

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **FEBRUARY 10, 2010**

**Committee Members Present:**

Supervisors      Stec  
                          Goodspeed  
                          Belden  
                          Bentley  
                          VanNess  
                          Kenny  
                          Merlino  
                          Conover

**Committee Member Absent:**

Supervisor      Taylor

**Others Present:**

Fred Monroe, Chairman of the Board  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
JoAnn McKinstry, Deputy Commissioner of  
    Administrative & Fiscal Services  
Kevin Geraghty, Budget Officer  
Supervisor Champagne  
Supervisor Girard  
Supervisor McCoy  
Supervisor Sokol  
Supervisor Strainer  
Supervisor Thomas  
Frank O'Keefe, Treasurer  
Rob Lynch, Deputy Treasurer  
Todd Lunt, Director, Human Resources  
William Lamy, DPW Superintendent  
Don DeGraw, Airport Manager  
Julie Pacyna, Purchasing  
Shane Ross, Chief Deputy  
Sheila Weaver, Commissioner, Department Of  
    Social Services  
Don Lehman, *The Post Star*  
Thom Randall, *Adirondack Journal*  
Nicole Livingston, Deputy Clerk

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Mr. Stec called the meeting of the Finance Committee to order at 11:48 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to approve the minutes of the December 10, 2009 Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the Agenda review, Mr. Stec stated Item 1 were the requests for Transfer of Funds which were attached for Committee approval. He noted that Supervisory Committee approval had been obtained as necessary.

Motion was made by Mr. Kenny, seconded by Mr. VanNess and carried unanimously to approve Item 1 as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Stec referred the Committee members to Agenda Items 7A through E which were referrals from the Public Works Committee, Airport, and requested review of this portion of the Agenda first. Mr. Stec added Item 7A was a review of the justification provided by Don DeGraw, Airport Manager, regarding the need to purchase a snow blower and fire truck. He noted that the request was tabled by the Public Works Committee pending additional information.

Mr. DeGraw distributed a handout to the Committee members relating to the discussion, a copy of which is on file with the minutes. Mr. DeGraw explained that the Airport had the opportunity to obtain two new pieces of equipment this year through FAA funding. He said one of those pieces of equipment was a snow blower, and noted that the current Airport snow blower was a 1979 model that failed a few months ago. He added that to date, the Airport had been fortunate in that there had not been any significant snowstorms; however, he said, there was the potential for the Airport to be shut down for days if a snowstorm hit and the Airport did not have a functioning snow blower. Mr. DeGraw apprised that the FAA would provide 95% of the funding, 2½% would be State funding, leaving a 2½% local match, or a total local share of \$11,250. Mr. Stec questioned what would happen with the 1979 snow blower and Mr. DeGraw replied that it would either be kept as a spare or it could be sold, pending on the value.

Mr. Belden recommended that both the snow blower and fire truck currently owned by the Airport should be sold and the funds received from the sale should be applied towards the local share required for the grants.

Mr. Stec proceeded to Item 7B, requesting authorization for the submission of a grant application to the FAA (Federal Aviation Administration) to purchase a single engine self propelled airport snow blower to replace the existing 1979 airport snow blower, in the amount of \$450,000, with a local share not to exceed \$11,250.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve Item 7B as outlined above with the inclusion that any funds received from the sale of the old equipment be applied towards the local share required for the grant. The necessary resolution was authorized for the next board meeting.

Mr. Stec said Item 7C was a request for authorization of the submission of a grant application to the FAA to purchase a 1500 gallon capacity Airport fire truck, to replace the existing 100 gallon capacity 1992 airport fire truck, in the amount of \$850,000, with a local share not to exceed \$21,250.

Mr. DeGraw advised that the existing fire truck was a 1992 and had outlived its usefulness. He further stated that due to new FAA regulations that were pending, the fire truck may become obsolete. He added that included with the purchase of the fire truck, the Airport would acquire additional equipment, such as Airport fire protection

suits and self-contained breathing apparatus, that otherwise would need to be purchased using County funds. Mr. Stec asked if the 1992 fire truck would be sold also and Mr. DeGraw replied affirmatively. Mr. Stec recommended that the proceeds from the sale of the fire truck be applied towards the local share required for the grant funds.

Motion was made by Mr. VanNess and seconded by Mr. Kenny to approve the request as presented.

Mr. Kenny questioned if it was a requirement to have a fire truck at the Airport and Mr. DeGraw responded affirmatively and said that it was required because they had an Airport Operating Certificate which allowed for large unscheduled air carrier air craft to enter the Airport. Mr. DeGraw noted that there were two employees at the Airport that were fully trained to staff the fire truck. Discussion ensued.

Following discussion, Mr. Stec called the question and the motion was carried unanimously to approve the submission of a grant application to the FAA to purchase a 1500 gallon capacity Airport fire truck, to replace the existing 100 gallon capacity 1992 airport fire truck, in the amount of \$850,000, with a local share not to exceed \$21,250, with the inclusion that any proceeds received from the sale of the old fire truck be applied towards the local share required for the grant funds. The necessary resolution was authorized for the next board meeting.

Mr. Stec reported that Item 7D was a request for authorization for the submission of a grant application to the FAA to have surface painted holding position markings and other mandatory pavement markings designed and installed, as required, by C&S Engineers and a painting contractor, in the amount of \$40,000, with a local share not to exceed \$1,000.

Motion was made by Mr. Goodspeed, seconded by Mr. Belden and carried unanimously to approve Item 7D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec apprised Item 7E was a request for authorization of the issuance of a serial bond in the amount of \$782,000 for the local share for 2010 Capital Projects, said funds were removed from the 2010 Budget to be bonded.

Motion was made by Mr. Conover and seconded by Mr. Goodspeed to approve the request as presented.

Paul Dusek, County Attorney, questioned if the aforementioned FAA grant funds were being included in the bonding and Mr. Lamy confirmed that they were. Mr. Dusek further suggested that the motion be amended to authorize the issuance of serial

bonds, due to the vast range of projects being bonded and also to separate the purchase of the snow blower and fire truck pending approval of the grant applications.

Mr. Conover amended his motion to authorize the issuance of serial bonds and Mr. Goodspeed seconded the amended motion. Mr. Stec called the question and the motion was carried unanimously to approve Item 7E as amended and outlined above. The necessary resolutions were authorized for the next board meeting.

Mr. Stec directed the Committee members back to Agenda Item 2 and stated it was a referral from the County Treasurer, requesting a new contract with The Bonadio Group for the Annual Single Audit, commencing March 1, 2010 and terminating December 31, 2012 (with a three year renewal option available), for a lump sum amount of \$37,000 for 2009; \$38,000 for 2010; and \$39,000 for 2011.

Motion was made by Mr. Belden, seconded by Mr. Conover and carried unanimously to approve Item 2 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec said Item 3 was a referral from the County Clerk-Motor Vehicles Committee, requesting to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$32,852 to reflect receipt of unused funds from the 2009 Budget for LGRMIF awarded for 2009-2010.

Motion was made by Mr. VanNess, seconded by Mr. Merlino and carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec expounded Item 4 was a referral from the County Facilities Committee, requesting to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$8,925 to reflect receipt of insurance recovery.

Motion was made by Mr. Merlino, seconded by Mr. Conover and carried unanimously to approve Item 4 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec advised Item 5 was a referral from the Health Services Committee, Westmount Health Facility, requesting to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$4,000 to reflect amendments to the Unrestricted Fund Balance.

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

Mr. Stec reported Items 6A through C were referrals from the Public Safety Committee. Item 6A, he said, was referred from the Office of Emergency Services, requesting to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$109,500 to reflect receipt of Homeland Security grant funds.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve Item 6A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec noted Items 6B and C were referred from the Sheriff & Communications. He stated that Item 6B was a request to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$43,384 to reflect receipt of revenues from the 2008-2011 Wireless 911 Reimbursement Program.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve Item 6B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec added that Item 6C was a request for a new contract with Business Electronics, Inc. to provide maintenance on the Verint Audiolog Recorder within the 911 Communications Center for a one time payment of \$9,200, commencing January 1, 2010 and terminating December 31, 2012.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve Item 6C as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Kenny exited the meeting at 12:05 p.m.

Returning to the remaining referrals from the Public Works Committee, Mr. Stec said Items 7F through H were referred from the Parks, Recreation & Railroad and he listed the requests as follows:

F) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$1,200 to reflect receipt of the Charles R. Wood grant award for the purpose of purchasing a watershed diorama for program presentation at the Up Yonda Farm;

G) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$20,000 to reflect receipt of the Town of Bolton donation; and

H) Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$60,368 to reflect receipt of 70% of State Snowmobile grant funds.

Motion was made by Mr. VanNess, seconded by Mr. Merlino and carried unanimously to approve Items 7F through H as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Stec asserted Item 8 was a request to adopt the 2010 Purchasing Policy.

Motion was made by Mr. VanNess and seconded by Mr. Goodspeed to approve the request as presented.

Mr. VanNess thanked Julie Pacyna, Purchasing Agent, for the amount of work she put into developing the updated Policy. Mrs. Pacyna highlighted the changes that had been made to the Policy, one being the addition of an index. She reviewed the Policy in detail for the benefit of the Committee members. She discussed a number of changes that were made in order to be consistent with changes that were made to the State law. Mr. Dusek asserted that relative to the Public Works portion of the Policy, as well as the professional services section, a few minor changes still needed to be made and he requested the flexibility to make those changes prior to the final adoption of the Policy by the full board. He recommended that the Committee approve the Policy today. Discussion ensued.

Following discussion, Mr. Stec called the question and the motion was carried unanimously to amend and approve the Purchasing Policy. The necessary resolution was authorized for the next board meeting.

Mr. Stec remarked that Mr. Dusek requested to address the Committee regarding Items 9A through C. He said that Item 9A was discussion on this year's foreclosure.

Mr. Dusek advised that in connection with the abstracting of the properties in foreclosure this year, there was an increase in the number of properties in foreclosure, as well as an increase in the abstracting cost as a result of a bid that went out; thereby leading to a shortfall within his departmental budget. He stated that the associated fees were paid by those that were delinquent in the payment of taxes; therefore, he said, he was requesting to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$7,500 to reflect receipt of the additional costs associated with the abstracting of properties in foreclosure.

Motion was made by Mr. Belden, seconded by Mr. Merlino and carried unanimously to approve the request to amend the County budget as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Dusek noted that Item 9B was discussion on the mileage reimbursement for volunteers. He explained that the question had arisen as to whether or not the Office for the Aging could pay their volunteers a different mileage reimbursement rate than

the rate that was paid to County employees. He advised that the rate could be different as long as the established rate was the same for all volunteers. Joan Sady, Clerk of the Board, further stated that the Office for the Aging had reduced their mileage reimbursement rate for volunteers to forty cents as part of their budget reduction for 2010, and due to the lack of a policy authorizing such reduction, the County Auditor had questioned the reduced amount. She concluded that a policy needed to be adopted that established a mileage reimbursement rate for all volunteers. In response to an inquiry, Mrs. Sady advised that the current mileage reimbursement rate for County employees was fifty cents per mile.

Motion was made by Mr. Belden, seconded by Mr. Merlino and carried unanimously to authorize a policy setting the mileage reimbursement rate for all volunteers to be forty cents per mile. The necessary resolution was authorized for the next board meeting.

Mr. Dusek reported the next matter, Item 9C, was a request for the re-adoption of the resolution approving the contract with the APLGRB (Adirondack Park Local Government Review Board). He explained that when Resolution No. 40 of 2010 was adopted, Chairman Monroe, who also serves as Executive Director of the APLGRB, inadvertently voted on the resolution; therefore, he added, the aforementioned resolution needed to be rescinded and a new one adopted.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to rescind Resolution No. 40 of 2010 and to authorize an agreement with the Adirondack Park Local Government Review Board for funding towards operating costs. The necessary resolutions were authorized for the next board meeting.

Mr. Dusek expounded he had additional items to present to the Committee. The first, he said, pertained to the Human Services Building project. He informed the Committee that an addendum had been put out at the end of the bidding process making certain changes to the building structure which required overnight mail service. He further explained that the County had a contract with Data Flow Reprographics LLC, and that contract did not include the use of overnight mail service. Mr. Dusek apprised that the exact same circumstance was occurring with the demolition of the Social Services Building due to a specific time frame for the bids. He noted that the first addendum that he discussed had an associated cost of \$2,000. Discussion ensued relative to the time frames authorized for bid opening dates.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to extend the upcoming bid opening date for the demolition of the Social Services Building for an additional seven days past the original deadline.

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Following further discussion on the associated costs for addendums to bids, the consensus of the Committee was to not take any action at this time and to discuss the matter further in the future pending receipt of additional information.

Mr. Dusek asserted that the Nassau County Board of Elections contacted Warren County's Board of Elections to advise that they were preparing a lawsuit with regard to the election machines and questioned if Warren County was interested in joining them. Mr. Dusek opined that he did not believe the County should be a party to the lawsuit; therefore, he said, he would recommend that Warren County not get involved with the Nassau County lawsuit.

Another matter to be discussed, Mr. Dusek apprised, was that the Hudson River Black River Regulating District was attempting to serve Warren County with a bill in the amount of \$290,000. He listed other counties that recently received similar communications and stated that pursuant to meeting with the attorneys representing these various counties, it is believed that there was flawed legal reasoning in the attempts being made by the Hudson River Black River Regulating District. He announced that he would be reviewing documents with the other county attorneys on February 23, 2010 and pursuing action thereafter.

Concluding the Agenda review, Mr. Stec advised Item 10 was a request for Finance Committee action on the following items that were approved by the Personnel Committee: Item Nos. 3C, 5A, 5B, 6A and 6B.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Item 10 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Stec referred to the handout distributed which was the response from the Deputy Commissioner of Administrative & Fiscal Services to the Budget Analysis Report from the County Treasurer and he requested the Committee members review the response at their leisure. A copy of the response is on file with the minutes.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Conover, Mr. Stec adjourned the meeting at 12:55 p.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

