

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE & BUDGET

DATE: FEBRUARY 1, 2024

---

---

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS  
GERACI  
MERLINO  
MADAY  
DRISCOLL  
STROUGH  
BRUNO  
ETU

OTHERS PRESENT:

JOHN TAFLAN, COUNTY ADMINISTRATOR  
CHRISTINE NORTON, COUNTY TREASURER  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISOR STRAINER  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS

COMMITTEE MEMBER ABSENT:

SUPERVISOR DICKINSON

SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

---

---

Please note, the following contains a summarization of the meeting of the February 1, 2024 Finance & Budget 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=lzLf78Z6uTM>

Mr. Thomas called the meeting of the Finance & Budget Committee to order at 1:18 p.m.

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

Privilege of the floor was offered for public comment, 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 Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Dickinson and Bruno absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for November and December of 2023; included for informational purposes.
- 2B) Request to appropriate \$96,000 (\$8,000/month) 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 the contract with the SPCA of Upstate New York, Inc. (WC 50-23).

Motion was made by Mr. Strough, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Dickinson and Etu absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 2C) Request to appropriate \$400,000 from Budget Code A.896.00, *Vehicle Reserve*, to Budget Code A.3110 230.1, *Sheriff's Law Enforcement, Automotive Equipment Reserve*, to cover the cost of purchasing replacement vehicles.

FEBRUARY 1, 2024

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Messrs. Dickinson and Etu absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 2D) Request to appropriate \$250,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.4390, 435, *Psychiatric Exp./Criminal*, to cover the cost of court-ordered criminal Psych exams.

Mr. Etu entered the meeting at 1:22 p.m.

Motion was made by Mr. Strough, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 3A) Request to authorize the County Treasurer and/or Deputy Treasurer to maintain an investment management account in the name of Warren County with Glens Falls National Bank and Trust Company.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 3B) Request to amend the Table of Organization and Salary Schedule to create the new position of Payroll Technician - Temp, *Annual Salary \$27.03/hour*, effective February 19, 2024.

It was noted this request had been approved by the Personnel, Administration & Higher Education Committee prior to this meeting.

Motion was made by Mr. Strough, seconded by Mr Etu and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 4A) Request to amend the 2024 County Budget in the amount of \$14,156.39 to carry over unused FY20 State Homeland Security Program grant funding.
- 4B) Request to amend the 2024 County Budget in the amount of \$1,593.14 to carry over unused FY21 State Homeland Security Program grant funding.
- 4C) Request to amend the 2024 County Budget in the amount of \$172,413 to carry over unused FY22 DHSES Domestic Terrorism Prevention State Homeland Security Program grant funding.
- 4D) Request to amend the 2024 County Budget in the amount of \$4,597 to carry over unused FY22 State Homeland Security Program grant funding.
- 4E) Request to amend the 2024 County Budget in the amount of \$80,783.39 to carry over unused ARPA (*American Rescue Plan Act*) funding.
- 4F) Request to amend the 2024 County Budget in the amount of \$179,800 to carry over unused FY21 Hazmat Grant Program funding. (*Note: This request was approved at the November 20, 2023 Committee meeting; however, subsequent to the meeting the County Treasurer's Office determined the request could not be entertained by the Finance Committee until 2024.*)
- 4G) Request to amend the 2024 County Budget in the amount of \$179,800 to carry over unused FY22 Hazmat Grant Program funding. (*Note: This request was approved at the November 20, 2023 Committee meeting; however, subsequent to the meeting the County Treasurer's Office determined the request could not be entertained by the Finance Committee until 2024.*)
- 4H) Request to amend the 2024 County Budget in the amount of \$16,000 to carry over unused FY22 Hazardous Materials Emergency Preparedness Grant funding. (*Note: This request was approved at the November 20, 2023 Committee meeting; however, subsequent to the meeting the County Treasurer's Office determined the request could not be entertained by the Finance Committee until 2024.*)

FEBRUARY 1, 2024

Motion was made by Mr. Driscoll, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve Items 4A-H as presented and the necessary resolutions were authorized for the February 16<sup>th</sup> Board Meeting.

- 4I) Request to amend the 2024 County Budget in the amount of \$171,437 to reflect the receipt of Pretrial grant funding (SFY 2023-24).

Motion was made by Mr. Geraci, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 4J) Request to appropriate \$117,032.75 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.3150 470, *Sheriff's Correction Division - Contract*, to cover the cost of mandated Substance Abuse Disorder (SUD) and Medication Assisted Treatment (MAT) services for individuals incarcerated in the Warren County Correctional Facility.

Motion was made by Mr. Bruno, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 4K) Request to amend the 2024 County Budget in the amount of \$23,832.76 to carry over unused 2021 Interoperable Comm. Grant funding.

Motion was made by Mr. Geraci, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 5A) Request to amend the 2024 County Budget in the amount of \$678,505 to allow for expenditure of remaining American Rescue Plan Act (ARPA) funding for approved behavioral health related projects.

Motion was made by Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 5B) Request to amend the 2024 County Budget in the amount of \$346,119 to allow for expenditure of Opioid Settlement funds for the purpose of addressing the impacts of the opioid crisis in Warren County.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 5C) Request to amend the 2024 County Budget in the amount of \$41,956.43 to reflect an increase in the Hamilton County Budget as a result of the addition of the Services Assistant position.

Motion was made by Mr. Bruno, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 5D) Request to amend the 2024 County Budget in the amount of \$2,000 to reflect receipt of grant funding from the Glens Falls Foundation for the Community Mental Health Initiative.
- 5E) Request to amend the 2024 County Budget in the amount of \$3,000 to reflect receipt of funding from the Adirondack Health Institute to support funding being offered to WIC families.
- 5F) Request to amend the 2024 County Budget in the amount of \$110,565 to carry over unused funding from Health Research Inc. for the purpose of supporting the current expenses related to the grant objectives.

Motion was made by Mr. Bruno, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve Items 5D-F as presented and the necessary resolutions were authorized for the February 16<sup>th</sup> Board Meeting.

- 6A) Request to amend the 2024 County Budget in the amount of \$10,706.50 to reflect receipt of EQUAL award from the New York State Department of Health.
- 6B) Request to amend the 2024 County Budget in the amount of \$340,798 to reflect receipt of funding from New York State Office of Temporary and Disability Assistance for the purpose of providing funding for Code Blue shelter.
- 6C) Request to amend the 2024 County Budget in the amount of \$60,000 to reflect receipt of funding from New York State Office of Children and Family Services for the purpose of improving response to families and infants affected by substance abuse disorders.
- 6D) Request to amend the 2024 County Budget in the amount of \$30,000 to reflect receipt of funding from New York State Office of Children and Family Services to provide funding for Safe Harbor services and programs in response to child trafficking and exploitation.
- 6E) Request to amend the 2024 County Budget in the amount of \$25,000 to reflect receipt of funding from New York State Office of Children and Family Services for the purpose of providing funding for non-residential domestic violence services.

Motion was made by Mr. Strough, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve Items 6A-E as presented and the necessary resolutions were authorized for the February 16<sup>th</sup> Board Meeting.

- 7) Request to establish Capital Project No. H429, *Restore 2023*, in the amount of \$200,000, for the purpose of providing support for emergency home repairs to seniors in Warren County.

It was noted the request was inadvertently written to create a Capital Project; however, the purpose was to restore CD 79 (*Establishing Community Development Fund*), in the amount of \$200,000.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 8A) Request to amend the 2024 County Budget in the amount of \$23,484.56 to carry over unused Absentee Ballot Pre-Paid Postage grant funding from New York State Board of Elections.
- 8B) Request to amend the 2024 County Budget in the amount of \$7,622.57 to carry over unused Tier grant funding from New York State Board of Elections.

Motion was made by Mr. Merlino, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve Items 8A and 8B as presented and the necessary resolutions were authorized for the February 16<sup>th</sup> Board Meeting.

- 8C) Request to appropriate \$16,316 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1410 440, *County Clerk, Legal/Transcript Fees*, (\$8,158), and Budget Code A.4010 440, *Health Services, Legal/Transcript Fees*, (\$8,158), to cover a portion of the County's insurance deductible in the matter of *John Joseph Forjone v. The Town of Lake Luzerne, et al.*

Motion was made by Mr. Strough, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

Mr. Strough exited the meeting at 1:40 p.m.

- 9A) Request to amend the 2024 County Budget in the amount of \$7,717.88 to cover the increase in operational and maintenance costs for the Warren County Industrial Park.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Messrs. Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting.

- 9B) Request to appropriate \$7,031,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to the following Budget Codes: \$4,086,000 to A.9950 910, *Transfers, Capital Projects*, to be allocated to Capital Project No. H390, *County Bridge & Culvert Project*, to cover the anticipated costs of emergency Culvert replacements due to the December 18, 2023 storm damage; \$2,945,500 to Budget Code A.9901.0180 910, *Transfers, Transfer-County Roads, Interfund Transfers*; and \$1,597,500 to Budget Code D.5112.8356 280, *County Road, 2023 CR#66 Country Club Road, Projects*. (Note: This request did not go before the Public Works Committee for approval).

Motion was made by Mr. Bruno and seconded by Mr. Mayday to approve the request as presented.

Kevin Hajos, *Superintendent of Public Works*, provided an overview of a revised request which reduced the amount appropriated from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to \$6,800,000 following which a discussion ensued during which Mr. Thomas advised he wanted to address the funding he had removed from the 2024 County Budget during the budgeting process last year in the amount of \$1,597,500 to cover local match expense for various Federal and/or State capital projects.

Motion was made by Mr. Etu, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Dickinson and Strough absent*) to appropriate \$1,597,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.9950 910, *General Fund, Transfers-Capital Projects*, to cover the local match expense for various Federal and/or State capital projects and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting; *a copy of the revised resolution request form is on file with the meeting minutes*.

Returning to the original motion, Messrs. Bruno and Maday withdrew their motions.

A lengthy discussion ensued regarding the \$4,086,000 in funding requested for emergency repairs for bridges and culverts during which Mr. Driscoll exited the meeting at 2:00 p.m. Following the discussion it was determined a more detailed request would be presented regarding these expenses which included information regarding the possibility of bonding the expense.

- 9C) Request to amend the 2024 County Budget in the amount of \$2,945,500 to include funding for CR #66 Country Club Road and to reallocate budgeted funds to cover Local Match funds. (Note: This request did not go before the Public Works Committee for approval).

With regard to Item 9C, it was noted the request had changed to amend the 2024 County Budget in the amount of \$1,597,500 to allocate funds to cover the local match for various DPW Capital Projects.

Motion was made by Mr. Geraci, seconded by Mr. Merlino and carried unanimously by a unanimous vote of those present (*Messrs. Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting; *a copy of the revised resolution request form is on file with the meeting minutes*.

- 9D) Request to increase Capital Project No. H390, *County Bridge & Culvert Projects*, in the amount of \$4,086,000. (Note: This request did not go before the Public Works Committee for approval).

The consensus of the Committee was to hold off on taking action on Item 9D until additional information regarding these expenses which included information regarding the possibility of bonding the expense was provided.

- 9E) Request to amend the 2024 County Budget in the amount of \$4,300 to reflect receipt of funding from the Pearsall Foundation (\$2,500) and Lewis Global Village Charitable Trust (\$1,800) for Up Yonda Farm Environmental Educational Center.
- 9F) Request to amend the 2024 County Budget in the amount of \$2,500 to reflect receipt of funding awarded from the Town of Bolton for Up Yonda Farm Environmental Educational Center.

FEBRUARY 1, 2024

Motion was made by Mr. Geraci, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Driscoll, Dickinson and Strough absent*) to approve Items 9E-F as presented and the necessary resolutions were authorized for the February 16<sup>th</sup> Board Meeting.

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

Motion was made by Mr. Merlino, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the February 16<sup>th</sup> 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 4, 5, 6, 7, 8, 9A, 9B, 10C, 11D and 11E.

PERSONNEL AGENDA ITEMS 4, 5, 6, 7, 8, 9A, 9B, 10C, 11D and 11E:

- 4) Referral from the Criminal Justice, Public Safety & Emergency Services 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 3<sup>rd</sup> Assistant Public Defender position from \$74,865 to \$80,521, effective February 19, 2024.
- 5) Referral from the Health Services Committee (Chaired by Supervisor Strainer):  
*Office for the Aging (Dee Park, Director) -*  
Request to amend the Table of Organization and Salary Schedule to create the new position of Services Assistant - Office for the Aging #5, *Grade 7, Base Annual Salary \$43,187*, and delete the position of Services Assistant - Office for the Aging PT #2, *Grade 7, Base Annual Salary \$43,187 (24 hours/week)*, effective February 19, 2024.
- 6) Referral from the Human Service Committee (Chaired by Supervisor Driscoll):  
*Department of Social Services (Christina Mastrianni, Commissioner) -*  
Request to amend the Table of Organization and Salary Schedule to increase the hours of the Assistant Social Services Attorney PT#1 position from 20 hours/week, *Annual Salary \$39,826*, to 32 hours/week, *Annual Salary \$63,725*, effective retroactive to January 1 2024.
- 7) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):  
*Planning & Community Development -*  
Request to amend the Table of Organization and Salary Schedule to create the new position of GIS Specialist - Part-Time, (19 hours/week), *Grade 16, Base Annual Salary \$31.6827/hour*, and delete the position of Associate Planner - Per Diem, *Annual Salary \$25,855*, effective May 1, 2024.
- 8) Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):  
*Tourism (Heather Bagshaw, Director) -*  
Request to amend the Table of Organization and Salary Schedule to create the new position of Marketing Coordinator, *Grade 12, Base Annual Salary \$70,401*, and delete the position of Creative Director, *Annual Salary \$94,382*, effective February 19, 2024.
- 9) Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):
- A) On behalf of the Office of Emergency Services - Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Deputy Fire Coordinator positions from \$8,891 to \$8,680 effective retroactive to January 1,2024.
- B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Building Maintenance Helper, Fire Training Center position from \$7,417 to \$7,240 effective retroactive to January 1, 2024.
- 10C) Request to appropriate \$70,000 from Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budgets to purchase computers and related equipment and software.
- 11) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):
- D) Request to amend the Table of Organization and Salary schedule to increase the salary of the 3<sup>rd</sup> Assistant County Attorney

**FEBRUARY 1, 2024**

---

---

position from \$77,080 to \$80,521 effective January 19, 2024.

- E) Request for a transfer of funds in the amount of \$4,027 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 110, *County Attorney, Salaries - Regular*, to cover the salary increase of the 3<sup>rd</sup> Assistant County Attorney position.

It was noted Personnel Agenda Item 4 had been referred back to the Criminal Justice, Public Safety & Emergency Services Committee and Items 11D and E would be handled during the budgeting process for next year.

Motion was Mr. Geraci, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Driscoll, Dickinson and Strough absent*) to approve Personnel, Administration & Higher Education Agenda Items 5-8, 9A, 9B and 10C as outlined above; the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting for Item 10C.

Privilege of the floor for public comment was offered:

Mr. Geraci spoke regarding his concerns with the scheduling and length of meetings which he believed needed to be addressed.

There being no further business to come before the Finance & Budget Committee, on motion made by Mr. Geraci and seconded by Mr. Bruno, Mr. Thomas declared the meeting adjourned at 2:14 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board