

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: SEPTEMBER 1, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BEATY
THOMAS
MCDEVITT
BRAYMER
BRUNO

OTHERS PRESENT:

MICHAEL SWAN, COUNTY TREASURER
RYAN MOORE, COUNTY ADMINISTRATOR
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO
DIAMOND

SUPERVISORS GERAGHTY
FRASIER
LEGGETT
MAGOWAN
SMITH

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
LIZA OCHSENDORF, DIRECTOR, EMPLOYMENT & TRAINING
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
JOY LAFONTAIN, ASSIGNED COUNSEL ADMINISTRATOR
PATRICIA NENNINGER, PERSONNEL OFFICER
JOANNE CONLEY, DIRECTOR OF TOURISM
KRISTEN HANIFIN, DEVELOPMENT/EVENT COORDINATOR, TOURISM DEPARTMENT
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
BETH GILLIS, EXECUTIVE DIRECTOR, LAKE CHAMPLAIN-LAKE GEORGE REGIONAL
PLANNING BOARD
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the September 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>

Mr. Beaty called the meeting of the Finance Committee to order at 12:31 p.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. McDevitt, 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 Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the September 17th Board Meeting. *Note: Subsequent to the meeting the Office for the Aging's request for transfer of funds was withdrawn prior to the September 17th Board meeting.*

- 2A) Journal Report of transfers approved by the County Administrator staff for July 2021.
- 2B) On behalf of the Lake Champlain-Lake George Regional Planning Board - Request for a resolution approving 2022 Budget and Salary Schedule.

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 September 17th Board Meeting.

Jumping ahead to Item 3A, a request that was presented to appropriate \$300,151.47 from Budget Code A 909.00, *General Fund Unappropriated Surplus Fund*, and \$26,014.71 from Budget Code DM 909.00, *Road Machinery Fund Balance*, to cover the increased costs resulting from the settlement of the CSEA contract.

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 September 17th Board Meeting.

Returning to Items 2C and D, the following requests were presented:

- 2C) On behalf of Assigned Counsel- Request to authorize a new contract with Legal Aid Society of NNY, Inc. to distribute grant funds per OILS Contract #C110052, Distribution #11.
- 2D) On behalf of Assigned Counsel - Request to amend the County Budget in the amount of \$44,591 to increase expenditures and revenue for year one of the OILS Contract #C110052 (Contract Costs \$44,191 and Equipment \$400), Distribution #11.

Motion was made by Ms. Braymer, seconded by Mr. Thomas and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the September 17th Board Meeting.

Continuing with Items:

- 3B) Request to authorize enrollment in job-related course: Aleisha VanAlen, *Principle Account Clerk*, to enroll in Principles of Management and Mathematical Functions at SUNY Adirondack. Course begins September 8, 2021; Cost: \$1,411. If this request is approved, Ms. VanAlen will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

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 September 17th Board Meeting.

- 3C) Request for a resolution allowing the County Treasurer to borrow \$5.2 million to provide funding for the renovations at Countryside Adult Home, repairs to a retaining wall located in the Town of Bolton and County Road Projects. Michael Swan, *County Treasurer*, indicated following his discussion with Kevin Hajos, *Superintendent of Public Works*, the amount he was requesting to borrow for road projects was increasing from \$3.5 million to \$6.2 million to better address road conditions in the County.

A discussion ensued, following which a motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried by majority vote, with Supervisor Braymer abstaining, to authorize the County Treasurer to borrow \$7.9 million and the necessary resolution was authorized for the September 17th Board Meeting.

- 4A) Request to authorize the appropriation of funds in the amount of \$15,651 from Budget Code A892.00, *Reserve, Airport & Repair Projects*, to Budget Code A.5610 470, *Airport (DPW), Contracts*, to cover the cost of pavement markings.

Motion was made by Mr. Bruno, seconded by Mr. Beaty and carried unanimously to approve the request and the necessary resolution was authorized for the September 17th Board Meeting.

- 4B) Request to authorize the appropriation of funds in the amount of \$2,430 from Budget Code A871.00, *Reserve, County Buildings*, to Budget Code A.1624 413, *Health and Human Services Building, Repair & Maint- Bldg/Property*, to cover the cost of generator swap out.

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 September 17th Board Meeting.

- 5) Request to amend the County Budget in the amount of \$110,310 to accept an annual allocation of TANF (*Temporary Assistance to Needy Families*) funds.

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 September 17th Board Meeting.

- 6) Request to appropriate funds in the amount of \$2,720 from Budget Code A.893.00, *Reserve, Environmental Testing Fund*, to Budget Code A.1355 470, *Real Property Tax Services, Contracts*, to pay Atlantic Testing Laboratories for a design plan for asbestos and lead abatement of Johnsbury Parcel No. 133.8-1-27 located at 3485 State Route 8 (Mosher's Garage).

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 September 17th Board Meeting.

- 7A) Request to amend the County Budget in the amount of \$70,842.33 to reflect receipt of Immunization Action Plan grant funding to support the current expenses related to promote and increase COVID-19 vaccine and other vaccine uptake.

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 September 17th Board Meeting.

- 7B) Request to amend the County Budget in the amount of \$491,929 to reflect receipt of grant funding from the Health Research, Inc. for ELC to support expenses related to working with the public and private schools in Warren County.

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 September 17th Board Meeting.

- 7C) Request to amend the County Budget in the amount of \$125 to reflect receipt of donations provided to the Homecare Division.

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 September 17th Board Meeting.

- 8) Request to amend the County Budget in the amount of \$1,250 to reflect receipt of grant funding received from the New York State Governor's Traffic Safety Committee for Child Passenger Safety Program.

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 September 17th Board Meeting.

- 9A) Request to amend the County Budget in the amount of \$1,000 to reflect receipt of a donation from Gretchen Menzies.

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 September 17th Board Meeting.

- 9B) Request to appropriate funds in the amount of \$1,500 from Budget Code A899.00, *Reserve, County Railroad Repair*, to Budget Code A.7113 413, *Railroad, Repair & Maint-Bldg/Property*, to cover the cost of signal shutdown.

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 September 17th Board Meeting.

- 9C) Request to establish Road Project D.5112.8344, *2021 CR#11 Bolton Landing-Riverbank Road*, in the amount of \$410,000.

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 September 17th Board Meeting.

9D) Request for a transfer of funds in the amount of \$3,300 from the Contingent Account to Budget Code A.1628 470, *Waste Management Containment, Contract*, to fund the Household Hazardous Waste Collection event. 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 September 17th Board Meeting.

10A) Request to appropriate funds in the amount of \$50,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0002 480, *Tourism - Special Events*, to provide funding for the Special Olympics of New York Fall Games in 2021.

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 September 17th Board Meeting.

10B) Request to appropriate funds in the amount of \$35,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0001 470, *Tourism/Occupancy, Tourism, Contracts*, to provide funding to cover the cost of the contract with Granicus to locate all of the short-term rentals in Warren County.

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 September 17th Board Meeting.

11) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 2C, 4A-C, 5 and 6:

- 2C) Request for a transfer of funds in the amount of \$2,000 from the Contingent Account to Budget Code A.1420 210, *County Attorney, Furniture*, to cover the cost of purchasing a new desk for the Confidential Secretary to the County Attorney.
- 4A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fourth Assistant District Attorney from \$75,570 to \$74,089, effective September 20, 2021.
- 4B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fifth Assistant District Attorney from \$74,089 to \$69,891, effective September 20, 2021.
- 4C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk, *Grade 5, Base Annual Salary \$32,237*, effective October 1, 2021.
- 5) Request to increase Supervisor on-call pay for week nights from \$45/night to \$60/night and weekend rate (*for Saturday and Sunday*) from \$235 to \$350 effective July 1, 2021 and authorizing retroactive payments for this adjustment.
- 6) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Caseworker #TBD, *Grade 16, Base Annual Salary \$45,831*, and delete the position of Caseworker Part-Time effective September 20, 2021.

Motion was made by Ms. Braymer, seconded by Mr. Thomas and carried unanimously to approve all of the aforementioned items.

Mr. Beaty informed the Pending Items would be deferred until next month.

Privilege of the Floor/Public Comment: None

There being no further business to discuss, on motion made Mr. Bruno, seconded by Mr. McDevitt and carried unanimously, Mr. Beaty adjourned the meeting at 1:01 p.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board
(As Transcribed by Molly Ganotes-Gleason, Legislative Office Specialist)