

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE & BUDGET

DATE: JULY 3, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
GERACI
MERLINO
MADAY
DRISCOLL
CROCITTO
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
ERIN BROTHERS, DATA OFFICER ILS, PUBLIC DEFENDER
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
ETHAN GADDY, COUNTY PLANNER
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
ROBERT LYNCH, DEPUTY COUNTY TREASURER
LIZA OCHSENDORF, DIRECTOR, WORKFORCE DEVELOPMENT
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the July 3, 2024 meeting of the 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=xkl_yxtaOUQ

Mr. Thomas called the meeting of the Finance & Budget Committee to order at 11:01 a.m.

A motion was made by Mr. Strough, seconded by Mr. Bruno and carried unanimously 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.

Motion was made by Mr. Strough, seconded by Mr. Etu and carried unanimously to authorize the transfers of funds included in the agenda packet and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

Prior to continuing with the agenda review, Christine Norton, *County Treasurer*, provided an update on occupancy tax collections and reviewed the Budget Analysis Report with the Committee members; *a copy of the Budget Analysis Report is on file with the meeting minutes.*

The agenda review resumed with the following:

- 2) Requests/Items to be discussed by the County Administrator:
 - A) Journal Report of transfers approved by the County Administrator staff for May 2024; provided by informational purposes.
 - B) Request to adopt revised Credit Card Policy which includes revisions to Section IIIAb to remove requirement for additional forms related to department specific credit cards; Section IVA to reflect current processing; and additional changes to improve policy verbiage.

Motion was made by Mr. Strough, seconded by Mr. Geraci and carried unanimously to approve Item 2B, as outlined above, and

the necessary resolution was authorized for the July 19, 2024 Board Meeting.

- C) Discussion regarding County sales tax.

John Taflan, *County Administrator*, reviewed the information regarding sales tax collection contained within the agenda packet which included an analysis of increasing the County sales tax rate from 7% to 8% and explained the process required to do so. A lengthy discussion ensued following which the consensus of the Committee was to discuss the matter further at a future Board Workshop meeting.

Mr. Driscoll exited the meeting at 11:44 a.m.

- 3) Referral from the Criminal Justice, Public Safety & Emergency Services Committee:
- A) Request to amend the 2024 Warren County Budget in the amount of \$127,284 to reflect receipt of Hurrell-Harring contract funding to cover the cost of salary and benefits for the 13th Assistant Public defender position.
 - B) Request to amend the 2024 County Budget in the amount of \$16,500 to carry over unused 2023 STOP-DWI Program grant funding.

Motion was made by Mr. Geraci, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve Items 3A-B, as outlined above, and the necessary resolutions were authorized for the July 19, 2024 Board Meeting.

- 4) Referrals from the Economic Growth & Development Committee:
- A) Request to amend the 2024 Warren County Budget in the amount of \$6,000 to reflect reimbursement received from the City of Glens Falls and the Village of Lake George for the cost of GIS software maintenance.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Driscoll absent*) to approve Item 4A, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

- B) Request to increase Capital Project No. H418, *Septic System Replacement Fund*, in the amount of \$400,000.

Mr. Driscoll re-entered the meeting at 11:46 a.m.

Motion was made by Mr. Strough, seconded by Mr. Etu and carried unanimously to approve Item 4B, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

- C) Request to amend the 2024 County Budget in the amount of \$124,616 to reflect receipt of TANF (*Temporary Assistance for Needy Families*) grant funds for the Summer Youth Employment Program.

Motion was made by Mr. Merlino, seconded by Mr. Etu and carried unanimously to approve Item 4C, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

Skipping ahead to the Finance & Budget Addendum Agenda, the request from the Planning & Community Development Department to authorize an application to the NYSDEC Climate Smart Communities Program for funding in an amount not to exceed \$200,000 (*with a \$100,000 local share to be provided through a combination of in-kind services and County funding*) to support a composting pilot program was reviewed. It was noted the request was not presented to or approved by the Economic Growth & Development Committee.

Motion was made by Mr. Driscoll, seconded by Mr. Strough and carried unanimously to approve the Finance & Budget Addendum Agenda Item, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

5) Referral from the Health Services Committee:

Request to amend the 2024 Warren County Budget in the amount of \$12,349 to reflect receipt of funding from New York State for the Performance Incentive Award for the Health Education Division.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried unanimously to approve Item 5, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

6) Referral from the Human Services Committee:

Request for a transfer of funds in the amount of \$1,618.76 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.6510 220, *Office Equipment*, to cover the cost of purchasing three new office chairs.

Motion was made by Mr. Bruno, seconded by Mr. Strough and carried unanimously to approve Item 6, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

7) Referral from the Legislative, Rules & Governmental Operations Committee:

Request to amend the 2024 County Budget in the amount of \$5,286.52 to carry over unused 2023 grant funding for the Absentee Ballot Program.

It was noted this request was corrected at the Legislative, Rules & Governmental Operations Committee to amend the 2024 County Budget in the amount of \$314.64 to reconcile the County Budget with the correct total of the grant funding provided by the New York State Board of Elections.

Motion was made by Mr. Geraci, seconded by Mr. Strough and carried unanimously to approve Item 7, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

8) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda 3, 4A-B, 6A-C, 7, 8 and 9 1-3.*PERSONNEL AGENDA ITEMS 3, 4A-B, 6A-C, 7, 8 and 9 1-3:3) Request/Item to be Discussed by the Information Technology Director (Mike Colvin, Director):

Request to appropriate \$160,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1681.220.1, *Information Technology, Office Equipment-Reserve*, to cover the cost of purchasing computers and related equipment and software.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried unanimously to approve Personnel, Administration & Higher Education Agenda item 3, as outlined above, and the necessary resolution was authorized for the July 19, 2024 Board Meeting.

4) Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):

A) Request to amend the Table of Organization & Salary Schedule to decrease the annual salary of 8th Assistant Public Defender from \$96,936 to \$81,921, effective July 22, 2024.

B) Request to amend the Table of Organization & Salary Schedule to create the new position of 13th Assistant Public Defender, *Annual Salary* \$89,318, effective July 22, 2024.

Motion was made by Mr. Driscoll, seconded by Mr. Geraci and carried unanimously to approve Personnel, Administration & Higher Education Agenda Items 4A-B, as outlined above.

5) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):

Request to amend the Table of Organization & Salary Schedule to create the new position of Fiscal Manager, *Annual Salary* \$70,401, and delete the position of Employment & Training Account Manager, *Grade 13, Base*

Annual Salary \$61,136, effective July 22, 2024. Note: Personnel Officer objects to the new position title and has not approved.

It was noted no action was taken by the Personnel, Administration & Higher Education Committee on Item 5 and therefore could not be approved by the Finance & Budget Committee.

- 6) Referrals from the Health Services Committee (Chaired by Supervisor Strainer):
- A) Request to amend the Table of Organization and Salary Schedule to decrease the annual salary of the Public Health Program Coordinator position from \$66,055.08 to \$0.00, effective August 12, 2024
 - B) Request to amend the Table of Organization & Salary Schedule to increase the annual salary of the Public Health Manager position from \$0.00 to \$71,535, and to transfer the position from Prevention Program (A.4018.110) to Health Education (A.4018.0040.110), effective August 12, 2024.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried unanimously to approve Personnel, Administration & Higher Education Agenda Items 6A-B, as outlined above.

- C) Request to amend the Table of Organization & Salary Schedule to create the new position of Early Intervention Service Coordinator #1, *Grade 18, Base Annual Salary \$68,806*, and delete the positions of Early Intervention Service Coordinator Per Diem (10 hrs/week), *Grade 18, Base Annual Salary \$14,377*, and Early Intervention Service Coordinator #3 (Part-Time 30 hrs/week), *Grade 18, Base Annual Salary \$51,611*, effective September 1, 2024.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 6C, as outlined above.

- 7) Referral from the Public Works Committee (Chaired by Supervisor Conover):
Request to amend Resolution No. 167 of 2024, "*Amending Table of Organization and Warren County Salary and Compensation Plan for 2024 to create Positions within the Department of Public Works*", to delete the position of Fiscal Manager #2, *Annual Salary \$65,807 - \$73,327*.

Motion was made by Mr. Merlino, seconded by Mr. Maday and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 7, as outlined above.

- 8) Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):
Request for a transfer of funds in the amount of \$4,910.92 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 an unanticipated bill from Fitzgerald Morris Baker Firth, P.C. for 2023 Bond services.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 8, as outlined above, and the necessary resolution was authorized for the July 19th Board Meeting.

- 9) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):
- 1. Request: Transfer of funds in the amount of \$40,460.56 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1325 419, *County Treasurer, Settlements*, to pay two defendants in the matter of Cynthia Rich, et al v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.

It was noted there was a typographical error in the request, as it indicated they were paying two defendants and it should be two plaintiffs.

Motion was made by Mr. Bruno, seconded by Mr. Driscoll and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 9-1, as outlined above, and the necessary resolution was authorized for the July 19th Board Meeting.

2. Request: Create Part-Time Position of Property & Casualty Risk Manager
Reason: To develop, implement and manage County-wide risk management process and programming to reduce loss-related costs and increase County's insurance rating to reduce future premium costs.

Motion was made by Mr. Etu, seconded by Mr. Geraci and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 9-2, as outlined above.

3. Request: Transfer of funds totaling \$37,220.75 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to the various Budget Codes within the County Attorney's Departmental Budget.
Reason: To fund position through remainder of 2024.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 9-3 , as outlined above, and the necessary resolution was authorized for the July 19th Board Meeting.

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 Mr. Bruno, seconded by Mr. Etu and carried unanimously, Mr. Thomas adjourned the meeting at 12:05 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board