

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: NOVEMBER 3, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT
THOMAS
MERLINO
RUNYON
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
SEEBER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BRUNO
DIAMOND

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the November 3, 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 12:16 p.m.

A motion was made by Ms. Runyon, seconded by Mr. Merlino and carried by majority vote of those present (*Messrs. Thomas, Bruno and 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; a copy is on file with the meeting minutes.

Privilege of the Floor/Public Comment was called for, 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 Ms. Runyon, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Messrs. Thomas, Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for September 2022 - included for informational purposes.
- 2B) Request to appropriate funds in the amount of \$48,720 from Budget Code A.896.00, *Vehicle Reserve*, to Budget Code A.3410 230.1, *Fire Prevention & Control, Automotive Equipment Reserve*, to cover the cost of replacing a vehicle.

Mr. Thomas entered the meeting at 12:20 p.m.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 2C) Request to extend the current contract with New York State Industries for Disabled, Inc. from January 1, 2023 to

December 31, 2023 for mail fulfillment services and to add option to extend for up to two one year extensions with an annual CPI adjustment not to exceed 3%.

Motion made by Mr. Driscoll, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 2D) Request for a transfer of funds in the amount of \$7.00 from Budget Code A.1011 110, *County Administrator, Salaries Regular*, to Budget Code A.1670 120, *Mailroom, Salaries - Overtime*.

Motion made by Mr. Driscoll, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 2E) On behalf of Public Health - Request for a new contract with New York State Department of Health for Childhood Lead Poisoning Prevention Program commencing October 1, 2021 and terminating September 20, 2026.

Motion made by Mr. Driscoll, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 2F) On behalf of Public Health - Request to amend the Warren County Budget for 2022 in the amount of \$13,798 to reflect receipt of grant funding from New York State.

Motion made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 3A) Request to establish recording thresholds for leases related to the implementation of Governmental Accounting Standards Board #87 - Leases.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 3B) Request to delete taxes in the amount of \$803.39 on Town of Queensbury Tax Map Parcel No. 309.19-1-23.
3C) Request to delete taxes in the amount of \$165.55 on Town of Queensbury Tax Map Parcel No. 309.9-1-14.1.

Motion made by Ms. Runyon, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve Items 3B and 3C as outlined above and the necessary resolutions were authorized for the November 18th Board Meeting.

- 3D) Request to refund taxes in the amount of \$12,033.99 on Town of Queensbury Tax Map Parcel No. 289.19-1-27 owned by Bay Road Development LLC.

Motion made by Ms. Runyon, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

Meeting.

- 3E) Request to extend the contract with Capital Markets Advisors LLC for advisory services for bond sales commencing January 1, 2023 and terminating December 31, 2025.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 4A) Request to increase Capital Project No. H388, *Constrict Airport T-Hangars*, in the amount of \$1,500,000.

Motion made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 4B) Request to appropriate funds in the amount of \$6,000 from Budget Code A.892.00, *Reserve, Airport Repair & Project*, to Budget Code A.5610 413, *Airport (DPW), Repair and Maint-Bldg/Property*, to cover the cost of seamless gutters.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 4C) Request to authorize closure of the following Capital Projects and return any remaining funds to the funding source listed: Capital Project No. H399, *Airport Snow Sweeper*, and return estimated funds remaining in the amount of \$78.14 to Budget Code A.909.00, *General Fund Unappropriated Surplus*; and Capital Project No. H387, *Airport Fuel Farm (Vehicles) Motor Fuel System*, and return estimated funds remaining in the amount of \$4,607.38 to Budget Code DM 894.00, *Reserve, Motor Fuel System*.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 4D) Request to appropriate funds in the amount of \$6,000 from Budget Code A.871.00, *Reserve, Rehab County Buildings*, to Budget Code A.1620 413, *Buildings, Repair and Maint- Bldg/Property*, to cover the cost of seamless gutters.

Motion made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 5A) Request to amend the Warren County Budget for 2022 in the amount of \$158,000 to reflect appropriate revenues and expenses for the first half of the school resource officer service agreements.

Motion made by Mr. Driscoll, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 5B) Request to appropriate funds in the amount of \$175,000 from Budget Code A.909.00, *General Fund Unappropriated*

Surplus, to Budget Code A.3110 442, *General Sheriff's Law Enforcement Automotive - Gas & Oil*, to address a deficit created by the significant increases in gasoline costs.

Following a brief discussion, motion made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 5C) Request to amend the Warren County Budget for 2022 in the amount of \$75,000 to reflect the receipt of revenues for the boarding-in of inmates.

Motion made by Mr. Merlino, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 6) Request to amend the Warren County Budget for 2022 in the amount of \$160,623 to reflect receipt of funding from New York State Office of Temporary and Disability Assistance for Code Blue Shelter.

Motion made by Mr. Driscoll, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 7) Request to appropriate funds in the amount of \$20,000 from Budget Code A.895.00, *Computer Reserve*, to the Information Technology departmental budget for the purchase of computers and related software.

Motion made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 8) Request to appropriate funds in the amount of \$125,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0002 480.06, *Tourism - Enhanced Promotion*, to provide funding for sponsorship of the 2023 FISU World University Games Snowboarding competitions.

Motion made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 9A) Request to amend the Warren County Budget for 2022 in the amount of \$25,000 to reflect additional revenue for payment to the Village of Lake George.

Motion made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 9B) Request to close Capital Project No. H371, *Horicon Avenue Sewer Extension (CR 31)*, and return estimated funds remaining in the amount of \$2,174.66 to Budget Code A.909.00, *General Fund Unappropriated Surplus*.

Motion made by Ms. Runyon, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Messrs. Bruno*

and Diamond absent) to approve the request and the necessary resolution was authorized for the November 18th Board Meeting.

- 10) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3A, 4, 5 and 6.**

PERSONNEL AGENDA ITEMS 3A, 4, 5 and 6:

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

A) Request for the appropriation of funds totaling \$25,164.90 from Budget Code A909.00, *Unappropriated Surplus Fund Balance*. 2022 Budget did not provide sufficient funding to cover Hospitalization expense (\$24,869.10), or Dental expense (\$295.80) through the end of the year.

Motion was made by Ms. Runyon, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve Personnel, Administration & Higher Education Agenda Item 3A as outlined above and the necessary resolution was authorized for the November 18th Board Meeting.

- 4) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Request for an appropriation of funds in the amount of \$60,000 from Budget Code A.909.00, *General Fund Unappropriated Fund Balance*, to Budget Code A.1185 435, *Coroners & Medical Examiners, Medical Fees*, to cover the estimated cost of autopsies for the remainder of 2022.

Motion was made by Mr. Driscoll, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve Personnel, Administration & Higher Education Agenda Item 4 as outlined above and the necessary resolution was authorized for the November 18th Board Meeting.

- 5) **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 \$97,310 effective retroactive to November 7, 2022.

Mr. Leggett noted these figures were corrected at the Personnel, Administration & Higher Education Committee meeting to reflect the actual salary of \$87,338 which was increasing to \$103,030.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve Personnel, Administration & Higher Education Agenda Item 5 as outlined above.

- 6) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Strough): Information Technology (Mike Colvin, Director) -**

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Programmer I, *Annual Salary \$65,942*, and delete the position of Computer Programmer II, *Annual Salary \$65,695*, effective November 21, 2022.

Motion was made by Ms. Runyon, seconded by Mr. Merlino and carried unanimously by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*) to approve Personnel, Administration & Higher Education Agenda Item 6 as outlined above.

With regard to Pending Items, Mr. Leggett apprised the Personnel, Administration & Higher Education Committee decided

a joint meeting with the Finance Committee would be scheduled to review and discuss the proposed change to the sponsor funding formula for SUNY Adirondack. Mr. Driscoll asked if Washington County would participate in the discussion and Mr. Leggett replied the matter would be referred to them once a final decision was made.

Mr. Leggett offered privilege of the floor, but there was no one wishing to speak.

Motion was made by Mr. Merlino, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Diamond absent*), Mr. Leggett adjourned the meeting at 12:50 p.m.

Respectfully submitted,
Sarah McLenithan Deputy Clerk of the Board