

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JUNE 30, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LEGGETT
RUNYON
THOMAS
FRASIER
GERACI
BRUNO
BEATY

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
JOHN TAFLAN, COUNTY ADMINISTRATOR
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS CONOVER
DRISCOLL
MAGOWAN
MCDEVITT
MERLINO
SMITH
STROUGH
HEATHER BAGSHAW, DIRECTOR OF TOURISM
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DR. DUFFY, PRESIDENT, SUNY ADIRONDACK
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
JAMES LAFARR, SHERIFF
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
D. THOMAS LLOYD, FOUNDING PRINCIPAL, ADIRONDACK STUDIOS
SAM LUCIANO, REPRESENTING WARREN COUNTY WINTER COALITION
SARA MANNIX, FOUNDER/CHIEF EXECUTIVE OFFICER, MANNIX MARKETING
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
*SEE SIGN IN SHEET FOR ADDITIONAL ATTENDEES

Please note, the following contains a summarization of the June 30, 2023 meeting of the Finance Committee; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=ShKp3WFVPsc>

Mr. Leggett called the meeting of the Finance Committee to order at 12:12 p.m.

A motion was made by Mr. Bruno, seconded by Mr. Geraci and carried unanimously 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.

It was noted an additional transfer was approved at the Budget Committee meeting this morning which was distributed prior to the meeting.

Motion was made by Mr. Bruno, seconded by Ms. Runyon and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 2) Journal Report of transfers approved by the County Administrator staff for May 2023; included for informational purposes.

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- 3A) Request to increase the Occupancy tax Reserve minimum balance from \$1 million to \$1.5 million to reflect the increases in costs since it was last adjusted in 2014.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 3B) Request to record \$50,876 premium received on issuance of 2023 \$6.32 million BAN in General Fund and County Road Fund Reserve for Debt to be used for subsequent debt service.

Motion was made by Mr. Beaty, seconded by Mr. Thomas and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 4A) Request to increase Capital Project No. H406, *Countryside Adult Home Capital Improvements Project*, in the amount of \$400,000.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 4B) Request to appropriate funds in the amount of \$400,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of the increase in Capital Project No. H406, *Countryside Adult Home Capital Improvements Project*, due to additional asbestos abatement, asbestos project monitoring and construction services that were unanticipated.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 5A) Request to amend the Warren County Budget for 2023 in the amount of \$54,194 to reflect receipt of ILS Hurrell-Harring (Year 5) funding.

Motion was made by Mr. Geraci, seconded by Ms. Runyon and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 5B) Request to amend the Warren County Budget for 2023 in the amount of \$9,405 to reflect receipt of ILS funding.

Motion was made by Mr. Geraci, seconded by Mr. Bruno and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 5C) Request for a transfer of funds in the amount of \$41,383.36 from Budget Code A.3020.4048 250, *Sheriff's 991 Center 2021-22 PSAP Grant, Technical Equipment*, to Budget Code A.3020.4048 110, *Sheriff's 911 Center 2021-22 PSAP Grant, Salaries-Regular*, for grant reporting and reimbursement purposes.

Mr. Leggett noted this request had not gone before the Criminal Justice & Public Safety Committee for approval.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 6A) Request to amend the Warren County Budget for 2023 in the amount of \$205,000 to reflect receipt of federal community project grant award for the purpose of covering the cost to startup and train new home-based child care providers.

Motion was made by Mr. Geraci, seconded by Mr. Bruno and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 6B) Request to amend the Warren County Budget for 2023 in the amount of \$113,513 to reflect receipt of TANF funds for summer youth employment program.

Motion was made by Mr. Bruno, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 7) Request to appropriate funds in the amount of \$50,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to increase expenses in Budget Code A.6050 469, *Social Services, Public Facil. For Children, Other Payments/Contributions*, to cover the cost of an increase in the daily rate, as well as the number of individuals/care days that are occurring at State Detention Homes that will be charged to the Department of Social Services.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 8A) Request to amend the Warren County Budget for 2023 in the amount of \$22,620.96 to reflect receipt of additional grant funding awarded under the New York State Board of Elections Absentee Ballot Pre-Paid Postage Grant Program.

Motion was made by Mr. Geraci, seconded by Mr. Thomas and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 8B) Request to amend the Warren County Budget for 2023 in the amount of \$67,496.53 to reflect receipt of additional funding awarded under New York State Board of Elections Technology Innovation and Election Resource (TIER) Grant Program.

Motion was made by Mr. Bruno, seconded by Ms. Runyon and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

- 9A) Request to appropriate funds in the amount of \$36,400 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480, *Tourism/Occupancy, Occupancy Tax, Tourism - Special Events*, to provide funding to Rittner's Performing Arts Company for production of History on the Road.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21st Board Meeting.

Mr. Leggett noted if approved Items 9B-C would go before the June 30th Special Board Meeting for approval.

- 9B) Request to appropriate funds in the amount of \$3 million from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480.04, *Tourism - Warren County Projects*, to provide funding for the Warren County Winter Coalition.

Motion was made by Ms. Runyon and seconded by Mrs. Frasier to approve Item 9B as presented.

A discussion ensued during which members of the Sam Luciano, *Representing Warren County Winter Coalition*, provided details regarding the event and why he believed it was a worthwhile investment of occupancy tax funding.

Mr. Leggett called the question and the motion to approve Item 9B as outlined above . was carried unanimously and the necessary resolution was authorized for the July 21st Board Meeting.

- 9C) Request to authorize a new contract with Warren County Winter Coalition in the amount of \$3 million to provide occupancy tax funding for winter-themed multimedia attraction at Fort William Henry.

Motion was made by Ms. Runyon, seconded by Mr. Geraci and carried unanimously to approve the request as presented and the necessary resolutions were authorized for the June 30th Special 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 1B, 3A-E, and 4.

PERSONNEL AGENDA ITEMS 1B, 3A-E and 4:

1) SUNY Adirondack/Higher Education Information:

- B) Request to approve Tentative Operating Budget for 2023-2024 for SUNY Adirondack and providing for public hearing.

Mr. Leggett noted if approved this Item would go before today's Special Board Meeting for approval.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve Personnel Agenda Item 1B as outlined above and the necessary resolution was authorized for the June 30th Board Meeting.

**3) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):
Assigned Counsel (Julie Garcia, Assigned Counsel Administrator) -**

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Administrative Secretary, Annual Salary \$50,633, and delete the positions of Account Clerk (PT), Grade 4 Base Annual Salary \$19,223, and Clerk #2 (PT), Annual Salary \$18,171, effective July 24, 2023.

Motion was made by Mr. Geraci, seconded by Mrs. Frasier and carried unanimously to approve Personnel Agenda Item 3A as outlined above.

Public Defender (Gregory Canale, Public Defender) -

- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Assistant Public Defender (12) - Per Diem, Annual Salary \$49,914, effective July 24, 2023.

Motion was made by Mr. Geraci, seconded by Ms. Runyon and carried unanimously to approve Personnel Agenda Item 3B as outlined above.

Sheriff -

- C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Maintenance Coordinator position from \$75,416 to \$77,565.36, effective July 24, 2023.

Motion was made by Mrs. Frasier, seconded by Mr. Geraci and carried unanimously to approve Personnel Agenda Item 3C as outlined above.

- D) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Corrections Captain position from \$99,068 to \$117,068, effective July 24, 2023.

Motion was made by Mr. Geraci, seconded by Mrs. Frasier and carried unanimously to approve Personnel Agenda Item 3D as outlined above.

- E) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$116,900 to \$135,775, effective July 24, 2023.

Motion was made by Mr. Geraci, seconded by Ms. Runyon and carried by the majority vote, with Messrs. Leggett and Thomas voting in opposition, to approve Personnel Agenda Item 3E as outlined above.

- F) Request to amend Local Law No. 1 of 2023 to increase the salary of the Sheriff from \$120,498 to \$139,373.

Motion was made by Mr. Geraci, seconded by Mrs. Frasier and carried by the majority vote, with Messrs. Leggett and Thomas voting in opposition, to approve Personnel Agenda Item 3F as outlined above.

**4) Referral from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):
Planning & Community Development (Wayne LaMothe, Director) -**

- Request to amend the Table of Organization and Salary Schedule to increase the salary of the Principle Planner position from

\$69,431 to \$77,446, effective July 24, 2023.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve Personnel Agenda Item 4 as outlined above.

Mr. Leggett offered privilege of the floor and the following individual spoke:

Travis Whitehead, *Town of Queensbury Resident*, spoke in favor of Personnel Agenda Item 4 which he believed was justified, adding he would encourage the County to review the funding for the Warren County Economic Development Corporation which he believed was excessive.

There being no further business to come before the Finance Committee, on motion made by Mr. Geraci, seconded by Mr. Bruno and carried unanimously, Mr. Leggett adjourned the meeting at 1:14 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board

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