

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: APRIL 9, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
TAYLOR
SOKOL
MONROE
WOOD
KENNY
MERLINO
FRASIER
DICKINSON

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BROCK
MCDEVITT
SEEBER
SIMPSON
STROUGH
VANSELOW
MIKE GATES, CORRECTIONS CAPTAIN
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
BUD YORK, WARREN COUNTY SHERIFF
DAVE WICK, EXECUTIVE DIRECTOR, LAKE GEORGE PARK COMMISSION
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
Please see sign-in sheet for additional meeting attendees

Mr. Conover called the meeting of the Finance Committee to order at 10:24 a.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the prior Finance Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the Agenda review with Section III, Action Agenda, Item 1, Mr. Conover presented a request for transfers of funds, as attached for Committee approval.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the April 18th Board Meeting.

Mr. Conover pointed out that Item 2 consisted of requests from the Treasurer's Office and he advised there were none to address. Moving on to Item 3, Mr. Conover noted the attendance of Rob York, Director of the Office of Community Services, who was present to address the Committee regarding the need for additional funding in the amount of \$25,000 for psychiatric evaluations, as the funds budgeted for 2014 had been exhausted. Mr. Kenny questioned what would happen if the Committee did not address the request and Mr. York replied this was a State-mandated chargeback to the County which required they fund 50% of the expenses associated with inmate psychiatric evaluations.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve the request for additional funding, as outlined above.

Agenda Item 4, Mr. Conover announced, consisted of a referral from the County Facilities Committee to determine a source of funding for upgrades to the fire alarm system in the Warren County Municipal

Center Building at a cost of \$17,558; he added that the County Facilities Committee had suggested the Contingent Fund be used as a source of funding for this expense.

Paul Dusek, County Administrator, explained this request had originated from prior improvements to the fire alarm system in the Municipal Center Building made in 2013, which had not included upgrades to the interior alarms to address areas where they could not be heard. He added that upgrades were also necessary to incorporate strobe lights to notify those with hearing impairments, as required by ADA (*Americans with Disabilities Act*) regulations. Mr. Dusek advised he had met with Brian LaFlure, Fire Coordinator/Director of the Office of Emergency Services (*OES*), and Frank Morehouse, Superintendent of Buildings, to develop a list of the remaining upgrades necessary for the fire alarm system, *totaling approximately \$75,000*, and then once again to determine which upgrades should be completed in 2014 as opposed to those that could be delayed for inclusion in the 2015 Budget. Mr. Dusek explained the list of upgrades proposed for 2014 totaled \$17,558 and would address areas where the fire alarms could not be heard, as well as include visual strobe lights on the alarms to indicate an emergency for those that could not hear them. He stated that the upgrades were necessary to ensure public safety and it was entirely appropriate to use monies from the Contingent Fund to support the expense. In closing, Mr. Dusek reported that as of the prior week, the balance of the Contingent Fund was approximately \$219,000.

Motion was made by Mr. Taylor, seconded by Ms. Wood and carried unanimously to authorize a transfer of funds in the amount of \$17,558 from the Contingent Fund to support the costs of the aforementioned upgrades to the fire alarm system in the Municipal Center Building and the necessary resolution was authorized for the April 18th Board Meeting.

Returning to Agenda Item 3, Mr. Conover recalled that while the Committee had approved the request for an additional \$25,000 for psychiatric evaluations, they had not determined a source of funding. Mr. Dusek commented that this was an expense the County was obligated to pay and he noted that it was very difficult to accurately budget for this expense because there was no way to estimate how often the psychiatric evaluations would be performed. He continued that because of the inability to project actual costs for this expense, the Budget Team had asked Mr. York to include a conservative amount in his budget request, with the understanding that additional funding would be provided by the County, as necessary. Mr. Dusek advised the most logical source of funding for this expense was the Contingent Fund as it was not appropriate for the Surplus Fund.

Mr. York apprised that this expense pertained to addressing mental health issues for inmates at the Warren County Jail, the vast majority of which were managed at the Jail facility; however, he advised, periodically the need for inpatient hospitalization arose, and these services had to be provided at the Central New York Psychiatric Center which was a secure facility. Mr. York continued that in these cases, the County was required to pay 50% of the hospitalization costs, which incurred an expense of about \$475 per day to the County. He noted that the \$25,000 included in the 2014 Budget had already been exhausted by two inmates, one who had been hospitalized for the whole month of January and the second who was admitted in mid-March and was still there.

Motion was made by Mr. Taylor, seconded by Mr. Monroe and carried unanimously to approve a transfer of funds in the amount of \$25,000 from the Contingent Fund to Budget Code A.4390 435, *Psychiatric Exp./Criminal, Medical Fees*, to provide additional funding for inmate psychiatric evaluations, and the necessary resolution was authorized for the April 18th Board Meeting.

Resuming the Agenda review, Mr. Conover addressed Item 5, which was a referral from the Health Services Committee, *Public Health*, requesting to amend the County Budget in the amount of \$24,202 to transfer revenues from the Family Health Program to the Disease Program to more accurately reflect the expense related to the grant.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the April 18th Board Meeting.

Mr. Conover advised Agenda Items 6A-C consisted of referrals from the Public Safety Committee. He said that Item 6A included a request from the OES for a transfer of funds in the amount of \$3,264 from the Contingent Fund to purchase GIS (*Geographic Information System*) software for the OES Office and the OES Command Vehicle.

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

Mr. Dusek explained he had met with both Mr. LaFlure and Wayne LaMothe, Director of Planning & Community Development, regarding the desire to have GIS capabilities in both the OES Office and Command Vehicle, and had been apprised of the value of the ability to quickly access area maps in the event of an emergency such as a hazardous spill or a search of some sort to conduct operations and preparations. He said these capabilities could be used in many instances and the cost for such accessibility seemed very reasonable, especially given the assistance they would provide in an emergency situation. Mr. Conover questioned whether these services exceeded those available through the County's GIS system and Mr. Dusek replied they would feed from the County's system, but would be remotely available.

Travis Whitehead, Town of Queensbury resident, questioned whether the OES Command Vehicle was the one that the County was building a new garage for. Mr. Dusek responded that, as of yet, no plans for construction of a new shelter had been made and he pointed out this was the recreational vehicle the County had received for free and then converted to a Command Vehicle. Mr. Whitehead pointed out that although the vehicle had been free to the County, it was now incurring an expense.

There being no further discussion on the matter, Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the April 18th Board Meeting.

Mr. Conover announced Item 6B referenced a request from the Sheriff & Communications Office to authorize an agreement with Televate, LLC to perform a communications study for the entire communications system used by the Sheriff & Communications division at an approximate cost of \$32,925, and to determine a source of funding therefor.

Motion was made by Mr. Taylor and seconded by Mrs. Frasier to approve the request.

Mr. Taylor questioned whether there was grant funding available to support the cost of the communications study and Bud York, Warren County Sheriff, replied that he was unsure. Sheriff York explained they had applied for grant funding for this expense in the past but had not received it and he said he did not know if there were any current grant opportunities available. Mr. Conover asked if this was a budgeted item and Mr. Dusek responded in the negative. Mr. Conover then requested clarification on the request and Ms. Wood advised that the Public Safety Committee had started discussing this issue in December of 2013 in response to concerns from many emergency services responders regarding the lack of radio service in certain parts of Warren County which made them unable to communicate. She said the Committee had begun discussing how best to alleviate these problems resulting in the release of an RFP (*Request for Proposals*) for consultant services relating to this matter. Ms. Wood concluded that this issue presented a public safety concern on many levels and she felt it was something that should be addressed as soon as possible. Mr. Merlino agreed that the problem needed to be resolved quickly and he noted that currently, the Town of Lake Luzerne fire and EMS (*emergency medical services*) teams received dispatch from Saratoga County.

Mr. Monroe questioned whether this was a new issue and whether the expense could be delayed and included in the 2015 Budget. Sheriff York responded that discussions on this issue had begun last year and they had decided to erect a tower in the Town of Warrensburg to see if that would improve radio connectivity before proceeding further; he added that the tower had not fixed the problem. Mr. Dusek interjected that the issue had not been identified in time to include the expense in the 2014 Budget, and because the new Warrensburg tower had not resolved the communications problem, they now needed assistance from a contractor that could perform a study to determine where the communications equipment deficiencies were, as well as how to address them in the most economical manner. Mr. Dusek stated that the plan was well laid out and he said he felt the cost of the study was reasonable in comparison to the figure he had expected to receive. Mr. Dusek pointed out that this was a matter of public safety that should not be delayed and the expense could be funded from the Contingent Fund.

With regards to the Contingent Fund balance, Mr. Monroe pointed out that they had started the year with a \$250,000 balance and that amount was rapidly decreasing. He added that these types of unexpected expenses occurred constantly throughout the year and they should consider increasing the amount budgeted in the Contingent Fund for future years.

Mr. Taylor amended his motion, and Mrs. Frasier her second, to include that the contract with Televate, LLC for a communications study would be funded by a transfer from the Contingent Fund to the Sheriff & Communications budget. There being no further discussion, Mr. Conover called the question and the aforementioned motion was carried unanimously to approve the necessary resolution for the April 18th Board Meeting.

Continuing to Agenda Item 7C, Mr. Conover presented a request from the Sheriff & Communications Office to determine a source of funding for seven new Corrections Officer positions to be created effective August 1, 2014, as per action taken at the Personnel Committee Meeting held earlier that morning. Mr. Dusek advised the only funding option available for this expense was the General Fund Unappropriated Surplus. Mr. Conover recapped the discussion held at the Personnel Committee meeting, indicating that they were considering the possibility of hiring an independent third party to review the staffing needs at the Jail and determine how many additional Correction Officer positions were necessary as the revenues received at the Jail were not sufficient to compensate for the expenses incurred.

Motion was made by Mr. Monroe, seconded by Ms. Wood and carried by majority vote, with Mr. Kenny abstaining, to authorize an appropriation in the amount of \$472,476 from the General Fund Unappropriated Surplus to the Sheriff & Communications budget to fund the creation of seven new Correction Officer positions, and the necessary resolution was authorized for the April 18th Board Meeting.

Mr. Conover apprised Agenda Item 7 consisted of requests from the County Administrator, which were outlined as follows:

- 7A) Request to authorize payment of \$1,248.98 for the 2014 sewer taxes for the Charles R. Wood Park from parking revenues and to amend the County Budget accordingly.

Mr. Dusek advised this was an expense the County would incur every year and he noted that, unfortunately, it had not been included in the 2014 Budget. However, he continued, there were parking revenues available to cover the cost and this was the same source of funding that would have been used if the expense had been budgeted. Mr. Dickinson questioned whether this was a sewer tax or a sewer charge and Mr. Dusek clarified that it was a capital tax that was billed in January of 2014.

Motion was made by Mr. Dickinson, seconded by Mr. Monroe and carried unanimously to approve the request, as outlined above, and the necessary resolution was authorized for the April 18th Board Meeting.

Meeting.

- 7B) Request to amend Resolution No. 736 of 2011, *Establishing Petty Cash Fund for the Warren County Administrator*, to increase the amount from \$25 to \$50.

Mr. Dusek explained the petty cash fund was used by his office for postage needs which fell outside of the services provided by the company the County contracted with for mailing services. He noted that these expense were billed to the various departments requiring assistance and reimbursed to his Office.

Motion was made by Mr. Taylor, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the April 18th Board Meeting.

- 7C) Request to appropriate funds totaling \$46,904 from the Computer Reserve Fund to various Departmental budgets for the purchase of computers and computer-related equipment and software.

Motion was made by Ms. Wood, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the April 18th Board Meeting.

- 7D) Request to amend the County Budget in the amount of \$747 to allocate funds for the purchase of computer upgrades for the DPW Division using Computer Replacement Program funds.

Motion was made by Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the April 18th Board Meeting.

Mr. Conover announced Item 8 included an item to be discussed by the County Attorney, pertaining to an amendment to Resolution No. 640 of 2013, *Allocating a Portion of Funding Earmarked for Invasive Species in the 2014 County Budget to Lake George with Remaining Funding to Be Allocated to Other Lakes Within Warren County*.

In summary, Mr. Auffredou explained Resolution No. 640 of 2013 authorized an appropriation of \$150,000 of the \$300,000 earmarked in the 2014 County Budget for invasive species eradication to the Village of Lake George for the purpose of funding administrative costs associated with the invasive species eradication efforts in Lake George; since that time, changes had been made to provide the funding to the Lake George Park Commission (LGPC) in support of the boat washing program. In order to correctly reflect the actions taking place, Mr. Auffredou indicated that Resolution No. 640 of 2013 should be amended to indicate the funds would be provided to the LGPC (*rather than the Village of Lake George*) for prevention (*not eradication*) efforts relating to invasive species in Lake George. Mr. Auffredou noted that Dave Wick, Executive Director of the LGPC, was in attendance to answer any questions the Committee might have relative to this matter, as well as to advise what the LGPC's expectations of funding from the County would be when they returned to the eradication program.

Mr. Monroe indicated that there may have been some misunderstanding in the intent of the resolution when it was approved as the funding was always intended to support the boat washing program, which was a preventive measure.

Motion was made by Mr. Monroe and seconded by Mr. Dickinson to amend Resolution No. 640 of 2013, to included the verbiage previously noted by Mr. Auffredou.

With regards to the funding previously advanced to the LGPC to support the boat washing and inspection program for Lake George, Mr. Wick advised those funds would be reimbursed to the County through a grant administered by the Lake George Watershed Coalition. He noted that the \$150,000 provided by Resolution No. 640 of 2013 would be used to offset the costs of implementing the

prevention program and he pointed out that the Board of Supervisors had already approved this allocation, they were just requesting to amend the resolution to state the correct organization and purpose.

Mr. Dickinson questioned whether the LGPC would be seeking another large allocation from the County when they returned to the eradication program and Mr. Wick replied that they would not. He noted that they had been able to develop a means in which to identify where juvenile Asian Clams were habitating and they had installed half an acre of mats in those areas which they hoped would yield successful kill rates. Mr. Wick advised if new populations were detected they would address them, but reiterated that they did not expect another large appropriation from the County.

A discussion ensued, following which Mr. Conover called the question and the aforementioned motion was unanimously approved, thereby authorizing the necessary resolution for the April 18th Board Meeting.

Moving on to Item 9, Mr. Conover announced Finance Committee action was required on the following items as approved by the Personnel Committee: Item Nos 3C, 4A-E and 4G.

Motion was made by Mr. Taylor, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolutions were authorized for the April 18th Board Meeting.

Concluding the agenda review, Mr. Conover pointed out there was one Pending Item to address, relating to accepting credit payments on a County-wide basis pending review of State contract and other vendors. Mike Swan, County Treasurer, advised he had no new information to report on this item.

Chairman Geraghty recalled a prior arrangement in which the Lake George Watershed Coalition was to reimburse the County \$107,000 in relation to a grant award and he questioned whether that had been received; Mr. Swan responded in the negative, noting that the County had been waiting about six years for the reimbursement. Mr. Conover advised he would contact Dave Decker at the Lake George Watershed Coalition to inquire about this matter.

Sheriff York announced during the meeting he had received a call from Shawn Lamouree, Warren County Undersheriff, indicating that there were grant funds available to support the cost of the communications system study with Televate, LLC, but they could not be accessed until later in 2014. He said he would return to the Committee when they were available to be accepted as a reimbursement to the County Budget.

There being no further business to come before the Finance Committee, on motion made by Mr. Dickinson and seconded by Mr. Kenny, Mr. Conover adjourned the meeting at 11:08 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board