

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: FINANCE**

**DATE: MARCH 2, 2022**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS LEGGETT  
THOMAS  
RUNYON (VIA ZOOM)  
DIAMOND  
DRISCOLL

**OTHERS PRESENT:**

MIKE SWAN, 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  
MAGOWAN  
SEEBER  
WILD (VIA ZOOM)  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES  
ETHAN GADDY, ASSISTANT COUNTY PLANNER  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS BRUNO  
MERLINO

*Please note, the following contains a summarization of the March 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 1:02 p.m.

Roll called, the following members present:

Supervisors Leggett, Thomas, Diamond and Driscoll.

A motion was made by Mr. Driscoll, seconded by Mr. Thomas and carried by a unanimous vote of those present (Messrs. Bruno and Merlino and Ms. Runyon 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.

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The agenda review proceeded as follows:

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

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

Ms. Runyon entered the meeting at 1:04 p.m.

- 2A) Journal Report of transfers approved by the County Administrator staff for January 2022 - included for informational purposes.
- 2B) Request for new agreement with Archive Social for a social media archiving subscription.

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

- 2C) Request for a transfer of funds from the Contingent Account in the amount of \$4,491 to cover the cost of a social media archiving subscription with Archive Social.

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

- 2D) Request to appropriate \$95,118 from the General Fund Unappropriated Fund Balance to the Unallocated Insurance and Sheriff's Law Enforcement budgets to cover 2022 insurance costs.

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

- 2E) Request to amend Resolution No. 60 of 2022 to correctly reflect the amount of the lease agreement with the Warren-Washington Association for Mental Health, Inc. for office space used by the Office of Community Services.

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

- 3A) Request to delete back taxes on Town of Johnsbury Tax Map Parcel No. 30.-2-68 for the years 2014, 2015 and 2017-2021 in the total amount of \$724.22
- 3B) Request to delete back taxes on Town of Queensbury Tax Map Parcel No. 309.5-1-1./134 for the years 2019, 2020 and 2021 in the total amount of \$2,373.97.

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

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Mr. Swan referred to a graph that he had distributed to the Committee members which outlined the amount of money the State had taken out of the County's share of its sales tax. He noted the Governor's proposed State Budget included not using a portion of the County's share of its sales tax revenue to make AIM payments (*Aid and Inventive for Municipalities*), but he was unsure if this would be included in the final State Budget. He then spoke regarding how accurately the County Budget Officer's over the past few years had budgeted for sales tax revenue which typically came in at or around the figure they had budgeted or at a greater amount and was why the General Fund Unappropriated Surplus Account was at a comfortable level.

Mr. Leggett advised he had distributed an article featured in *The Daily Gazette* pertaining to how internet sales had boosted sales tax revenue for Counties State-wide to the Committee members, as well as a few others.

- 4) Request to establish Capital Project No. H414, *Airport Runway 1-19 Remarking Program*, in the amount of \$300,000.

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

As a result of some concerns expressed by the County Treasurer's Office regarding the creation of the Capital Project before the grant was awarded, Kevin Hajos, *Superintendent of Public Works*, proposed creating Capital Project No. H414, *Airport Runway 1-19 Remarking Program*, in the amount of the Local Match amount of \$15,000.

Following a brief discussion, Messrs. Thomas and Diamond amended their motions to indicate Capital Project No. H414, *Airport Runway 1-19 Remarking Program*, would be created in the amount of \$15,000. Mr. Leggett called the question and the motion was carried by a unanimous vote of those present (Messrs. Bruno and Merlino absent) to approve the request and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting.

- 5A) Request to establish Capital Project H413, *Hazard Mitigation Grant Program*, in the amount of \$120,000.

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

- 5B) Request to amend the Warren County Budget in the amount of \$155,115 to add funds from the newly executed Office of Indigent Legal Services Contract C800052/Distribution #8 to the Public Defender's Budget.

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

Mr. Leggett indicated Agenda Item 5C had been withdrawn.

- 5D) Request to amend the Warren County Budget in the amount of \$1,178 to transfer funds unused funds remaining in the Sheriff's Law Enforcement FY19 State Law Enforcement Terrorism Prevention Program grant from fiscal year 2021 to 2022.
- 5E) Request to amend the Warren County Budget in the amount of \$4,689.17 to transfer funds unused funds remaining in the Sheriff's Law Enforcement FY20 State Homeland Security Program grant from fiscal year 2021 to 2022.

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

- 5F) Request to amend the Warren County Budget to reflect appropriate revenues and expenses for the second half of the School Resource Officer contracts.

A discussion ensued regarding whether school resource officers were being paid different amounts following which it was determined the pay rate was based on the amount the school districts included in their budgets which could differ from district to district; however, it was noted, the County was reimbursed fully for these expenses.

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

- 6) Request for the appropriation not to exceed \$200,000 to fund the development of a Comprehensive Plan for Warren County.

Motion was made by Mr. Driscoll and seconded by Mr. Thomas to bring the request to the floor for discussion.

Ethan Gaddy, *Assistant County Planner*, reviewed a power point presentation in detail entitled “Warren County Comprehensive Plan” and answered questions posed by the Committee members, one of which was where the funding to pay for this Plan originated from and Mr. Gaddy responded his understanding was that it would be appropriated from the General Fund Unappropriated Surplus. During the discussion Mr. Driscoll exited the meeting at 1:48 p.m. and returned at 1:52 p.m.

Motion was made by Mr. Diamond and seconded by Mr. Thomas to amend the request to authorize the appropriation of funds in the amount not to exceed \$200,000 from the General Fund Unappropriated Fund Balance to fund the development of a Comprehensive Plan for Warren County. Mr. Leggett called the question and the motion was carried by a unanimous vote of those present (Messrs. Bruno and Merlino absent) and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting.

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

- 7A) Request to appropriate funds in the amount of \$77,900 from the Environmental Testing Reserve to the Real Property Tax Services Budget to fund the cost of demolition and asbestos abatement services for Town of Johnsbury Tax Map Parcel No. 133.8-1-27.

Motion was made by Mr. Diamond and seconded by Mr. Driscoll to approve the request as presented.

A discussion ensued regarding change orders during which Mr. Driscoll exited the meeting at 2:03 p.m.

Mr. Leggett called the question and the motion to approve the request as presented was carried by a unanimous vote of those present (Messrs. Bruno, Merlino and Driscoll absent) and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting.

- 7B) Request for a transfer of funds from the Contingent Account to cover the cost of filing fees associated with the transfer of Town of Queensbury Tax Map Parcel No. 309.9-1-14.1.

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

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Board Meeting.

Mr. Magowan asked if the filing fees associated with Town of Queensbury Tax Map Parcel No. 309.9-1-14.1 could be added to the tax bill of the property this parcel was being merged with and Ms. Delurey replied in the negative.

- 8A) Request to amend the Warren County Budget in the amount of \$41,250 to allow for pass-through of one-time 100% State Aid funding from the NYS Office of Addiction Services and Supports to 820 River St., Inc. for provision of jail-based addiction transition release services.
- 8B) Request to amend the Warren County Budget in the amount of \$200,000 to allow for pass-through of one-time 100% State Aid funding from the NYS Office of Addiction Services and Supports to the Addictions Care Center of Albany for provision of residential addiction treatment services.

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

- 8C) Request to amend the Warren County Budget in the amount of \$7,497 to reflect the total additional allocation for the ELC COVID Enhanced Detection Contract.

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

- 9) Request for a transfer of funds in the amount of \$2,000 from the Contingent Account to the Veterans' Services budget to cover the cost of classified employment advertisements for the Veterans' Benefits Counselor position.

A brief discussion ensued regarding whether the Human Services Committee approved the request with the caveat that the Veterans' Services Director work with Civil Service to advertise the position following which a motion was made by Mr. Diamond, seconded by Ms. Runyon and carried by a unanimous vote of those present (Messrs. Bruno, Merlino and Driscoll absent) to approve the request as presented and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting.

- 10A) Request to re-appropriate \$15,000 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.6417.0002 480, *Tourism-Special Events*, in order to make the award to the Town of Johnsbury authorized by Resolution No. 229 of 2021, intended for website maintenance/marketing initiatives, as the selected vendor was unable to complete the work in 2021 due to technical challenges.

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

- 10B) Request to appropriate \$15,000 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.6417.0002 480.04, *Tourism-Warren County Projects*, in order to provide funding to the Planning & Community Development Department to cover the local match for the Outdoor Recreation Economic Strategic Plan.

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

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- 11) Request to establish various Road Projects for 2022 in accordance with the budget transfers included under Agenda Item 1.

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

- 12) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 6 & 8:

6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**

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

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Services Assistant - Office for the Aging #4, Grade 7, Base Annual Salary \$36,414, and delete the position of Typist, Grade 3, Base Annual Salary \$30,373, effective March 21, 2022.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (Messrs. Bruno, Merlino and Driscoll absent) to approve Personnel, Administration & Higher Education Agenda Item 6 as outlined above.

8) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**

*Tourism Department (Joanne Conley, Director of Tourism) -*

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk - Per Diem, hourly rate of \$24.7685, and to delete the full time Principal Account Clerk position effective April 4, 2022.

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

A brief discussion ensued during which Ms. Seeber voiced her opposition to the request following which Mr. Leggett called the question and the motion failed due to lack of majority vote (Messrs. Bruno, Merlino and Driscoll absent), with Mr. Diamond voting in opposition, to approve Personnel, Administration & Higher Education Agenda Item 8 as outlined above. Mr. Leggett announced as a result of the motion failing, this item would be referred back to the Personnel, Administration & Higher Education Committee.

Privilege of the Floor/Public Comment was called for.

Ms. Seeber noted if an additional Committee member had exited the meeting there would be a lack of a quorum resulting in no action being taken. Mr. Thomas suggested holding the meetings the Personnel, Administration & Higher Education and Finance Committees on separate days due to the length of the meetings.

There being no further business to discuss, on motion made by Thomas, seconded by Diamond and carried by a unanimous vote of those present (Messrs. Bruno, Merlino and Driscoll absent), Mr. Leggett adjourned the meeting at 2:25 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board