

Warren County Board of Supervisors

Committee: **SUPPORT SERVICES**

Date: **November 29, 2006**

**Committee Members Present:**

Supervisors Sheehan  
Mason  
Gabriels  
Kenny  
VanNess  
Girard

**Committee Member Absent:**

Supervisor Monroe

**Others Present:**

Francis X. O'Keefe, Treasurer  
Robert Lynch, Deputy Treasurer  
Rob Metthe, Director, Information Technology  
Paul Dusek, County Attorney  
Joan Parsons, Commissioner of Administrative  
& Fiscal Services  
Joan Sady, Clerk of the Board  
William H. Thomas, Chairman  
Supervisor Champagne  
Supervisor F. Thomas  
Supervisor Geraghty  
Debra L. Schreiber, Legislative Office Specialist

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

Motion was made by Mr. VanNess, seconded by Mr. Gabriels, and carried unanimously to approve the minutes of the October 24, 2006 meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Francis X. O'Keefe, Treasurer, who reported he had been informed by Rob Lynch, Deputy Treasurer, there was another block on the County credit card issued through First National Bank, on behalf of MBNA, due to non-payment. He advised the committee the County was current on its account but acknowledged he disagreed with the accounting procedures of the credit card company and, therefore, negotiated who was responsible for any accessed late fees. Joan Parsons, Commissioner of Administrative & Fiscal Services, commented they had tried EFT transactions to resolve some of the issues but she was concerned about employees that utilized the card on out-of-town business. In addition, she stated the County was given a small time period to forward their payment.

Motion was made by Mr. VanNess authorizing Francis O'Keefe, Treasurer, to negotiate the disputed issues between the credit card company and the County and allow him to change banks, if necessary.

Mr. O'Keefe reiterated the importance of each department monitoring its usage of the card. Mrs. Parsons added she had developed a sign-out/tracking system for the credit card.

After discussion, Mr. Sheehan called the question. The previous motion was seconded by Mr. Kenny and carried unanimously as outlined above.

Mr. Sokol, Supervisor-elect for the Town of Queensbury, commented the County had approximately ten days between the closing date of the report and remitting payment; however, Mr. O'Keefe indicated payment was made online on its due date but the credit card company did not post the payment for two days. If a new card was obtained, Mr. Gabriels asked whether the card would have the same limits and Mr. VanNess asked that the request by Mr. Gabriels be made part of his motion. Mr. Girard suggested remitting payment two days earlier but Mr. O'Keefe replied they still had the same underlying issue.

Privilege of the floor was extended to Rob Lynch, Deputy Treasurer, who requested a transfer of funds for unexpected increases in Community College Tuition, Retirement and Disability, in the amount of \$51,800.

Motion was made by Mr. Mason and seconded by Mr. VanNess to approve the request to transfer funds as submitted.

Mr. Gabriels asked what comprised the Community College tuition and Mr. Lynch replied the County was charged for each resident student that attended a non-local community college.

After discussion, Mr. Sheehan called the question; the motion was carried unanimously and referred to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

Mr. Lynch requested to increase the Landfill Contract Capital Project (H148.9550 280) in the amount of \$555,000, from \$6,500,000 to \$7,055,000, due to past interest earned in prior years that required appropriation for future debt service.

Motion was made by Mr. Kenny, seconded by Mr. Gabriels and carried unanimously approving the request as outlined above and refer same to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

Mrs. Parsons added the 2006 Community College tuition budget was \$250,000 and this request from the Treasurer's Department was for an additional \$40,000; therefore, the total charge back would be \$290,000.

Mr. O'Keefe and Mr. Lynch exited the meeting at 10:28 a.m.

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Privilege of the floor was extended to Rob Metthe, Director of Information Technology, who

requested a transfer of funds from the Information Technology Telecom budget to the Computerization Fund/Capital Project in the amount of \$38,000. He stated these funds were left over from the 2006 budget for projected projects.

Motion was made by Mr. VanNess and seconded by Mr. Mason approving the request as submitted and refer same to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

Mr. Gabriels asked what projects would receive the benefit of these funds and Mr. Metthe replied there were a number of ongoing projects within his department, such as time and attendance, as well as infrastructure projects that could possibly be funded from the computerization fund, but did not have specific amounts or departments. Mrs. Parsons related there had been discussions in the last year, as well as an extensive discussion at the previous IT (Information Technology) Committee meeting about purchasing laptops for the Supervisors so they could access the County financial data more quickly.

Mr. Metthe commented the IT Department received daily requests that were beneficial to the County and this reserve was useful when situations arose that required immediate attention. Mr. VanNess apprised that prior Supervisor Barody was a strong proponent of the Supervisors having their own laptops that would enable them to view the various County expenditures online and was hopeful this would be accomplished this year. Given the other projects of the IT Department, Mr. Gabriels questioned whether the Supervisors obtaining laptops should take priority over those projects that would improve the services of the entire County. If the committee approved this transfer of funds, Mr. VanNess commented he was hopeful a majority of the projects would be completed. Mr. Metthe reminded Supervisor Gabriels that the IT budget was dramatically cut and by transferring these funds, it allowed his department to continue to improve the technological advances of the County.

Mr. Metthe exited the meeting at 10:35 a.m.

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Privilege of the floor was extended to Joan Sady, Clerk of the Board, who requested two transfer of funds:

- \* Hospitalization - Insurance Over 65 (A.9060.0365 860) to Clerk-Legislative Board Salaries (A.1040 110), in the amount of \$3,700, due to the change in staffing positions and salary adjustments, as well as a temporary staff person;
- \* Clerk-Legislative Board Equipment (A.1040 220) to Legislative Board-Equipment (A.1010 220), in the amount of \$20 due to a shortfall in the equipment code.

Motion was made by Mr. Kenny and seconded by Mr. VanNess approving the requests as outlined above and refer same to the Finance Committee for consideration.

Mr. Mason queried if these funds were within the department budget and Mrs. Sady responded affirmatively.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously. Copies of the resolution request forms are on file with the minutes.

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Privilege of the floor was extended to Paul Dusek, County Attorney, who distributed a copy of the Warren County Attorney Expenditure Report as requested monthly by the Support Services Committee. Referring to the Contractual Code on the report, he said there was \$122,000 budgeted in 2006 but there were disbursements for abstracts on foreclosure actions that were billed against homeowners for delinquent taxes. He stated the County received a majority of those funds upon payment of taxes or receipt of auction revenues. He said the remaining balance related to administrative expenses such as supplies, telephone and copier expenses. Mr. Dusek related while the report revealed a \$63,000 expenditure that would probably increase to approximately \$100,000, he said there were savings on "continuation" abstracts due to repetitive parcels as well as outside counsel expenditures.

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Privilege of the floor was extended to Joan Parsons, Commissioner of Administrative & Fiscal Services, who indicated at the previous committee meeting she discussed amending Local Law No. 5 of 1976 to remove data processing, purchasing and stockroom from the authority of the County Administrator. Upon reviewing the Local Law with Richard Kelly, Personnel Officer, and Paul Dusek, County Attorney, she said additional modifications were required. Mrs. Parsons said if the duty statements of the Deputy Commissioner of Administrative & Fiscal Services (which was the new position approved in the 2007 County budget) and the Deputy Commissioner of Fiscal Services (which was a \$5,000 stipend paid to Richard Murphy for his involvement in the budget process), met with the approval of the committee, she and Mr. Dusek would amend the Local Law.

Motion was made by Mr. VanNess and seconded by Mr. Kenny to amend Local Law No. 5 of 1976 as outlined above.

For clarification purposes, Mr. Dusek stated this Local Law established a Department of Administrative & Fiscal Services which included the Commissioner; therefore, he said, this Local Law would add the position of Deputy Commissioner of Administrative & Fiscal Services and change the job responsibilities for the Deputy Commissioner of Fiscal Services. Furthermore, he stated data processing, stockroom and purchasing would be deleted from the responsibilities of the Commissioner of Administrative & Fiscal Services.

After discussion, Mr. Sheehan called the question and the motion was carried unanimously. The necessary resolution was authorized for the December Board Meeting. A copy of the resolution request form is on file with the minutes.

Discussion ensued.

Relative to the Legislative Board Budget Performance Report, Mr. Kenny said he noticed they only utilized approximately \$7,500 in the Legal/Transcript Fee Code and Mrs. Sady responded there were no union negotiations in 2006.

There being no further business before the Committee, on motion by Mr. Mason and seconded by Mr. Girard, Mr. Sheehan adjourned the meeting at 10:45 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist