

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: OCTOBER 6, 2022

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT  
THOMAS  
BRUNO  
MERLINO  
RUNYON  
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 BEATY  
CONOVER  
MAGOWAN  
MCDEVITT  
SEEBER  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
ROBERT LYNCH, DEPUTY COUNTY TREASURER  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Please note, the following contains a summarization of the October 6, 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>

Mr. Leggett called the meeting of the Finance Committee to order at 11:37 a.m.

A motion was made by Mr. Diamond, seconded by Mr. Bruno and carried by majority vote of those present (*Mr. Thomas absent*), with Mr. Merlino abstaining, 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; a copy of which 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 Ms. Runyon and carried by a unanimous vote of those present (*Mr. Thomas absent*) to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

Mr. Thomas entered at 11:39 a.m.

- 2A) Journal Report of transfers approved by the County Administrator staff for August 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.
- 2C) On behalf of the Office of Community Services - Request to authorize a new contract with WAIT House in the amount of \$88,5174 to utilize ARPA funding to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.
- 2D) On behalf of the Office of Community Services - Request to authorize a new contract with Look Media Resource in the amount of \$25,000 to utilize ARPA funding to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.
- 2E) On behalf of the Office of Community Services - Request to authorize a new contract with Adirondack Employee

Assistance Program of Warren, Washington and Saratoga Counties, Inc. in the amount of \$26,367 to utilize ARPA funding to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.

- 2F) On behalf of the Office of Community Services - Request to authorize a new contract with Brayton Psychological Services in the amount of \$3,000 to utilize ARPA funding to address COVID-19 related behavioral health impacts and to expand/improve behavioral health services in Warren County.

Motion made by Mr. Driscoll seconded by Mr. Diamond and carried by majority vote, with Mr. Merlino voting in opposition, to approve Items 2B-2F as outlined above and the necessary resolutions were authorized for the October 21<sup>st</sup> Board Meeting.

- 2G) Review of 2023 Budget request - Supervisor Craig Leggett, *Acting County Administrator*, reviewed his 2023 Budget request and answered questions posed by the Committee.
- 3A) Request to provide current authorization of a previously established petty cash fund in the amount of \$200 for the Treasurer's Office.

Motion made by Mr. Merlino, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 3B) Request to extend the existing contract with Fitzgerald Morris Baker Firth until December 31, 2022 and amend the not to exceed amount to \$7,000.

Motion made by Mr. Driscoll, seconded by Ms. Runyon and carried unanimously to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 3C) Review of 2023 Budget request - Mike Swan, *County Treasurer*, reviewed his 2023 Budget request and answered questions posed by the Committee.
- 4A) Request to increase Capital Project No. H414, *Airport Runway 1-19 Remarketing Project*, in the amount of \$322,778.

Motion made by Ms. Runyon, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 4B) Request to amend the Warren County Budget in the amount of \$1,939 to increase Capital Project No. H414, *Airport Runway 1-19 Remarketing Project*, with funding from Budget Code A. 9950 910, *Transfer - Capital Project*, to cover the local matching funds required.

Motion made by Mr. Thomas, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 4C) Request for a transfer of funds in the amount of \$111,100 from Budget Code A.1990 469, *Contingent Account, Other Payments/Contributions*, to Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, to fund the balance of the cost of Capital Project No. H417, *Jail Abatement and Demolition*, (\$82,000) and provide 5% contingency (\$29,100) for unforeseen increases.
- 4D) Request to increase Capital Project No. H417, *Jail Abatement and Demolition*, in the amount of \$111,100.

Motion made by Mr. Driscoll, seconded by Mr. Bruno and carried unanimously to approve Items 4C and 4D as outlined above and the necessary resolutions were authorized for the October 21<sup>st</sup> Board Meeting.

Mr. Leggett noted Agenda Items 4E-H were not reviewed and approved by the County Facilities Committee.

- 4E) Request to authorize a new contract with Bast Hatfield Construction, LLC for general construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the

specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work.

- 4F) Request to authorize a new contract with T. McElligott, Inc. for mechanical construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work.
- 4G) Request to authorize a new contract with Hamilton Plumbing, Inc. for plumbing construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work.
- 4H) Request to authorize a new contract with Stilsing Electric, Inc. for electrical construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work.

Motion made by Mr. Bruno, seconded by Ms. Runyon and carried unanimously to approve Items 4E-4H as outlined above and the necessary resolutions were authorized for the October 21<sup>st</sup> Board Meeting.

- 5) Request to authorize the appropriation of funds in the amount of \$400,000 from Budget Code A.909.00, *General Fund Balance Unappropriated Surplus*, to the Sheriff's Budget to cover the cost of purchasing police body worn camera systems and updated tasers for the Sheriff's Office and the Glens Falls Police Department.

Motion was made by Mr. Driscoll and seconded by Mr. Diamond to approve the request as presented. A discussion ensued during which a motion was made by Mr. Diamond and seconded by Mr. Merlino to amend the request to also provide the Town of Bolton Police Department with a portion of the \$400,000 in funding to purchase police body work cameras and updated tasers. Further discussion ensued during which Larry Elmen, *County Attorney*, indicated he would be meeting with the Purchasing Department and the Sheriff's Office to discuss this matter further, as there were a number of unanswered questions on the methodology the County was using to move forward on this contract which he believed they could resolve. He requested that the Committee table the request for thirty days to allow time to resolve the issues with the contract.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried unanimously to table to request for thirty days. Further discussion ensued during which Mr. Elmen noted it was necessary to determine whether the Town of Bolton and City of Glens Falls could piggy back off of the contract with the County. It was the consensus of the Committee to refer the matter back to the Criminal Justice & Public Safety Committee for further review.

Privilege of the floor was extended to Mr. Beaty who requested the Committee consider adjourning to allow the Board Meeting scheduled for noon today to commence and then re-convene following the conclusion of the Board Meeting, noting they were already running behind and there were members of the public present waiting for an opportunity to speak at the meeting. A brief discussion ensued following which the Committee decided not to adjourn.

- 6A) Request to amend the Warren County Budget in the amount \$33,384 to reflect receipt of additional funding from The Bureau of Administration, Division of Family Health to support expenses related to the Children with Special Health Care Needs grant.

Motion made by Mr. Bruno, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 6B) Request to amend the Warren County Budget in the amount of \$10,318 to reflect receipt of 100% State aid designated for People USA and the Warren-Washington Association for Mental Health to cover costs of minimum wage adjustments.
- 6C) Request to amend the Warren County Budget in the amount of \$101,559 to allow for expenditure of Opioid Settlement funds to address the impacts of the opioid crisis in Warren County.

Motion made by Mr. Driscoll, seconded by Mr. Merlino and carried unanimously to approve Items 6B and 6C as outlined above

and the necessary resolutions were authorized for the October 21<sup>st</sup> Board Meeting. Driscoll/Merlino

- 7) Request to amend the Warren County Budget in the amount of \$22,620.96 to reflect receipt of grant funding from New York State Board of Elections for the purpose of assisting with expenses related to postage.

Motion made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 8A) Request to increase Capital Project No. H394, *Olmstedville Road (CR 19) Reconstruction*, in the Town of Chester, in the amount of \$1,627,358.
- 8B) Request to amend the Warren County Budget in the amount of \$440,583.81 to increase Budget Code D.9950 910, *Transfers, Capital Projects*, in accordance with transfers of surplus road project funds to cover local match funds for various capital projects.
- 8C) Request to increase Capital Project No. H322, *Palisades Road (CR 26) over Brant Lake Inlet*, in the Town of Horicon in the amount of \$21,437.
- 8D) Request to increase Capital Project No. H381, *South Johnsburg Road (CR 57) over Mill Creek*, in the Town of Johnsburg in the amount of \$24,505.
- 8E) Request to increase Capital Project No. H390, *County Bridge & Culvert Project*, in various towns in the amount of \$141,500.
- 8F) Request to increase Capital Project No. H393, *Johnsburg Bridges (Glen Creek Road and Dippikill Roads)*, in the Town of Johnsburg in the amount of \$163,418.
- 8G) Request to increase Capital Project No. H396, *East River Drive (CR 16) and Call Street (CR 32) Pavement Preservation*, in the Town of Lake Luzerne in the amount of \$12,750.

Motion made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve Items 8A-8G as outlined above and the necessary resolutions were authorized for the October 21<sup>st</sup> Board Meeting.

- 8H) Request to authorize the appropriation of funds in the amount of \$4,500 from Budget Code A.880.00, *Reserve, Up Yonda Repair & Improvements*, to Budget Code A.7111 413, *Up Yonda Farm - Repair & Maint - Bldg Property*, to cover the cost of roof repairs.

Motion made by Mr. Bruno, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

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

Amanda Allen, *Clerk of the Board*, noted an additional item was referred by the Personnel, Administration & Higher Education Committee pertaining to authorizing the appropriation of funds from Budget Code A.909.00, *General Fund Balance Unappropriated Surplus*, to cover the cost of salary increases for the five collective bargaining units within the Sheriff's Office, as well as amending the Table of Organization and Salary Schedule for the 4 non-bargaining unit employees in the Sheriff's Office to include interim wage increase of \$2.75 per hour effective retroactive to August 1, 2022.

**Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

- 4A) Request for a transfer of funds in the amount of \$6,046.35 from Budget Code A.119 469, *Contingent Account - Other Payments, Other Payments/Contributions*, to various budget codes to cover a budget deficit.
- 4B) Request amend the Table of Organization and Salary Schedule to extend the Special Assistant to the County Attorney position until December 31, 2022 pending budget review.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve Personnel, Administration & Higher

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Education Agenda Items 4A and 4B as outlined above.

6) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
**Public Defender (Gregory Canale, Public Defender) -**

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Coordinating Attorney - Public Defender from \$81,618 to \$87,338 effective retroactive to September 12, 2022.

Motion was made by Mr. Diamond, seconded by Mr. Thomas and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 6 as outlined above.

Mr. Leggett called for a motion to authorize the appropriation of funds from Budget Code A.909.00, *General Fund Balance Unappropriated Surplus*, to cover the cost of salary increases for the five collective bargaining units within the Sheriff's Office, as well as amending the Table of Organization and Salary Schedule for the 4 non-bargaining unit employees in the Sheriff's Office as outlined above. The necessary motion was made by Ms. Runyon, seconded by Mr. Bruno and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the appropriation of funds for the October 21<sup>st</sup> Board Meeting.

Mr. Leggett noted there was an addendum agenda item that needed to be addressed pertaining to a request to authorize the appropriation of funds in the amount of \$84,940 from Budget Code A.909.00, *General Fund Balance Unappropriated Surplus*, to various departmental budgets to cover the cost of equipment needs. He noted if approved the resolution would go before today's Board Meeting.

Motion made by Mr. Thomas, seconded by Ms. Runyon and carried unanimously to approve the request and the necessary resolution was authorized for the October 6<sup>th</sup> Board Meeting.

Motion was made by Mr. Driscoll, seconded by Mr. Bruno and carried unanimously, Mr. Leggett adjourned the meeting at 12:19 p.m.

Respectfully submitted,  
Sarah McLenithan Deputy Clerk of the Board