

## Warren County Board of Supervisors

**Committee:**        **Budget - *Support Services***

**Date:**                **August 27, 2009**

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**Committee Members Present:**

Supervisors Geraghty  
                  Belden  
                  O'Connor  
                  Champagne  
                  Kenny  
                  Sheehan  
                  Merlino  
                  Taylor

**Others Present:**

Frederick Monroe, Chairman  
Hal Payne, Commissioner of Administrative & Fiscal  
                  Services  
JoAnn McKinstry, Deputy Commissioner of Administrative &  
                  Fiscal Services  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
Supervisor Bentley  
Supervisor Pitkin  
Supervisor Thomas  
Supervisor VanNess  
Julie Pacyna, Purchasing Agent  
Judy Harris, Auditor  
Mary Beth Casey, Commissioner, Board of Elections  
William Montfort, Commissioner, Board of Elections  
Rob Metthe, Director, Information Technology  
Herb Levin, Director, Weights & Measures  
Nicole Livingston, Deputy Clerk

**Committee Member Absent:**

Supervisor Stec

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Mr. Geraghty called the Budget Committee meeting to order at 1:53 p.m.

Chairman Monroe advised that there was an interested buyer for the two County-owned parcels located on Route 9 across from the Municipal Center Campus. He said that the south parcel had been appraised and suggested that if both parcels were appraised the County would be in a better position for negotiations.

Following a brief discussion, motion was made by Mr. Belden, seconded by Mr. Taylor and carried unanimously that the north parcel of the two County-owned parcels on Route 9 across from the Municipal Center Campus be appraised for the purpose of sale.

Copies of the Administrative & Fiscal Services, Mail Room and Print Shop 2010 Budget Requests were distributed to the Committee members; copies of which are on file with the minutes.

Referring to the Administrative & Fiscal Services (A.1011) 2010 Budget Request, Hal Payne, Commissioner of Administrative & Fiscal Services, stated that he had eliminated one vacant part-time Keyboard Specialist position, a savings of \$10,709. He apprised that there was an additional part-time Keyboard Specialist position, base salary of \$11,281. He added that as per the recommendation of the County Attorney 25% of the part-time Keyboard Specialist salary would be funded by the Administrative & Fiscal Services budget and 75% would be funded by the Tourism Department budget, which would amount to an additional savings of approximately \$7,500. He added that the Administrative & Fiscal Services 2010 Budget Request reflected a decrease of 9.2%.

Mr. Sheehan asked how many hours per week would be worked by the part-time Keyboard Specialist. Mr. Payne responded 18 hours per week and added that the hours per week had not changed; however, he continued, since the majority of the work performed was for the Tourism Department it had been decided that the cost of the salary would be divided 25/75 between Administrative & Fiscal Services and the Tourism Department. Mr. Belden questioned where the decrease would effect the 2010 Budget request and Mr. Payne replied that Salaries-Part Time (130), which reflected an appropriation of \$21,990.80, would be decreased to approximately \$3,200. Mr. Belden asked how much longer the Building Projects Manager salary of \$30,000 per year would be expended and Mr. Payne responded that the position would be eliminated as of January 1, 2010; however, he added, the position was paid through the Capital Project for the Human Services Building and not included in the Administrative & Fiscal Services budget.

Mr. Pitkin asked how the support staff for the Legislative Board compared to that of other counties. Mr. Champagne replied that they had completed a study in previous years to compare county administration; however, the results were inconclusive as the duties performed differed from county to county. Joan Sady, Clerk of the Board, explained that some counties had other departments that fell under the Administrative Department, such as Purchasing or County Auditor. Mr. Payne advised that the Confidential Secretary position had been eliminated in 2007 and JoAnn McKinstry had been reclassified as Deputy Commissioner of Administrative & Fiscal Services. Mr. Champagne stated that the Legislative Office Specialists transcribed the minutes of the Committee meetings almost verbatim, which was necessary for legal purposes. He continued that the process required a lot of work and was time consuming and added that not all counties transcribed minutes in the same way. He suggested that the County needed to review how the minutes were completed as the current method was costly. Mrs. Sady responded that the majority of the minutes were being distributed electronically which had decreased both time expended and paper.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the Administrative & Fiscal Services 2010 Budget request and to forward same to the Budget Officer.

Mr. VanNess exited the meeting at 2:00 p.m.

Referring to the 2010 Mail Room (A.1670) Budget request, Mr. Payne said it reflected a 2010 request of \$74,007 as compared to a 2009 appropriation of \$72,759, an increase of \$1,248 or 1%. He added that the increase was due to the 3.5% salary increase. Mr. Belden said that the Budget Committee had requested that all departments present budgets that reflected a zero percent increase.

Mr. Kenny asked why it was necessary to have two employees to sort and deliver the mail, when they could have one employee to sort the mail and departments could retrieve their mail from a centralized location.

Paul Dusek, County Attorney; Julie Pacyna, Purchasing Agent; Judy Harris, County Auditor; Mary Beth Casey, Commissioner for the Board of Elections; and William Montfort, Commissioner for the Board of Elections, entered the meeting at 2:01 p.m.

Mr. Champagne asked when the County began employing two individuals in the Mail Room and

Mr. Payne replied four years ago. Mr. Payne explained that Mailings Made Easy was completing the Mail Room duties for a while; however, he added, a study had been completed and it had been determined that it was not the most efficient solution. Mr. Kenny said that delivering the mail to each department was costly and time consuming. Mr. Payne advised that following discussion with personnel at the Lake George Post Office, the County would no longer pick up the mail at 8:30 a.m., it would be delivered by the Post Office at approximately 10:30 a.m. He said that the Mail Room employees delivered mail to the Department of Social Services Building, the WIC (Women, Infants and Children) Building, Westmount Health Facility and the CNA Building in the City of Glens Falls. Mr. Taylor asked if the Mail Room employees delivered outgoing mail to the Glens Falls Post Office and Mr. Payne replied affirmatively and added that the County's bulk mailing permit was with the Glens Falls Post Office. Mr. Taylor asked if there was a centralized location that could be used to allow the individual departments to pick up their own mail. Mr. Payne responded that the location of the Mail Room would need to be moved when that section of the Municipal Center became dedicated to the Courts.

It was recommended that an executive session be declared to discuss the employment history of a particular person.

Motion was made by Mr. Merlino, seconded by Mr. Sheehan and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 2:04 p.m. to 2:11 p.m.

Committee reconvened. Mr. Geraghty stated that no action was necessary pursuant to the executive session.

Robert Metthe, Director of Information Technology and Herb Levin, Director of Weights & Measures, entered the meeting at 2:11 p.m.

Mr. Merlino questioned what was covered in the Mail Room Budget under Equipment Rental (421) which reflected a request of \$12,000 and JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, replied that it was the cost of renting the postage meter. Mr. Geraghty asked if the rental agreement included postage and Mrs. McKinstry replied in the negative and added that each department paid for their own postage.

It was the recommendation of the Committee that one position in the Mail Room be eliminated; that departments retrieve their own mail from one centralized location; and that the Mail Room budget be resubmitted to reflect those changes.

Mr. VanNess re-entered the meeting at 2:13 p.m.

Referring to the 2010 Print Shop (A.1671) Budget request, Mr. Payne noted that there had been no change from the 2009 budget. He said that they were researching ways to increase the revenue for 2010 but it was unknown at this time. He advised that when County Departments required the assistance of the Print Shop, they were charged \$.02 per sheet and entities outside of the County were charged \$.03 per sheet.

Motion was made by Mr. Belden, seconded by Mr. Sheehan and carried unanimously to approve the Print Shop 2010 Budget request and to forward same to the Budget Officer.

Herb Levin, Director of Weights & Measures, stated that the 2010 Weights & Measures (A.6610) Budget request reflected a decrease of 3.5%. He advised that the insurance company was insuring the trailer at the same rate as the Department vehicle for liability insurance. He added that it was a four foot by six foot utility trailer that was used to haul equipment and the insurance was \$430 per year. Mr. Taylor stated that trailers were automatically covered by the liability insurance of the vehicle that was towing them as long as they did not exceed a certain weight. Mr. Levin said that the issue had been argued with the insurance company who had advised that the trailer would not be covered. He apprised that he was researching the possibility of charging for inspections and noted that those figures had not been included in the 2010 Budget request. He added that he anticipated additional revenue of \$3,000 to \$5,000 per year and would present the proposal at the next Committee meeting. Mr. Payne noted that Warren County was one of only a few counties that did not charge a fee for inspections. Mr. Belden asked how often the gas pumps were inspected and Mr. Levin replied that the State mandated that all scales and gas pumps be inspected on a yearly basis.

Following a brief discussion, motion was made by Mr. Belden, seconded by Mr. Merlino and carried unanimously to approve the Weights & Measures 2010 Budget request and to forward same to the Budget Officer.

Copies of the Information Technology and Telecommunications 2010 Budget Requests were distributed to the Committee members; copies of which are on file with the minutes.

Rob Metthe, Director of Information Technology (IT), presented the 2010 Information Technology (A.1680) Budget request which reflected a 2010 request of \$455,791 as compared to a 2009 appropriation of \$495,079, a decrease of \$39,288 and a 2010 revenue request of \$203,600 as compared to a 2009 revenue of \$200,000, an increase of \$3,600. He also presented the 2010 Telecommunication (A.1681) Budget request which reflected a 2010 request of \$151,992 as compared to a 2009 appropriation of \$152,487, a decrease of \$495 and a 2010 revenue request of \$88,000 as compared to a 2009 revenue of \$80,000, an increase of \$8,000.

Mr. Belden asked how many employees were in the Department and Mr. Metthe replied that there were nine employees between the two Departments. Mr. Belden asked if there were any new employees in the last couple of years and Mr. Metthe replied in the negative. Mr. Belden asked when the Department was created and Mr. Metthe replied four or five years ago. Mr. Belden stated that there had originally been three positions and there were now nine positions. Mr. Metthe responded that there had originally been three positions and they had later added the Telecommunications Department, which had saved a cumulative total of \$1.8 million thus far. He added that the IT Department had absorbed one position for the Department of Social Services (DSS) and they had absorbed the work load from the Department of Public Works (DPW) when the IT position had been abolished in that Department. He continued by saying that the number of systems and the number of users had been increased by 100%.

Mr. Belden apprised that when they had reviewed the budget for the DPW, they had expressed the necessity of having one employee from the IT Department work with them one day per week and with the Gas Boy System possibly a day and a half a week. Mr. Metthe replied that the IT Department had completed the programming for the DPW; however, he added, the DPW needed to assume the responsibility of administering the program. He continued by saying the DPW had previously employed their own IT employee; however, he added, the IT Department

had been assuming the responsibilities over the last few years because they were not being completed. He advised that he had discussions with William Lamy, Superintendent of the DPW, pertaining to IT Department assistance and he had informed Mr. Lamy that if the DPW required the assistance of an IT Department employee on a regular basis, then a portion of the employee's salary would need to be funded by the DPW budget. He noted that the work done for the Tourism Department consumed the time of two IT employees.

Discussion ensued.

Mr. Champagne asked if there would be unexpended funds in the 2009 budget and Mr. Metthe responded that there would be funds remaining due to an abolished position and a moratorium on equipment purchases. Chairman Monroe advised that the County needed to examine unexpended funds in the 2009 budget for all Departments, as well as any Departments which were over budget in order to determine how those figures would effect the 2010 budget.

Mr. Kenny apprised that there had been IT positions in the DPW, the DSS and the Sheriff's Office. He asked how much of that work had been absorbed by the IT Department and if Mr. Metthe felt all IT work should be completed under his supervision. Mr. Metthe responded that they had absorbed the positions in the DPW and the DSS. He added that centralized services were preferable assuming there were a sufficient number of IT employees.

Mr. Payne questioned the 2010 request for Repair/Maintenance Equipment (422) which reflected a request of \$38,000 as compared to a 2009 appropriation of \$24,000, an increase of \$12,000. Mr. Metthe explained that was an accounting change that had been recommended by the Treasurer's Office.

Following a brief discussion, motion was made by Mr. Champagne, seconded by Mr. Sheehan and carried unanimously to approve the Information Technology and Telecommunications 2010 Budget requests and to forward same to the Budget Officer.

Copies of the Board of Elections (A.1450) 2010 Budget Request were distributed to the Committee members; a copy of which is on file with the minutes.

Mary Beth Casey, Commissioner of the Board of Elections (BOE), apologized for not having a summary sheet attached. She advised that the County would be introducing a new voting system in 2010 and added that they would have presented a decreased budget request if it were not necessary to expend the funds on the new voting system. She said that a handout detailing the additional expenses for the 2010 Optical Scan Voting System had been included in the request.

Mr. Belden asked how much of an increase there would be in the 2010 Budget due to the cost of the Optical Scan Voting System. William Montfort, Commissioner of the BOE, responded that the amount of increase was \$143,594. Mr. O'Connor asked if the purchase of the Optical Scan Voting System meant that the County had been unsuccessful in their attempt to retain the lever machines. Mr. Montfort responded that the State would most likely wait until after the results of the Pilot Program which would be operated during the 2009 primary and general elections to certify the Optical Scan Voting System and decertify the lever machines. Chairman Monroe voiced his opinion that the Optical Scan Voting System was a waste of funds and was a less efficient system than what was currently in place. He advised that the County Attorney

was researching the possibility of a lawsuit and NYSAC (New York State Association of Counties) was working on a resolution to convince the State to reverse the settlement.

Mr. Champagne stated that it would be sensible to wait until decisions were made by the State and then if necessary they could bond the required funds. Chairman Monroe said that he was unsure if the amount could be bonded as it was an operating expense and not capital. Mr. Geraghty questioned the amount that was budgeted for the mandatory manual recount and Ms. Casey responded that they were obligated to perform a 3% audit on every election and two people would need to audit every ballot from a particular machine. She added that since there were 19 different ballot styles they would need 19 teams of two people to complete the manual verification.

Following a brief discussion, motion was made by Mr. Kenny, seconded by Mr. Merlino and carried by majority vote to approve the Board of Elections 2010 Budget request and to forward same to the Budget Officer, with Messrs. Champagne and Belden voting in opposition.

Copies of the Purchasing and Central Storeroom 2010 Budget Requests were distributed to the Committee members; copies of which are on file with the minutes.

Julie Pacyna, Purchasing Agent, presented the Purchasing (A.1345) 2010 Budget request which reflected a 2010 request of \$109,338 as opposed to a 2009 appropriation of \$111,788, a decrease of \$2,450 and a 2010 request of \$4,000, as opposed to a 2009 revenue of \$5,400, a decrease of \$1,400. She explained that the reduction in revenue was due to a lack of used items to be sold on Ebay. She advised that there would be some left over furniture after the DSS relocated to the Human Services Building but the amount was insignificant.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve the Purchasing 2010 Budget request and to forward same to the Budget Officer.

Mrs. Pacyna presented the Central Storeroom (A.1660) 2010 Budget request which reflected a 2010 request of \$42,511 as compared to a 2009 appropriation of \$42,511, a zero percent increase. She said that there was a request for her to research the possibility of reclassifying the Storekeeper position to a part-time position. Mr. Belden stated that he felt the position could become part-time. Mrs. Pacyna explained that there would be additional expenses if the position was reclassified as part-time or if the position was eliminated. She added that the individual Towns would be charged shipping and delivery costs. She continued by saying if the ordering was decentralized there would be an issue with not achieving minimum ordering guidelines.

Mrs. Pacyna distributed an information packet on the Storekeeper position which included information such as a job description, a list of duties, a breakdown of the cost of fringe benefits and a price comparison on various supplies; a copy of same is on file with the minutes. She explained that the packet explained how much money the County saved by having a Central Storeroom. Mr. Champagne stated that he felt it was unwise to have individual departments order their own supplies. He said that he was surprised to see that the Warrensburg Volunteer Fire Company ordered their supplies through the County and added that if other entities, such as the Queensbury Volunteer Fire Company, also ordered through the County, the savings could be tremendous due to bulk ordering. Mr. Belden said that the Hague Volunteer Fire Department also ordered from the County, although they placed their order through the Town.

Mrs. Pacyna interjected that the Central Storeroom was not a revenue generating department as the Storekeeper charged the actual cost of the supplies. She said that the total savings to the County that was generated by having a Storekeeper was \$64,502.

Mr. Pitkin asked if the Storeroom and the Print Shop could be consolidated to employ one and a half positions. Mr. Payne said that he had spoken to the Storekeeper, who was in favor of reclassifying her position to part-time, assuming that the effective date would be January 1, 2010. He explained that the Storekeeper could place the orders on Monday and separate the received orders on Thursday for individual departments and entities to pick up. Mrs. Pacyna noted that the Storekeeper position was the back-up for the Mail Room position. She stated that she had received many letters of support for the Storekeeper position from the Departments. Mr. VanNess apprised that the Storekeeper was eligible to retire and could potentially come back and work part-time. He said that a number of positions had been considered for elimination and none of the employees in those positions had solicited letters of support. He stated that he took exception to the letters of support being presented to the Committee. Mrs. Pacyna advised that she had not included the letters in the information packet. Mr. VanNess said that reclassifying the position to part-time would generate a savings of approximately \$35,000. Mrs. Pacyna referred to the last page of Attachment 1 and noted that the total savings to the County if the position were reduced to part-time would be \$25,397.04.

Following a brief discussion, motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the Purchasing 2010 Budget request, contingent upon the reclassification of the Storekeeper position to part-time effective January 1, 2010 and to forward same to the Budget Officer.

Copies of the County Auditor 2010 Budget Requests were distributed to the Committee members; copies of which are on file with the minutes.

Judy Harris, County Auditor, presented the County Auditor (A.1320) 2010 Budget request which reflected a 2010 request of \$99,711 as opposed to a 2009 appropriation of \$98,966, an increase of \$745. She explained that the increase was due to the 3.5% salary increase for the Principal Account Clerk. Mr. Belden noted that the departments that had union employees were asked to decrease their budgets in other areas in order to accommodate the 3.5% salary increases. Ms. Harris said that there had been no line items that could be decreased as many of them were set amounts. Mr. Geraghty stated that there had been an \$8,669 decrease in the budget from 2008 to 2009. Ms. Harris noted that she had eliminated a position in 2008.

Motion was made by Mr. Kenny, seconded by Mr. Sheehan and carried unanimously to approve the County Auditor 2010 Budget request and to forward same to the Budget Officer.

Copies of the Law (County Attorney) 2010 Budget Requests were distributed to the Committee members; copies of which are on file with the minutes.

Paul Dusek, County Attorney, presented the Law (A.1420) 2010 Budget request which reflected a 2010 request of \$403,667 as opposed to a 2009 appropriation of \$403,868, a decrease of \$201. He advised that there had been no increase in the attorney or staff salaries for 2010. He explained that the decrease of \$201 was due to a decrease in the consulting fees. He reviewed the amounts budgeted for the individual line items.

Following a brief discussion, motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve the Law (County Attorney) 2010 Budget request and to forward same to the Budget Officer.

Mr. Champagne questioned the Table of Organization for the County Attorney's Office and Mr. Dusek explained that there was one County Attorney, one First Assistant County Attorney, one Second Assistant County Attorney, two Legal Assistants and one Confidential Secretary. Mr. Dusek explained that the First Assistant County Attorney position was funded 50% by the DSS budget. Mr. Champagne stated that some of the responsibilities that were handled by the County Attorney's Office could be accomplished by other departments. Mr. Dusek said that he was in favor of work being completed by the most competent employee at the appropriate level at the least expense to the County.

Copies of the Legislative Board (A.1010); Clerk of the Legislative Board (A.1040); Justices & Constables (A.1180); Medical Examiner & Coroners (A.1185); Budget Officer (A.1340); Unallocated Insurance (A.1910); Municipal Association Dues (A.1920); Control of Dogs (A.3510); Youth Program 4-H Camp (A.7310); Southern Adirondack Library (A.7410); Warren County Arts Initiative (A.7560); Regional Planning (A.8025); A.P.A. Local Government Review Board (A.8026); Forestry (A.8710); Conservation Council (A.8731); and Agriculture & Livestock (A.8750) 2010 Budget Requests were distributed to the Committee members; copies of same are on file with the minutes.

Joan Sady, Clerk of the Board, advised that the Legislative Board (A.1010) budget, which was the Board of Supervisor's budget, was decreased by 12% and the salaries had remained the same as in 2009. She said that she had added \$600 to Office Equipment (220) in anticipation of having to replace the laptop computer on the dias. She added that she had reduced the contract code (.4's) by \$80,000. She apprised that they would not be paying the Adirondack Regional Business Incubator contract in 2010 a savings of \$45,000. She noted that the \$20,000 which had been budgeted for WAIT (Welcoming Adolescents in Transition) House in previous years would now be funded through the DSS budget.

Mr. VanNess stated that \$2,500 had been budgeted for the Warren County Historical Society and he said that he thought a decision had been made to not make further contributions to the production of the history book. Mrs. Sady noted that in the past the amount had been \$5,000, \$2,500 for the book and \$2,500 for educational programs; she added that the Board had decided to continue to support the educational programs.

Mrs. Sady apprised that the Clerk of the Legislative Board (A.1040) budget was comprised mostly of salaries. She added that she had reduced the .4 expense codes minimally. She advised that she had been requested to eliminate one position, which was not reflected in the 2010 Budget request. She added that the elimination of one position in the department would reduce Personal Services by approximately \$45,000 including fringe benefits. Mr. Belden asked if the Department would be able to function properly once the position was eliminated and Mrs. Sady replied affirmatively.

Mrs. Sady said that the Justices & Constables (A.1180) budget represented a charge that was passed from the State to the County Treasurer for services provided by local justices. She stated that the Medical Examiner & Coroners (A.1185) budget reflected no change from that of 2009. She stated that the Budget Officer (A.1340) reflected no change from the 2009

budget. She added that the \$300 which had been budgeted under Supplies (410) represented the cost of printing the budget. She advised that the Unallocated Insurance (A.1910) had been decreased by \$30,000, based on estimates received from Cool Insuring and Amy Clute, Self Insurance Administrator.

Mrs. Sady apprised that the remaining budgets for the Department represented either no change from 2009 or a decrease, with the exception of Municipal Association Dues (A.1920), which were the County's Annual NYSAC Membership Dues, reflecting a 2010 request of \$8,400, as compared to a 2009 appropriation of \$8,155, an increase of \$245.

Mrs. Sady said that the funding for the Cornell Cooperative Extension contract had previously been set by a resolution. She stated that they would delete the Empire Zone Budget code and the \$45,000 would be added to the contract with the Economic Development Corporation. She added that New York State was no longer funding the Empire Zone; therefore the County was no longer required to fund it.

Mr. Kenny advised that the County gave LARAC (Lower Adirondack Regional Arts Council) \$5,000 every year and LARAC distributed \$15,000 in grants to local artists. In answer to a question of whether LARAC received occupancy tax funding from the County, Mr. Kenny responded that they had been awarded funds for the festival in 2009.

Following a brief discussion, motion was made by Mr. Belden, seconded by Mr. Sheehan and carried by majority vote to discontinue the contract with LARAC which included a \$5,000 contribution from the County with Mr. Merlino voting in opposition.

Mr. Belden questioned the \$50,000 for Library and Mrs. Sady explained that the \$50,000 was a pass-through to the Southern Adirondack Library System, who then forwarded the funds to Crandall Library in the City of Glens Falls, who sent a portion to each of the community libraries for their bookmobiles.

Motion was made by Mr. Belden, seconded by Mr. Merlino and carried unanimously to approve the Legislative Board; Clerk of the Legislative Board; Justices & Constables; Medical Examiner & Coroners; Budget Officer; Unallocated Insurance; Municipal Association Dues; Control of Dogs; Youth Program 4-H Camp; Southern Adirondack Library; Warren County Arts Initiative; Regional Planning; A.P.A. Local Government Review Board; Forestry; Conservation Council; and Agriculture & Livestock 2010 Budget Requests and to forward same to the Budget Officer.

There being no further business to come before the Budget Committee, on motion by Mr. Champagne and seconded by Mr. Sheehan, Mr. Geraghty adjourned the meeting at 3:35 p.m.

Respectfully submitted,  
Nicole Livingston, Deputy Clerk  
*As typed by Charlene DiResta, Senior Legislative Office Specialist*