay in the start up and the services did not begin until 2021. He indicated because of this delay a transfer of funds was required to cover this cost.

Motion was made by Mr. Thomas, seconded by Mr. Diamond and carried unanimously to approve the request and the necessary resolution was authorized for the May 21st Board Meeting.

Mr. Beaty stated Agenda Item 5 pertained to a referral from the County Facilities Committee, *Airport*, regarding a request to amend Resolution 384 of 2020 to remove the local match of \$33,860 for Capital Project H402, *Airport Removal Equipment Building*, as the FAA would now provide 100% of the funding for the project through the Federal CARES Act.

Motion was made by Mr. Thomas, seconded by Mr. Diamond and carried unanimously to approve the request and the necessary resolution was authorized for the May 21st Board Meeting.

Mr. Beaty announced Agenda Item 6 included a referral from the Environmental Concerns & Real Property Tax Services Committee on behalf of Real Property Tax Services, requesting to authorize transfer of Town of Johnsburg Tax Map Parcel No. 30.-2-68 to the Town of Johnsburg for highway purposes.

Lexie Delurey, *Director, Real Property Tax Services*, indicated this involved a sliver of land located along Barton Mines Road in the Town of Johnsburg that was of no value to the County and they felt the best use for it would be to transfer it to the Town of Johnsburg for highway purposes.

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the May 21st Board Meeting.

Mr. Beaty informed Agenda Item 7 concerned a referral from the Public Works Committee, *Parks, Recreation & Railroad*, regarding a request to amend the County Budget in the amount of \$1,000 to reflect receipt of a donation from Judge Courtenay Hall for the purpose of paying for eradication efforts of milfoil in the pond at Up Yonda Farm Environmental Educational Center.

Motion was made by Ms. Braymer, seconded by Mr. Diamond and carried unanimously to approve the request and the

APRIL 29, 2021

necessary resolution was authorized for the May 21st Board Meeting.

Continuing with the Agenda review, Mr. Beaty advised Agenda Item 8 concerned discussion regarding change in the policy to eliminate mileage reimbursement paid to members of the Warren County Board of Supervisors for travel to Committee meetings. He advised attached to the agenda was a print out that outlined the amount of money paid to Supervisors in 2017, 2018 and 2019 for mileage reimbursement to Committee meetings and sessions. He noted Washington County had decided a few years ago to no longer pay mileage reimbursement to Supervisors for traveling to the County for Committee meetings.

A lengthy discussion ensued during which it was noted this only pertained to eliminating mileage reimbursement paid to Supervisors for traveling to Committee meetings and Mr. Beaty replied affirmatively. During the discussion Ms. Hogan noted what was being suggested was shifting the burden of paying the transportation costs for Town Supervisors on to the Towns. Concluding the discussion, it was the consensus of the Committee for the proposed changes to be submitted in writing for the next meeting and to have Amanda Allen, *Clerk of the Board*, obtain clarification from the County Auditor whether the Committee mileage reimbursement included those submitted for outside agency meetings, such as those of the Adirondack Park Local Government Review Board and report back to the Committee.

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 4C, 5A-B, 6A, 7 and 8:

Agenda Item 4C: Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):

Request to amend the Table of Organization to correct the hourly pay rate of the Associate Planner - Per Diem from \$30.1587/hour to \$35.4653/hour.

Agenda Items 5A and B: Referrals from the Health Services Committee (Chaired by Supervisor Frasier):
Public Health (Ginelle Jones, Director of Public Health/Patient Services) -

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Early Intervention Service Coordinator, *Grade 18, Base Annual Salary \$46,492*, and delete the positions of Early Intervention Service Coordinator #2, *Base Annual Salary \$28,585 (20 hrs/wk)*, and the Early Intervention Coordinator PT #3, *Base Annual Salary \$29,577 (24 hrs/wk)*, effective May 24, 2021.

Office for the Aging (Dee Park, Director, Office for the Aging) -

Request to amend the Table of Organization and Salary Schedule to create the position of Meal Site Manager #10, *Grade 2, Base Annual Salary \$26,027 (35 hours/week)*, and delete the position of Food Service Manager, *Grade 4, Base Annual Salary \$27,824 (35 hours/week)*, effective retroactive to May 1, 2021.

Agenda Item 6A: Referral from the Public Safety Committee (Chaired by Supervisor Diamond):
Sheriff (James LaFarr, Sheriff) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer - Part-Time, *\$20.3716/hour*, effective May 24, 2021.

Agenda Item 7: Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):

Tourism (Joanne Conley, Director of Tourism) -

Request to amend the Salary Schedule to set the salary of the Tourism Development & Events Coordinator at \$63,711 effective retroactive to April 26, 2021.

Agenda Item 8: Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):

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

Ms. Allen noted Personnel, Administration & Higher Education Agenda Item 8 was carried over as a pending item because

APRIL 29, 2021

the Personnel, Administration & Higher Education Committee did not take action on it due to Mr. Swan being unable to attend the meeting and therefore required no action from the Finance Committee today.

Motion was made by Mr. Thomas and seconded by Mr. Diamond to approve Personnel, Administration & Higher Education Agenda Items 4C, 5A-B, 6A and 7.

Ms. Braymer voiced her opposition to the Office for the Aging's request to decrease the grade of the Meal Site Manager to a Grade 2 as outlined in Personnel, Administration & Higher Education Agenda Item 5B, informing she did not believe this was an appropriate grade for the position and should be re-evaluated.

A discussion ensued during which Chairwoman Seeber suggested they make a motion to lay o the table Personnel, Administration & Higher Education Agenda Item 5B to allow time to contact Deanna Park, *Director, Office for the Aging*, and provide her with the opportunity to explain her justification for the proposed changes. She added she shared the concerns expressed by Ms. Braymer and would likely vote in opposition of it if it were to go before the full Board. Mr. Beaty apprised he too felt a supervisor position was required at this meal site due to its size and the number of meals they prepared and served; however, he noted, Ms. Park would be joining them momentarily via Zoom to explain why she had proposed changing the title and decreasing the grade and salary of the position.

Ms. Thomas amended his motion and Mr. Diamond amended his second to to approve Personnel, Administration & Higher Education Agenda Items 4C, 5A, 6A and 7 and to lay on the table Personnel, Administration & Higher Education Agenda Item 5B until Ms. Park could be present to discuss the matter further with the Committee. Mr. Beaty called the question and the motion was carried unanimously.

Resuming the discussion regarding Personnel, Administration & Higher Education Agenda Item 5B, which pertained to referral from the Health Services Committee, *Office for the Aging*, involving a request to amend the Table of Organization and Salary Schedule to create the position of Meal Site Manager #10, *Grade 2, Base Annual Salary \$26,027 (35 hours/week)*, and delete the position of Food Service Manager, *Grade 4, Base Annual Salary \$27,824 (35 hours/week)*, effective retroactive to May 1, 2021, Mr. Beaty noted some questions had arisen regarding this request and he asked Ms. Park to explain her justification for this change. Ms. Park stated she was restructuring the meal site to be similar to all of the other meal sites they managed. She explained the change would result in this position no longer having any supervisory duties over the staff at the Cedars Meal site to address ongoing issues that had occurred with the position. Mr. Diamond asked Ms. Park to further explain why the current structure was not working and Ms. Park replied the site had issues with all four of the Meal Site Mangers that had worked in the position, two of which were prior to when she was appointed to the Director of the Department. She added most of the issues were as result of miscommunication regarding what they were being directed to do and what was actually being carried out there.

Chairwoman Seeber interjected, calling for point of order and voicing her objection with holding this discussion, which concerned specific personnel, in open session; she noted she would like for a Committee member to make a motion that they go into an executive session to discuss the matter further.

Mr. Beaty called for a motion to enter into an executive session pursuant to Section 105 (f) of the Public Officers Law. The necessary motion was made by Mr. Diamond, seconded by Ms. Braymer and carried unanimously.

Executive session was held from 12:05 p.m. until 12:41 p.m.

Upon reconvening, Mr. Beaty noted no action was taken during the executive session; he notred Item 5B had been tabled ans asked how this would be handled. Mrs. Allen indicated the Personnel, Administration & Higher Education Committee had

APRIL 29, 2021

approved the item and referred same to the Finance Committee to approve the funding aspect. She suggested the tabled item be referred back to the Personnel, Administration & Higher Education Committee and the Finance Committee members agreed.

Concluding the agenda review, Mr. Beaty called for any public comments and Don Lehman, *Director of Public Affairs*, replied Thom Randall, *representing The Adirondack Journal*, inquired about what the proposed tax exemptions were for the project being proposed by The Glen At Highland Meadows and asked about The Glen at Highland Meadows paying for various municipal services.

There being no further business to discuss, on motion made Mr. Diamond, seconded by Ms. Braymer and carried unanimously, Mr. Beaty adjourned the meeting at 12:43 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board