

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **MARCH 6, 2013**

Committee Members Present:

Supervisors Conover
Taylor
Sokol
Monroe
Wood
Kenny
Merlino

Others Present:

Kevin Geraghty, Chairman of the Board
Paul Dusek, County Administrator
Joan Sady, Clerk of the Board
JoAnn McKinstry, Assistant to the Administrator
Frank Thomas, Budget Officer
Supervisors Mason
Montesi
Strainer

Committee Members Absent:

Supervisors Bentley
Frasier

Mike Swan, County Treasurer
Jeffery Tennyson, Superintendent of Public Works
Patti Miller, Traffic Safety Board Executive Secretary/Stop-DWI Coordinator
Don Lehman, *The Post Star*
Kathy Holland, *Legislative Gazette*
Nicole Livingston, Second Deputy Clerk

Mr. Conover called the meeting of the Finance Committee to order at 10:07 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Kenny and carried unanimously to approve the minutes of the February 7, 2013 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. Conover 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. Sokol, seconded by Mrs. Wood and carried unanimously to approve Item 1 as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Conover advised Item 2 was a referral from the County Treasurer, requesting to accept credit payments County-wide, review of current agreements and discussion of expanding the agreements to include additional departments.

Motion was made by Mr. Monroe and seconded by Mr. Taylor to approve the request as presented.

Mike Swan, County Treasurer, explained there were currently two departments that had agreements with the same company to accept credit payments, the Probation Department and the Sheriff's Office. He added credit cards were also accepted at the parking meters in Lake George, although that was a different operation than the Probation Department and the Sheriff's Office in that there was an insurance policy connected with the use of those machines. Mr. Swan advised he would like to enter into an agreement with a vendor to do a blanket policy for the entire County so that any department that wanted to be able to accept credit payments could do so. He noted these agreements would be at no cost to the County because all of the associated fees would be paid by the card user.

Paul Dusek, County Administrator, asserted that an RFP (Request for Proposal) or a bid must be released in order to engage in a program such as this due to the different rates that could be charged to citizens for the use of this type of service to ensure that the best rate was obtained, as well as appropriate coverages. He acknowledged the State had released an RFP for these services; however, he said, he had not had the opportunity to review the entire document to determine if Warren County should use the State contracted vendor if the decision was made to proceed with this program.

Mr. Swan mentioned that many people came to his Office requesting to make payments with credit cards and he opined the option should be offered to the citizens. He noted his Office often had to deal with returned checks and this program would eliminate that problem. He added that Essex County had recently completed the implementation of accepting credit payments and they had expressed their satisfaction with the program.

Mr. Monroe questioned if credit card payments would be accepted for property tax installment payments and Mr. Swan responded affirmatively. Mr. Monroe recommended that all departments be surveyed to determine the amount of interest in pursuing this program. Mr. Swan agreed and remarked the Health Services Department, County Clerk's Office and a few smaller departments had already expressed an interest to him.

Mr. Dusek recommended the State RFP be reviewed first and if the terms seemed reasonable, the County should utilize the State contracted vendor. Mr. Monroe cautioned that the State contract did not always offer the best terms, and it would be beneficial to release a bid to determine what options were available in comparison to the State contract. Mr. Dusek agreed and added he would also compare the State contract to what Essex County had implemented.

Mr. Swan informed he would perform the necessary research and return to the Committee next month with additional information.

Mr. Conover stated Item 3 was a referral from the County Clerk, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the

amount of \$1,100 to reflect a contribution towards the Bicentennial from one of the towns and revenue from the sale of lapel pins.

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

Mr. Conover expounded Items 4A through C were referrals from the Economic Growth & Development Committee, Planning & Community Development. Item 4A, he said, was a request to amend the 2013 County budget in the amount of \$400,000 to establish Code CD 73 to administer the Community Development Block grant award.

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

Mr. Conover apprised Item 4B was a request to close CD 57, CD 63 and CD 69 due to completion of grant programs.

Motion was made by Mr. Taylor, seconded by Mr. Monroe and carried unanimously to approve Item 4B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover asserted Item 4C was a request to establish Capital Project No. H341.9550 280 Flood Mitigation Grant in the amount of \$324,500 to manage the grant award, with the source of funding to be H341.9550 3897 Culture and Recreation.

Motion was made by Mr. Monroe, seconded by Mrs. Wood and carried unanimously to approve Items 4C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover remarked Items 5A and B were referrals from the Health Services Committee, Health Services. He informed Item 5A was a request to amend Resolution No. 303 of 2009 to increase the petty cash fund from \$200 to \$250 to allow cash for change for off-site clinics.

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

Mr. Conover added Item 5B was a request to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$643 to adjust the Health Education Program to reflect the addition of revenues/costs related to CPR

course training to be done in early 2013 for towns in Warren County and for Westmount Health Facility.

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

Mr. Conover advised Item 6 was a referral from the Human Services Committee, Employment & Training Administration, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$21,559 to reflect receipt of Federal funds to reimburse training for dislocated workers through the Trade Adjustment Act.

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

Mr. Conover stated Item 7 was a referral from the Park O&M Committee, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$3,701.55 to reflect reimbursement to the Village of Lake George for expenses incurred in connection with events held on the former Gaslight Village property, with the source of funding to be a transfer from Code A691.07 Deferred Revenue-Gaslight Village.

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

Mr. Conover commented Items 8A through C were referrals from the Public Safety Committee. Items 8A and B, he said, were referred from the Office of Emergency Services, and Item 8A was a request to amend the 2013 County budget to decrease estimated revenues and appropriations in the amount of \$7,516 to correct a bookkeeping error within FY11 State Homeland Security Program grant funds.

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

Mr. Conover noted Item 8B was a request for a Contingent Fund transfer in the amount of \$1,011.07 to Code A.3640 444 Civil Defense-Travel/Education/Conference to pay for costs incurred for the return of the OES Command Vehicle.

Motion was made by Mr. Monroe and seconded by Mrs. Wood to approve the request as presented.

Mr. Monroe questioned why the amount was so high and Mrs. Wood explained the Command Vehicle needed to be driven back to Warren County from Ohio and the majority of the cost was for airfare; however, she thought that Brian LaFlure, Director of OES/Fire Coordinator, had requested to postpone the transfer. JoAnn McKinstry, Assistant to the Administrator, acknowledged that Mr. LaFlure had advised he would try to find the necessary funds within his departmental budget but was unsuccessful in doing so and had further requested that the transfer be presented today.

Mr. Conover called the question and the motion was carried unanimously to approve Item 8B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover apprised Item 8C was referred from the Sheriff & Communications Office, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$250 to reflect monies received for training.

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

Mr. Conover remarked Items 9A through C were referrals from the Public Works Committee, Parks, Recreation & Railroad, and he listed them as follows:

- A) Amending the 2013 County budget for Up Yonda Farm to increase estimated revenues and appropriations in the amount of \$1,500 to reflect additional Warren County Tourism donation, bed tax donation for 2013;
- B) Amending the 2013 County budget for Up Yonda Farm to increase estimated revenues and appropriations in the amount of \$2,500 to reflect receipt of the Pearsall Grant for 2013;
- C) Amending the 2013 County budget for Up Yonda Farm to increase estimated revenues and appropriations in the amount of \$640 to reflect receipt of the Walmart Grant for 2013.

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

Mr. Conover advised Item 10 was a referral from the Tourism Committee, requesting to appropriate funds in the amount of \$3,298.40 from A.881.00 Reserve for Occupancy Tax to Code A.6417 470 Tourism Occupancy-Contract to pay legal expenses to renew BAN (Bond Anticipation Note) in connection with the TEP (Transportation Enhancement Project) Grant for Gaslight, pursuant to Intermunicipal Agreement and Resolution No. 579 of 2009.

Motion was made by Mr. Merlino and seconded by Mr. Monroe to approve the request as presented.

Mr. Monroe clarified this was money that the Village had borrowed for cash flow purposes under the TEP grant and the County had agreed to pay the bonding costs and Mr. Dusek confirmed that was correct and he added this was part of the agreement entered into in 2009.

Mr. Conover called the question and the motion was carried unanimously to approve Item 10 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover announced Item 11 was for Finance Committee action which was required on the following items as approved by the Personnel Committee: Item No. 2I.

Motion was made by Mrs. Wood, seconded by Mr. Kenny and carried unanimously to approve Item 11 as outlined above.

Mr. Conover referred to Item IV. Topics to be reported on/discussions/updates and noted Item 1 was a request from Mr. Dusek to present a proposal to have a feature set of articles in the Legislative Gazette.

Mr. Dusek expounded the Legislative Gazette was a newspaper that was circulated in Albany and read by the Assembly and Senate. He stated that the Legislative Gazette had the ability to provide municipalities with the opportunity to have a centerfold with articles about the municipality and it was paid for by the newspaper soliciting advertisements from local vendors. Mr. Dusek apprised this would be a good time for the County to have articles featured on upcoming events, such as the Bicentennial and the Teddy Roosevelt Ride on the Railroad. He mentioned that this could also assist in making the Legislators aware of why Warren County was seeking a Railroad public authority. He introduced Kathy Holland, from the Legislative Gazette, who was at the meeting to answer any questions. Ms. Holland distributed samples of the newspaper and advertisements to the Committee members, copies of which are on file with the minutes.

Ms. Holland informed the Legislative Gazette was a project of the SUNY (State University of New York) Research Foundation that was established over thirty-five years ago for the purpose of giving students across New York State the opportunity to gain experience in journalism and political science fields. She reiterated that they did the soliciting of advertisers for support and in return they would provide the County with the equivalent amount of space to have a feature set of articles. She noted they would also provide 5,000 copies of the newspaper to be distributed throughout Warren County. Ms. Holland pointed out they did not share any lists of contacts for advertisers they obtained from the County. In response to an inquiry, Ms. Holland advised the cost

for a full page ad was \$3,000 and a small ad was \$197. Mr. Monroe remarked this would tie in nicely with a presentation being put together by the Association of Towns and Villages on the Adirondacks that would be displayed in the well of the Legislative Office Building and if an article could be featured about that ahead of time, it would be a great opportunity to educate the Legislators on the Adirondacks. Ms. Holland stated they would ask the County to prepare an introduction letter that would be sent to potential advertisers and once they had that and the County's topics to be included in the newspaper, it would take approximately three to four weeks to obtain the advertising support to prepare the editorial. Mr. Conover requested Mrs. McKinstry work with Ms. Holland, as well as the Tourism Department, to initiate the process to have a feature set of articles in the Legislative Gazette and Mrs. McKinstry acknowledged the request.

Motion was made by Mr. Monroe and seconded by Mr. Kenny and carried unanimously to authorize Warren County to have a feature set of articles in the Legislative Gazette, and to authorize the Chairman of the Board to execute a letter of introduction to be provided to potential advertisers. The necessary resolution was authorized for the next Board meeting.

Mr. Conover stated Item 2 was for a discussion pertaining to changing the meeting time for the Finance Committee to "following Personnel" instead of at 10:00 a.m.

The consensus of the Committee was to change the meeting time for the Finance Committee as outlined above.

Mr. Conover mentioned Item 3 was the Response to the Budget Analysis Report from the County Treasurer as prepared by the County Administrator, which would be emailed when completed.

There being no further business to come before the Committee, on motion made by Mrs. Wood and seconded by Mr. Sokol, Mr. Thomas adjourned the meeting at 10:45 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk