

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: FINANCE**

**DATE: JANUARY 27, 2023**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS LEGGETT  
RUNYON  
THOMAS  
FRASIER  
BRUNO

**OTHERS PRESENT:**

MIKE SWAN, COUNTY TREASURER  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
JOHN TAFLAN, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS GERACI  
BEATY

DON LEHMAN, DIRECTOR, PUBLIC AFFAIRS  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the January 27, 2023 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 11:05 a.m.

A motion was made by Mr. Bruno, seconded by Ms. Runyon and by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

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

Mr. Leggett welcomed the members of the Committee and provided a brief overview of the purpose of the Committee.

Copies of the meeting agenda were distributed to those in attendance; a copy of same is on file with the meeting minutes.

The agenda review commenced as follows:

- 1) Request for transfers of funds as attached for Committee approval. It was noted that the requests from Countryside Adult Home and the Health Services Division would be removed from the transfers included in the agenda, as they related to 2022 funding.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for November and December 2022; included for informational purposes.
- 2B) On behalf of Office of Community Services - Request to amend the Warren County Budget for 2023 in the amount of \$945,633 to allow for expenditure of ARPA funds to address COVID-19 related behavioral health impacts and to expand/improve behavioral health services in Warren County.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 2C) On behalf of Office of Community Services - Request to authorize a new contract with Glens Fall Hospital to utilize ARPA funding to address COVID-19 behavioral health services in Warren County.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 2D) On behalf of Office of Community Services - Request to amend the Warren County Budget for 2023 in the amount of \$444,448 to allow for expenditure of ARPA funds to address COVID-19 related behavioral health impacts and to expand/improve behavioral health services in Warren County.

This item was removed from the agenda prior to the meeting as it was determined to be unnecessary, as per the County Treasurer's Office.

- 2E) Request to authorize a new contract with ArchiveSocial, Inc. for social media archiving commencing January 1, 2023 and terminating December 31, 2023 with automatic renewals if no more than a 5% increase in price.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 2F) Request to appropriate funds in the amount of \$400,000 from Budget Code A.896.00, *Vehicle Reserves*, to Budget Code A.3110 230.1, *Sheriff Law Enforcement, Automotive Equipment Reserve*, to cover the cost of vehicle purchases.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried unanimously by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 2G) Request for a transfer of funds in the amount of \$10,000 from Budget Code A.1990 469, *Contingent Account-Other Payments/Contributions*, to Budget Code A.1680 444.01, *Information Technology, Job Related Courses*, to cover the cost of education reimbursement for an out-of-unit employee in the Information Technology Department.

Following a discussion, a motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 3A) Request to amend the Warren County Budget for 2023 in the amount of \$324,208.25 to record 2023 copier/printer lease per GASB #87.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 3B) Request for a transfer of funds totaling \$210,734 amongst various budget codes to transfer budget to accounts in accordance with GASB #87 - Leases.

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Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 3C) Request to correct two PILOT payments from the City of Glens Falls.

Motion was made by Ms. Runyon, seconded by Mr. Bruno and carried unanimously by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 3D) Request to appropriate funds in the amount of \$6,120 from Budget Code A.884.00, *Reserve for Debt*, and increase Budget Code A.9730 610, *Bond Anticipation Note, - Principle-Indebtedness*, and \$42,228 from Budget Code D.884.00, *Reserve for Debt*, and increase Budget Code D.9730 610, *Bond Anticipation Note - Principle-Indebtedness*, to cover the cost of paying a portion of the BAN principle due in 2023.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 4A) Request for a transfer in the amount of \$12,897.75 from Budget Code A.1990 469, *Contingent Account-Other Payments/Contributions*, to Budget Code A.9950 910, *Transfers, Capital Projects*.

Motion was made by Ms. Runyon and seconded by Mrs. Frasier to approve the request as presented. Following discussion, Mrs. Frasier amended her motion, and Ms. Runyon her second, to indicate the funding would be appropriated from the General Fund Unappropriated Surplus rather than being transferred from the Contingent Account. Mr. Leggett called the question and the motion as amended carried by majority vote of those present (*Messrs. Geraci and Beaty absent*) and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 4B) Request for transfer of funds in the amount of \$50,000 from Budget code A.1621 470, *Building #1, Contracts*, to Budget Code A.9950 910, *Transfer, Capital Projects*.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 4C) Request to establish Capital Project No. H424, *Joseph B. Warren Capital Project*, in the amount of \$62,897.75.

Motion was made by Ms. Runyon, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 5A) Request to amend the Warren County Budget for 2023 in the amount of \$52,995 to carry over unused FY20 State Homeland Security Program grant funding.  
5B) Request to amend the Warren County Budget for 2023 in the amount of \$36,204 to carry over unused FY20 Hazmat Emergency Preparedness grant funding.  
5C) Request to amend the Warren County Budget for 2023 in the amount of \$12,154.66 to carry over unused FY21 State Homeland Security Program grant funding.

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- 5D) Request to amend the Warren County Budget for 2023 in the amount of \$172,413 to carry over unused FY22 DHSES Domestic Terrorism Prevention State Homeland Security Program grant funding.
  - 5E) Request to amend the Warren County Budget for 2023 in the amount of \$2 to reflect the FY22 Local Emergency Management Performance grant award total of \$29,776.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve Items 5A-E as outlined above and the necessary resolutions were authorized for the February 17<sup>th</sup> Board Meeting.

- 5F) Request to amend the Warren County Budget for 2023 to reflect appropriate revenues and expenses for the second half of the school resource officer service agreement.
- 5G) Request to amend the Warren County Budget for 2023 to appropriate funds for four K-9 stipends which are required to pay for off-duty care of Sheriff's Office canines.
- 5H) Request to amend the Warren County Budget for 2023 in the amount of \$52,850.48 to utilize funds from Budget Code A.691.06, *Deferred Revenue/Sheriff-SCAAP*.
- 5I) Request to amend the Warren County Budget for 2023 in the amount of \$22,468.97 to carry over unused Sheriff's 911 Center, 2021-22 PSAP grant funding.
- 5J) Request to amend the Warren County Budget for 2023 in the amount of \$985,547 to carry over unused Sheriff's 911 Center 2021 Interoperable Comm grant funding.

Amanda Allen, *Clerk of the Board*, noted that the Treasurer's Office had determined the creation of a K-9 stipend was not required; therefore, she said, no action was required on Item 5G.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Geraci and Beaty absent*) to approve Items 5F and 5H-J as outlined above and the necessary resolutions were authorized for the February 17<sup>th</sup> Board Meeting. *Note: Subsequent to the meeting it was determined Item 5H required an appropriation of funds from Budget Code A.691.06, Deferred Revenue/Sheriff-SCAAP to Budget Code A.3150 230, Sheriff's Correction Division, Automotive Equipment, rather than a Budget Amendment, and the appropriate resolution was prepared.*

Mr. Bruno exited the meeting at 11:46 a.m.

- 6) Request to establish Capital Project No. H423, *NBRC 2022*, in the amount of \$200,000.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 7) Request to establish a petty cash fund (*for the Real Property Tax Services Office*) in the amount of \$40 for the purpose of having money available after making monthly deposit to make change for any items purchased.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 8A) Request to amend the Warren County Budget for 2023 in the amount of \$281,537 to allow for expenditure of Opioid Settlement funds to address impacts of opioid crisis in Warren County.

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Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 8B) Request to amend the Warren County Budget for 2023 in the amount of \$36,248 to reflect both the revenue and expenses related to Department code (A.4018.0036) for COVID 19 Vaccine Response grant.

Motion was made by Mrs. Frasier, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 8C) Request to amend the Warren County Budget for 2023 in the amount of \$36,281.25 to reflect receipt of additional funding from New York State Department of Health Healthcare Worker Bonus Program.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 9A) Request to amend the Warren County Budget for 2023 in the amount of \$13,493.50 to reflect receipt of EQUAL award from the New York State Department of Health.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 9B) Request to amend the Warren County Budget for 2023 in the amount of \$44,217 to reflect receipt of funding from New York State Office of Children and Family Services for Safe Harbour NY program in 2023.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 10A) Request to amend the Warren County Budget for 2023 in the amount of \$23,000 to reflect receipt of occupancy tax funding awarded for the American Revolution special event.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried unanimously by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 10B) Request to appropriate funds in the amount of \$205,000 from Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budgets for the purchase of computers and related software.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 11A) Request to increase Capital Project No. H404, *Quaker Road (CR47/CR70) Pavement Preservation*, in the Town of

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Queensbury in the amount of \$11,799,906.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 11B) Request to amend the Warren County Budget for 2023 in the amount of \$267.55 to reflect receipt of insurance recovery payment

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 11C) Request to amend the Warren County Budget for 2023 in the amount of \$6,300 to reflect receipt of funding from the Pearsall Foundation in the amount of \$2,000; Common Roots Foundation in the amount of \$2,500; and Lewis Global Village Charitable Trust in the amount of \$1,800.

Motion was made by Mr Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

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

**PERSONNEL AGENDA ITEMS 4 AND 5:**

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

Request to authorize the appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to the County Attorney's Budget to cover the cost of the insurance deductible for the matter of Frank Denes v. County of Warren, et al.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried unanimously by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve Personnel, Administration & Higher Education Agenda Item 3 as outlined above and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

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

Request to amend the Warren County Budget for 2023 in the amount of \$1,808,671.65 to carry over funding appropriated for ARPA awards already authorized by the Board in order to make payments in 2023.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*) to approve Personnel, Administration & Higher Education Agenda Item 4 as outlined above and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

With regard to the Pending Item pertaining to the funding formula for SUNY Adirondack, Mr. Leggett noted a joint meeting of the Personnel, Administration & Finance Committees would be scheduled within the next month to discuss the matter further.

Mr. Leggett offered privilege of the floor:

Mr. Thomas spoke regarding New York Uni Trust which was offering a respectable interest rate to Counties and

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municipalities and he asked if the Treasurer was aware and Ms. Swan replied his office was looking into this.

Mr. Leggett apprised discussion occurred at yesterday's meeting of the Intercounty Legislative Committee of the Adirondacks regarding the possibility of raising the registration fee for snowmobiles, 95% of which was appropriated to the snowmobile clubs for the maintenance of County trails, etc. and he questioned whether the Committee had any interest taking action on this, but no one responded.

Mr. Leggett spoke regarding the possibility of using occupancy tax funding to fund the Joseph Warren Center. He also asked that anyone who had suggestions and/or recommendations regarding how the County managed its occupancy tax to promote tourism, as well as the County's finances overall.

A discussion ensued regarding the Committee meeting schedule following which it was determined a draft Committee meeting schedule would be presented at the February 3<sup>rd</sup> Special Board Meeting for consideration.

Mr. Leggett spoke regarding communications from members of the Board of Supervisors with County employees and how he believed all communication should go directly to the Department Heads.

Chairman Geraghty asked whether the County had submitted an application for Federal Local Assistance and Tribal Consistency funding and Mike Swan, *County Treasurer*, replied in the negative, noting the County did not meet the eligibility requirements.

There being no further business to come before the Finance Committee, on motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Geraci, Bruno and Beaty absent*), Mr. Leggett adjourned the meeting at 12:17 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board