

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE & BUDGET

DATE: MAY 30, 2024

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS THOMAS	JOHN TAFLAN, COUNTY ADMINISTRATOR
GERACI	CHRISTINE NORTON, COUNTY TREASURER
MADAY	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
DRISCOLL	LARRY ELMEN, COUNTY ATTORNEY
CROCITTO	AMANDA ALLEN, CLERK OF THE BOARD
STROUGH	SUPERVISOR STRAINER
BRUNO	CARRIE BLACK, COUNTY CLERK
ETU	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	LEXIE DELUREY DIRECTOR, REAL PROPERTY TAX SERVICES
COMMITTEE MEMBER ABSENT:	KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
SUPERVISOR MERLINO	LINDA MORGAN, DEPUTY COUNTY CLERK
	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the May 30, 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 11:59 a.m.

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

The agenda review commenced, as follows:

- 1) Request for transfers of funds as attached for Committee approval.

With regard to the request for transfer of funds submitted by the County Clerk, it was noted this request had inadvertently been included with the request for transfers of funds and a separate motion would be required as this was a request for a transfer from the Contingent Account. It was also noted the amount of the request was incorrect and the corrected amount, which would be less than \$45,000, would be provided prior to the June 21, 2024 Board Meeting.

Motion was made by Mr. Strough, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Merlino absent*) to authorize the transfers of funds included in the agenda packet and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Merlino absent*) to authorize a transfer of funds in an amount up to \$45,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A,1410 110, *Salaries - Regular*, to cover the cost of the creation of the Pistol Permit Clerk position; the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- 2) Requests/items to be discussed by the County Administrator:

- A) Journal Report of transfers approved by the County Administrator staff for April 2024; provided by informational purposes.
- B) Request to appropriate \$13,832 from Budget Code A.896.00, *Vehicle Reserves*, to various departmental budgets to cover the cost of vehicle purchases.

Motion was made by Mr. Geraci, seconded by Mr Strough and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 2B, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- C) Request to amend 2024 Warren County Budget in the amount of \$12,717 to reflect receipt of State aid for vehicle purchases for Health Services, Department of Social Services and Countryside Adult Home.

Motion was made by Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 2C, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- D) Demonstration of CLEARGov software.

It was noted Agenda Item 2D would be deferred until the end of the meeting.

3) Requests/Items to be Discussed by the County Treasurer:

- A) Request for transfer of funds in the amount of \$7,950 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1325 811, *County Treasurer, NYS Voluntary Defined Contributions*, to cover the cost of an employee joining the NYS Voluntary Defined Contribution plan which was not budgeted for in 2024.

Motion was made by Mr. Etu, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 3A, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- B) Request for transfers of funds amongst various budget codes totaling \$61,104 to transfer budget to accounts in accordance with GASB #96- Subscriptions.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 3B, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- C) Request to amend the 2024 Warren County Budget in the amount of \$65,719.77 to record 2024-25 Mental Health Office lease per GASB #87.

Motion was made by Mr. Strough, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 3C, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- D) Request to amend the Table of Organization and Salary Schedule to create the new position of Principle Account Clerk - Temp., *Grade 10, Base Annual Salary \$22.92/hour (would like to pay current Annual Salary \$28.68/hour)*, effective June 24, 2024 to August 30, 2024.
- E) Request for transfer of funds in the amount of \$9,877.96 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to the County Treasurer's Budget to cover the cost of funding the newly created

Principle Account Clerk - Temp. position.

It was noted Agenda Items 3D and E had been withdrawn.

- F) Request to delete back taxes owed for Town of Queensbury Tax Map Parcel No. 309.5-1-1./137.

Motion was made by Mr. Maday and seconded by Mr. Etu to approve Item 3F, as outlined above. Following discussion, Messrs. Maday and Etu withdrew their motion and second in favor of postponing the matter until the next Committee meeting to allow for further research by the County Treasurer.

- G) Request to approve listing of corrections to Tax Rolls as provided in agenda attachment.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 3G, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- 4) Referral from the Criminal Justice, Public Safety & Emergency Services Committee:
Request to amend the 2024 Warren County Budget in the amount of \$25,106 to carry over unused 2023 funding that is available in Distribution 13.

Motion was made by Mr. Geraci, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 4, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- 5) Referrals from the Economic Growth & Development Committee:
A) Request to amend the 2024 Warren County Budget in the amount of \$753.61 to reflect reimbursement received from the City of Glens Falls for the cost of GIS software maintenance.

Motion was made by Mr. Etu, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 5A, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- B) Request to establish Capital Project No. H433, *Thriving Hamlets*, in the amount of \$135,592.15.

Motion was made by Mr. Etu, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 5B, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- 6) Referral from the Health Services Committee:
Request to appropriate \$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.

Motion was made by Mr. Geraci, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 6, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- 7) Referral from the Human Services Committee:

Request to amend the 2024 Warren County Budget in the amount of \$58,042 to reflect receipt of an increased allocation received from New York State Office of Children and Family Services for youth programs throughout Warren County.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 7, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

8) Referrals from the Public Works Committee:

- A) Request to appropriate \$326,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.9950 910, *Transfers, Capital Projects*, to provide funding for Capital Project No. H434, Railroad Repairs.
- B) Request to appropriate \$319,000 from Budget Code A.899.00, *Reserve, County Railroad Repairs*, to Budget Code A.9950 910, *Transfers, Capital Projects*, to provide funding for Capital Project No. H434, Railroad Repairs.
- C) Request to establish Capital Project No. H434, *Railroad Repairs*, in the amount of \$645,000.

Motion was made by Mr. Etu, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Items 8A-C as outlined above, and the necessary resolutions were authorized for the June 21, 2024 Board Meeting.

- D) Request to amend the 2024 Warren County Budget in the amount of \$3,135 to reflect receipt of insurance recovery payment to repair a trailer.

Motion was made by Mr. Geraci, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 8D, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- E) Request to establish road projects as outlined in the resolution request form and authorize transfers of funds for same.

Motion was made by Mr. Driscoll, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Merlino absent*) to approve Item 8E, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

- 9) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee* - Agenda 2B-D, 3B, 4, 5B and 7.

PERSONNEL AGENDA ITEMS 2B-D, 3B, 4, 5B and 7:

2) Requests/Items to be Discussed by the Human Resources Director (*Jackie Figueroa, Director*):

- B) Request to amend the Table of Organization and Salary Schedule to decrease the hours of the Civil Service Assistant position from 40 hours to 30 hours, *from Annual Salary \$52,038 (40 hours/week), to Annual Salary \$39,028 (30 hours/week)*, effective July 8, 2024.
- C) Request to amend the Table of Organization and Salary Schedule to increase the hours of the Human Resources Assistant position from 30 hours per week to 40 hours per week, *from Annual Salary \$40,599 (30 hours/week), to Annual Salary \$54,132 (40 hours/week)*, effective July 8, 2024.
- D) Request to amend the Table of Organization and Salary Schedule to delete the Test Administrator #2 and Test Administrator #3 positions from the Human Resources Department structure and use the Test Administrator position as a “bucket” position to allow for a creation of a pool of per diem people to work weekend civil service tests.

- 3) Requests/Items to be Discussed by the Clerk of the Board (*Amanda Allen, Clerk of the Board*):
 - B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of 2024 BAN advisory services which were not budgeted for.
- 4) Request/Item to be Discussed by the Director of Information Technology (*Mike Colvin, Director*):

Request to appropriate \$20,000 from Budget Code A.895.00, *Computer Reserve Fund*, to the Board of Elections Budget to cover the cost of purchasing computers and related equipment and software.
- 5) Requests/Items to be Discussed by the County Administrator (*John Taflan, County Administrator*):
 - B) On behalf of the Planning & Community Development Department - request to amend the Table of Organization and Salary Schedule to create the position of Principal Planner 2, *Grade 14, Base Annual Salary \$81,644*, and delete the position of Assistant County Planner, *Annual Salary \$78,367*, effective May 28, 2024.
- 7) Referral from the Legislative, Rules & Governmental Operations Committee (*Chaired by Supervisor Strough*):

Request to amend the Table of Organization and Salary Schedule to create the new position of Pistol Permit Clerk, *Grade 8, Base Annual Salary \$44,729*, effective July 1, 2024.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Merlino absent*) to provide Finance & Budget Committee approval for Personnel, Administration & Higher Education Agenda Items 2B-D, 3B, 4, 5B and 7 as outlined above and the necessary resolutions were authorized for the June 21, 2024 Board Meeting.

Returning to Agenda Item 3F regarding a request to delete back taxes owed for Town of Queensbury Tax Map Parcel No. 309.5-1-1./137, Lexie Delurey, *Director, Real Property Tax Services*, suggested moving forward with the request, noting the County could not foreclose upon a mobile home located on property that was not owned by the individual who owned the mobile home.

Motion was made by Mr. Maday, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Merlino absent*), to approve Item 3F, as outlined above, and the necessary resolution was authorized for the June 21, 2024 Board Meeting.

Messrs. Driscoll and Geraci exited the meeting at 12:32 p.m.

The agenda review returned to Item 2D pertaining to Demonstration of CLEARGov software during which Tammie DeLorenzo, *Assistant to the County Administrator*, reviewed the software in detail and answered questions posed by the Committee members.

Messrs. Etu and Strough exited the meeting at 12:41 p.m., at which time Chairman Geraghty served to make a quorum.

Privilege of the floor was called for, but there was no one wishing to speak.

There being no further business to come before the Finance & Budget Committee, on motion made by Chairman Geraghty and seconded by Mr. Bruno, Mr. Thomas declared the meeting adjourned at 12:43 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board