

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE & BUDGET

DATE: FEBRUARY 29, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
GERACI
MADAY
BRUNO
ETU

OTHERS PRESENT:

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
CHRISTINE NORTON, COUNTY TREASURER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO
DRISCOLL
DICKINSON
STROUGH

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the February 29, 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=CwRoeEw9WLk>

Mr. Thomas called the meeting of the Finance & Budget Committee to order at 11:57 a.m.

A motion was made by Mr. Geraci, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough 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) Journal Report of transfers approved by the County Administrator staff for January of 2024; included for informational purposes. It was noted going forward transfers of a significant amount would include a brief explanation.
- 2) Request to appropriate \$834,000 from Budget Code A.884.00, *Reserve for Debt*, and \$623,728 from D.884.00, *County Road, Reserve for Debt*, to cover the cost of paying a portion of BAN principle and interest due in 2024.

Motion was made by Mr. Bruno, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- 3) Request to transfer funds in the amount of \$14,521.80 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.4022 260, *Emergency Medical Services- Other Equipment*, to cover the cost of purchasing six automated external defibrillators (*AED'S*) to replace aging and failing units.

Motion was made by Mr. Geraci, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- 4A) Request to authorize the County Treasurer to close Capital Project No. H375, *13th Lake Road Culvert Replacement*, - no

funds remaining within this project.

Motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- 4B) Request to appropriate \$1,738,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to the following Budget Codes: D.5112 8356 280, *County Roads - 2023 CR #66 County Club Road*, (\$1,348,000) to cover the cost of anticipated 2024 County Road projects; A.9950 910, *Transfers- Capital Projects*, (\$230,000) to cover the local match for federal and/or state aid Airport capital projects; and A.5610 470, *Airport (DPW), Contracts*, (\$160,000) to cover Airport Projects.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- 4C) Request to amend the 2024 County Budget in the amount of \$1,348,000 to increase Budget code D.5112 8356 280, *County Roads - 2023 CR #66 Country Club Road*, to reflect the appropriation of additional funding for 2024 County Road Projects.

Motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- 4D) Referral from the Public Works Committee to consider the possibility of obtaining a bond in the amount of \$6,200,000 to cover the cost of current projects and equipment and rolling over the previous \$6,200,000 BAN (*Bond Anticipation Note*).- The County Treasurer to provide an overview of the different options available.

Christine Norton, *County Treasurer*, distributed a handout to the Committee members outlining two different options.; *a copy of the handout is on file with the meeting minutes*. She proceeded to provide an overview of each option and answered questions posed by the Committee members.

Following discussion, motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the issuance of \$4.1 million in serial bonds to cover the estimated cost of emergency road work (*total of \$7.8 million when the current \$3.7 million balance of the 2022 BAN is rolled over*) and the necessary resolution was authorized for the March 15th Board Meeting.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to authorize and appropriation of \$1,142,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to the DPW Budget to cover the cost of purchasing equipment; the necessary resolution was authorized for the March 15th Board Meeting.

- 5A) Request to appropriate \$20,000 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480.04, *Warren County Projects*, to cover the expenditure of occupancy tax funding approved for the Cliff & Redfield Interactive agreement with the Planning & Community Development Department.

Motion was made by Mr. Geraci, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- 5B) Request to appropriate \$36,400 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480.04, *Warren County Projects*, to provide funding for the execution of the Rittner Performing Arts Company contract.

Motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- 5C) Request to appropriate \$55,500 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480, *General/Tourism/Occupancy, Occupancy Tax Tourism-Special Events*, to provide funding for special events that were awarded funding in 2024.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th 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 3A, 3B, 4A, 4B, 5B and 6C.

PERSONNEL Agenda Items 3A, 3B, 4A, 4B, 5B and 6:

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

- A) Request to appropriate \$1,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1040 220.1, *Clerk-Legislative Board, Office Equipment-Reserve*, to cover the cost of purchasing a new laptop.

Motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve Personnel Agenda Item 3A as presented and the necessary resolution was authorized for the March 15th Board Meeting.

- B) Request to amend the 2024 County Budget in the amount of \$155,556.68 to carry over 2023 ARPA funding.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve Personnel Agenda Item 3B as presented and the necessary resolution was authorized for the March 15th Board Meeting.

4) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Probation (Robert Iusi, Director) -

- A) Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Part-Time Probation Assistant, *Grade 7, Base Annual Salary \$43,187 (Full-Time)*, effective March 18, 2024.

Sheriff (James LaFarr, Sheriff) -

- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Re-Entry Specialist Part-Time, *Annual Salary \$25.00/hour*, effective March 18, 2024.

Motion was made by Mr. Geraci, seconded Mr. Bruno and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve Personnel Agenda Items 4A and 4B as outlined above.

5) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

- B) Request for a transfer of funds in the amount of \$5,553.90 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 426, *Subscriptions*, to cover the cost of a one year subscription to legal practice management software from Themis Solutions Inc. (CLIO).

Motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll,*

Dickinson and Strough absent) to approve Personnel Agenda Item 5B as outlined above and the necessary resolution was authorized for the March 15th Board Meeting.

Mr. Thomas requested a motion to approve an item inadvertently left off of the agenda pertaining to a request from the County Attorney for a transfer of funds in the amount of \$20,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 440, *Legal/Transcript Fees*, to cover the increase in the cost of the contract with Roemer Wallens Gold Mineaux, LLP from \$20,000 to \$40,000 which was approved by the Personnel, Administration & Higher Education Committee.

The necessary motion was made by Mr. Bruno, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the March 15th Board Meeting.

6) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**

- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Civil Service Administrator - per diem, *Annual Salary \$55,8093/hour*, and delete the position of Personnel Officer, *Annual Salary \$101,573*, effective April 15, 2024.

It was noted the effective date for Item 6C was April 22, 2024 and not April 15, 2024.

Motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Merlino, Driscoll, Dickinson and Strough absent*) to approve Personnel Agenda Item 6C as outlined above.

Privilege of the floor for public comment was offered, but there was no one wishing to speak.

There being no further business to come before the Finance & Budget Committee, on motion made by Mr. Bruno and seconded by Mr. Etu, Mr. Thomas declared the meeting adjourned at 12:37 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board