

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JULY 29, 2022

---

---

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT  
THOMAS  
BRUNO  
MERLINO  
RUNYON  
DRISCOLL

OTHERS PRESENT:

RYAN MOORE, COUNTY ADMINISTRATOR  
MIKE SWAN, COUNTY TREASURER  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISORS BRAYMER  
GERACI (ZOOM)  
FRASIER  
STROUGH

COMMITTEE MEMBER ABSENT:

SUPERVISOR DIAMOND

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
BOB IUSI, DIRECTOR, PROBATION  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
PATRICIA NENNINGER, PERSONNEL OFFICER  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

---

---

Please note, the following contains a summarization of the July 29, 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 in attendance were physically present.**

Mr. Leggett called the meeting of the Finance Committee to order at 11:25 a.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. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for June 2022 - included for informational purposes.
- 2B) Request to amend the 2022 County Budget in the total amount of \$355,116.38 to reflect anticipated revenues related to the CSEA interim rate increase.
- 2C) Request to appropriate funds from the General Fund Unappropriated Surplus (\$441,679.58), County Road Fund Unappropriated Surplus (\$105,791.51), and Road Machinery Fund Unappropriated Surplus (\$28,592.30) to cover the costs associated with the CSEA interim rate increase and amend the 2022 County Budget for same.

---

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the requests as outlined above and the necessary resolutions were authorized for the July 29<sup>th</sup> Board Meeting.

- 2D) Request to increase Capital Project No. H390, *County Bridge & Culvert Project, Various Towns*, in the amount of \$3.5 million to reflect the appropriation of ARPA funds allocated by the ARPA Advisory Committee, contingent upon approval of such appropriation by the Board of Supervisors.
- 2E) Request to create Capital Project No. H417, *Jail Abatement and Demolition*, in the amount of \$500,000 to reflect the appropriation fo ARPA funds allocated by the ARPA Advisory Committee, contingent upon approval of such appropriation by the Board of Supervisors.

Motion made by Mr. Bruno, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the requests as outlined above and the necessary resolutions were authorized for the August 19<sup>th</sup> Board Meeting.

Ryan Moore, *County Administrator*, advised there was an item not included on the agenda that required addressing pertaining to a transfer of funds in the amount of \$5,000 from salaries for the County Administrator's Office to contracts to pay for the executive recruitment contract for the County Administrator position that was approved at this morning's meeting of the Personnel, Administration & Higher Education Committee.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request for transfer of funds as outlined above and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 3A) Request for an appropriation of funds in the amount of \$4,500 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.5610 470, *Airport (DPW), Contract*, to upgrade the self-service fuel system at the Airport.

Motion made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 3B) Request for a transfer of funds in the amount of \$29,997 from the Contingent Account, *A.1990 439*, to Budget Code A.5610 470, *Airport (DPW), Contract*, in order to facilitate tree trimming and removal from the Airport property to ensure Runway approach/ departure paths are free of potential hazards, as well as to provide for heavy vegetation removal along the Airport perimeter fence line as required by FAA Part 139 inspection.

Motion made by Mr. Bruno, seconded by Mr. Runyon and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 4) Request to amend the County Budget in the amount of \$1,200 to reflect receipt of revenues from the New York State Governor's Traffic Safety Committee Child Passenger Safety Program.

Motion made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 5A) Request to increase Capital Project No. H394, *Olmstedville Road (CR 19) Reconstruction*, in the amount of \$4,604,148 to add construction and construction inspection funding.

Motion made by Mr. Merlino, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 5B) Request to amend the Warren County Budget in the amount of \$2.70 to account for local match for various capital projects.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 
- 5C) Request to amend the Warren County Budget in the amount of \$160 to reflect receipt of donations from visitors.  
5D) To amend the Warren County Budget in the amount of \$1,600 to reflect the receipt of donations from Stewart's Shops.

Motion made by Mr. Bruno, seconded by Thomas and carried by a unanimous vote present (*Mr. Diamond absent*) to approve the requests as outlined above and the necessary resolutions were authorized for the August 19<sup>th</sup> Board Meeting.

- 6A) Request for a transfer of funds in the amount of \$9,746 from the Contingent Account, *A.1990 439*, to Budget Code A.1010 417, *Legislative Board, Water/Sewer/Taxes*, to provide additional funding needed to cover the invoice received from the Hudson River-Black River Regulating District. *\$242,878 was budgeted for 2022, the total bill received is for \$252,624.*

Motion made by Mr. Merlino, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 6B) Request to approve the Lake Champlain-Lake George Regional Planning Board 2023 Budget, as provided.

Motion made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve the request and the necessary resolution was authorized for the August 19<sup>th</sup> Board Meeting.

- 7) Finance Committee action required on the following Personnel Agenda item(s), *contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3A-C, 4 & 5.*  
3) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):  
*Probation (Robert Iusi, Director) -*  
A) Request to amend Resolution No. 265 of 2022 to increase the salary of the Administrative Secretary position from a base annual salary of \$44,913 (*Grade 8*) to \$48,366 (*Grade 8, Step 3*) to reflect the experience level of the employee position, effective retroactive to the June 27, 2022 start date of the employee.

Motion made by Ms. Runyon, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve Personnel Agenda item 3A.

*Public Defender (Gregory Canale, Public Defender) -*

- B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 8<sup>th</sup> Assistant Public Defender from \$74,089 to \$71,988 effective August 22, 2022, and to fill the position at the lower salary.

Motion made by Mr. Bruno, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve Personnel Agenda item 3B.

*Sheriff (James LaFarr, Sheriff) -*

- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new positions Patrol Officer #71, #72 and #73, each at a Base Salary of \$45,854.

A discussion ensued regarding whether a source of funding needed to be identified to cover the additional cost associated with these positions following which Mr. Moore noted he would contact the Sheriff to discuss what funding source would be used to cover this expense.

Motion made by Ms. Runyon, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve Personnel Agenda item 3C.

- 4) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):  
*Department of Social Services (Christian Hanchett, Commissioner) -*  
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk #4, *Grade 10, Base Annual Salary of \$40,784*, and delete the position of Sr. Account Clerk #7, *Grade 7, Base Annual Salary \$36,414*, effective August 22, 2022.

---

Motion made by Ms. Runyon, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve Personnel Agenda item 4.

- 5) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):  
*Information Technology (Mike Colvin, Director) -*  
Request to amend the Table of Organization and Salary Schedule to create and fill the new position Computer Help Desk Tech. II - Temporary, *Base Annual Salary \$53,493 - pro-rated to \$25.7177/hr for up to \$20,000, effective August 22, 2022.*

Motion made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Diamond absent*) to approve Personnel Agenda item 5.

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

Prior to adjourning, Mike Swan, *County Treasurer*, suggested the Personnel, Administration & Higher Education Committee consider creating a Deputy and/or Assistant County Administrator position to ensure there was no disruption to the County in cases where the County Administrator was unavailable for a length of time or the position was vacant.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Diamond absent*), Mr. Leggett adjourned the meeting at 11:51 a.m.

Respectfully submitted,  
Sarah McLenithan Deputy Clerk of the Board