

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE & BUDGET

DATE: JUNE 27, 2025

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
GERACI
MADAY
DRISCOLL
CROCITTO

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

COMMITTEE MEMBERS ABSENT:

SUPERVISORS STROUGH
MERLINO

STRAINER
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the June 27, 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=ssSvd08FgJo>

Mr. Thomas called the meeting of the Finance & Budget Committee to order at 11:10 a.m.

A motion was made by Mr. Maday, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Messrs. Strough and 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 present wishing to speak.

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 (*Messrs. Strough and Merlino absent*) to approve Item 1 as outlined above and the necessary resolution was authorized for the July 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 May of 2025; provided for informational purposes.
 - B) Request to appropriate \$598,171 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to various Budget Codes within the Sheriff's Departmental Budget to cover the costs associated with the MOA (*Memorandum of Agreement*) between Warren County and the Teamsters Local 294 Union for 2025, as well as anticipated shortfall in the overtime budget.

Motion was made by Mr. Maday and seconded by Mr. Geraci to approve the request as outlined above. A discussion ensued during which Mr. Thomas suggested reducing the amount of funding for overtime for the Corrections Division from \$300,000 to \$100,000; however there was not sufficient support amongst the Committee members to amend the motion accordingly. Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Item 2B as outlined above and the necessary resolution was authorized for the July 18th Board

Meeting.

- C) Request to transfer funds in the amount of \$90,000 from Budget Code A.1990 469.01, *Contingent Account - Other Payments/Salaries*, to various Budget Codes within the Sheriff's Departmental Budget to provide funding for the 2025 Alliance Collective Bargaining Agreement.

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

- D) On behalf of Weights & Measures - Request to transfer funds in the amount of \$6,600 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.6610 441, *Weights & Measures, Auto-Supplies & Repair*, to cover the cost of repairing transmission of Weights & Measures vehicle.

Motion was made by Mr. Geraci and seconded by Mr. Crocitto to approve the request as presented. Mr. Thomas suggested getting a second opinion, as he believed \$6,600 was a substantial amount of money for repairs, noting the Director of Weights & Measures had indicated to him the vehicle could still be driven, but was unable to shift into 5th gear. A discussion ensued, following which Mr Thomas called the question and the motion was carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Item 2D as outlined above and the necessary resolution was authorized for the July 18th Board Meeting.

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

- A) Request to appropriate \$155,300 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.9950 910, *Transfer-Capital Projects*, to provide funding for implementation of 2025 Time Management System.
- B) Request to establish Capital Project No. H445, *Time Management System*, in the amount of \$155,300.
- C) Request to authorize a new contract with MM Hayes in an amount not to exceed \$155,300 for implementation of a time management system over a term commencing upon execution and renewing on an annual basis.

The County Treasurer advised following her negotiations with MM Hayes they had agreed to reduce the cost from \$155,300 to \$105,380, as well as reduce their annual fee, which would be due every year following the commencement of the contract, from \$85,00 to \$55,080. The County Attorney noted because this referred to a request for proposal and not a bid, negotiating and awarding the contract at a lower price was permissible.

Motion was made by Mr. Driscoll and seconded by Mr. Geraci to approve the request as presented; following discussion, Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Items 3A-C as outlined above, for the amended cost of \$105,380, and the necessary resolutions were authorized for the July 18th Board Meeting.

- D) Request to appropriate \$45,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1325 470, *Treasurer-Contracts*, to cover the cost of the contract with Cashvest by three+one Inc. for analysis of bank account transactions to better enhance interest income earnings.
- E) Request to authorize a new contract with Cashvest by three+one Inc. for analysis of bank account transactions to better enhance interest income earnings.

Motion was made by Mr. Driscoll and seconded by Mr. Maday to approve the request as presented; following discussion, Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Items 3D and E as outlined above and the necessary resolutions were authorized for the July 18th

Board Meeting.

- F) Request to authorize Arrow Bank to issue a letter of credit on behalf of Warren County to Highmark BlueShield of Northeastern New York as an alternative to pre-funding the health insurance account.

Motion was made by Mr. Maday, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Item 3F as outlined above and the necessary resolution was authorized for the July 18th Board Meeting.

The County Treasurer asked why the funding to repair the Weights & Measures truck was not being allocated from the Vehicle Reserve and the Assistant to the County Administrator replied funding in the Vehicle Reserve was used to purchase new vehicles. Next, the County Treasurer indicated she was hoping to get a request to authorize a contract with Deckard Technologies before the Committee for an all in one occupancy tax system to allow them to collect payments online prior to the July 18th Board Meeting.

4) Referrals from the Criminal Justice, Public Safety & Emergency Services Committee:

- A) Request to amend the 2025 Warren County Budget in the amount of \$18,000 to reflect receipt of grant funding from New York State Office of Indigent Legal Services (ILS) for Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction.

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

- B) Request to amend the 2025 Warren County Budget in the amount of \$431,150 to reflect receipt of grant funding from New York State Division of Criminal Justice Services for Byrne SCIP Crisis Intervention Program.

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

- C) Request to amend the 2025 Warren County Budget in the amount of \$233,500 to reflect receipt of grant funding from New York State Office of Indigent Legal Services (ILS) for Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction.

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

5) Referrals from the Economic Growth & Development Committee:

- A) Request to close CD76, *Countryside Renovations*; CD77, *Countryside Cares Act*; and CD78, *Housing Needs and Demands Analysis*, as projects are completed and ready to be closed.

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

- B) Request to amend the 2025 Warren County Budget in the amount of \$127,626 to reflect receipt of TANF

(Temporary Assistance for Needy Families) grant funding for the Summer Youth Employment Program.

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

- C) Request to establish a reserve account utilizing any remaining funds of the Warren County Workforce Development annual allocation to provide funding for County departments and employees to utilize for staff development and upskilling.

It was noted Item 5D was being withdrawn, as this action was not permissible and an alternative plan had been developed to utilize all of the Warren County Workforce Development annual allocation within the calendar year.

- 6) Referrals from the Legislative, Rules & Governmental Operations Committee:
 - A) Request to amend the 2025 Warren County Budget in the amount of \$7,617.99 to reflect receipt of funding from New York State Board of Elections for 2025 Elections Grant.
 - B) Request to amend the 2025 Warren County Budget in the amount of \$18,970.92 to reflect receipt of funding from New York State Board of Elections for Vote by Mail Grant.

Motion was made by Mr. Geraci, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Items 6A-B as outlined above and the necessary resolutions were authorized for the July 18th Board Meeting.

- 7) Referrals from the Public Works Committee:
 - A) Request to establish Capital Project No. H444, *Up Yonda Capital Improvements*, in the amount of \$83,161.

Motion was made by Mr. Driscoll, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Item 7A as outlined above and the necessary resolution was authorized for the July 18th Board Meeting.

- B) Request to increase Capital Project No. H411, *Corinth Road (CR 28) over Clendon Brook Culvert Project*, in the Town of Queensbury in the amount of \$41,109.66.

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

- C) Request to establish road projects as outlined in the resolution request form.

Motion was made by Mr. Crocitto, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Item 7C as outlined above and the necessary resolution was authorized for the July 18th Board Meeting.

- 8) Finance Committee action is required on the following Personnel Agenda items, *contingent upon approval by the Personnel, Administration & Higher Education Committee* - 3, 4, 5, 6 and 8D.

PERSONNEL AGENDA ITEMS 3, 4, 5, 6 and 8D:

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

Request to transfer funds in the amount of \$45,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.5630 470, *Mass Transportation, Contract*, to cover the cost of funding CDTA 18B payments which were not budgeted for.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Personnel, Administration & Higher Education Item 3 as outlined above and the necessary resolution was authorized for the July 18th Board Meeting.

4) Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):
Public Defender (Gregory Canale, Public Defender) -

Request to amend the Table of Organization and Salary Schedule to increase the annual salary of the 3rd Assistant Public Defender from \$84,865 to \$117,024 effective July 21, 2025.

Motion was made by Mr. Driscoll and seconded by Mr. Maday to approve the request as presented; following discussion, Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Personnel, Administration & Higher Education Item 4 as outlined above.

5) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):
County Clerk (Carrie Black, County Clerk) -

Request to amend the Table of Organization and Salary Schedule to fund the position of Senior Legal Recording Clerk. *Grade 12, Base Annual Salary \$51,890*, and unfund the position of Legal Recording Clerk, *Base Annual Salary \$47,800*, effective July 21, 2025.

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

6) Referral from the Public Works Committee (Chaired by Supervisor Conover):
Solid Waste & Recycling (Scott Royael, Solid Waste Compliance Officer) -

Request to amend the Table of Organization and Salary Schedule to create the new position of Motor Equipment Operator - Medium, *Grade 12, Base Annual Salary \$51,890*, and delete the position of Auto Mechanic, *Grade 14, Base Annual Salary \$72,740*, effective July 21, 2025.

Motion was made by Mr. Crocitto, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Personnel, Administration & Higher Education Item 6 as outlined above.

7) Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):

On Behalf of the County Treasurer - Request to authorize the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to negotiate and award vacation leave allowances for the incoming Deputy County Treasurer.

Motion was made by Mr. Maday, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Personnel, Administration & Higher Education Item 7 as outlined above.

8D) Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):

Request to appropriate \$11,734.47 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1420 470, *County Attorney, Contract*, to cover the cost of postage charges incurred by NYSID for the 2025 tax foreclosure mailings.

Motion was made by Mr. Maday and seconded by Mr. Crocitto to approve the request as outlined above. The Assistant to the County Administrator recommended a Budget amendment in the amount of \$10,245.12 to reflect receipt of revenue to offset a portion of this expense which reduced the amount of funding needed to \$1,489.35. She continued, suggesting the remaining funding be transferred from the Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*. Messrs. Maday and Crocitto amended their motions accordingly, following which, Mr. Thomas called the question and the motion, as amended, was carried by a unanimous vote of those present (*Messrs. Strough and Merlino absent*) to approve Personnel, Administration & Higher Education Item 8D to amend the County Budget in the amount of \$10,245.12, as well as authorize a transfer of funds in the amount of \$1,489.35 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*. The necessary resolutions were authorized for the July 18th Board Meeting.

Privilege of the floor was called for:

The County Treasurer requested that the Committee consider holding a special meeting to consider a request to authorize a contract with Deckard Technologies for an all in one occupancy tax system to allow them to collect payments online prior to the July 18th Board Meeting. She noted a special meeting of the Occupancy Tax Coordination Committee would also need to be scheduled, as that was the proper oversight Committee for decisions related to the distribution of occupancy tax, and their approval was required prior to the matter being referred to the Finance & Budget Committee. No response was received from the Committee in relation to this request.

There being no further business to come before the Finance & Budget Committee, on motion made by Mr. Maday and seconded by Mr. Crocitto, Mr. Thomas declared the meeting adjourned at 12:04 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board