

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: OCTOBER 4, 2006

Committee Members Present:

Supervisors Monroe
Belden
Stec
O'Connor
Bentley
Tessier
Champagne
VanNess
Kenny

Others Present:

William Thomas, Chairman
Joan Parsons, Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
Supervisor F. Thomas
Supervisor Gabriels
Supervisor Haskell
Supervisor Geraghty
Rick Murphy, Deputy Commissioner of
Administrative and Fiscal Services
Frank O'Keefe, County Treasurer
William Lamy, Superintendent DPW
Dave Strainer, Queensbury
Matt Sokol, Queensbury
Nicole Livingston, Second Deputy Clerk

Mr. Monroe called the meeting to order at 10:19 a.m.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the minutes of the September 11, 2006 Committee meeting, subject to correction by the Clerk.

Copies of the Finance Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Monroe referred to Item 1, Request for Transfer of Funds. He noted that the transfers presented at this meeting to the Supervisors had been divided into two parts. The first, he said, were transfers within current budgets and the second part was transfer requests from the Contingent Fund. Mr. Monroe outlined the requests for transfers from the Contingent Fund as follows: Health in the amount of \$6,209; Administrator in the amount of \$21,930; DPW in the amount of \$17,066.58; and Fire Prevention and Control in the amount of \$5,700. He noted that would leave a balance of \$28,594 in the Contingent Fund.

Motion was made by Mr. Belden and seconded by Mr. Bentley to approve the requests for transfers as presented.

Mr. Monroe explained Item 2, referral from the DPW Committee and Item 3, referrals from the Fire Prevention & Control Committee, were requests for transfers as well.

Mr. W. Thomas apprised he had spoken with Pat Beland, Director of Parks, Recreation and Railroad. He stated that Mr. Beland had an opportunity to purchase the rail station in Riparius and the caboos would be included in that purchase. He further explained that \$50,000 would be necessary to make that purchase and the funds were not available to cover the total cost. He said he would like to request \$25,000 from the Contingent Fund be used towards the purchase of the caboos and the rail station in Riparius.

Mr. Monroe expounded that the Committee should review the transfers within current budgets first and then review the Contingent Fund transfers separately.

Mr. Belden withdrew his motion and Mr. Bentley withdrew his second to the motion.

Mr. Kenny asked for an explanation of the request from the Fire Prevention & Control Committee to transfer \$47,000 to purchase three vehicles for code enforcement officers. Mr. VanNess explained that currently the County reimbursed mileage for the code enforcement officers and it was realized that the County could save money by purchasing three lease vehicles instead of reimbursing for gas mileage. Mr. Belden added that the vehicles would be purchased on State bid and if they were purchased now it would be a savings of \$9,000, as opposed to purchasing them after January 1, 2007.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the requests for transfers within current budgets as outlined. The necessary resolution was authorized for the next Board meeting.

Mr. Monroe apprised Item 2 was a referral from the DPW Committee requesting to close various County Road Construction Projects and transfer the remaining funds into D.5010 220 Highway Administration-Office Equipment, towards the purchase of a new telephone system at the Warrensburg Office. He noted that the total project cost was estimated at \$27,000 and the request was to transfer the remainder from Contingent Fund (17,066.58).

Motion was made by Mr. Belden and seconded by Mr. Bentley to approve the request as outlined above.

Mr. Belden explained the importance of the new telephone system at the Warrensburg Office and noted that by closing various County Road projects, Mr. Lamy was able to come up with nearly \$10,000 towards that purchase and requested the remainder of the balance come from the Contingent Fund.

Mr. Monroe called the question and the motion was carried unanimously to approve the request by the DPW Committee as outlined above and to authorize the necessary resolution for the next Board meeting.

Mr. Monroe continued with Item 3, referrals from the Fire Prevention & Control Committee. He said Item 3A was a request to transfer funds from A.9950 910 Transfer to Capital Projects to A.3620 230 Building & Fire Code-Automotive Equipment, in the amount of \$47,000 to purchase three vehicles for code enforcement officers and to delete same from the 2007 budget request, as well as to transfer funds from Contingent Fund to code A.4022 260 EMS-Other Equipment in the amount of \$5,700 to purchase trailer for Bioterrorism Program.

Motion was made by Mr. VanNess and seconded by Mr. Stec to approve the request as outlined above.

Joan Parsons, Commissioner of Administrative and Fiscal Services explained that the request for \$5,700 from the Contingent Fund was to purchase a trailer to transport items purchased by EMS (Emergency Medical Services) to collaborate with the Bioterrorism Program.

Mr. Monroe called the question and the motion was carried unanimously to approve Item 3A as outlined above and to authorize the necessary resolution for the next Board meeting.

Mr. Monroe stated Item 3B was a request to increase Capital Project No. H254.9550 280 Fire Training Center in the amount of \$50,000 to appropriate the funds into the Capital Project. He noted the source of funding was a transfer from A.3410 470 Fire Prevention-Contract.

Motion was made by Mr. VanNess and seconded by Mr. Belden to approve the request as outlined above.

Mr. VanNess explained that Washington County was putting an additional \$50,000 into their Capital Project for the Emergency Services Training Center, as well. He added that the bids had been opened, but the architect and engineer had not been chosen. He noted that a portion of the funds would be used out of the County's \$50,000 towards the hiring of an architect and engineer. He concluded the request for the \$50,000 was to match Washington County. Mr. Belden asked if this had been budgeted for next year as well and Mrs. Parsons replied affirmatively.

Mr. Kenny suggested that there be a formal agreement with Washington County and Paul Dusek, County Attorney, responded an inter-municipal agreement would suffice.

Mr. VanNess stated he believed there was an inter-municipal agreement with Washington County already. Mr. Dusek said he would need to check on that.

Mr. VanNess requested to include in his motion that the request be approved contingent upon an inter-municipal agreement being in place with Washington County. Mr. Belden agreed to second that inclusion in the motion. *(Note: Subsequent to the meeting, the County Attorney confirmed that the inter-municipal agreement between Warren and Washington Counties had been executed and was on file in the County Attorney's Office.)*

Mr. VanNess informed the Committee that the submission of an application had been approved by the Fire Prevention & Control Committee for a \$400,000 grant (\$200,000 for Warren County and \$200,000 for Washington County) for inter-municipal cooperation with regards to the Emergency Services Training Center.

Mr. Monroe called the question and the motion was carried unanimously to approve Item 3B as outlined above and to authorize the necessary resolution for the next Board meeting.

Mr. Monroe asked for a motion to approve the requests for transfers from the Contingent Fund which he had previously outlined for the Committee.

Motion was made by Mr. Bentley, seconded by Mr. Belden and carried unanimously to approve the requests as outlined and the necessary resolution was authorized for the next Board meeting.

Mr. Monroe stated Mr. W. Thomas requested \$25,000 from the Contingent Fund for the purchase of the rail station and caboose in Riparius.

Motion was made by Mr. Belden and seconded by Mr. Bentley to approve the request as outlined above.

Mr. Champagne questioned if the purchase needed to be done now or if it could wait a few months and Mr. W. Thomas replied it needed to be done now.

Mr. Monroe called the question and the motion was carried, with Mr. Kenny voting in opposition, to approve the request and the necessary resolution was authorized for the next Board meeting.

Mr. Monroe noted there would be \$3,594 remaining in the Contingent Fund.

Continuing, Mr. Monroe stated Item 4 was a referral from the Insurance Committee requesting to purchase insurance for the crossings on the railroad with a yearly

premium of \$9,102. He noted the source of funding was to be determined by the Finance Committee.

Motion was made by Mr. O'Connor and seconded by Mr. Stec to approve the request as outlined.

Mr. O'Connor stated that it seemed to be a high premium for railroad crossings. Mr. Monroe said there were fourteen crossings with a combined value of \$1,655,000.

Discussion ensued as to where the funding would come from to purchase the insurance. Mrs. Parsons suggested waiting until January and including it in the 2007 budget.

Mrs. Sady noted it would be pro-rated for the balance of this year and perhaps only a quarter of the annual premium would be required, or approximately \$2,250. Mr. W. Thomas clarified this insurance would not be for liability; it was just to cover the equipment at the crossings.

Mr. Monroe called the question and the motion was carried unanimously to approve the request as outlined above with the source of funding to be from the Contingent Fund for the remainder of the year and to include it in the 2007 budget. The necessary resolution was authorized for the next Board meeting.

Mr. Dusek further clarified that this insurance did not cover the copper on the tracks; it would only cover the crossings.

Discussion ensued and Mr. Dusek said he would check back with the County Insurance Agent to obtain further clarification as to exactly what this insurance would cover and he would report back to the Committee.

Returning to the Agenda, Mr. Monroe expounded Items 5A and B were referrals from the Planning and Community Development Committee. The first, he stated, was a request to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$320,000 to allocate funding and to establish budget codes to continue the Micro Enterprise Loan Program.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve Item 5A as outlined and the necessary resolution was authorized for the next Board meeting.

Item 5B, Mr. Monroe said was a request to appropriate interest in the amount of \$3.89 to be added to CD 7.8666.10.470 and the remaining fund balance to be transferred to

the Warren County LDC (Local Development Corporation); thereby closing the CD 7 account.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously to approve Item 5B as outlined above and the necessary resolution was authorized for the next Board meeting.

Mr. Monroe apprised Item 6 was a referral from the Social Services Committee requesting to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$4,000.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve Item 6 as outlined above and the necessary resolution was authorized for the next Board meeting.

Item 7, Mr. Monroe said, was a referral from the Support Services Committee requesting to amend Resolution No. 160 of 2005 to increase the limit on current County credit card for the Commissioner of Administrative and Fiscal Services from \$5,000 to \$10,000.

Mrs. Parsons explained the credit card had been used quite a bit for travel, hotels and meals with the various Departments. She noted that last month the payment due to the credit card company was over the half of the card limit. She added that an emergency trip to Florida taken by two Case Workers in the Social Services Department to retrieve a child totaled \$2,700 which may have pushed the limit on the credit card.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the next Board meeting.

Mr. Monroe stated Item 8 was a referral from the Tourism Committee requesting to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$1,925 to reflect the receipt of Whitewater Rafting Brochure Ad revenue.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 8 as outlined above and the necessary resolution was authorized for the next Board meeting.

Mr. Monroe apprised Items 9A and B were referrals from the Westmount Health Facility & Countryside Adult Home Committee. The first, he said, was a request to amend the 2006 County budget to increase estimated revenues and appropriations in the amount

of \$300 to reflect the receipt of HCRA (Health Care Reform Act) Grant funds. The second, he stated, was a request to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$800 to reflect the receipt of HCRA Grant funds.

Motion was made by Mr. Kenny, seconded by Mr. Champagne and carried unanimously to approve Items 9A and B as outlined above and the necessary resolution was authorized for the next Board meeting.

Mr. Monroe expounded Item 10 was a request from Paul Dusek, County Attorney, to address the Committee regarding the Department of Social Services accounting problem.

Mr. Dusek stated that there had been an error in the Trust Fund accounts maintained by the Department of Social Services for individual clients. He further explained a payment of \$714.11 had been entered into an account twice and transferred into social security. He noted that the Trust Fund was short \$714.11 and the funds needed to be replaced.

Motion was made by Mr. VanNess and seconded by Mr. Belden to approve the request as outlined above.

Mr. Belden questioned why the \$714.11 could not be taken out of the Social Services budget. Mr. Monroe said that the Committee could request that the funds be found within the existing budget to cover this. Mr. Dusek added that if the funds could not be located within the existing budget, a resolution would be required to transfer the funds from the Contingent Fund and this would need to be presented to the full Board.

Mr. VanNess amended his motion to include that the transfer of funds be located within the existing Social Services budget to cover the \$714.11 and if the funds were not available to present the request to the full Board. Mr. Belden seconded the amended motion.

Mr. Monroe called the question and the motion was carried unanimously to approve the transfer of funds in the amount of \$714.11 from within the existing Social Services budget to correct the Trust Fund account balance. The necessary resolution was authorized for the next Board meeting.

Item 11, Mr. Monroe apprised, related to items approved by the Personnel Committee that required Finance Committee action 5B, 6, and 7.

Motion was made by Mr. VanNess, with the inclusion to 5B that the positions of Keyboard Specialist not exceed 18 hours per week, and Mr. Stec seconded the motion.

Mr. Monroe called the question and the motion was carried unanimously to approve the aforementioned Personnel items as presented.

Mr. Monroe acknowledged an Addendum to the Agenda. He said it was a referral from the Budget Committee requesting that salary increases for County employees be considered during the budget process only and no longer considered during the course of the year.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the request as outlined and the necessary resolution was authorized for the next Board meeting.

There being no further business before the committee, on motion by Mr. Stec and seconded by Mr. Bentley, Mr. Monroe adjourned the meeting at 11:00 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk