

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: NOVEMBER 2, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
BRAYMER (VIA ZOOM)
BRUNO

OTHERS PRESENT:

RYAN MOORE, COUNTY ADMINISTRATOR
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BEATY
MCDEVITT
MERLINO
DIAMOND

SUPERVISOR MAGOWAN

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
LEISA GRANT, PRINCIPLE ACCOUNT CLERK, TOURISM
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
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the November 2, 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: Pursuant to New York State Legislation (S.50001/A.40001): "Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize 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 Ms. Braymer who participated remotely.

In the absence of Committee Chair Beaty, Mr. Thomas, as Vice-Chair, called the meeting of the Finance Committee to order at 12:55 p.m. (Please note due to a lack of attendance, Chairwoman Seeber served as an Ex-Officio member to make a quorum).

A motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to those in attendance, those participating remotely accessed the agenda via the Warren County website. A copy of the agenda is on file with the meeting minutes.

The agenda review proceeded as follows:

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

Motion was made by Chairwoman Seeber, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 2A) Journal Report of transfers was approved by the County Administrator staff for September 2021 - included for informational purposes.
- 2B) Request for a transfer of funds in the amount of \$3,000 from the Contingent Account to Budget Code A.1671 421, *Print Shop-Equipment Rental*, to cover the cost of National contract overage charges for 2021.

Mr. Thomas announced the current balance of the Contingent Account was \$113,202.

Motion was made by Chairwoman Seeber, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 3A) Request to authorize a new contract with Drescher & Malecki, LLP (current vendor and sole bidder) for annual single audit for term commencing January 1, 2022 and terminating on December 31, 2024 with the option to extend for up to one additional three year term.

Motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 3B) Request to authorize the County Treasurer to complete a Court Ordered property tax settlement for eleven parcels owned by Northwest Bay Partners LTD in the Town of Bolton with a total payment to the County of \$61,306.85.

Motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 4) Request to establish Capital Project H406, *Countryside Adult Home Capital Improvements*, in the amount of \$1,250,000 for the purpose of obligating County funds for the design, construction and construction inspection of the capital improvement project.

Motion was made by Chairwoman Seeber, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 5A) Request to amend the County Budget in the amount of \$980,544 to reflect receipt of funding from HRI/NYSDOH for the NYS Public Health Corps Fellowship Program.

Motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 5B) Request to amend the 2021 County Budget in the amount of \$112,840.78 to reflect receipt of additional funding through the Immunization Action Plan Public Health COVID Vaccine Response Contract.

Motion was made by Chairwoman Seeber, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 6A) Request to amend the 2021 County Budget in the amount of \$36,010 to reflect receipt of EQUAL Award from the New York State Department of Health.

Motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 6B) Request to amend the 2021 County Budget in the amount of \$50,000 to reflect receipt of the CAPTA/CARA 2021/2022 funds received from the New York State Office of Children & Family Services.

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

resolution was authorized for the November 19th Board Meeting.

- 7A) Request to amend the 2021 County Budget in the total amount of \$170,750 to reflect the appropriate revenue and expense codes for the first half of the School Resource Officer contracts with various school districts.

A discussion ensued, following which a motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 7B) Request to amend the 2021 County Budget in the amount of \$44,562.17 to reflect the appropriate revenue and expense codes for the Queensbury Union Free School District and Johnsbury Central School District Resource Officers relating to the recording of 2020 salary and fringe in 2021.

Motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 8A) Request to increase Capital Project H278, *Middleton Bridge over Schroon River (Towns of Chester, Bolton, Horicon and Warrensburg)*, in the amount of \$156,549.

Motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 8B) Request to increase Capital Project H393, *Johnsbury Bridges (Glen Creek Road and Dippikill Road over Glen Creek)* in the amount of \$6,708.

Motion was made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 9A) Request to authorize the appropriation of funds in the amount of \$70,000 from the Occupancy Tax Reserve for two events starting in December; \$50,000 Lake George Winterfest and \$20,000 Adirondack Christkindlmarkt.

Motion was made by Chairwoman Seeber, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the November 19th Board Meeting.

- 10) Finance Committee action was required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - 4B, 6B, 7A, 7B, 8A, 8B, and 9B:

4) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**

- B) Request to appropriate funds in the amount of \$4,093 from the Budget Code A.895, *Computer Reserve Fund*, to various departmental budgets for the purchase of computers and related software.

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 November 19th Board Meeting.

6) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**

- B) Request for a transfer of funds in the amount of \$50,000 from a funding source to be determined by the Finance Committee to cover the cost of autopsy/medical examiner fees for the remainder of 2021.

Mr. Thomas noted this amount had been increased to \$60,000 to also cover reimbursement of Coroner's job-related out-of-pocket expenses that was authorized by the Personnel, Administration & Higher Education Committee. He suggested they transfer the funds from the Contingent Account to cover this expense.

Motion was made by Mr. Bruno, seconded by Ms. Braymer and carried unanimously to approve the request to authorize a transfer of funds in the amount of \$60,000 from the Contingent Account to Budget Code A.1185 435, *Medical Examiners & Coroners, Medical Fees*, as outlined above and the necessary resolution was authorized for the November 19th Board Meeting.

- 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #4, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #5, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
- 8) **Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):**
Sheriff (James LaFarr, Sheriff) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Investigative Sergeant #1, *Annual Salary \$84,503*, and delete the position of Investigative Sergeant, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Investigative Sergeant #2, *Annual Salary \$84,503*, and delete the position of Investigator #3, effective November 22, 2021.
- 9) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - B) Request to amend the Table of Organization and Salary Schedule for the County Attorney's Office as outlined in the resolution request form included in the agenda.

Motion was made by Chairwoman Seeber, seconded by Mr. Bruno and carried unanimously to approve Items 7A-B, 8A-B and 9B as outlined above.

Proceeding to the Pending Items portion of the meeting, Supervisor Thomas advised the sole item listed pertained to the removal of the Payroll Supervisor and Payroll Technician positions from the CSEA Union; following a brief discussion he advised no update was available on this matter and it would remain a pending item.

Privilege of the Floor/Public Comment was called for, but there was none.

There being no further business to discuss, on motion made by Mr. Bruno, seconded by Chairwoman Seeber and carried unanimously, Mr. Thomas adjourned the meeting at 1:23 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board