

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JUNE 1, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT
RUNYON
THOMAS
FRASIER
GERACI

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
LARRY ELMEN, COUNTY ATTORNEY
JOHN TAFLAN, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
ERIN BROTHERS, ILS ADMINISTRATOR, PUBLIC DEFENDER
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

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BRUNO
BEATY

Please note, the following contains a summarization of the June 1, 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 11:18 a.m. and noted that Mr. Beaty had not attended any of their meetings this year and he requested the Chairman consider replacing him on the Committee.

A motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno 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.

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.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the requests as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for April 2023; included for informational purposes.
- 2B) Request for a transfer of funds in the amount of \$1,500,000 from Budget Code A.1990 469.01, *Contingent Account - Other Payments/Salaries*, to various Budget Codes within the Sheriff's Office Budget to cover the 2023 increase in salary expense which was a result of the 2022 interim salary increase.

Motion was made by Mr. Geraci, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 2C) Request to award the contract for dog seizure, dog control, dog shelter and animal cruelty prevention and response support throughout Warren County to a contractor to be determined pursuant to the terms and provisions of the specifications of (WC 33-23) and proposal.
- 2D) Request to appropriate funding in an amount to be determined from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.3110 470, *Sheriff's Law Enforcement, Contract*, to cover the cost of a contract with the lowest responsible bidder (WC-33-23) to provide dog seizure, dog control, dog shelter and animal cruelty prevention and response support throughout Warren County.

John Taflan, *County Administrator*, provided an overview of the requests, noting the sole respondent to the RFP (*Request for Proposal*) was the SPCA of Upstate New York. He indicated the negotiations with them had been unsuccessful and he did not believe they should

move forward with this contract due to the excessive cost.

A discussion ensued following which a motion was made by Mr. Geraci, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to reject the sole proposal to the RFP for dog seizure, dog control, dog shelter and animal cruelty prevention and response support throughout Warren County and go back out to bid for same.

- 3A) Request to appropriate funds in the amount of \$827,560 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.884.00, *General Fund, Reserve for Debt*, and appropriate funds in the amount of \$579,292 from Budget Code D.909.00, *County Road Surplus*, to Budget Code D.884.00, *County Road, Reserve for Debt*, to cover the cost of paying off the Countryside Adult Home Improvement and Retaining Wall on Lake George bond anticipation notes in 2024.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 3B) Request to establish recording threshold for subscription-based information technology arrangements related to the implementation of Governmental Accounting Standards Board #96 (GASB #96) - Subscription - Based Information Technology Arrangements.

Motion was made by Ms. Runyon, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 4A) Request to establish Capital Project No. H416, *Design, Planning & Construction for Municipal Center Grounds*, in the amount of \$20,500.
- 4B) Request to appropriate funds in the amount of \$20,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of the establishment of Capital Project No. H416, *Design, Planning & Construction for Municipal Center Grounds*.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve Items 4A-B as outlined above and the necessary resolutions were authorized for the June 14th Board Meeting.

- 5A) Request to amend Capital Project H413, *Hazard Mitigation Grant Program*, to increase H413.9550 5031, *Hazard Mitigation Grant Program-Interfund Transfers*, by \$4,298.44 and decrease H413.9550 2791, *Hazard Mitigation Grant Program-In Kind Contributions*, by same in order to correctly reflect the revenue budget.
- 5B) Request for a transfer of funds in the amount of \$2,610.93 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.9550 910, *Transfers, Capital Projects*, to cover the cost of the local match charged to the Hazard Mitigation Grant Program for the period January 1-December 31, 2022.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve Items 5A-B as outlined above and the necessary resolutions were authorized for the June 14th Board Meeting.

- 5C) Request to amend the Warren County Budget for 2023 in the amount of \$202,495.02 to reflect receipt of ILS Hurrell-Harring (Year 5) funding.

Motion was made by Mr. Geraci, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 6) Request to amend the Warren County Budget for 2023 in the amount of \$104,124 to allow for pass through of 100% State Aid funding from the New York State Office of Mental Health.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 7A) Request to re-appropriate funds in the amount of \$25,000 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 469.05, *Municipal Application Funding*, to cover the matching fund requirements for the Multi-Use Trail Study for the Northern Borders Regional Commission.

Motion was made by Mr. Geraci, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 7B) Request to appropriate funds in the amount of \$50,000 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 469.05, *Municipal Application Funding*, to provide funds to the Town of Lake George for the Adirondack Region Winter Lights Experience, a multiple year holiday and winter experience, Phase 1 charette.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

- 8A) Request to increase Budget Code D.9950 910, *Transfers - Capital Projects*, in the amount of \$112,871.90 to be in accordance with transfer of surplus local match funds from Capital Project No. H385, *CR 32 Bennie Brook Culvert Replacement*.
- 8B) Request to authorize the County Treasurer to close Capital Project No. H385, *CR 32 Bennie Brook Culvert Replacement*, and return estimated funds remaining in the amount of \$112,870.90 to Budget Code D.9950 910, *County Roads, Transfers - Capital Projects*.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve Items 8A-B as outlined above and the necessary resolutions were authorized for the June 14th Board Meeting.

- 8C) Request to increase Capital Project No. H390, *County Bridge & Culvert Projects*, in the amount of \$1,172,809.42.

Motion was made by Mr. Geraci, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the June 14th Board Meeting.

Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3B, 4A-D, 5 and 7.

PERSONNEL AGENDA ITEMS 3B, 4, 5A-D and 6:

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

- B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of BAN invoice forwarded by the Treasurer's Office which was an unanticipated expense that was not budgeted for.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve Personnel Agenda Item 3B as outlined above and the necessary resolution was authorized for the June 14th Board Meeting.

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

- A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #7 from \$71,015 to \$76,381 effective June 19, 2023.
- B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #6 from \$71,015 to \$74,280 effective June 19, 2023.
- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (1), *Annual Salary \$71,015*, effective June 19, 2023.
- D) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (2), *Annual Salary \$71,015*, effective June 19, 2023.

Motion was made by Mr. Geraci, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve Personnel Agenda Items 4A-D as outlined.

5) Referral from the Public Works Committee (Chaired by Supervisor Conover):
Department of Public Works (Kevin Hajos, Superintendent of Public Works) -

Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Confidential Assistant to the Superintendent of Public Works, *Annual Salary \$5,000*, effective August 1, 2023.

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

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

- A) Request for an appropriation of funds in the amount of \$125,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of settlement agreement noted in Resolution No. 177 of 2023.

Motion was made by Ms. Runyon, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*) to approve Personnel Agenda Item 7A as outlined above and the necessary resolution was authorized for the June 14th Board Meeting.

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

There being no further business to come before the Finance Committee, on motion made by Mr. Geraci, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Bruno and Beaty absent*), Mr. Leggett adjourned the meeting at 11:52 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board