

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: FINANCE & BUDGET**

**DATE: JANUARY 30, 2025**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
GERACI  
MADAY  
DRISCOLL  
CROCITTO  
MERLINO

**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 PATCHETT  
STRAINER

**COMMITTEE MEMBERS ABSENT:**

SUPERVISOR STROUGH

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the January 30, 2025 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=daGSWAEGiNw>*

Mr. Thomas called the meeting of the Finance & Budget Committee to order at 11:38 a.m.

A motion was made by Mr. Crocitto, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. 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:

Christine Norton, *County Treasurer*, distributed an updated copy of the Treasurer's Occupancy Tax Report which she reviewed; a copy 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. Maday, seconded by Mr. Crocitto 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 February 21<sup>st</sup> Board Meeting.

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

- A) Journal Report of transfers approved by the County Administrator staff for November and December of 2024; provided for informational purposes.
- B) Request to amend the current contract with National Business Equipment to add a device for the Treasurer's Department and authorize a one-time charge of \$300 to move a device from County Clerk's office to Printshop

Motion was made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Item 2B as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- C) Request to appropriate \$300,000 from Budget Code A.896.00, *Vehicle Reserve*, to Budget Code A.3110 230.01, *Sheriff's Law Enforcement, Automotive Equipment Reserve*, to cover the cost of purchasing vehicles.

Motion was made by Mr. Geraci, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Item 2C as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- 3) Referrals from the Criminal Justice, Public Safety & Emergency Services Committee:
- A) Request to amend the 2025 Warren County Budget in the amount of \$639.87 to carry over unused FY20 State Homeland Security Program grant funding.
  - B) Request to amend the 2025 Warren County Budget in the amount of \$2,924.13 to carry over unused FY22 State Homeland Security Program grant funding.
  - C) Request to amend the 2025 Warren County Budget in the amount of \$49,260.97 to carry over unused FY23 State Homeland Security Program grant funding.
  - D) Request to amend the 2025 Warren County Budget in the amount of \$101,590.72 to carry over unused FY22 Division of Homeland Security and Emergency Services Domestic Terrorism Prevention State Homeland Security Program grant funding.
  - E) Request to amend the 2025 Warren County Budget in the amount of \$11,477.25 to carry over unused FY21 Hazmat Grant Program funding.
  - F) Request to amend the 2025 Warren County Budget in the amount of \$125,362.55 to carry over unused FY22 Hazmat Grant Program funding.

Motion was made by Mr. Geraci, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Items 3A-F as outlined above and the necessary resolutions were authorized for the February 21<sup>st</sup> Board Meeting.

- 4) Referral from the Economic Growth & Development Committee:
- A) Request to amend the 2025 Warren County Budget in the amount of \$20,000 to reflect receipt of occupancy tax funding to pay for consulting services for recreational assessment in the Town of Johnsbury as authorized by Resolution No. 440 of 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 Item 4A as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- B) Request for a transfer of funds in the amount of \$2,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 470, *Planning & Community Development, Contractual*, to cover the cost of the request for an increase in the annual membership from ANCA (*Adirondack North Country Association*) from \$3,000 to \$5,000.

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

A brief discussion ensued during which Mr. Thomas suggested reducing the transfer amount to \$1,000, indicating if the individuals from ANCA felt the increase to \$5,000 was justified they could come before the Committee during the timeframe when the budget was being prepared for 2026 to expound on why this increase was necessary.

Messrs. Maday and Driscoll amended their motions to reduce the transfer of funds from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 470, *Planning & Community Development, Contractual*, to \$1,000. Amanda Allen, *Clerk of the Board*, noted the Economic Growth & Development Committee approved a request to increase the contract with ANCA from \$3,000 to \$5,000 on an annual basis and she questioned whether this needed to be amended to reduce the contract amount to \$4,000 and Mr. Elmen replied affirmatively. Mr. Thomas called the question and the motion as amended was carried by a unanimous vote of those present (*Mr. Strough absent*) and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- C) Request for a transfer of funds totaling \$3,028.88 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to various Budget Codes within the Planning & Community Development departmental budget to cover the cost of mailing a survey to 1,595 underserved/unserved households in Warren County to determine interest in satellite based internet program.

Motion was made by Mr. Driscoll and seconded by Mr. Maday to approve the request as outlined above. Following a brief discussion Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Item 4C as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- D) Request to establish CD 80 (*Community Development Fund 80*), in the amount of \$400,000 to cover the cost of septic replacement projects for low and moderate income households.

Motion was made by Mr. Maday, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Item 4D as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- 5) Referrals from the Health Services Committee:
- A) Request to amend the 2025 Warren County Budget in the amount of \$7,941.65 to reflect receipt of grant funding from Governor Traffic and Safety Committee for Child Passenger Car Seat Safety program.
  - B) Request to amend the 2025 Warren County Budget in the amount of \$5,107.18 to carry over unused additional DSRIP (*Delivery System Reform Incentive Payment*) grant funding.
  - C) Request to amend the 2025 Warren County Budget in the amount of \$190,942.56 to reflect receipt of a portion of the JUUL Settlement award for 2024 and 2025.

Motion was made by Mr. Merlino, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Items 5A-C as outlined above and the necessary resolutions were authorized for the February 21<sup>st</sup> Board Meeting.

- 6) Referrals from the Human Services Committee:
- A) Request to amend the 2025 Warren County Budget in the amount of \$197,867 to reflect receipt of funding from New York State Office of Temporary and Disability Services for Code Blue.
  - B) Request to amend the 2025 Warren County Budget in the amount of \$46,509 to reflect receipt of grant funding from New York State Office of Temporary and Disability Services for the New York State Shelter Arrears Eviction Forestallment Program.
  - C) Request to amend the 2025 Warren County Budget in the amount of \$82,693 to reflect receipt of grant funding from New York State Office of Temporary and Disability Services for TANF (*Temporary Assistance for Needy Families*) Program.
  - D) Request to amend the 2025 Warren County Budget in the amount of \$20,000 to reflect receipt of grant funding from New York State Office of Children and Family Services for the purpose of improving services for families and infants affected by substance use disorders.
  - E) Request to amend the 2025 Warren County Budget in the amount of \$30,000 to reflect receipt of grant funding from New York State Office of Children and Family Services for Municipal Safe Harbor funding for the purpose of supporting youth identified as trafficked, sexually exploited, or at risk up to age 21.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Items 6A-E as outlined above and the necessary resolutions were authorized for the February 21<sup>st</sup> Board Meeting.

- 7) Referrals from the Legislative, Rules & Governmental Operations Committee:
- A) Request to appropriate \$60,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to various Budget Codes within the Board of Elections departmental budget to cover the cost of an unanticipated 2025 Congressional Special Election.

Mr. Thomas recommended the funding be transferred from Budget Code Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, rather than be appropriated from Budget Code A.909.00, *General Fund Unappropriated Surplus*, and the Committee members agreed. Mr. Thomas added upon his request at the Legislative, Rules & Governmental Operations Committee meeting this morning the Committee authorized the Chairman of the Board to send letters to President Trump and Congresswoman Stefanik requesting that the Federal government reimburse the County for the cost of this Congressional Special Election.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Strough absent*), to authorize a transfer of funds from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code to various Budget Codes within the Board of Elections departmental budget to cover the cost of an unanticipated 2025 Congressional Special Election and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- B) Request to amend the 2025 Warren County Budget in the amount of \$26,599.32 to carry over unused General Elections Aid to Localities grant funding. - This Item was withdrawn
- C) Request to amend the 2025 Warren County Budget in the amount of \$36,831.78 to carry over unused Ballot by Mail grant funding.
- D) Request to amend the 2025 Warren County Budget in the amount of \$63,360.37 to carry over unused Poll Book grant funding. - This item was withdrawn
- E) Request to amend the 2025 Warren County Budget in the amount of \$5,795.09 to carry over unused Ballot grant funding.

Motion was made by Mr. Merlino, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Items 7C and 7E as outlined above and the necessary resolutions were authorized for the February 21<sup>st</sup> Board Meeting.

- 8) Referral from the Occupancy Tax Coordination Committee regarding a request to appropriate \$100,000 from Budget Code A.881.00, *Occupancy Tax Reserve*, to Budget Code A.6417.0002.480.08, *Occupancy Tax - Civic Center Capital Costs*, to cover the cost of the contract with the Adirondack Civic Center Coalition to support capital costs (paid over a five-year term at a rate of \$100,000 per year). (*Previous Resolution No. 419 of 2024*)

Mr. Driscoll asked if he should recuse from voting on Item 8 and Mr. Elmen replied affirmatively, apprising it was necessary for Mr. Driscoll to exit the room.

Mr Driscoll exited the room at 12:04 p.m.

Following a brief discussion, motion was made by Mr. Merlino, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Strough and Driscoll absent*) to approve Item 8 as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

Mr. Driscoll re-entered the meeting at 12:05 p.m.

- 9) Referral from the Public Works Committee pertaining to a request to amend the 2025 Warren County Budget in the amount of \$1,800 to reflect receipt of donation from the Lewis Global Village Charitable Trust.

Motion was made by Mr. Maday, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Item 9 as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> 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 4, 5A, 5B and 7B

PERSONNEL AGENDA ITEMS 4, 5A, 5B and 7B:

- 4) Request/Item to be Discussed by the Director of Information Technology (*Mike Colvin, Director*):

Request to appropriate \$33,000 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. Maday, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Personnel, Administration & Higher Education Agenda Item 4 as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

- 5) Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):  
*Probation (Robert Iusi, Director) -*
- A) Request to amend the Table of Organization & Salary Schedule to create the new position of Probation Officer Trainee, *Grade 16, Base Annual Salary \$57,270*, and unfund but retain in the Table of Organization the position of Probation Officer, effective February 24, 2025.

Motion was made by Mr. Maday, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Personnel, Administration & Higher Education Agenda Item 5A as outlined above.

*Sheriff (James LaFarr, Sheriff) -*

- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Building Maintenance Mechanic P/T, *Grade 15, Base Annual Salary \$28.86/hr*, effective February 24, 2025.

Mr. Thomas questioned whether this position would be eliminated when the individual in the permanent position returned to work and Mr. Taflan replied he was unsure, but he would research this and report back to the Committee.

Motion was made by Mr. Maday, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Personnel, Administration & Higher Education Agenda Item 5B as outlined above.

- 7) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):
- B) Request: To transfer funds in the amount of \$1,400 from Budget Code A.1990 469, Contingent Account, Other Payments/Contributions, to Budget Code A. 1420 436, County Attorney, Advertising Fees.  
Rationale: Due to new NYS tax foreclosure laws, the annual tax foreclosure sale needed to be filed three months earlier than in past years. As a result, more parcels were included in 2025 tax foreclosure lawsuit, than past years, which increased the newspaper publications costs. For 2025, 445 parcels were listed in lawsuit, as compared to 286 parcels listed in 2024 lawsuit.

Motion was made by Mr. Maday, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Strough absent*) to approve Personnel, Administration & Higher Education Agenda Item 7B as outlined above and the necessary resolution was authorized for the February 21<sup>st</sup> Board Meeting.

Prior to continuing with the Agenda review, privilege of the floor was extended to Mr. Driscoll who advised a public hearing was being held at 6:00 p.m. this evening regarding the proposed ridership fee increase by the CDTA (*Capital District Transportation Authority*) at the Crandall Public Library.

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. Maday and seconded by Mr. Driscoll, Mr. Thomas declared the meeting adjourned at 12:11 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board