

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: FINANCE & BUDGET**

**DATE: MARCH 29, 2024**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
GERACI  
MERLINO  
MADAY  
DRISCOLL  
STROUGH  
BRUNO  
ETU

**OTHERS PRESENT:**

JOHN TAFLAN, COUNTY ADMINISTRATOR  
CHRISTINE NORTON, COUNTY TREASURER  
SUPERVISORS STRAINER  
WILD  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
HEATHER BAGSHAW, DIRECTOR OF TOURISM  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR DICKINSON

DON RITTNER, RITTNER'S PERFORMING ARTS COMPANY  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the meeting of the March 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=B6el9u5lINk>*

Mr. Thomas called the meeting of the Finance & Budget Committee to order at 11:19 a.m.

A 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 minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was offered for public comment:

Mr. Wild apologized for going over the scheduled time for the Personnel, Administration & Higher Education Committee meeting, indicating going forward he would work harder to ensure the meeting ended in a more timely manner.

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 transfer of funds as attached for Committee approval.

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 April 19<sup>th</sup> Board Meeting.

- 2A) Journal Report of transfers approved by the County Administrator staff for February of 2024; included for informational purposes.
- 2B) Request to allow Department Heads or the Chair of the Board of Supervisors to enter into and execute agreements with various vendors or contractors subject to certain conditions.

Motion was made by Mr. Etu and seconded by Mr. Bruno to approve Agenda Item 2B as outlined above.

A discussion ensued during which Messrs. Etu and Bruno amended their motions to include providing the Chairman of the Board with authority to execute and sign contracts up to \$10,000 without further need for a resolution. Mr. Thomas called the question and the motion as amended was carried by a unanimous vote of those present (*Mr. Dickinson absent*) and the necessary resolution was authorized for the April 19<sup>th</sup> Board Meeting.

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- 2C) Request to amend the 2024 Warren County Budget in the amount of \$70,348.97 to carry over unused ARPA (*American Rescue Plan Act*) funding within the Information Technology budget.

Motion was made by Mr. Strough, 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 April 19<sup>th</sup> Board Meeting.

- 3A) Request to amend the 2024 Warren County Budget in the amount of \$16,000 to carry over unused FY23 Hazardous Materials Emergency Preparedness grant funding.
- 3B) Request to amend the 2024 Warren County Budget in the amount of \$165,940 to carry over unused 2022-23 PSAP grant funding.
- 3C) Request to amend the 2024 Warren County Budget in the amount of \$492,667 to carry over unused 2023 Interoperable Comm. Grant funding.

Motion was made by Mr. Geraci, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve Agenda Items 3A-C as outlined above and the necessary resolutions were authorized for the April 19<sup>th</sup> Board Meeting.

- 4) Request to amend the 2024 Warren County Budget in the amount of \$72,868.27 to reflect receipt of ARPA (*American Rescue Plan Act*) funding for administrative purposes.

Motion was made by Mr. Driscoll, 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 April 19<sup>th</sup> Board Meeting.

- 5) Request to amend the 2024 Warren County Budget in the amount of \$1,076.50 to reflect receipt of Healthcare Worker Bonus Program funding the New York State Department of Health.

Motion was made by Mr. Bruno, 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 April 19<sup>th</sup> Board Meeting.

- 6) Request to amend the 2024 Warren County Budget in the amount of \$34,129 to reflect receipt of funding from New York State Office of Children and Family Services for the purpose of purchasing a new vehicle for the Adult Protective Services division.

Motion was made by Mr. Merlino, 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 April 19<sup>th</sup> Board Meeting.

- 7) Request to appropriate \$120,000 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. Merlino, 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 April 19<sup>th</sup> Board Meeting.

- 8A) Request to amend the 2024 Warren County Budget in the amount of \$237,157.48 to reflect receipt of CHIPS funding from New York State.

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 April 19<sup>th</sup> Board Meeting.

- 8B) Request to establish Capital Project No. H430, *Culvert Repairs*, in the amount of \$4,100,000.

Motion was made by Mr. Etu, seconded by Mr. Geraci 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 April 19<sup>th</sup> Board Meeting.

- 9A) Request to authorize agreements with lowest responsible bidders for museum alteration for the Joseph Warren Center for Leadership and History pursuant to the terms and provisions of the specifications (WC 1-24) and proposal for a term commencing upon execution and terminating upon completion with a source of funding to be determined (*Total of \$1,000,000 to be allocated to cover bids*). Bids to be awarded to: B&B Premier Contracting LLC (Plumbing); Rozell Industries (Electrical); Bonacqisiti Brothers Construction (General Contracting); and Rozell Industries (Mechanical).
- 9B) Authorizing the appropriation of funds in an amount not to exceed \$800,000 from the Occupancy Tax Reserve to fund the cost of bids for the Joseph Warren Center for Leadership and History. *Note: \$200,000 was earmarked for this project within the 2024 Budget, but must be appropriated from the General Fund. Finance Committee to determine whether the full remaining amount of \$800,000 should come from the Occupancy Tax Reserve, or if additional funds should be appropriated from the General Fund to lessen the amount of occupancy tax funding used.*
- 9C) Authorizing the appropriation of funds from the General Fund to A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, in the total amount determined by the Finance Committee. *Minimally \$200,000, but amount could be higher depending on whether the Committee decides to lessen occupancy tax contribution.*
- 9D) Increasing Capital Project No. H424, *Joseph Warren Capital Project*, in the amount of \$1,000,000.

Motion was made by Mr. Bruno and seconded by Mr. Driscoll to bring Agenda Items 9A-9D to the floor for discussion during which Kevin Hajos, *Superintendent of Public Works*, clarified the contractor for the electrical was Rozell East and not Rozell Industries. During the discussion Messrs. Bruno and Driscoll amended their motions to indicate the following: Authorizing agreements with lowest responsible bidders for museum alteration for the Joseph Warren Center for Leadership and History pursuant to the terms and provisions of the specifications (WC 1-24) and proposal for a term commencing upon execution and terminating upon completion with a source of funding to be determined (*Total of \$1,000,000 to be allocated to cover bids*). Bids to be awarded to: B&B Premier Contracting LLC (Plumbing); Rozell East (Electrical); Bonacqisiti Brothers Construction (General Contracting); and Rozell Industries (Mechanical); Appropriating funds in an amount not to exceed \$200,000 from A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.909.00, *General Fund Unappropriated Surplus*; Appropriating \$800,000 the Budget Code A.909.00, *General Fund Unappropriated Surplus*, to A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, to cover the cost of the museum alteration for the Joseph Warren Center for Leadership and History; \$200,000 per year for three years to be reimbursed from Occupancy Tax to the General Fund (*total of \$600,000 to be reimbursed*); and Increasing Capital Project No. H424, *Joseph Warren Capital Project*, in the amount of \$1,000,000. Mr. Thomas called the question and the motion to approve Items 9A-9D as amended was carried by majority vote, with Messrs. Merlino and Etu voting in opposition, (*Mr. Dickinson absent*) and the necessary resolutions were authorized for the April 19<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 4A-C, 5A and 5C.

PERSONNEL Agenda Items 4A-C, 5A and 5C:

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

***Department of Social Services (Christina Mastrianni, Commissioner) -***

- A) Request to amend the Table of Organization and Salary Schedule to create the new position of Intake Clerk #12, *Grade 4, Base Annual Salary \$38,447*, and delete the position of Social Welfare Examiner #18, *Grade 8, Base Annual Salary \$44,729*, effective April 22, 2024.
- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Services, *Annual Salary not to exceed \$91,062*, and delete the position of Class A Supervisor (Services), *Annual Salary \$83,979*, effective April 22, 2024.
- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Social Services/Public Assistance, *Annual Salary not to exceed \$83,846*, and delete the position of Deputy Commissioner of Social Services, *Annual Salary \$90,947*, effective April 22, 2024.

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Motion was made by Mr. Strough, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve Personnel Agenda Item 4A-C as outlined above.

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

A) Request to amend the Table of Organization and Salary Schedule to create the position of Director of Human Resources, *Annual Salary \$119,726*, and delete the position of County Human Resources Director, *Annual Salary \$101,491*, effective April 22, 2024.

***Sheriff (James LaFarr, Sheriff) -***

C) 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. Strough, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve Personnel Agenda Item 5A and 5C as outlined above and the necessary resolution was authorized for the April 19<sup>th</sup> Board Meeting for Agenda Item 5C.

Privilege of the floor for public comment was offered:

Mr. Strainer suggested the Tourism Department advertise other attractions on the County website along with the Joseph Warren Center for Leadership and History to attract tourists to the region.

There being no further business to come before the Finance & Budget Committee, on motion made by Mr. Bruno and seconded by Mr. Merlino, Mr. Thomas declared the meeting adjourned at 12:01 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board