

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **FINANCE**

DATE: **JULY 10, 2013**

Committee Members Present:

Supervisors Conover
Taylor
Sokol
Monroe
Bentley
Wood
Kenny
Frasier

Others Present:

Kevin Geraghty, Chairman of the Board
Paul Dusek, County Administrator
Joan Sady, Clerk of the Board
Frank Thomas, Budget Officer
Supervisors Girard
Mason
Montesi
Strainer
Westcott

Committee Member Absent:

Supervisor Merlino

Mike Swan, County Treasurer
Kevin Hajos, Deputy Superintendent of Public Works
John Wappett, Public Defender
Bud York, Sheriff
Don Lehman, *The Post Star*
Nicole Livingston, Second Deputy Clerk

Mr. Conover called the meeting of the Finance Committee to order at 10:20 a.m.

Motion was made by Mr. Monroe, seconded by Mr. Bentley and carried unanimously to approve the minutes of the June 13, 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. Frasier 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 a Contingent Fund transfer in the amount of \$10,824 to cover the remaining six months of the year for a tax collection system maintenance contract.

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

Mike Swan, County Treasurer, reminded the Committee members that the Information Technology (IT) Department had been building a software package for the tax collection system; however, he said, the new program was still not ready to be implemented. Therefore, he stated, they needed to continue the current contract with the software supplier that was in place and the funds for such were included in the Contingent Fund during the budget process for this specific purpose.

Mr. Conover 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. Swan referred to the Pending Item included in the Agenda regarding credit payments and informed there was no update on that issue to provide at this time.

Mr. Conover stated Item 3 was a referral from the County Clerk-Motor Vehicles Committee, requesting a new two year contract with Time Warner Cable to provide an additional high speed telecommunication line to the Clerk's Office as required for Clerk's Electronic Computer System, commencing July 2013 for a monthly amount of \$236.99, plus a \$75 setup fee.

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

Mr. Bentley expounded the cost for one telecommunication line seemed very high and he questioned why it was so expensive. Paul Dusek, County Administrator, advised a more detailed explanation could be obtained and provided to the Committee members prior to the next Board meeting.

Mr. Conover called the question and the motion was carried unanimously to approve Item 3 as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Conover expounded Items 4A and B were referrals from the Criminal Justice Committee. Item 4A, he said, was referred from the District Attorney, requesting to submit a grant application to the New York State Office of Victim Services to fund the Victim Assistance Program, commencing October 1, 2013 and terminating September 30, 2014, for a total amount not to exceed \$118,451.

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

Mr. Conover added Item 4B was referred from the Public Defender, requesting to submit a grant application to the New York State Office of Indigent Legal Services to hire a Project Manager to manage grant applications and assist with Secretarial duties,

commencing June 1, 2013 and terminating May 31, 2016, for a total amount not to exceed \$160,218.

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

Mr. Taylor requested an explanation on this item. John Wappett, Public Defender, asserted these funds were the latest in the increasing distribution provided by the State of New York, which percentages were controlled by the New York State Office of Indigent Legal Services (NYS OILS). He recalled the first year NYS OILS controlled 10% and provided the County 90%; the next year it was 25% and this was the third year and was again 25%, for a total of \$53,406. He added this was a three year proposal by NYS OILS for a total amount of \$160,218. Mr. Wappett described the proposal to hire another Secretary in the Office because currently, there was only one Secretary for six Attorneys and an Investigator. He further stated that the new Secretary's primary function would be to handle this process with NYS OILS which was becoming more and more complex each year, as well as a number of other secretarial duties within the Office.

Mr. Taylor asked if the grant funding was eliminated if the position would be abolished, as well and Mr. Wappett replied affirmatively; however, he said, it was unlikely that the grant funding would be eliminated.

Following discussion, Mr. Conover called the question and the motion was carried unanimously to approve Item 4B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Conover announced that Joan Sady, Clerk of the Board, had obtained additional information regarding the request from the County Clerk for the new contract with Time Warner Cable. Mrs. Sady reported that the new recording system required three times the normal amount of bandwidth and that was why the monthly charge was so much higher than usual. She added that this was the State contract price.

Mr. Conover stated Item 5 was a referral from the Economic Growth & Development Committee, Planning & Community Development, requesting to establish Capital Project No. H340.9550 280 FWHC 2012 Award in the amount of \$616,600 to administer the grant award, with the source of funding to be H340.9550 3897 Culture and Recreation in the amount of \$308,000; H340.9550 2790 Share of Joint Activity, Local in the amount of \$249,500; and H340.9550 5031 Interfund Transfers in the amount of \$59,100.

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

Mr. Conover apprised 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 \$20,000 to reflect receipt of Federal funds to reimburse training for dislocated workers through the Trade Adjustment Act.

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

Mr. Conover pointed out Item 7 was a referral from the Public Safety Committee, Office of Emergency Services, requesting to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$60,000 to reflect receipt of FY13 State Homeland Security Program grant funds.

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

Mr. Conover asserted Items 8A and B were referrals from the Public Works Committee, DPW. He remarked Item 8A was a request to establish Capital Project No. H342.9550 280 Blair Road over Mill Brook Bridge Replacement in the amount of \$208,000 for the preliminary engineering for the project, with the source of funding to be \$166,400 Federal Share (80%); and \$41,600 Local Share (5% Local Share plus 15% to cover State Marchiselli Share that was not available at this time) to be transferred from D.9950 910 Transfers-Capital Projects.

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

Mr. Monroe referred to the 15% State Marchiselli that was not available and questioned when it would be and Kevin Hajos, Deputy Superintendent of Public Works, responded the State typically applied for the funds in the month of August and released them in September.

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

Mr. Conover added Item 8B was a request to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$130,000 to reflect an increase in Consolidated Highway Aid Revenue 2013 and to create a new road project for County Route 11 damages 2013.

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

Mr. Conover thanked the Towns of Warrensburg, Horicon and all others that assisted during the recent road washout on County Route 11 which took out one entire lane. He added the response by the County DPW crews was exceptional, as well.

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 reported Item 9 was a request for Finance Committee action which was required on the following items as approved by the Personnel Committee: Item Nos. 2, 3D, 3E, 6A and 6C.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve Item 9 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.

Mr. Conover mentioned Item V. Pending Items, concerned accepting credit payments County-wide pending review of State contract and other vendors and he reminded the Committee members that Mr. Swan advised there was no update to provide at this time.

There being no further business to come before the Committee, on motion made by Mrs. Wood and seconded by Mrs. Frasier, Mr. Conover adjourned the meeting at 10:38 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk