

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: FINANCE**

**DATE: AUGUST 3, 2023**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS RUNYON  
THOMAS  
FRASIER  
GERACI  
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 MAGOWAN  
MERLINO

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS LEGGETT  
BRUNO

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

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*Please note, the following contains a summarization of the August 3, 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=ANfzGWI7fi0>*

In the absence of Committee Chair Leggett, Ms. Runyon, as Vice-Chair, called the meeting of the Finance Committee to order at 10:30 a.m.

A motion was made by Mrs. Frasier, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Ms. Runyon 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.

Ms. Runyon noted the request for the County Clerk included in the transfers had not been approved by the Legislative, Rules & Governmental Options Committee due to questions regarding whether it was required; therefore, she noted, it would be removed from the transfers.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

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

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- 2B) Request to appropriate funds in the amount of \$102,468 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 purchasing a marine vessel.
- 2C) Request to amend the Warren County Budget for 2023 in the amount of \$102,468 to recognize the anticipated State aid towards the purchase of a marine vessel.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve Items 2B and C as outlined above and the necessary resolutions were authorized for the August 18<sup>th</sup> Board Meeting.

- 2D) Request to appropriate funds in the amount of \$143,782.25 from Budget Code A.909.00, *General Fund Unappropriated Surplus*; \$4,427.67 from Budget Code D 909.00, *County Road Fund Unappropriated Surplus*; \$1,096.19 from Budget Code DM 909.00, *Road Machinery Fund Unappropriated Surplus*, to various budget codes (see attachment included in the agenda) to cover the cost of the 2.5% salary increase for the out-of-Unit employees authorized by Resolution No. 368 of 2023.

Motion was made by Mrs. Frasier, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

- 2E) Request to provide the County Administrator authority to transfer funds between departmental budgets, upon consultation with the Personnel, Administration & Higher Education and Finance Committee Chairs, when circumstances arise where a shortage in salary codes occur upon the hiring of new employees.

Motion was made by Mrs. Frasier and seconded by Mr. Thomas to approve the request as presented.

John Taflan, *County Administrator*, noted the request should indicate to provide the County Administrator authority to transfer funds within departmental budgets and not between. Following further discussion, Mrs. Frasier and Mr. Thomas withdrew their motions to allow the County Administrator to research the matter further and bring the item back to a future Committee meeting for consideration.

- 3) Budget Performance Report to be discussed by the County Treasurer.

Mike Swan, *County Treasurer*, provided an overview of the Budget Performance Report and answered questions posed by the Committee; a copy of the Budget Performance Report is on file with the meeting minutes.

- 4) Request to establish Capital Project No. H422, *Replace 4-box PAPI Runway 1-19*, in the amount of \$271,000.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

- 5A) Request to amend the Warren County Budget for 2023 in the amount of \$134,054 to reflect receipt of funding from New York State Office of Mental Health and New York State Office of Addiction Services to cover the cost of 4% cost of living adjustment included in New York State Budget for programs sponsored by these agencies.

Motion was made by Mrs. Frasier, seconded by Mr. Beaty and carried by a unanimous vote of those present (*Messrs. Leggett*

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*and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

- 5B) Request to appropriate funds in the amount of \$300,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.4390 435, *Psychiatric Expense/Criminal*, to cover the cost of court-ordered NYS CPL 730 competency examination and restoration expenses through the remainder of the year.

Motion was made by Mrs. Frasier, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

- 5C) Request to amend the Warren County Budget for 2023 in the amount of \$35,800 to reflect receipt COVID funding to cover the cost of vaccination of homebound seniors in Warren and Hamilton Counties.

Motion was made by Mrs. Frasier, seconded by Mr. Beaty and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

- 5D) Request to amend the Warren County Budget for 2023 in the amount of \$3,229.50 to reflect receipt of funding from New York State Department of Health for the NYS Health Care Worker Bonus Program.

Motion was made by Mr. Beaty, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

It was noted Item 6 had been removed from the agenda.

- 7) Request to appropriate funds in the amount of \$150,000 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 for Ice Castles Winter Event.

Motion was made by Mr. Geraci, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*), to approve the request as presented and the necessary resolution was authorized for the August 18<sup>th</sup> Board Meeting.

- 8A) Request to increase Capital Project No. H322, *Palisades Road (CR 26) over Brant Lake Inlet*, in the Town of Horicon in the amount of \$4,644.
- 8B) Request to increase Capital Project No. H381, *South Johnsburg Road (CR 57) over Mill Creek bridge replacement*, in the Town of Johnsburg in the amount of \$436,422.
- 8C) Request to appropriate funds in the amount of \$14,346.75 from Budget Code DM 894.00, *Reserve, Motor Fuel Systems*, to Budget Code DM 5140 422, *Motor Fuel Farms, Repair/Maint. Equipment*, to cover the cost of repairing five fuel sites.

Motion was made by Mr. Beaty, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*) to approve Items 8A-C as outlined above and the necessary resolutions were authorized for the August 18<sup>th</sup> Board Meeting.

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

**PERSONNEL AGENDA ITEMS 3A-C, 4 and 5A:**

**3) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

*Department of Social Services (Christian Hanchett, Commissioner) -*

- A) Request to amend Resolution No. 159 of 2023 to extend the termination date of the Assistant Social Services Attorney - Temporary - Part-Time to 100 days after vacant full-time Assistant Social Services Attorney position is filled to ensure integrity in the Legal Unit and allow for a smooth transition.
- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #1, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.
- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #2, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.

**4) Referral from the Tourism Committee (Chaired by Supervisor Merlino):**

*Tourism Department (Heather Bagshaw, Director) -*

Request to amend the Table of Organization and Salary Schedule to create the new position of Tourism Coordinator, *Grade 12, Base Annual Salary \$66,781*, and delete the position of Tourism Development and Events Coordinator, *Annual Salary \$72,783*, effective August 21, 2023.

**5) Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**

- A) On behalf of the Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Assistant Public Defender No. 8 position from \$79,651 to \$90,047 effective August 21, 2023.

Motion was made by Mr. Geraci, seconded by Mrs. Frasier and carried by majority vote of those present (*Messrs. Leggett and Bruno absent*), with Mr. Beaty voting in opposition, to approve Personnel Agenda Items 3A-C, 4 and 5A as outlined above.

Ms. Runyon 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. Thomas, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Leggett and Bruno absent*), Ms. Runyon adjourned the meeting at 11:21 a.m.

Respectfully submitted,

Sarah McLenithan, Deputy Clerk of the Board