

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE & BUDGET

DATE: OCTOBER 3, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
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
SUPERVISORS GILLIGAN
STRAINER
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DANIEL DONOHUE, ACCOUNTANT, TREASURER'S OFFICE

COMMITTEE MEMBER ABSENT:

SUPERVISOR GERACI

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
ROBERT LYNCH, DEPUTY COUNTY TREASURER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the October 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=dZLnzVuqTmA>

Mr. Thomas called the meeting of the Finance & Budget Committee to order at 11:04 a.m.

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

Mr. Driscoll entered the meeting at 11:05 a.m.

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 by a unanimous vote of those present (*Mr. Geraci absent*) to approve the request as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

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

- A) Journal Report of transfers approved by the County Administrator staff for August 2024; provided by informational purposes.
- B) Request to appropriate \$182,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to various budget codes to cover the cost of equipment purchases in 2024.

Motion was made by Mr. Merlino, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 2B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- C) Request to authorize a new contract with the lowest responsible bidder to provide performance and leadership training for Warren County employees pursuant to the terms and provisions of the specifications (WC 58-24) and proposal for a term commencing upon execution.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 2C as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- D) Request to amend contracts as appropriate to re-allocate unobligated ARPA funding previously allocated to various projects pursuant to 31 C.F.R. 35.6(d)(1) to be further obligated by Warren County prior to the December 31, 2024 deadline.

Larry Elmen, *County Attorney*, advised the prior resolutions regarding the funding awards would need to be amended as part of this action.

Motion was made by Mr. Crocitto and seconded by Mr. Etu to approve Agenda Item 2D as outlined above; following discussion Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve the request as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- E) Request to authorize a new contract with a contractor and an amount to be determined for upgrades to the Board Room in the Warren County Municipal Center.

Motion was made by Mr. Bruno, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 2E as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- F) Review of 2025 Budget request - John Taflan, *County Administrator*, reviewed his 2025 Budget Request in detail and answered questions posed by the Committee members.

The agenda review skipped ahead to the Addendum Agenda Item pertaining to a request to establish Capital Project H436, *SUNY Adirondack High Voltage Electrical Infrastructure Replacement Project*, in the amount of \$1,400,000.

Amanda Allen, *Clerk of the Board*, noted the request also included appropriating funds from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the State's share of the Project with the understanding SUNY Adirondack would reimburse the County once the State funding was received.

Motion was made by Mr. Etu, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve the Finance Addendum Agenda Item as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- 3) Request/Item to be Discussed by the County Treasurer - Christine Norton, *County Treasurer*, reviewed her 2025 Budget Request in detail and answered questions posed by the Committee members.

During the 2025 County Treasurer Budget Request, Ms. Norton discussed information she had distributed to the Committee regarding Occupancy Tax Receipts to date; the Granicus Implementation Update and Short Term Rental Occupancy Tax collections; *copies of the reports are on file with the meeting minutes.*

- 4) Referrals from the County Facilities Committee:

- A) Request to establish Capital Project No. H435, *Airport Master Plan 2024*, in the amount of \$762,222.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 4A as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- B) Request to appropriate \$38,112 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.9950 910, *Transfer - Capital Projects*, to provide funding for Capital Project No. H435, *Airport Master Plan 2024*.

Motion was made by Mr. Driscoll, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 4B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- C) Request to appropriate \$20,000 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.9950 910, *Transfer - Capital Projects*, to provide funding for Capital Project No. H431, *Demolition and Construction of 6 Bay T-Hangars*.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 4C as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- D) Request to increase Capital Project No. H422, *Replace 4-Box PAPI Runway 1-19 Project*, in the amount of \$14,195.52

Motion was made by Mr. Bruno, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 4D as outlined above and the necessary resolution was authorized for the October 18th 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 \$456,311.16 to reflect receipt of year one money from second statewide expansion of Hurrell-Harring.

Motion was made by Mr. Etu, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 5A as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- B) Request to amend the 2024 Warren County Budget in the amount of \$54,475 to reflect receipt of year one money from Distribution #14 Contract No. 140052.

Motion was made by Mr. Etu, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 5B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- C) Request to amend the 2024 Warren County Budget in the amount of \$1,763.76 to accommodate a prepaid expense for the Regroup mass notification System subscription.

Motion was made by Mr. Strough, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 5C as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- D) Request to amend the 2024 Warren County Budget in the amount of \$19,600 to reflect receipt of grant funding from New York State Division of Criminal Justice Services for LiveScan Equipment Program.

Motion was made by Mr. Merlino, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 5D as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- 6) Referrals from the Economic Growth & Development Committee:
 - A) Request to transfer funds in the amount of \$20,033.95 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.9550 910, *Transfers, Capital Projects*, to reconcile Capital Projects to allow them to be closed.
 - B) Request to increase Capital Project No. H356, *First Wilderness 2014*, in the amount of \$9,675.39.
 - C) Request to increase Capital Project No. H372, *First Wilderness 2015*, in the amount of \$9,345.98.
 - D) Request to increase Capital Project No. H380, *Smart Growth*, in the amount of \$409.28.
 - E) Request to increase Capital Project No. H383, *Schroon Lake Invasives*, in the amount of \$603.08.

- F) Request to close CD75, Capital Project Nos. H356, *First Wilderness 2014*, H372, *First Wilderness 2015*, H380, *Smart Growth*, H382, *Lake George Invasive Species Education*, and H383, *Schroon Lake Invasives*, and return estimated remaining balance of \$2,448 in H382 to Budget Code A.909, *General Fund Unappropriated Surplus*.

Motion was made by Mr. Etu, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Items 6A-F as outlined above and the necessary resolutions were authorized for the October 18th Board Meeting.

- G) Request to amend the 2024 Warren County Budget in the amount of \$683,389.98 to reflect receipt of Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for 2024.

Motion was made by Mr. Strough, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 6G as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

7) Referrals from the Health Services Committee:

- A) Request to amend the 2024 Warren County Budget in the amount of \$10,000 to reflect receipt of grant funding from New York State Governor Traffic Safety Committee for Child Passenger Car Seat Safety program.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 7A as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- B) Request to amend the 2024 Warren County Budget in the amount of \$20,000 to reflect both revenues and expenses related to Disease Program for the addition of medical expenses needed for both vaccine purchases (such as COVID) and rabies related expenses to year end.

Motion was made by Mr. Strough, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 7B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

8) Referrals from the Human Services Committee:

- A) Request to amend the 2024 Warren County Budget in the amount of \$82,692 to reflect receipt of 50% of grant funding from New York State Office of Temporary and Disability Assistance for SFY 2024-2025 Family-Centered Case Management Services.

Motion was made by Mr. Merlino, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 8A as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- B) Request to appropriate \$293,466 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to various budget codes to cover the cost of court ordered detention through the end of the year.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 8B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- C) Request to amend the 2024 Warren County Budget in the amount of \$400,000 to reflect receipt of grant funding from New York State Office of Children and Family Services for New York State Child Care Block grant allocations April 1, 2023 - September 30, 2024.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 8B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- D) Request to amend the 2024 Warren County Budget in the amount of \$6,534 to increase expenses in the Department of

Social Services in the Detention budget to cover court ordered expenses through the end of the year.

Motion was made by Mr. Maday, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 8C as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- 9) Referral from the Public Works Committee - Request to increase Capital Project No. H376, *Hudson Street over Mill Creek Bridge*, in the Town of Johnsburg in the amount of \$380,950.

Motion was made by Mr. Merlino, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Agenda Item 9 as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- 10) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee - 3A, 3B, 4B, 5, 6A, 6B and 7-6.*

PERSONNEL AGENDA ITEMS 3A, 3B, 4B, 5, 6A, 6B and 7-6:

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

- A) Request for a transfer of funds in the amount of \$75,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiners, Medical Fees*, to cover the estimated cost of autopsies through the remainder of the year.

It was noted due to the lack of funding remaining within Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, the funding would need to be appropriated from Budget Code A.909.00, *General Fund Unappropriated Surplus*.

Motion was made by Mr. Strough, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve the appropriation of funds from Budget Code A.909.00, *General Fund Unappropriated Surplus*, for Personnel, Administration & Higher Education Agenda Item 3A as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- B) Request for a transfer of funds in the amount of \$12,280 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 invoices related to bonding which was an unanticipated expense that was not budgeted for.

Motion was made by Mr. Driscoll, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Personnel, Administration & Higher Education Agenda Item 3B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting. - Get from tape who made motion and second

- 4) Requests/Items to be Discussed by the Director of Information Technology (*Mike Colvin, Director*):
B) Request to appropriate \$4,750 from Budget Code A.895.00, *Computer Reserve Fund*, to various budget codes to cover the cost of purchasing computers and related equipment and software.

Motion was made by Mr. Etu, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Personnel, Administration & Higher Education Agenda Item 4B as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

- 5) Referral from the Economic Growth & Development Committee (*Chaired by Supervisor Etu*):
Workforce Development (Liza Ochsendorf, Director) -
Request to create the new position of Fiscal Coordinator, *Annual Salary \$52,674*, effective October 21, 2024 and delete the position of Employment & Training Account Manager, *Grade 13, Base Annual Salary \$61,136*, effective January 13, 2025

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

Personnel, Administration & Higher Education Agenda Item 5 as outlined above.

- 6) Referrals from the Public Works Committee (Chaired by Supervisor Conover):
Solid Waste & Recycling (Scott Royael, Solid Waste Compliance Officer) -
 - A) Request to create the new position of Solid Waste Supervisor, *Grade 15, Base Annual Salary \$52,674*, effective December 1, 2024.
 - B) Request to create the new position of MEO - Medium (PT), *Grade 9, Base Annual Salary \$23,045 (20 hours/week)*, effective December 1, 2024.

Motion was made by Mr. Bruno, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve Personnel, Administration & Higher Education Agenda Items 6A and 6B as outlined above.

- 7) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):
 6. Request: To transfer funds from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 440.2, *County Attorney, Transcription Fees*, in the amount of \$3,000.00.
Reason: To cover litigation expenses incurred from "Legacy" lawsuits which do not possess insurance coverage.

It was noted there was insufficient funding remaining in Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*; therefore, an appropriation from Budget Code A.909.00, *General Fund Unappropriated Surplus*, was required for this request.

Motion was made by Mr. Etu, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Geraci absent*) to approve the appropriation of funds Budget Code A.909.00, *General Fund Unappropriated Surplus*, for Personnel, Administration & Higher Education Agenda Item 7-6 as outlined above and the necessary resolution was authorized for the October 18th Board Meeting.

Privilege of the floor was called for:

Ms. Norton advised the balance of Budget Code A.909.00, *General Fund Unappropriated Surplus*, following the appropriations approved today was less than \$1 million over the required amount which consisted of two months of operating expenses.

Mr. Taflan advised no further action would be recommended regarding a possible sales tax increase until Washington County determined whether they were going to request an increase at their Finance Committee meeting this month.

Mr. Elmen spoke regarding juvenile detention which was determined on a case by case basis and varied on a daily basis.

Mr. Thomas spoke regarding the 2025 Budgeting process, noting he believed going forward in future years they would need to seriously consider increasing the County sales tax rate or property taxes.

There being no further business to come before the Finance & Budget Committee, on motion made by Mr. Strough, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Geraci absent*), Mr. Thomas adjourned the meeting at 12:05 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board