

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JUNE 3, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BEATY
THOMAS
MCDEVITT
BRAYMER
BRUNO

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO
DIAMOND

OTHERS PRESENT:

MIKE SWAN, WARREN COUNTY TREASURER
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
SUPERVISORS LEGGETT
MAGOWAN
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING

Please note, the following contains a summarization of the June 3, 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 12:59 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. Thomas 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 called for a motion to approve the request for transfers of funds as attached for Committee approval. The necessary 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 June 16th Board Meeting.

Mr. Beaty advised Agenda Items 2A-B 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 April 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 authorize revisions to the Warren County Volunteer Policy. Tammie DeLorenzo, *Assistant to the County Administrator*, reviewed the proposed changes with the Committee.

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 June 16th Board Meeting.

Proceeding to Agenda Items 3A-D, Mr. Beaty advised these pertained to the following Requests/Items to be discussed by the County Treasurer:

- 3A) Request to approve list of chargebacks/refunds/corrections.

Mike Swan, *County Treasurer*, stated these chargebacks/refunds/corrections originated from the January 2021 tax rolls which were court ordered assessment changes, billing errors or a bill adjustment.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

- 3B) Request to close Capital Project H368, *SUNY Adirondack NSTEM*, and return estimated balance of \$52,034.46 to the Debt Service Fund, as well as to close Capital Project H373, *SUNY Adirondack Culinary Expansion*, and return estimated balance of \$41.53 to the General Fund.

Mr. Swan advised these originated from the two Capital Projects that occurred at SUNY Adirondack, both of which were completed and needed to be closed, with the remaining funds being returned to Debt Service Fund and/or the General Fund.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

- 3C) Request to appropriate \$121,053.15 from Budget Code A.897.00, *Reserve, Westmount Legacy Costs*, to Budget Code A.4530 475, *Public Nursing Home, Bad Debt Expense*, to partially fund the write-off of Westmount Nursing Home receivables.

- 3D) Request to authorize the write-off of \$342,560.10 in Westmount receivables which have been deemed uncollectible.

Mr. Swan indicated over the last six years the County had taken numerous steps in an attempt to collect unpaid debt and he was requesting to appropriate \$121,053 from the Westmount Legacy Costs Reserve Account to the Public Nursing Home Bad Debt Expense to partially fund the write-off of Westmount Nursing Home receivables. He added he was also requesting to write-off the \$342,560.10 in Westmount receivables which have been deemed uncollectible. He mentioned about \$100,000 in debt remained outstanding and was currently included in litigation with outside counsel to collect this debt which he provided an update on.

A brief discussion ensued.

Motion was made by Ms. Braymer, seconded by Mr. Thomas and carried unanimously to approve the requests as outlined above and the necessary resolutions was authorized for the June 16th Board Meeting.

Mr. Beaty apprised Agenda Items 4A-F pertained to the following referrals from the Economic Growth & Development Committee:

- 4A) *Employment & Training Administration* - Request to amend the County Budget in the amount of \$11,222.48 to reflect the receipt of Dislocated Worker Grant funds from the State of New York.

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

- 4B) *Planning & Community Development* - Request to establish Capital Project H405, *Lake George Septic Replacement Program*, in the amount of \$340,000.

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 June 16th Board Meeting.

- 4C) *Planning & Community Development* - Request to amend the County Budget in the amount of \$5,000 to reflect the receipt of a NYSERDA Clean Energy Communities grant award.

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

- 4D) *Planning & Community Development* - Request to authorize a transfer of funds in the amount of \$4,984 from the Contingent Account, A.1990 469, to Budget Code A.8021 420, *Planning & Comm. Dev., Contract*, to provide for the County's share of the NYSERDA Level 2 Energy Audit.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

- 4E) *Planning & Community Development* - Request to authorize a transfer of funds in the amount of \$1,443.34 from the Contingent Account, A.1990 469, to Budget Code A.9901 901, *Interfund Transfers*, to offset and write-off State receivables associated with CD34.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

- 4F) *Planning & Community Development* - Authorizing the write-off of State receivables in the amount of \$1,443.34 for CD34.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

Mr. Beaty indicated Agenda Items 5A-B concerned the following referrals from the Environmental Concerns & Real Property Tax Services Committee, *Real Property Tax Services*:

- 5A) Request to authorize the appropriation of funds in the amount of \$6,000 from Budget Code A.893, *Reserve, Environmental Testing Funds*, to Budget Code A.1355 470, *Real Property Tax Services, Contract*, to pay Atlantic Testing Laboratories for a Limited Hazardous Materials Survey of Town of Johnsbury Tax Map Parcel No. 133.8-1-27 (*Mosher's Garage*).

Lexie Delurey, *Director, Real Property Tax Services*, apprised upon the request of the Environmental Concerns & Real Property Tax Services Committee she had obtained a cost for asbestos and lead testing for the Mosher Garage property in the Town of Johnsbury that was included in the agenda packet. She advised the prices she received did not include lead base paint sample of the office located on the property which she believed would need to be tested, as well so she explained her request was for more than the Atlantic Testing fee schedule amount (\$5,709.50) should paint samples be necessary from the

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office. Mr. Beaty asked what the balance of Environmental Testing Reserve was and Ms. Delurey replied she was unsure of the exact amount, but believed it was around \$150,000.

A motion was made by Mr. Thomas and seconded by Mr. McDevitt to approve the request as presented.

A discussion ensued during which Mr. Magowan voiced that he believed the County should explore taking legal action against individuals who abandoned properties they owned and/or inherited with environmental issue, as he did not believe the burden of paying to clean these properties up should fall upon the County taxpayers.

Mr. Beaty called the question and the motion to authorize the appropriation of funds in the amount of \$5,000 from the Budget Code A.893, *Reserve, Environmental Testing Funds*, as outlined above was carried unanimously and the necessary resolution as authorized for the June 16th Board Meeting.

- 5B) Request to authorize the County Attorney's Office to obtain outside counsel to assist with the process of re-instating the Temporary Incident of Ownership on the Mosher property located in the Town of Johnsburg.

Ms. Delurey noted the request before them only encompassed obtaining outside counsel to assist with the process of re-instating the Temporary Incident of Ownership on the Mosher property and if it was the Committees desire to expand upon this then an amendment was required.

Motion was made by Ms. Braymer to amend the request to also include having outside counsel assist with looking into whether litigation was feasible regarding any aspect of that property, such as the foreclosure process, re-instating the temporary incidence of ownership and whether it was feasible for the County to recoup any money spent. Following further discussion Ms. Braymer withdrew her motion to amend the request to allow the County Attorney to obtain an estimate pertaining to the cost for outside counsel to assist with looking into whether it was worthwhile for the County to move forward with legal action to recoup the money that was spent on this particular property for clean up efforts and litigation and report back to Committee next month. Further discussion ensued.

Motion was made by Ms. Braymer, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

Mr. Beaty stated Agenda Item 6 pertained to a referral from the Health Services Committee, *Public Health*, regarding a request to amend the County Budget in the amount of \$4,660 to reflect receipt of increased funding provided by Health Research, Inc. to support the current expenses related to the Coronavirus.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

Mr. Beaty announced Agenda Item 7 included a referral from the Public Safety Committee on behalf of the Office of Emergency Services, requesting to increase Capital Project No. H254, Fire Training Center Project, in the amount of \$7,992.73 to reflect reimbursements from Washington County in the same amount.

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 June 16th Board Meeting.

Mr. Beaty informed Agenda Items 8A-E concerned the following referrals from the Public Works Committee, *DPW*:

- 8A) Request to increase Capital Project No. H322, *Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement* -

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Town of Horicon, in the amount of \$161,985.69 to increase federal, state and local match shares for low bid construction costs.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

8B) Request to increase Capital Project No. H395, *Oxbow Hill & Moon Hill Road (CR63) Rehabilitation & Reconstruction*, in the amount of \$2,175,465.00 to add all shares for construction phase.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

8C) Request to increase Capital Project No. H386, *CR7 Halfway Creek Bridge Replacement*, in the amount of \$44,086.00 to increase funding for right-of-way incidentals and acquisitions.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

8D) Request to increase Capital Project No. H394, *Olmstedville Road (CR19) Reconstruction*, in the amount of \$ 90,033 to add all shares for right-of-way acquisition phase and increase preliminary engineering and right-of-way incidental phases.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

8E) Request for a transfer of funds in the amount of \$12,000 from the Contingent Account, *A.1990 439*, to Budget Code *A.1628 470, Waste Management Containment, Contract*, to fund the July 24, 2021 Household Hazardous Waste Collection event.

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th Board Meeting.

Mr. Beaty apprised Agenda Items 9A-B involved the following referrals from the Tourism & Occupancy Tax Coordination Committee:

9A) Request to amend the County Budget in the amount of \$300,000 to move funds from the Occupancy Tax Reserve to the 2021 Occupancy Tax Budget in reflection of savings from the 2020 Deficit Reduction Plan.

Motion was made by Mr. Thomas and seconded by Mr. Bruno to approve the request as presented.

Mr. Magowan inquired if it would be possible to include the additional \$100,000 the Tourism & Occupancy Tax Committee had approved and referred to the Committee this morning and Mr. Beaty replied affirmatively, apprising Messrs. Thomas and Bruno would need to amend their motion to include the additional \$100,000 for a total of a \$400,000 appropriation from the Occupancy Tax Reserve. Ms. Braymer noted at the Tourism & Occupancy Tax Coordination Committee meeting she had requested that this amount be increased to \$500,000, adding she was supportive of increasing it to \$400,000, but she would like them to consider appropriating another \$1000,000 at a future meeting.

Messrs. Thomas and Bruno amended their motion to authorize the appropriation of funds in the amount of \$400,000 from

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the Occupancy Tax Reserve to Budget Code A.6417.0002 469, *Other Payments/Contributions*, (\$184,610) and to Budget Code A.6417.0002 480, *Tourism-Special Events*, (\$215,390). Mr. Beaty called the question and the motion was carried unanimously and the necessary resolution was authorized for the June 16th Board Meeting.

- 9B) Request to amend the County Budget in the amount of \$40,744.02 to amend the Tourism Budget to record the difference between the revenue and expenditures from the 2021 Winterfest event.

Mr. Beaty pointed out this was the first event that was held where the County was reimbursed for the Occupancy Tax funding they provided to the event organizer as a result of the events success, apprising he would like to commend the event organizers for their efforts in making this event so successful.

Motion was made by Mr. Thomas , seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the June 16th 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 2B, 7, 8A-C, 9 and 10:

Agenda Item 2B: Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):

Request for funding for NACo (*National Association of Counties*) Travel. -

Agenda Item 7: Referral from the criminal Justice Committee (Chaired by Supervisor Leggett):

District Attorney (Jason Carusone, District Attorney) -

Request to amend the Table of Organization and Salary Schedule to delete the position of Senior Crime Victim Specialist, *Annual Salary \$55,494*, and to create and fill the new position of Crime Victim Specialist, *Annual Salary \$40,954*, effective June 21, 2021.

Referrals from the Health Services Committee (Chaired by Supervisor Frasier):

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

- 8A) Request to amend the Table of Organization and Salary Schedule to delete the position of Services Specialist, *Grade 10, Base Annual Salary \$37,633*, and to create and fill the new position of Services Assistant - Office for the Aging #1, *Grade 7, Base Annual Salary \$33,600*, effective June 21, 2021.
- 8B) Request to amend the Table of Organization and Salary Schedule to delete the position of Supervisor of Volunteers, *Grade 4, Base Annual Salary \$29,333*, and to create and fill the new position of Services Assistant - Office for the Aging #2, *Grade 7, Base Annual Salary \$33,600*, effective June 21, 2021.
- 8C) Request to amend the Table of Organization and Salary Schedule to delete the position of Aging Services Assistant - PT, *Grade 4, Base Annual Salary \$29,333 (20 hours/week)*, and to create and fill the new position of Services Assistant - Office for the Aging PT, *Grade 7, Base Annual Salary \$33,600 (20 hours/week)*, effective June 21, 2021.

Agenda Item 9: Referral from the Human Services Committee (Chaired by Supervisor Driscoll):

Countryside Adult Home (Amy McByrne, Director, Countryside Adult Home) -

Request to amend the Table of Organization and Salary Schedule to delete the position of Part-Time Case Manager and to create and fill the new position of Case Manager, *Grade 14, Base Annual Salary \$40,954*.

Agenda Item 10: 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.

Sarah McLenithan, *Deputy Clerk of the Board*, noted the Personnel, Administration & Higher Education Committee Agenda items had inadvertently been numbered wrong on the Finance agenda and should be 2B, 7, 8A-C and 9. She added the County Treasurer was reviewing Item 10 with the Personnel Officer, resulting in no action having been taken on this item. She

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informed a source of funding needed to be identified for Item 2B and in addition to the transfer of funds, she advised, approval from the Finance Committee was requested to proceed with purchases relating to NACo travel immediately using funds currently in budget to meet the deadline for early bird registration (which saves \$185 per registration), to book on-site hotel reservations while they were still available, and to secure lower flight rates. She indicated the transfer requested would be used to replenish budgeted funds used and any unused funds would roll over to cover travel for the Fall NYSAC (*New York Association of Counties*) conference which was to be held in-person.

Following a brief discussion, a motion was made by Mr. Thomas, seconded by Ms. Braymer and carried unanimously to authorize a transfer of funds in the amount of \$10,000 from the Contingent Account to Budget Code A.1010 444, *Legislative Board, Travel/Education/Conf*, and the necessary resolution was authorized for the June 16th Board Meeting.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve Personnel, Administration & Higher Education Committee Agenda Items 7, 8A-C and 9 as outlined above.

Mr. Bruno noted the 2021 Winterfest event was in lieu of the Winter Carnival event which was cancelled as a result of the pandemic. He stated he was looking forward to seeing whether the Winter Carnival and Winterfest events would be held consecutively.

Moving along to the Pending Items portion of the Agenda, Ms. Braymer apprised going forward she believed there should be a set policy that indicated Supervisors would not be reimbursed milage when they traveled to the Warren County Municipal Center for Committee and Board Meetings.

A brief discussion ensued following which a motion was made by Ms. Braymer, seconded by Mr. Bruno and carried by majority vote, with Mr. Thomas voting in opposition, to eliminate the milage reimbursement paid to Supervisors for traveling to the Warren County Municipal Center to attend Committee and Board Meetings and the necessary resolution was authorized for the June 16th Board Meeting.

Mr. Beaty asked Mike Colvin, *Director, Information Technology*, if any public comments had been received and Mr. Colvin replied in the negative.

Prior to adjourning, Mr. Magowan noted he had just received approval to attend the NACo Conference with Amanda Allen, *Clerk of the Board*, Mr. Leggett and Chairwoman Seeber and he inquired whether any action was required from the Committee and Chairwoman Seeber replied in the negative, noting funding had been set aside to pay for up to four individuals to attend.

A brief discussion ensued.

There being no further business to discuss, on motion made Mr. Bruno, seconded by Mr. Thomas and carried unanimously, Mr. Beaty adjourned the meeting at 1:49 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board