

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: SEPTEMBER 1, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT
THOMAS
BRUNO
DIAMOND
DRISCOLL

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
LARRY ELMEN, COUNTY ATTORNEY
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS FRASIER
HOGAN (ZOOM)
MAGOWAN (ZOOM)
SEEBER
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
ELIZABETH MCLAUGHLIN, COMMISSIONER OF ELECTIONS (D)
WILLIAM VANNESS, COMMISSIONER, BOARD OF ELECTIONS (R)
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO
RUNYON

Please note, the following contains a summarization of the September 1, 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 12:04 p.m.

Mr. Thomas entered the meeting at 12:05 p.m.

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

Prior to commencing the agenda review, Mr. Leggett called for Privilege of the Floor/Public Comment which would also be offered at the end of the meeting, as well, but there was no one wishing to speak.

The agenda review proceeded as follows:

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

Motion made by Mr. Thomas, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for July 2022 - included for informational purposes.
- 2B) On behalf of the Public Defender's Office - Request to apply for funding through Indigent Legal Services (Office) for the Second Upstate Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant for an amount to be determined.

Motion made by Mr. Bruno, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 2C) On behalf of the Public Defender's Office - Request to authorize an extension of the existing lease agreement with 333 Glen Street for Suite 100 for an additional one year term commencing on November 1, 2022 and terminating October 31, 2022.

Motion made by Mr. Thomas, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 2D) On behalf of Public Health - Request to authorize a contract with CareCentrix, Inc. for Health Services to bill for services rendered to the company's members, allowing the ability to receive payments from current vendor and those previously affiliated entities which may still send payment under the former names.

Motion made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

Mike Swan, *County Treasurer*, advised he had requested that Agenda Item 3A be withdrawn from the agenda, indicating he would return to Committee next month with a more detailed request.

- 3B) Request to authorize a new contract with Tyler Technologies, Inc. to modify existing custom bank reconciliation import.
- 3C) Request for a transfer in the amount of \$500 from the Contingent Account to Budget Code A.1325 470, *County Treasurer, Contract*, to cover the cost of the modification of an existing custom bank reconciliation import.

Motion made by Mr. Bruno, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve Items 3B and 3C as outlined above and the necessary resolutions were authorized for the September 16th Board Meeting.

- 4) Request to authorize closure of Capital Project H391, *Airport Two New Snow Plows*, and return remaining funds in the amount of \$132.17 to Budget Code A. 892.00, *Reserve, Airport Repairs & Projects*.

Motion made by Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 5A) Request to amend the Warren County Budget in the amount of \$19,000 to increase both sides of the budget to accommodate grant award.

Motion made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 5B) Request to amend the Warren County Budget in the amount of \$172,413 to reflect receipt of FY 22 Domestic Terrorism Prevention Grant Program funding.

Motion made by Mr. Driscoll, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 5C) Request to amend the Warren County Budget in the amount of \$31,040 to reflect receipt of grant funding from New York State Governor's Traffic Safety Committee Police Traffic Services Program.
- 5D) Request to amend the Warren County Budget in the amount of \$985,547 to reflect receipt of funding from New York State Division of Homeland Security and Emergency Services Statewide Interoperable Communications grant.

Motion made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve Items 5C and 5D as outlined above and the necessary resolutions were authorized for the September 16th Board Meeting.

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- 6A) Request to amend the Warren County Budget in the amount of \$725,841.58 to reflect receipt of the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2022.

Motion made by Mr. Thomas, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 6B) Request to establish Capital Project No. H418, *Septic System Replacement Fund Round 3*, in the amount of \$595,000.

Motion made by Mr. Bruno, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 6C) Request to amend the Warren County Budget in the amount of \$66,040 to amend revenue codes to reflect receipt of ARPA administrative funding for 2022 per Resolution No. 260 of 2022.

Motion made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 7) Request to amend the Warren County Budget in the amount of \$48,624.77 to reduce both revenue and expense related to Department code (A.4018.0036) for Public Health COVID Vaccine Response contract from the Immunization Action Plan grant.

Motion made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 8) Request to amend the Warren County Budget in the amount of \$38,994.04 to fund year two of a three year contract with Thundercut Technology Varonis which was reimbursed with the Cybersecurity grant proceeds (Resolution No. 223 of 2020) in 2021.

Motion made by Mr. Bruno, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 9) Request to authorize the appropriation of \$26,140 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.8021 470, *Planning (and Comm. Dev., Contracts)*, to cover the cost of the contract with Planning/Cliff and Redfield for marketing communications support for First Wilderness Heritage Corridor.

Motion made by Mr. Thomas, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 10) Request to amend the Warren County Budget in the amount of \$156.00 to reflect receipt of a donation.

Motion made by Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve the request and the necessary resolution was authorized for the September 16th Board Meeting.

- 11) Finance Committee action required on the following Personnel Agenda item(s), *contingent upon approval by the Personnel, Administration & Higher Education Committee* - Agenda Items 4, 5A, 6 and 7.

- 4) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):
Employment & Training Administration -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Student-to-Careers Development Specialist, *Annual Salary \$50,104*, effective September 19, 2022.

- 5A) Referral from the Human Services Committee (Chaired by Supervisor Driscoll):

Countryside Adult Home (Amy McByrne, Director) -

Request to amend the Table of Organization and Salary Schedule to create and the new position of Temporary Help, effective September 18, 2022.

6) Referral from the Public Works Committee (Chaired by Supervisor Conover):

Parks, Recreation & Railroad (Dean Moore, Director) -

Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Director of Parks, Recreation & Railroad from \$80,591 to \$77,305 effective retroactive to August 1, 2022.

7) Request/Item to be Discussed by the County Administrator (Supervisor Craig Leggett, Acting County Administrator):

On Behalf of the Probation Department - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Administrative Secretary in the Probation Department from \$48,366 to \$54,086 effective retroactive to August 1, 2022.

Motion made by Mr. Driscoll, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*) to approve Personnel Agenda Items 4, 5A, 6 and 7 as outlined above.

Privilege of the Floor/Public Comment were offered.

A discussion ensued regarding the Committee meeting schedule during which Ms. Seeber voiced her opinion and the Clerk of the Board spoke regarding a possible solution by scheduling the Finance Committee meeting for a specific time, such as 10:30 a.m. or 11:00 a.m. rather than immediately following the Personnel, Administration & Higher Education Committee meeting. Mr. Leggett advised since the year was almost over he felt they could hold off making any changes to the Committee meeting schedule until next year.

Motion was made by Mr. Diamond, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino and Ms. Runyon absent*), Mr. Leggett adjourned the meeting at 12:32 p.m.

Respectfully submitted,
Sarah McLenithan Deputy Clerk of the Board