

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JUNE 30, 2022

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS THOMAS	RYAN MOORE, COUNTY ADMINISTRATOR
BRUNO	MIKE SWAN, COUNTY TREASURER
MERLINO	KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
RUNYON	AMANDA ALLEN, CLERK OF THE BOARD
DIAMOND	ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
DRISCOLL	SUPERVISORS DICKINSON
	FRASIER
COMMITTEE MEMBER ABSENT:	GERACI (ZOOM)
SUPERVISOR LEGGETT	HOGAN (ZOOM)
	MAGOWAN
	SEEBER
	JULIE BUTLER, PURCHASING AGENT
	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the June 30, 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.

In the absence of Committee Chair Leggett, Mr. Thomas, as Vice-Chair, called the meeting of the Finance Committee to order at 11:57 a.m.

A motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Leggett 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. Diamond, seconded by Mr. Bruno carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for May 2022 - included for informational purposes.
- 2B) On Behalf of Health Services - Request for a transfer of funds in the amount of \$10,000 from Budget Code A.4010 110, *Health Services, Salaries Regular*, to Budget Code A.4010 444.01, *Health Services, Job Related Courses*.

Motion made by Mr. Driscoll, seconded by Mr. Diamond and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 2C) Request to amend the Warren County Budget in the amount of \$250,000 to reflect the appropriation of ARPA (*American Rescue Plan Act*) funds (*as authorized by Resolution No. 158 of 2022*) from Budget Code A.691.00, *Deferred Revenues*, to various departmental budgets to address technology needs to improve the County governmental resiliency.

Motion made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 2D) Request to extend the current contract with National Business Equipment & Supply LLC for lease of printers and multi-function copiers for August 1, 2022 through December 31, 2022 with the option for cancellation upon 30 days notice (*contract to be cancelled upon execution of new contract - Item 2E*).
- 2E) Request to award bid and authorize agreement with National Business Equipment & Supply LLC for lease of printers and multi-function copiers on a cost per copy basis, effective upon installation of equipment (WC 36-22).

Motion made by Mr. Driscoll, seconded by Mr. Bruno and by a unanimous vote of those present (*Mr. Leggett absent*) to approve Items 2D-E as presented and the necessary resolutions were authorized for the July 15th Board Meeting.

- 3A) Request to record \$48,348 premium received on issuance of 2022 \$7.9 million BAN in A.884.00, *General Fund Unappropriated Surplus* (\$6,120) and D.884.00, *County Road Fund Reserve*, (\$42,228) to be used for subsequent debt service.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 3B) Request for a transfer of funds in the amount of \$11,975 from the Contingent Account to cover the cost of two invoices received pertaining to the \$7.9 million BAN.

Motion made by Ms. Runyon, seconded by Mr. Diamond and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 4A) Request to authorize the appropriation of funds in the amount of \$179,388.30 from the General Fund

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Unappropriated Surplus to the Warren County Airport Budget and amending the Warren County Budget for 2022 accordingly and authorizing settlement payment in the amount of \$179,388.30.

Motion made by Mr. Diamond, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 4B) Request to close A.870.00, *Reserve, Equipment Storage & Vehicles*, and transfer estimated funds remaining in the amount of \$7,566.35 to A.871.00, *Reserve, Rehab County Buildings*, and to close A.872.00, *Reserve, Bridge Replacement & Repair*, and transfer estimated funds remaining in the amount of \$1,483.93 to A.871.00, *Reserve, Rehab County Buildings*.

Motion made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 5) Request to close Capital Project No. H340, *First Wilderness 2012*, and return estimated funds remaining in the amount of \$71,708.60 to A.9950 910, *Transfer, Capital Projects, Interfund Transfers*.

Motion made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 6) Request for an appropriation of funds in the amount of \$16,000 from Budget Code A.895.00, *Computer Reserve*, to various departmental budgets for the purchase of computers and related software.

Motion made by Ms. Runyon, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 7) Request to authorize the appropriation of funds in the amount of \$43,400 from the Occupancy Tax Reserve, A.881.00, to Budget Code A.6417.0002 480, *Tourism, Special Events*, (\$10,000) to cover the cost of the Warrensburg Bike Rally and (\$25,000) Adirondack Christkindlmarkt and to Budget Code A.8021 470, *Planning (and Comm. Dev., Contracts)*, (8,400) to cover the cost of contract with Planning/Cliff and Redfield for marketing communications support for First Wilderness Heritage Corridor.

Motion made by Mr. Driscoll, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 8A) Request to amend the Warren County Budget in the amount of \$1,380.60 to reflect receipt of insurance recovery payment for guardrail damage at South End Shop.

Motion made by Mr. Merlino, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 8B) Request to amend the Warren County Budget in the amount of \$700,000 to add serial bond funds to Capital Project H401, *Sagamore Road Retaining Wall*.

Motion made by Mr. Bruno, seconded by Mr. Diamond and carried by a unanimous vote of those present (*Mr. Leggett*

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absent) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 8C) Request to authorize the appropriation of funds in the amount of \$200,000 from the General Fund Unappropriated Surplus to increase A.9901.0182, *Transfer Machinery*, to cover the increasing cost of fuel.
- 8D) Request to amend the Warren County Budget in the amount of \$200,000 to amend Budget Code DM.5130 422, *Machinery, Automotive-Gas/Oil*, with a transfer from Budget Code DM.5130 5031, *Machinery, Automotive, Interfund Transfers*, as a result of increased fuel expenses.

Motion made by Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve Items 8C-D as outlined above and the necessary resolution was authorized for the July 15th Board Meeting.

- 8E) Request to amend the Warren County Budget in the amount of \$450 to reflect receipt of a donation received from the Jason Foss Memorial.

Motion made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Leggett absent*) to approve the request and the necessary resolution was authorized for the July 15th Board Meeting.

- 9) Finance Committee action is required on the following Personnel Agenda item(s), contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 4A and 4C, 5A-D, 6, 7 and 8.
- 4) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):
 - A) Request for an appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to cover the cost of the \$50,000 insurance deductible for the matter of Questor French v. Derek Williams.
 - C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of 3rd Assistant County Attorney, Annual Salary \$65,295, and delete the position of Tax Coordinator, Annual Salary \$47,417, and effective June 18, 2022.
- 5) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):
Public Defender (Gregory Canale, Public Defender) -
 - A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective retroactive to June 20, 2022.
 - B) Request to amend the Table of Organization and decrease the salary of the 6th Assistant Public Defender from \$70,806 to \$65,295 and fill the vacant position effective July 18, 2022.
 - C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk III, Grade 10, Base Annual Salary \$40,784, and delete the positions of Legal Clerk #3, Grade 5, Base Annual Salary \$34,193, and Investigator, Annual Salary \$23,988 (p/t), effective July 18, 2022.
 - D) Request to amend the Table of Organization and Salary Schedule and decrease the salary of the Confidential Secretary position from \$60,607 to \$46,894 (32 hours per week) and fill the vacant position effective July 18, 2022.
- 6) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):
Planning & Community Development (Wayne LaMothe, County Planner) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, Grade 14, Annual Salary \$63,711, effective July 5, 2022. Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 30th Board Meeting.

- 7) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):
Countryside Adult Home (Amy McByrne, Director, Countryside Adult Home) -
- A) Request to amend the Table of Organization and Salary Schedule to increase the hours of Institutional Aide #3 from 32 hours to full-time effective July 18, 2022.
 - B) Request to amend the Table of Organization and Salary Schedule to change the position of Part-Time Food Service Helper Temp to a permanent part-time position effective July 18, 2022.
- 8) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough:
County Clerk (Pamela Vogel, County Clerk) -
- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Recording Clerk, Grade 7, Base Annual Salary \$36,414, and delete the position of Recording Clerk #1, effective July 18, 2022. Note: This request is contingent upon the approval of the Legislative, Rules & Governmental Operations Committee.

Mr. Diamond noted he was opposed to Personnel, Administration & Higher Education Agenda Items 4C and 6.

Motion was made by Mr. Bruno, seconded by Ms. Runyon and carried by a majority vote of those present (*Mr. Leggett absent*), with Mr. Diamond opposing, to approve all of the requests listed under Agenda Item 9 and the necessary resolutions were authorized for the June 30th and July 15th Board Meetings.

Privilege of the Floor/Public Comment were offered, there being none, a motion to adjourn was requested. On motion made by Mr. Diamond and seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Leggett absent*), Mr. Thomas adjourned the meeting at 12:14 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board