

**WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE: **FINANCE**

DATE: **OCTOBER 10, 2012**

**Committee Members Present:**

Supervisors Thomas  
Taylor  
Sokol  
Monroe  
Bentley  
Wood  
Kenny  
Merlino  
Conover

**Others Present:**

Daniel G. Stec, Chairman of the Board  
Paul Dusek, County Administrator  
Joan Sady, Clerk of the Board  
Kevin Geraghty, Budget Officer  
Supervisor Girard  
Supervisor Loeb  
Supervisor Mason  
Supervisor Strainer  
Mike Swan, County Treasurer  
Jeffery Tennyson, Superintendent of Public Works  
Bob Iusi, Director, Probation  
Don Lehman, *The Post Star*  
Amanda Allen, Deputy Clerk

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Mr. Thomas called the meeting of the Finance Committee to order at 10:00 a.m.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve the minutes of the September 11, 2012 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 Action Agenda review, Mr. Thomas 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. Bentley, seconded by Mr. Taylor and carried unanimously to approve Item 1 as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas advised Item 2 was a referral from the County Treasurer, requesting to extend an existing contract with the Bonadio Group for Annual Single Audits for the Warren County Treasurer's Office for an additional three years, commencing January 1, 2013 and terminating December 31, 2015, at a cost of \$40,500 for 2013; \$42,000 for 2014; and \$44,000 for 2015.

Motion was made by Mr. Kenny and seconded by Mr. Merlino to approve Item 2 as presented.

Mr. Taylor requested the County Treasurer's opinion on the issue and Michael Swan, County Treasurer, stated that he had originally thought the contract was a six-year agreement; however, he said, it was determined that the contract was a three-year term with an option to renew for an additional three years. He advised that he wanted to extend the agreement for an additional three years and noted the Bonadio Group had been the lowest responsible bidder. He added this was the County's second contract with the Bonadio Group and he was pleased with the services they had provided.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 2 as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas stated Items 3A through D were referrals from the County Facilities Committee, Airport. He remarked Item 3A was a request to establish Capital Project No. H339.9550 280 Land/Easement Acquisition Runway 12 & 19 Approaches in the amount of \$45,000, to address known FAR part 77 airspace obstructions, with the source of funding to be as follows: 90% Federal in the amount of \$40,500; 5% State in the amount of \$2,250; and 5% Local Share in the amount of \$2,250 to be paid from Code A.892.00 Reserve, Airport Repair & Projects.

Motion was made by Mr. Bentley, seconded by Mr. Monroe and carried unanimously to approve Item 3A as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas added Item 3B was a request to amend an existing grant with FAA-AIP/NYS DOT to separate three Airport Capital Projects from one grant application and recombining with another Capital Project per FAA direction, for a total dollar amount not to exceed \$58,000; with the Local Share in the amount of \$2,900 to be paid from Code A.892.00 Reserve, Airport Repair & Projects.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve Item 3B as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas noted Item 3C was a request to increase Capital Project No. H335.9550 280 Runway 1 End Obstruction Removal in the amount of \$8,000 to cover an increase in grant administrative expenses, with the source of funding to be as follows: 90% Federal (FAA) in the amount of \$7,200; 5% State in the amount of \$400; and 5% Local Share in the amount of \$400 to be paid from Code A.892.00 Reserve, Airport Repair & Projects.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve Item 3C as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas informed Item 3D was a request to decrease Capital Project No. H303.9550 280 Environmental Assessment & Preliminary Engineering Runway 1 Extension Project in the amount of \$2,000 due to the sharing of grant administrative expenses.

Motion was made by Mrs. Wood, seconded by Mr. Sokol and carried unanimously to approve Item 3D as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas expounded Item 4 was a referral from the Criminal Justice Committee, Assigned Counsel, requesting a Contingent Fund transfer in the amount of \$1,573 to provide the necessary funds for coverage of the Office due to a leave of absence for surgery.

Motion was made by Mr. Bentley and seconded by Mrs. Wood to approve Item 4 as presented.

Mr. Kenny questioned if a lawyer had been hired to replace the employee on a leave of absence and Paul Dusek, County Administrator, replied in the negative. Mr. Dusek explained this pertained to the Legal Aid Office operated by an Administrator. He added there was only one additional staff member that worked less than 20 hours per week in that Office and this request was to pay the amount necessary to cover the cost of the additional hours during the leave of absence.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 4 as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Thomas asserted Items 5A and B were referrals from the Health Services Committee, Health Services. Item 5A, he said, was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$300 to adjust the Health Education Program to reflect the addition of revenues/costs related to CPR course training to be done at the end of October 2012 for Countryside Adult Home staff that was not budgeted.

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

Mr. Thomas added Item 5B was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$14,257 to accept a portion of the Bioterrorism Grant which began August 10, 2012 and would end on August 9, 2013.

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

Mr. Thomas advised Items 6A through C were referrals from the Public Safety Committee. Items 6A and B, he said, were referred from the Sheriff & Communications. He stated Item 6A was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$20,000 to reflect receipt of funds from the DEA (Drug Enforcement Agency) for Investigator overtime. He added Item 6B was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$7,000 to reflect receipt of funds from Centurion Cycling for patrol overtime during the 2012 bike race. He noted Item 6C was referred from the Office of Emergency Services, requesting to amend the 2012 County budget to increase and decrease estimated revenues and appropriations in the amount of \$89,370 to create its own revenue and expense codes for the State Homeland Security Program FY11 grant, as per the request of New York State.

Motion was made by Mr. Taylor, seconded by Mr. Merlino and carried unanimously to approve Items 6A through C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas stated Items 7A through C were referrals from the Public Works Committee, DPW. Item 7A, he said, was a request to close Capital Reserve Project No. H159.9550 280 Fuel Management Expansion and Upgrade and transferring approximately \$26,495.97 into an operating fund for continued maintenance of County Motor Fuel Systems and \$10,000 into a new Capital Reserve. He noted the remaining balance in Capital Reserve Project No. H159.9550 280 was approximately \$36,495.97.

Motion was made by Mrs. Wood and seconded by Mr. Merlino to approve Item 7A as presented.

Mr. Sokol asked if the numbers were approximate or exact, as they seemed very detailed and Jeffery Tennyson, Superintendent of Public Works, replied the numbers were exact at the time the request was presented; however, he said, because the fund was continually used, the amounts had most likely changed since the time the request was submitted.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 7A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas commented Item 7B was a request to establish Capital Reserve DM894.00 Reserve, Motor Fuel Systems in the amount of \$10,000 in accordance with GML Section 6-c for capital improvements to the Motor Fuel Systems.

Motion was made by Mr. Merlino and seconded by Mr. Bentley to approve Item 7B as presented.

Mr. Monroe asked if there were specific improvements planned for the Motor Fuel Systems and Mr. Tennyson responded that approximately one and a half years ago, the Board of Supervisors had approved an increase in the administrative fees charged by the County in order to accrue a Reserve for major projects. Mr. Tennyson added a major replacement of the fuel management system had recently been completed which involved the issuance of keys to the various agencies that utilized the system. He said major replacements would be necessary in ten to fifteen years for tanks and the fuel management system which would require an upgrade by that time. He advised the intention was to increase the fund in order to ensure the funds were available when needed.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 7B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas noted Item 7C was a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$26,495.97 to establish a budget for the operation, maintenance and routine repair of the County Motor Fuel Farms.

Motion was made by Mr. Bentley, seconded by Mr. Merlino and carried unanimously to approve Item 7C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas apprised Item 8 was a referral from the Social Services Committee, Countryside Adult Home, requesting to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$30,000 to reflect the costs associated with the relocation of the Warrensburg Meal Site to Countryside Adult Home.

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

Mr. Thomas remarked Item 9 was a referral from the Support Services Committee, County Administrator, requesting to ratify the actions of the County Administrator in authorizing Milton Cat to repair the switchgear on the co-gen at Westmount Health Facility.

Motion was made by Mr. Bentley, seconded by Mr. Conover and carried unanimously to approve Item 9 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Thomas announced Item 10 was for Finance Committee action which was required on the following items as approved by the Personnel Committee: Item Nos. 2B and 5.

Motion was made by Mr. Conover, seconded by Mr. Taylor and carried unanimously to approve Item 10 as outlined above.

Mr. Thomas referred to Item IV. Topics to be reported on/discussions/updates and noted Item 1 was the response to the Budget Analysis Report from the County Treasurer as prepared by the County Administrator, which would be emailed when completed.

Mr. Thomas directed the Committee members to the Pending Items and remarked Item 1 was for the County Attorney to contact Erie County Attorney's Office to discuss the legal theory of the 911 lawsuit and on what basis they were proceeding, and report back to the Committee with his findings. Mr. Dusek apprised there was no update on the Pending Item at this time.

There being no further business to come before the Committee, on motion made by Mr. Conover and seconded by Mr. Bentley, Mr. Thomas adjourned the meeting at 10:15 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk