

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: FINANCE**

**DATE: JUNE 29, 2021**

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**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  
AMANDA ALLEN, CLERK OF THE BOARD  
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY  
SUPERVISORS DRISCOLL  
GERAGHTY  
HOGAN  
LEGETT  
MAGOWAN  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
ROBERT IUSI, DIRECTOR OF PROBATION  
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT 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 June 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>*

Mr. Beaty called the meeting of the Finance Committee to order at 10:57 a.m.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Motion was made by Mr. Bruno, seconded by Ms. Braymer and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

The agenda review proceeded as follows:

- 1) Request for transfers of funds as attached for Committee approval.

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

- 2) Journal Report of transfers was approved by the County Administrator staff for May 2021 - included for informational purposes.
- 3A) Request to fill the vacant position of Senior Account Clerk #4, *Grade 7, Base Annual Salary \$33,600*, due to resignation; it was noted this position worked in the property tax section of the Treasurer's Office and was greatly needed.

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

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position as outlined above and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes.

- 3B) Request to approve list of chargebacks/refunds/corrections as per court ordered assessment changes for the 2019 and 2020 tax year for a property located in the Town of Queensbury.

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

- 3C) Request to for transfer of funds in the amount of \$13,557 from the Contingent Account to provide the funds necessary to cover the salary adjustments for the Payroll Supervisor and Payroll Technician positions. It was noted that this request was withdrawn by the Treasurer as the corresponding item was not approved by the Personnel, Administration & Higher Education Committee.
- 4A) Request for a transfer of funds in the amount of \$7,655 from the Contingent Account to cover the cost of asbestos and lead consulting services for the former Detention Home as the first step in carrying out any rehabilitation work to convert the building into the Joseph Warren Center. It was noted that the balance of the Contingent Account was \$232,172.66, minus the pending requests totaling \$23,071, leaving an available balance of \$209,101.66.

A brief discussion ensued during which an update was provided on the efforts to of the working group established for the purpose of monitoring the progress of the conversion of the former Detention Home to the Joseph Warren Center.

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

- 4B) Request to authorize the appropriation of funds in the amount of \$15,569.47 from Budget Code A871.00, *Reserve, Rehab County Buildings*, to Budget Code A.1624 413, *Health & Human Services Buildings, Repair and Maint - Bldg/Property*, to cover the cost of the generator swap out.

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

- 5) Rrequest to amend the County Budget in the amount of \$35,000 to reflect receipt of Y-Reconnects grant funding from Cornell University.

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

- 6A) Request to authorize the County Treasurer to establish CD 76, *Countryside Renovations*, in the amount of \$300,000 for the purpose of funding repairs and upgrades to Countryside Adult Home. It was noted that \$300,000 in grant funding had been awarded for this work based on the County's commitment to contribute \$1 million for the balance of the facility repairs and upgrades; the County Treasurer mentioned that the most likely source of funding for this commitment would be from the General Fund Unappropriated Surplus.

A discussion ensued during which concerns were raised that the County may be investing a significant amount of money into an older building when they should be looking into whether it was more sensible for them to replace it.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request and the

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necessary resolution was authorized for the July 16<sup>th</sup> Board Meeting.

With regard to the County's \$1 million contribution for the Countryside renovation project, a motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to authorize the appropriation from the General Fund Unappropriated Surplus to CD76 and the necessary resolution was approved for the July 16<sup>th</sup> Board Meeting.

- 6B) Request for a transfer of funds in the amount of \$1,859 from the Contingent Account to cover the cost of postage for Lake George sewer grant notices to homeowners.

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

- 6C) Request to authorize the appropriation of funds in the amount of \$35,000 from the General Fund Unappropriated Surplus to Budget Code A.8021 470, *Planning, Contracts*, to cover the County share of the Warren County Recreation Economic Strategic Plan included in the Consolidated Funding Application contingent upon the approval of the grant application. *Note this request was not reviewed by the Economic Growth & Development Committee.*

It was explained that this request pertained to allocating the local match required to fund a plan for recreational facilities throughout the County and that the total cost of the project was \$100,000 with a 50% local match required; 15%, or \$15,000, would be covered through in-kind services resulting in a \$35,000 balance remaining of the County's share.

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

- 7) Request to amend the County Budget in the amount of \$50,000 to reflect receipt of grant funding received from New York State Department of Health/Health Research Inc. for the purpose of supporting expenses related to the Coronavirus.

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

- 8A) *Parks, Recreation & Railroad* - Request to amend the County Budget in the amount of \$3,600 to reflect receipt of funds donated by the Lewis Trust.

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

- 8B) *Parks, Recreation & Railroad* - Request to authorize the appropriation of funds in the amount of \$543.01 from Budget Code A899.00, *Reserve, County Railroad Repair*, to Budget Code A.7113 413, *Railroad, Repair and Maint-Bldg/Property*, to cover the cost of a well pump.

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

- 8C) *DPW* - Request to increase Capital Project H390, *County Bridge & Culvert Projects*, in the amount of \$260,000.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary

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resolution was authorized for the July 16<sup>th</sup> Board Meeting.

- 8D) DPW - Request to increase Capital Project H396, *East River Drive (CR 16) & Call Street (CR 32) Rehabilitation*, in the amount of \$2,572.333.

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

- 9) Finance Committee action was required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 4C, 5A-B and 6A-C:
- 4C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the HR Specialist from \$49,774 to \$46,222 effective July 19, 2021.
  - 5A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Coordinating Assistant Public Defender (PT), *Annual Salary \$34,944*, effective August 1, 2021.
  - 5B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Assistant Public Defender (PT), *Annual Salary \$43,680*, effective August 1, 2021.
  - 6A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Caseworker - Part-Time - Temporary, *Grade 16, Base Annual Salary \$43,390*, effective July 19, 2021.
  - 6B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #8, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #2, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.
  - 6C) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #9, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #7, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.

Motion was made by Mr. Bruno, seconded by Mr. McDevitt and carried unanimously to approve all of the aforementioned items.

Pending Items: An update was provided by the County Attorney with respect to contracting with outside counsel in an attempt to move forward with legal action aimed at recouping monies spent on Town of Johnsburg Tax Map Parcel No. 111.8-1-27 (*Mosher's Garage*) for cleanup efforts. During discussion it was noted that the County Attorney's Office had been unsuccessful in finding outside counsel thus far and the Committee elected to retain the matter as a pending item for discussion at a future meeting.

Privilege of the Floor/Public Comment: None.

There being no further business to discuss, on motion made Mr. McDevitt, seconded by Mr. Thomas and carried unanimously, Mr. Beaty adjourned the meeting at 11:58 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board