

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: DECEMBER 2, 2021

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT  
THOMAS  
BRUNO  
MERLINO  
RUNYON (VIA ZOOM)  
DRISCOLL

OTHERS PRESENT:

ROBERT LYNCH, DEPUTY COUNTY TREASURER  
RYAN MOORE, COUNTY ADMINISTRATOR  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISOR BRAYMER (VIA ZOOM)  
GERACI (VIA ZOOM)  
HOGAN (VIA ZOOM)  
MAGOWAN (VIA ZOOM)  
SEEBER (VIA ZOOM)  
STROUGH (VIA ZOOM)  
TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN  
JOANNE CONLEY, DIRECTOR, TOURISM  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
LEISA GRANT, PRINCIPLE ACCOUNT CLERK, TOURISM DEPARTMENT  
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
WAYNE LAMOTHE, COUNTY PLANNER  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
JEFF MEAD, GENERAL MANAGER, COOL INSURING ARENA  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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COMMITTEE MEMBER ABSENT:

SUPERVISOR DIAMOND

*Please note, the following contains a summarization of the February 3, 2022 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. Runyon who participated remotely.*

Mr. Leggett called the meeting of the Finance Committee to order at 1:45 p.m.

A motion was made by Mr. Bruno, seconded by Mr. Driscoll and carried by a unanimous vote of those present (Mr. Diamond absent) 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 made by Mr. Bruno, seconded by Mr. Driscoll and carried by a unanimous vote of those present (Mr. Diamond absent) to approve

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the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 2) Report by the Adirondack Civic Center Coalition.

Privilege of the floor was extended to Jeff Mead, *General Manager, Cool Insuring Arena*, who proceeded to provide an overview of how the funds provided by the County were expended in 2021 which included capital improvements and repair and maintenance for the facility following which he answered questions posed by the Supervisors.

Prior to continuing with the agenda review, Mr. Leggett read aloud a brief summary of the role of the Finance Committee and their procedures; a copy of which is on file with the meeting minutes.

Mr. Driscoll exited the meeting at 12:50 p.m.

- 3A) Journal Report of transfers approved by the County Administrator staff for November 2021 and December 2021 - included for informational purposes.

Mr. Leggett inquired whether there was a limit to the dollar amount of the transfers the County Administrator could approve and Tammie DeLorenzo, *Assistant to the County Administrator*, replied in the negative, explaining transfers of funds between different departments and amongst salary codes were prohibited and could only be approved by resolution.

- 3B) Request to appropriate funds in the amount of \$400,000 from Budget Code A.896.00, *Vehicle Reserves*, to Budget Code A.3110 230.1, *Sheriff' Law Enforcement, Automotive Equipment Reserve*, to cover the cost of vehicle purchases.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 3C) Request for a transfer of funds in the amount of \$82,007.77 from the Contingent Account to cover the cost of the salary increase for the Undersheriff approved by Resolution No. 572 of 2021.

Following a brief discussion motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 4A) Request to amend the Salary Schedule to increase the salary of the Payroll Supervisor from \$61,416 to \$65,751 effective retroactive to January 3, 2022.
- 4B) Request to amend the Salary Schedule to increase the salary of the Payroll Technician from \$41,412 to \$50,262 effective retroactive to January 3, 2022.
- 4C) Request for a transfer of funds in the amount of \$15,903 from the Contingent Account to various Budge Codes to provide funding to cover the salary adjustments for the Payroll Supervisor and Payroll Technician.

Robert Lynch, *Deputy County Treasurer*, noted the salary increase for Item 4B had been reduced from \$50,262 to \$47,417 by the Personnel, Administration & Higher Education Committee. In regard to Item 4C, he advised the amount of the transfer of funds would also be reduced, but he did not have this figure available at this time.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the requests as outlined above and the necessary resolutions were authorized for the February 18<sup>th</sup> Board Meeting.

- 5) Request to appropriate funds in the amount of \$250,000 from Budget Code A861.00, *Reserve, Countryside Rehabilitation*, Budget Code A 9950 910, *Transfer - Capital Project*, to provide funding for Capital Project H406, *Countryside Adult Home 2021 Capital Improvements*.

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Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 6A) Request for a transfer of funds in the amount of \$170.10 from the Contingent Account to various budget codes to cover the additional salary and fringe expense as a result of 3% salary increase for the position of Office of Emergency Services Building Maintenance Helper.

Ryan Moore, *County Administrator*, suggested they transfer these funds from Budget Code A.1990 469.01, *Contingent Account - Other Payments/Salaries*, instead of Budget Code A. 1990 469, *Contingent Account- Other Payments/Contributions*, given that this was a personnel change and there were funds remaining in the account and the Committee concurred.

Motion was made by Mr. Merlino, seconded by Mr. Bruno and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request as outlined above and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 6B) Request to amend the County Budget in the amount of \$469.60 to carry over unused FY19 State Homeland Security Program grant funding.
- 6C) Request to amend the County Budget in the amount of \$52,995 to carry over unused FY20 State Homeland Security Program grant funding.
- 6D) Request to amend the County Budget in the amount of \$36,204 to carry over unused FY20 Hazmat Emergency Preparedness grant funding.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the requests as outlined above and the necessary resolutions were authorized for the February 18<sup>th</sup> Board Meeting.

- 6E) Request to amend the County Budget in the amount of \$730.92 to carry over unused 2020-21 grant funding.

Motion was made by Mr. Bruno, seconded by Ms. Runyon and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 6F) Request to increase Capital Project H304, *Time Management System*, in the amount of \$4,658.33.
- 6G) Request for a transfer of funds in the amount of \$4,658.33 from the Contingent Account to Budget Code A.9550 910, *Transfers-Capital Projects, Interfund Transfers*, to cover the additional costs relating to setting up timekeeping system for Sheriff's Department.

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the requests as outlined above and the necessary resolutions were authorized for the February 18<sup>th</sup> Board Meeting.

- 7A) Request to establish Capital Project No. H408, *Schroon Lake Aquatic Invasive Species Initiative 2022*, in the amount of \$335,784.

Following a brief discussion regarding the grant funding used to pay for this Capital Project, a motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 7B) To amend the 2022 County Budget in the amount of \$46,000 to establish CD78 Housing needs and demand analysis.

Motion was made by Mr. Merlino, seconded by Mr. Thomas and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 8A) Request to amend the County Budget in the amount of \$200,000 to reflect receipt of additional funding from HRI-ELC Schools grant.
- 8B) Request to amend the County Budget in the amount of \$7,560 to reflect receipt additional funding from the State to support

expenses related to Call in Pay for the Director and Assistant Director of Public Health.

Tawn Driscoll, *Fiscal Manager, Public Health*, apprised following the Committee meeting she had corrected the form to note the addition funding for Agenda Item 8A was from the HRI-COVID-COMMCARE grant and not the HRI-ELC School grant. She added the corrected resolution request form was included in the agenda.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the requests as outlined above and the necessary resolutions were authorized for the February 18<sup>th</sup> Board Meeting.

- 9A) Request to amend the County Budget in the amount of \$18,005 to reflect receipt of EQUAL Award from the New York State Department of Health.

Motion was made by Mr. Bruno, seconded by Mr. Runyon and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 9B) Request to amend the County Budget in the amount of \$52,020 to reflect receipt of the Safe Harbor funding received from the New York State Office of Children & Family Services.

Motion was made by Mr. Merlino, seconded by Mr. Thomas and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting. Merlino/Thomas

- 10A) Request to amend the County Budget in the amount of \$70,805.74 to carry over unused funding from the Technology Innovation & Election Resources grant.
- 10B) Request to amend the County Budget in the amount of \$1,103.13 to carry over unused Cybersecurity grant funding.

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the requests as outlined above and the necessary resolutions were authorized for the February 18<sup>th</sup> Board Meeting.

- 10C) Request to appropriate funds in the amount of \$74,000 from Budget Code A.895.00, *Computer Reserve*, to various departmental budgets for the purchase of computers and related software.

Motion was made by Mr. Merlino, seconded by Mr. Thomas and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

Larry Elmen, *County Attorney*, exited the meeting at 2:31 p.m.

- 11) Request to authorize the appropriation of funds in the amount of \$3,396.86 from Budget Code A.691.07, *Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Charles R. Wood Park, Repair and Maint - Bldg/Property*, and to authorize reimbursement in the same amount to the Village of Lake George for costs incurred at the Charles R. Wood Park during the month of September 2021 for park attendants and gas.

Motion was made by Mr. Merlino, seconded by Mr. Bruno and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 12A) Request to amend the County Budget in the amount of \$1,800 to reflect receipt of a donation from the Global Village Charitable Trust c/o Daniel Lewis.

Motion was made by Mr. Bruno, seconded by Ms. Runyon and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 12B) Request to increase Capital Project No, H381, *South Johnsbury Road (CR 57) over Mill Creek Bridge Replacement*, in the Town of Johnsbury, in the amount of \$1,820,260.
- 12C) Request to increase Capital Project No. H386, *Bay Road (CR 7) over Halfway Creek Bridge Replacement*, in the Town of Queensbury in the amount of \$2,566,201.
- 12D) Request to establish Capital Project No. H410, *Peaceful Valley Road (CR 29) Culvert Replacement*, in the Town of Johnsbury in the amount of \$1,000,000.
- 12E) Request to establish Capital Project No. H411, *Corinth Road (CR 28) over Clendon Brook Culvert Replacement*, in the Town of Queensbury in the amount of \$1,00,000.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the requests as outlined above and the necessary resolutions were authorized for the February 18<sup>th</sup> Board Meeting.

- 12F) Request to amend the contract with BP Excavation, LLC to include Change Order No. 3 in the amount of \$88,472.64 associated with contract reconciliation items.

Kevin Hajos, *Superintendent of Public Works*, spoke regarding the change order process and why a resolution was required. Mr. Hajos noted he would be bringing a resolution request regarding authorization for him to approve change orders at a future meeting of the Public Works Committee.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 12G) Request to appropriate funds in the amount of \$40,000 from Budget Code A.909.00, *General Fund Unappropriated Fund Balance*, to Capital Project No. H412, *Organics Management Plan*, to cover the local match of the Climate Smart Communities Grant Program.
- 12H) Request to establish Capital Project No. H412, *Organics Management Plan*, in the amount of \$80,000.

Motion was made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the requests as outlined above and the necessary resolutions were authorized for the February 18<sup>th</sup> Board Meeting.

- 13A) Request to authorize the appropriation of funds in the amount of \$58,500 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budge Code A.6417.0002 480, *Tourism - Special Events*, to provide funding for special events to be held in 2022.

Motion was made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 13B) Request to authorize the re-appropriation of funds in the amount of \$35,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budge Code A.6417.0001 470, *Contract*, to cover the cost of contract with Granicus.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 13C) Request to authorize the re-appropriation of funds in the amount of \$50,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budge Code A.6417.0002 480, *Tourism - Special Events*, to provide funding for the Lake George Winterfest.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

- 14) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education

Committee - Agenda Items 3A, 5A, 5B, 5D, 5E, 5F, 7, 8, 9A, 9B, 10A and 10B.

- 3) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
  - A) Request for a transfer of funds in the amount of \$1,400 from the Contingent Account to Budget Code A.1420 423, *County Attorney - Telephone*, to pay for the purchase of cell phones for the First and Second Assistant County Attorney's that were not budgeted for.
- 5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

***Probation (Robert Iusi, Director, Probation) -***

  - A) Request to amend the Table of Organization to change title of Probation-Per Diem \$3,000 to Probation - IID/Transfer Monitoring Stipend \$3,000 to reflect the correct title of the position.

***Office of Emergency Services (Ann Marie Mason, Director, Office of Emergency Services) -***

  - B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Building Maintenance Helper from \$5,279 to \$5,437 effective February 21, 2022.

***Sheriff (James LaFarr, Sheriff) -***

  - D) Request to amend the Table of Organization and Salary Schedule to create four full-time contingent permanent civil service Correction Officer positions effective February 21, 2022.
  - E) Request to amend the Table of Organization and Salary Schedule and delete the position of Patrol Officer Part-Time, \$20.3716/hr, effective February 21, 2022.
  - F) To amend the Table of Organization and Salary Schedule and create and fill the new position of Patrol Sergeant #12, *Annual Salary \$84,503*, and delete the position of Sergeant Civil Law Enforcement, *Annual Salary \$78,046*, effective February 21, 2022.
- 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

***Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -***

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principle Account Clerk #TBD, *Grade 10, Base Annual Salary \$40,874*, and delete the position of Senior Support Investigator #2, *Grade 11, Base Annual Salary \$41,425*, effective February 21, 2022.
- 8) **Referrals from the Legislative, Rules and Governmental Operations Committee (Chaired by Supervisor Strough):**

***County Clerk (Pamela Vogel, County Clerk) -***

Request to amend the Table of Organization and Salary Schedule and create the new position of Senior Motor Vehicle Examiner #3, *Grade 10, Base Annual Salary \$40,784*, and delete the position of Principle Account Clerk, *Grade 10, Base Annual Salary \$40,784*, effective February 21, 2022.
- 9) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
  - A) Request to amend the Salary Schedule to increase the salary of the Payroll Supervisor from \$61,416 to \$65,751 effective retroactive to January 3, 2022. (*Note: this request is contingent upon the approval by the Personnel, Administration & Higher Education Committee*).
  - B) Request to amend the Salary Schedule to increase the salary of the Payroll Technician from \$41,412 to \$47,417 effective retroactive to January 3, 2022. (*Note this request is contingent upon the approval by the Personnel, Administration & Higher Education Committee*).
- 10) **Requests/Items to be Discussed by the County Administrator:**
  - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Messenger #2, *Grade 6, Base Annual Salary \$34,488*, effective February 21, 2022. Note the current position of Messenger will be deleted upon retirement of current employee (3/5/2022). Bruno/Merlino from cont acct.
  - B) Request to create Temp Help line within the Mail Room Budget to allow for cross training of a new employee and refer same to the Finance Committee to determine a source of funding to cover the cost of the temporary position.
  - B) Request to amend the Table of Organization and Salary Schedule for 2022 to increase the salaries of the County Attorney from \$124,709 to \$148,783 and to create and fill the position of Special Assistant to the County Attorney, *Annual Salary \$51,268*, effective January 1, 2022.
  - C) Discussion concerning payout of time off earned by certain positions within the Public Health Department in 2020 and 2021 as a result of not being able to take time off due to the pandemic.
- 13) Request to amend the Table of Organization and Salary Schedule for 2022 to de-fund the positions of Majority Leader, Minority Leader and Chair of the Board.

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Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve Personnel, Administration & Higher Education Agenda Items 3A, 5A, 5B, 5D, 5E, 5F, 7, 8, 9A, 9B and 10A as outlined above.

Mr. Leggett noted a source of funding needed to be determined for Personnel, Administration & Higher Education Agenda Item 10B. Mr. Moore noted the Personnel, Administration & Higher Education Committee had reduced the requested amount from \$15,000 to \$5,000, adding the sources of funding typically used in requests of this nature were the General Fund Unappropriated Surplus or the regular Contingent Account. Mr. Leggett noted they could not transfer funds from Budget Code A.1990 469.01, *Contingent Account - Other Payments/Salaries*, because there was insufficient funding in the account to cover the requested amount.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve Personnel, Administration & Higher Education Agenda Item 10B, with the source of funding to be Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

Mr. Leggett noted there were no pending items to discuss.

Mr. Merlino advised due to staffing issues the company the Town of Lake Luzerne had a contract with to handle milfoil treatment was unable to complete any work in 2021; therefore, he stated, he was requesting to amend Resolution No. 597 of 2021 to amend the contract to indicate that the unused funds allocated to the Town of Lake Luzerne in the amount of \$41,666.67 could be carried over into 2022.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent) to approve the request as outlined above and the necessary resolution was authorized for the February 18<sup>th</sup> Board Meeting.

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 Mr. Thomas and carried by a unanimous vote of those present (Messrs. Driscoll and Diamond absent), Mr. Leggett adjourned the meeting at 2:55 p.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board  
*(As Transcribed by Sarah McLenithan, Deputy Clerk of the Board)*