

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE & BUDGET

DATE: AUGUST 1, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
GERACI
MERLINO
MADAY
DRISCOLL
CROCITTO
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
SUPERVISORS STRAINER
TURNER
WILD
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR STROUGH

Please note, the following contains a summarization of the August 1, 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=sHJ8Dr66a3A&t=625s>

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

A motion was made by Mr. Bruno, seconded by Mr. Etu and carried by a unanimous vote of those present (*Messrs. Geraci 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:

Mr. Wild spoke regarding Agenda Item 3, which was referred to the Committee by the Personnel, Administration & Higher Education Committee today regarding a request from the County Treasurer to amend the Table of Organization and Salary Schedule to create the new position of Accounting Technician #3, *Grade 19, Base Annual Salary \$58,652*, and delete the position of Principle Account Clerk #3, *Grade 10, Base Annual Salary \$47,667*, effective August 19, 2024. He indicated there was a resolution in place which only permitted salary increases to be entertained and approved through the budgeting process; he noted that although the Personnel, Administration & Higher Education Committee had approved the request, he wanted the Finance & Budget Committee to be aware of the restriction for their deliberations.

Mr. Geraci entered the meeting at 11:03 a.m.

The agenda review commenced, as follows:

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

Motion was made by Mr. Bruno and seconded by Mr. Maday to approve the request as presented. A discussion ensued regarding the \$350,000 transfer requested by the Sheriff's Office to cover overtime costs for the County Jail; Committee was apprised the increased overtime costs were related to the four vacant Correction Officer positions and the State-mandated staffing requirements. Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the transfers of funds included in the agenda packet and the necessary resolution was authorized for the August 16, 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 June 2024; provided by informational purposes.
 - B) *On Behalf of Parks, Recreation & Railroad* - Request to authorize a grant application with New York State Department of State in an amount not to exceed \$25,000 for 2024 Statewide Investment in More Swimming (SWIMS) and to authorize the Chairman of the Board to execute any subsequent agreement for same.
 - C) *On Behalf of Parks, Recreation & Railroad* - Request to authorize Memorandum's of Understanding (MOU's) with participating municipalities pursuant to the New York SWIMS grant made available through the New York State Department of State.

Motion was made by Mr. Driscoll, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Agenda Items 2B-C as outlined above and the necessary resolutions were authorized for the August 16, 2024 Board Meeting.

- D) Request to amend Resolution No. 322 of 2022, *Authorizing the Appropriation of ARPA funds to the Warren County Employment & Training Administration for Distribution Subject to Approval of a Plan for Workforce Development and Individual Worker Job Training in Warren County and Amending Warren County Budget for 2022*, to re-allocate ARPA funding for use by Department of Workforce Development for training and staff development.

Motion was made by Mr. Driscoll, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- 3) Request/Item to be Discussed by the County Treasurer - request to amend the Table of Organization and Salary Schedule to create the new position of Accounting Technician #3, *Grade 19, Base Annual Salary \$58,652*, and delete the position of Principle Account Clerk #3, *Grade 10, Base Annual Salary \$47,667*, effective August 19, 2024.

Motion was made by Mr. Geraci and seconded by Mr. Maday to approve the request as presented

A discussion ensued regarding the classification of the position and potential testing requirements. With regard to the statement made by Mr. Wild at the start of the meeting, County Attorney apprised the Rules of the Board addressed out-of-unit salary increases which could only be entertained during the budgeting process; however, because the position requested by the County Treasurer was included with the collective bargaining unit, the rule was not applicable. Mr. Thomas called the question and the motion was carried by a majority vote of those present (*Mr. Strough absent*), with Messrs. Crocitto, Bruno and Etu voting in opposition, to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- 4) Referrals from the County Facilities Committee:
 - A) Request to establish Capital Project No. H431, *Demolition and Construction of 6 Bay T-Hangars*, in the amount of \$2,500,000.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- B) Request to increase Capital Project No. H403, *Rehab Airfield Taxiway Lighting System*, in the amount of \$11,594.56.

Motion was made by Mr. Bruno, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- 5) Referrals from the Criminal Justice, Public Safety & Emergency Services Committee:
 - A) Request to amend the 2024 Warren County Budget in the amount of \$751,953.18 to reflect receipt of grant funding from New York State Division of Criminal Justice Services for Law Enforcement Technology Program.
 - B) Request to amend the 2024 Warren County Budget in the amount of \$65,000 to reflect receipt of funding from New York State Division of Criminal Justice Services for FY 2022 Edward Byrne Memorial Justice Assistance Grant Program.
 - C) Request to amend the 2024 Warren County Budget in the amount of \$97,000 to reflect receipt of funding from New York State Division of Criminal Justice Services for FY 2019 Edward Byrne Memorial Justice Assistance Grant Program.

Motion was made by Mr. Geraci, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Agenda Items 5A-C as outlined above and the necessary resolutions were authorized for the August 16, 2024 Board Meeting.

- 6) Referral from the Human Services Committee - request to amend the 2024 Warren County Budget in the amount of \$30,000 to reflect receipt of funding from the Office for the Aging authorized by Resolution No. 208 of 2019.

Motion was made by Mr. Etu, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- 7) Referrals from the Legislative, Rules & Governmental Operations Committee:
 - A) Request to amend the 2024 Warren County Budget in the amount of \$36,831.78 to reflect receipt of funding from New York State Board of Elections for Ballots by Mail grant.

Motion was made by Mr. Merlino, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

Mr. Driscoll exited the meeting at 11:37 a.m.

- B) Request to amend the 2024 Warren County Budget in the amount of \$26,599.32 to reflect the receipt of funding from New York State Board of Elections for General Election grant.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Driscoll and Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- C) Request to amend the 2024 County Budget in the amount of \$63,360.37 to reflect receipt of funding from New York State Board of Elections for Poll Books grant.

Mr. Driscoll re-entered 11:38 a.m.

Motion was made by Mr. Etu, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Strough absent*)

to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- 8) Referral from the Park Operations & Management Committee - request to appropriate \$2,584.01 from Budget Code A.691.07, *Deferred Revenue, Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Charles R. Wood Park, Repair and Maint - Bldg/Property*, and to authorize reimbursement in the same amount to the Village of Lake George for costs incurred at the Charles R. Wood Park in May 2024 for park attendants.

Motion was made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- 9) Referrals from the Public Works Committee:

- A) Request to increase Capital Project No. H411, *Corinth Road (CR 28) over Clendon Brook Culvert Replacement*, in the amount of \$1,855,000.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- B) Request to establish the following road projects: D.5112 8366, *Crack Sealing Project*, in the amount of \$300,000; D.5112 8367, *Guide Rail Project*, in the amount of \$250,000; and D.5112 8368, *2024 CR#35 Diamond Point Road*, in the amount of \$250,000. Note: Funding provided in accordance with budget transfers included under Agenda Item 1.

Motion was made by Mr. Merlino, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 16, 2024 Board Meeting.

- 10) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee* - Agenda Item 3 & 4.

PERSONNEL AGENDA ITEMS 3 & 4:

- 3) Referral from the County Facilities Committee (Chaired by Supervisor Bruno):

Fire Prevention & Building Code Enforcement (Charles Wallace, Administrator):

Request to amend the Table of Organization and Salary Schedule to create the new position of Fire Prevention & Building Code Enforcement Officer- PT, *Grade 17, Base Annual Salary \$56,356*, effective August 19, 2024.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Personnel, Administration & Higher Education Agenda item 3, as outlined above.

- 4) Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):

Tourism (Heather Bagshaw, Director) -

Request to create the new position of Fiscal Coordinator *Grade 15, Base Annual Salary \$52,674*, and delete the position of Principle Account Clerk, effective August 19, 2024.

Motion was made by Mr. Merlino, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Personnel, Administration & Higher Education Agenda item 4, as outlined above.

Mr. Etu requested an update regarding any unobligated ARPA funding and Mr. Taflan replied he would be able to provide

this information at the next Committee meeting.

Returning to Agenda Item 9B, Mr. Maday pointed out the agenda reflected the request was to create Road Project No. D.5112 8368, *2024 CR#35 Diamond Point Road*, in the amount of \$250,000; however, he noted, the resolution request form included in the agenda packet indicated the project was to be created in the amount of \$350,000. He acknowledged this was likely a typo, but questioned whether action should be taken to approve the correct amount to be reflected in the resolution to the Board. As the Committee was in agreement with the amendment, motion was made by Mr. Maday, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Strough absent*) to acknowledge the correct amount for the creation of Road Project No. D.5112 8368, *2024 CR#35 Diamond Point Road*, as being \$350,000 and the necessary resolution was corrected for the August 16, 2024 Board Meeting.

Mr. Thomas questioned why the total appropriation of \$400,000 in occupancy tax funding to pay for the funding awarded to the Warren County Coalition for Winter's Dream event in winter 2024-2025 had not been included on the agenda. Clerk of the Board explained the Tourism & Occupancy Tax Coordination Committee determined with whom to contract and in what amount before passing those determinations on to the Board of Supervisors for final approval; she added that Finance & Budget Committee approval was necessary to authorize the appropriation of funds from the occupancy tax reserve account and that request had yet to be brought forward, but would be coming to the Committee in the future.

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. Driscoll and carried by a unanimous vote of those present (*Mr. Strough absent*), Mr. Thomas adjourned the meeting at 11:49 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board