

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: MARCH 31, 2022

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT  
THOMAS  
BRUNO  
MERLINO  
DIAMOND  
DRISCOLL

OTHERS PRESENT:

RYAN MOORE, COUNTY ADMINISTRATOR  
MIKE SWAN, COUNTY TREASURER  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR RUNYON

SUPERVISOR BRAYMER  
DICKINSON  
FRASIER  
GERACI  
MAGOWAN  
MCDEVITT  
SEEBER  
STROUGH  
WILD

JOANNE CONLEY, DIRECTOR, TOURISM  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
WAYNE LAMOTHE, COUNTY PLANNER  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the March 31, 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.*

Mr. Leggett called the meeting of the Finance Committee to order at 12:27 p.m

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Roll called, the following members present:

Supervisors Leggett, Thomas, Bruno, Merlino, Diamond and Driscoll

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

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. Thomas and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for February 2022 - included for informational purposes.
- 2B) Request to amend the County Budget in the amount of \$30,000 to reflect the appropriation of ARPA funds (*as authorized by Resolution No. 158 of 2022*) from A.691.00, *Deferred Revenues*, to the Employment & Training Administration Budget for the purchase of computers/tablets for job seekers throughout Warren County to use in seeking employment opportunities.
- 2C) Request to Increase Capital Project No. H402, *Airport Snow Removal Equipment Bldg*, in the amount of \$100,057 to reflect the appropriation of ARPA funds (*as authorized by Resolution No. 158 of 2022*) from A.691.00, *Deferred Revenues*.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve Agenda Items 2B and 2C as outlined above and the necessary resolutions were authorized for the April 14<sup>th</sup> Board Meeting.

- 3A) Request to authorize County Treasurer to refund an overpayment in the amount of \$1,182.58 for a PILOT agreement.

Motion was made by Mr. Bruno, seconded by Mr. Diamond and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

- 3B) Request to authorize chargeback of taxes for several PILOT programs in the City of Glens Falls totaling \$15,813.45.

Motion was made by Mr. Bruno, seconded by Mr. Driscoll and carried a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

- 3C) Request to allow the Treasurer's Office to accept a gift in the amount of \$30,000 annually from the Warren

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County Tobacco Asset Securitization Corporation.

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Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

3D) Request for a transfer of funds in the amount of \$1,035.32 from the Contingent Account to fund the increased amount of an educational reimbursement related to the change in the County's Education Reimbursement Policy allowing for 100% reimbursement.

Mr. Leggett noted the current balance of the Contingent Account was \$244,688.68.

Motion was made by Mr. Merlino, seconded by Mr. Diamond and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

4) Request to amend the County Budget in the amount of \$1,172 to reflect the receipt of an insurance recovery payment.

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

5A) Request to increase Capital Project No. H254, *Fire Training Center Project*, in the amount of \$555.79 to reflect 50% reimbursement payments from Washington County for expenses paid in full by Warren County.

Motion was made by Mr. Diamond, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

5B) Request to amend the Warren County Budget in the amount of \$474,832 to reflect the receipt of New York State Division of Homeland Security and Emergency Services Statewide Interoperable Communications grant funding.

Motion was made by Mr. Driscoll, seconded by Mr. Merlino and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

6A) Request for the appropriation of \$35,000 from the General Fund Unappropriated Surplus Account to the Planning & Community Development budget to return the local match funds for the Recreation Study which were appropriated in 2021, but fell back to the General Fund when they were not expended before the end of the year.

Motion was made by Mr. Merlino, seconded by Mr. Thomas and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

6B) Request to establish Capital Project No. H407, *Warren County Outdoor Recreation Economy Strategic Plan*, in the amount of \$100,000.

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Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

- 6C) Request to increase Capital Project No. H347, *Invasive Species Boat Washing*, in the amount of \$256.81.
- 6D) Request to close Capital Project No. H347, *Invasive Species Boat Washing* - no funds remaining in this project.

Motion was made by Mr. Thomas, seconded by Mr. Diamond and carried by a unanimous vote of those present (Ms. Runyon absent) to approve Agenda Items 6C and 6D as outlined above and the necessary resolutions were authorized for the April 14<sup>th</sup> Board Meeting.

- 6E) Request to close Capital Project No. H292, *First Wilderness* - no funds remaining in this project.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

- 6F) Request to increase Capital Project No. H406, *Countryside 2021 Capital Improvements*, in the amount of \$950,000.

Wayne LaMothe, *County Planner*, clarified the request also included an increase in the amount of and \$1,352,038 from an allocation from the General Fund Unappropriated Surplus as noted on the resolution request form.

Motion was made by Mr. Thomas, seconded by Mr. Driscoll and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

- 7) Request to amend the County budget in the amount of \$126,379 to reflect the receipt of New York State Office of Temporary & Disability Assistance 2022 funding for rental assistance to qualified individuals.

Motion was made by Mr. Merlino, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve the request and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting.

- 8) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 3C, 4A-C, 5 & 6:

- 3C) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Civil Service Assistant position from the current amount of \$43,045 to the entry level salary of \$39,973 effective April 18, 2022.

Motion was made by Mr. Diamond, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve Personnel, Administration & Higher Education Agenda Item 3C as outlined above.

- 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor**

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**Geraci):**

***Public Defender (Marcy Flores, Public Defender) -***

***Note: Items 4A and 4B were not considered and approved by the Criminal Justice & Public Safety Committee.***

- A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Public Defender position from the current amount of \$136,274 to the entry level salary of \$114,096 effective May 9, 2022.

Motion was made by Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (Ms. Runyon absent) to approve Personnel, Administration & Higher Education Agenda Item 4 as outlined above.

- B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Coordinating Assistant Public Defender Part Time position from the current amount \$34,670 to the entry level salary of \$34,280 effective May 1, 2022.

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (Ms. Runyon absent) to approve Personnel, Administration & Higher Education Agenda Item 4B as outlined above.

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

- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Per Diem Cook Part-Time, \$18.07/hour, effective April 15, 2022.

Motion was made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (Ms. Runyon absent) to approve Personnel, Administration & Higher Education Agenda Item 4C as outlined above.

5) **Referral from the Env. Concerns & Real Property Tax Services Committee (Chaired by Supervisor McDevitt):**

***Real Property Tax Services (Lexie Delurey, Director, Real Property Tax Services) -***

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Real Property Tax Services Director from Grade 15, *Increment 10 (\$78,310)*, to Grade 16, *Increment 25 (\$90,706)*.

Mr. Leggett noted no action was required on Personnel, Administration & Higher Education Agenda Item 5, as the request was not approved by the Personnel, Administration & Higher Education Committee.

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

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

Request to amend the Table of Organization and Salary Schedule to create and fill the new temporary position of Principal Account Clerk - Per Diem, *hourly rate of \$24.7685 - position to be effective April 4, 2022 through December 31, 2022*, and to delete the full time Principal Account Clerk position effective April 4, 2022.

Motion was made by Mr. Merlino and seconded by Mr. Driscoll to approve Personnel, Administration & Higher

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Education Agenda Item 6 as outlined above.

Following a brief discussion Messrs. Merlino and Driscoll agreed to amend their motions to handle the creation of the new temporary position of Principal Account Clerk - Per Diem and deletion of the Principal Account Clerk position under separate resolutions. Mr. Leggett called the question and the motion to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk - Per Diem as outlined above was carried by a unanimous vote of those present (Ms. Runyon absent).

Motion was made by Mr. Diamond, seconded by Mr. Bruno and carried by a unanimous vote of those present, with Mr. Thomas voting in opposition, (Ms. Runyon absent) to amend the Table to Organization and Salary Schedule to delete the full time Principal Account Clerk position effective April 4, 2022.

Privilege of the Floor/Public Comment was called for, but there was no one wishing to speak.

There being no further business to discuss, on motion made by Mr. Bruno, seconded by Mr. Diamond and carried by a unanimous vote of those present (Ms. Runyon absent), Mr. Leggett adjourned the meeting at 12:51 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board