

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **APRIL 10, 2013**

**Committee Members Present:**

Supervisors      Conover  
                         Taylor  
                         Sokol  
                         Monroe  
                         Bentley  
                         Wood  
                         Kenny  
                         Merlino  
                         Frasier

**Others Present:**

Kevin Geraghty, Chairman of the Board  
Martin Auffredou, County Attorney  
Joan Sady, Clerk of the Board  
JoAnn McKinstry, Assistant to the County  
Administrator  
Frank Thomas, Budget Officer  
Supervisors      Mason  
                         Strainer  
Mike Swan, County Treasurer  
Jeffery Tennyson, Superintendent of Public  
Works  
Christie Sabo, Director, Office for the Aging  
Don Lehman, *The Post Star*  
Nicole Livingston, Second Deputy Clerk

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Mr. Conover called the meeting of the Finance Committee to order at 10:44 a.m.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve the minutes of the March 6, 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. Taylor, 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 Items 2A and B were referrals from the County Treasurer. Item 2A, he said, was a request to amend Resolution No. 80 of 2013 to extend the contract with Systems East from April 1, 2013 through December 31, 2013, for an amount of \$1,804 per month.

Motion was made by Mrs. Frasier and seconded by Mr. Bentley to approve the request as presented.

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Mike Swan, County Treasurer, pointed out Items 2A and B were related in that Item 2B was the funding source for Item 2A. He reminded the Committee that the Information Technology (IT) Department was in the process of building a tax collection software program for the Treasurer's Office; however, he noted, the program was not completed yet. Therefore, he continued, the current program with Systems East was still needed. Mr. Swan mentioned that on April 1<sup>st</sup>, the tax collections were received from the towns and the City of Glens Falls so it was not an appropriate time to attempt to run two systems parallel to each other. He stated the implementation of the new system being developed by the IT Department needed to be postponed until approximately June and it was necessary to extend the current contract with Systems East.

Mr. Conover added Item 2B was a request for a Contingent Fund transfer in the amount of \$10,824 to Code A.1325 422 Treasurer-Repair/Maint Equipment, to cover the cost for six months of a tax collection system maintenance contract.

Mrs. Frasier amended her motion to include approval of Item 2B and Mr. Bentley amended his second to the motion. Mr. Conover called the question and the motion was carried unanimously to approve Items 2A and B as outlined above. The necessary resolutions were authorized for the next Board meeting.

Mr. Conover apprised Item 2C was a request to appropriate funds in the amount of \$6,000 from A.893.00 Reserve, Environmental Testing Fund to Code A.1355 470 Real Property-Contract to pay the Engineer to do Phase I testing on Johnsbury parcel No.133.8-1-27, Hague parcel No.25.1-1-8 and Chester parcel No.104.10-4-5.

Mr. Swan explained this was to commence Phase I on three parcels that were tax delinquent to determine their condition prior to foreclosure. He informed this fund was established utilizing monies collected from the last tax auction for this specific purpose. Chairman Geraghty asked if \$6,000 was enough money to do the testing on all three properties and Mr. Swan responded affirmatively. Mr. Conover mentioned that these properties would have become problematic from a tax point of view, as well as a use point of view, and this program was a success story. Mr. Swan remarked the parcel in the Town of Johnsbury had been tax delinquent since before he became Director of Real Property Tax Services in 1990. He added 25% above the budgeted profit from the tax auction was appropriated to the Environmental Testing Fund.

Motion was made by Mr. Monroe, seconded by Mr. Bentley and carried unanimously to approve Item 2C as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Conover expounded Item 3 was a referral from the County Clerk-Motor Vehicles Committee, requesting to amend the 2013 County budget to increase estimated

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revenues and appropriations in the amount of \$1,000 to reflect receipt of occupancy tax funding from the Town of Lake George for the Bicentennial Project.

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

Mr. Conover apprised Items 4A and B were referrals from the County Facilities Committee. He noted Item 4A was referred from the Airport, requesting to increase Capital Project No. H306.9550 280 Land/Avigation Easement-Forest Enterprises Parcel, in the amount of \$369,129.48 for the purchase and transfer of property and air rights for the land and easement acquisition with Forest Enterprises, with the source of funding to be 90% Federal funds in the amount of \$342,630; 5% State funds in the amount of \$19,035; and 5% Local share in the amount of \$7,464.48 (\$11,570.52 was previously transferred) to be transferred from Code A892.00 Reserve, Airport Repair & Projects.

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

Mr. Conover asserted Item 4B was referred from Buildings & Grounds, requesting a Contingent Fund transfer in the amount of \$1,500 to Code A.1624 470 to cover the additional cost for the software purchase and installation of the panic alarm interface with the Sheriff's Office.

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

Mr. Conover stated Items 5A and B were referrals from the Criminal Justice Committee. He Item 5A, he said, was referred from the District Attorney, requesting to ratify the actions of the Chairman of the Board in executing an extension of the CARP (Crimes Against Revenue Program) grant agreement with the Division of Criminal Justice Services, commencing January 1, 2013 and terminating December 31, 2013, for a total amount not to exceed \$70,000.

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

Mr. Conover added Item 5B was referred from the Public Defender, requesting to amend the 2013 County budget to increase and decrease estimated revenues and

appropriations in the amount of \$322 to move grant monies from the Public Defender budget to the Assigned Counsel Office to allow for the purchase of computer equipment.

Motion was made by Mr. Bentley, seconded by Mr. Taylor 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, Office for the Aging, requesting to extend the contract with Catherine Keating-Stauch to provide registered dietician services, commencing May 1, 2013 and terminating April 30, 2014, for a total amount not to exceed \$27,300.

Motion was made by Mrs. Frasier, seconded by Mr. Bentley 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 Invasive Species Sub-Committee, requesting to amend the 2013 County budget to establish a line item for the prevention, control and rapid response to invasive species, and to dedicate an amount of funding for future years.

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

Mr. Taylor asserted he was in favor of fighting invasive species in Lake George; however, he said, he was concerned that establishing a line item may set a precedent for an amount of money contributed on a regular basis. Mr. Conover summarized the discussions that were held at the Invasive Species Sub-Committee meeting with regard to this request, noting that the determination of the amount of money appropriated and from what revenue sources would take place when the County budget was deliberated in order to avoid handling this type of issue in the middle of the budget year. Mr. Monroe opined invasive species were a huge threat to the real property tax assessment base, the sales tax base, as well as the occupancy tax base and he highlighted the importance of a rapid response to such, stressing there was no time to debate over the financing for it; and therefore, he said, a dedicated funding source was critical. He added that it was inevitable that the County would have to spend money on a regular basis to control these invasives to protect the real property, sales tax and occupancy tax bases. He noted the amount of money allocated could be debated each year, but a dedicated funding source needed to be identified. Mrs. Wood questioned if neighboring counties had established line items in their budgets with a source of funding for invasive species. Mr. Monroe replied there had been discussions amongst the other counties, although he did not think any had created line items yet.

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Throughout the entire invasive species fight, Mr. Monroe said, Warren County had been the leader and also had the most to lose. Mrs. Wood acknowledged that good points had been made for establishing a line item but it seemed that the County continued to contribute funding on the condition that no additional funds would be put forward until the State joined the cause and yet more and more County funding had been contributed each year without the receipt of State funds. She remarked that the State owned the Lake and if the County continued paying for it, the State never would. Mrs. Wood recognized that invasive species were a serious problem, although she expressed her opposition to the creation of a line item in the budget for such. Mr. Kenny expounded that he was in favor of a line item in the budget because the eradication of invasive species could not continue to be supported by occupancy tax funds. Mr. Mason appraised a line item should be established and then during the budget process, an appropriate level of funding could be determined. Mr. Bentley informed he had recently visited South Lake Tahoe, where the beaches were ruined by Asian Clams and it was impossible to walk on the beaches barefoot; he added that if the efforts to eradicate the invasive species in Lake George did not continue, it would be devastating to Warren County. Mr. Monroe appraised a partnership of the municipalities around the Lake contributing to the efforts would put pressure on the State to assist in this fight against invasive species. Mr. Conover acknowledged that the four primary towns around the Lake had already created, or were in the process of creating, very significant line items in their budgets to respond to this threat. Mr. Monroe pointed out that the State did not have the resources to take action to protect all of the waterbodies in New York State and Warren County had the most to lose because it depended on the tourism industry. He noted the County would not have tourism if there was not high quality water. Mr. Sokol recognized that this would be an ongoing project and he questioned if a time frame would be attached to the proposed line item. Mr. Conover replied it was unknown how long the fight against invasive species would last, although he believed it would be quite a long time. He added that any decrease in property values within certain towns would increase the tax liability to other towns. Mr. Kenny suggested voting on establishing a line item and if that was approved, an amount could be debated at a later time. Mr. Taylor recommended that the Committee members look at what programs or services could be reduced in order to fund this line item.

Following discussions, Mr. Conover called the question and the motion was carried by majority vote, with Mrs. Wood voting in opposition, to approve Item 7 as outlined above with an amount to be determined at a later date, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover commented Items 8A and B were referrals from the Public Safety Committee. Item 8A, he said, was referred from the Office of Emergency Services, requesting to amend the 2013 County budget to increase estimated revenues and

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appropriations in the amount of \$91,000 to reflect receipt of FY12 Hazmat Grant Program funding.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier 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 referred from the Sheriff & Communications, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$542 to reflect monies received from a criminal defendant to reimburse for vehicle damage.

Sheriff York informed they were now charging defendants that caused damage to County property.

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

Mr. Conover apprised Items 9A through D were referrals from the Public Works Committee, DPW. He remarked Item 9A was a request to increase Capital Project No. H321.9550 280 Lanfear Road (CR 76) over Stony Creek Bridge Repairs in the amount of \$286,000 for Supplemental Agreement No. 1 for project construction and construction inspection/support services; with the source of funding to be 80% Federal share in the amount of \$228,800; 15% State Marchiselli share in the amount of \$5,250; and 5% Local share (and to cover the State Marchiselli share for construction, construction inspection and support services) in the amount of \$51,950 to be transferred from D.9950 910 Transfers-Capital Projects.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve Item 9A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover noted Item 9B was a request to increase Capital Project No. H331.9550 280 County Bridge Projects in the amount of \$170,000 for funding for the 2013 County bridge projects; with the source of funding to be D.9950 910 Transfers-Capital Projects.

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

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Mr. Conover advised Item 9C was a request to increase Capital Project No. H319.9550 280 Hicks Road (CR52) Reconstruction Project in the amount of \$2,465,446.66 to cover the cost of right-of-way acquisition services, property costs and increase available State Marchiselli funds; with the source of funding to be 80% Federal share in the amount of \$2,050,329; 15% State Marchiselli share in the amount of \$38,986; and 5% Local share (and to cover the State Marchiselli share for construction, construction inspection and support services) in the amount of \$376,131.66 to be transferred as follows: \$353,634.76 from Unappropriated Surplus and \$22,496.90 from D.9950 910 Transfers-Capital Projects.

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

Mr. Conover added Item 9D was a request to increase Capital Project No. H320.9550 280 Crane Mountain Road over Mill Creek Bridge in the amount of \$970,393.10 to cover the cost of right-of-way acquisition services, property costs, construction, construction inspection/support and increase available State Marchiselli funds; with the source of funding to be 80% Federal share in the amount of \$814,400; 15% State Marchiselli share in the amount of \$39,000; and 5% Local share (and to cover the State Marchiselli share for construction, construction inspection and support services) in the amount of \$116,993.10 to be transferred from D.9950 910 Transfers-Capital Projects.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve Item 9D as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover remarked Items 10A and B were referrals from the Social Services Committee. Item 10A, he said, was referred from Social Services, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount \$4,531.03 to reflect receipt of insurance claims for automobile repairs.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve Item 10A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover noted Item 10B was referred from the Youth Bureau, requesting to amend the 2013 County budget to decrease estimated revenues and appropriations in the amount of \$1,445 to reflect a reduction in the New York State Office of Children and Family Services (NYSOCFS) grant.

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Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve Item 10B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover informed Items 11 A through D were referrals from the Support Services Committee. He pointed out Items 11A through C were referred from the County Administrator. Item 11A, he said, was a request for a Contingent Fund transfer in the amount of \$3,300 to transfer funds for two additional trays for the copier in Real Property Tax Services and additional funds needed to pay off old copier lease.

Motion was made by Mrs. Frasier, seconded by Mr. Bentley and carried unanimously to approve Item 11A as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover added Item 11B was requesting permission to submit a settlement claim in regard to a Verizon Class Action Settlement for Third Party Charges that were billed to the County.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve Item 11B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover noted Item 11C was a request to authorize the Chairman of the Board of Supervisors to execute registration forms on behalf of Warren County and Warren County departments to access New York State Grants Gateway and delegate administrative authority to individual departments to monitor and apply for grants.

Motion was made by Mrs. Wood, seconded by Mr. Bentley and carried unanimously to approve Item 11C as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover stated Item 11D was referred from the County Attorney, requesting to amend Resolution No. 79 of 2013 to increase the amount authorized for legal services relative to the Hudson River-Black River Regulating District for an additional \$2,500.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve Item 11D as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover apprised Item 12 was a referral from the Mental Health Committee, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$25,624 to reflect receipt of New York State Office of

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Mental Health (NYS OMH) grant funds for the development of a tri-county Home-base Crisis Intervention Program for children and youth.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve Item 12 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover announced Item 13 was for Finance Committee action which was required on the following items as approved by the Personnel Committee: Item No. 1, 2B, 2D, 4D and 4E.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve Item 13 as outlined above.

Mr. Conover 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.

There being no further business to come before the Committee, on motion made by Mr. Kenny and seconded by Mrs. Wood, Mr. Thomas adjourned the meeting at 11:26 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk