

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE, PERSONNEL & HIGHER EDUCATION

DATE: JUNE 3, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
SOKOL
SIMPSON
DICKINSON
GIRARD
FRASIER
BEATY
MCDEVITT
BRAYMER

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS LEGGETT
MACDONALD
MONTESI
MIKE SWAN, COUNTY TREASURER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
WAYNE LAMOTHE, COUNTY PLANNER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
LARRY PALTROWITZ, LEGAL COUNSEL
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SEEBER
MERLINO

Please note, the following contains a summarization of the June 3, 2016 meeting of the Finance, Personnel and Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link : <http://www.warrencountyny.gov/gov/comm/Archive/2016/finance/>

Mr. Conover called the meeting of the Finance, Personnel & Higher Education Committee to order at 10:01 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the Agenda review, Mr. Conover offered privilege of the floor to anyone present who would like to speak at this time; no response was given.

Moving on to the Action Agenda, Mr. Conover apprised that the Committee had approved the tentative 2016-2017 operating budget for SUNY Adirondack at yesterday's meeting.

Resuming the Agenda review with Item 2, Mr. Conover presented a request to approve the transfers of funds as attached for Committee approval.

Motion was made by Mr. Simpson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Privilege of the floor was extended to Jackie Figueroa, *County Human Resources Director*, to review Agenda Items 3A-B. Ms. Figueroa apprised Agenda Item 3A, pertained to the tracking of vacancies filled since the last Committee meeting; she noted that a reporting of these positions was included in the Agenda and she encouraged anyone with questions to contact her directly.

Moving on, she explained that Agenda Item 3B related to discussion on the RFP (*Request for Proposal*) for Health Insurance Broker services, which they had received fourteen responses to. She stated copies

of the responses were available for review in the Human Resources Department. In response to a question asked by Mr. Beaty, Ms. Figueroa apprised they would select which respondents they would like to conduct interviews with and the Committee members were welcome to participate. She said the goal was to complete the interview process and make a selection by July. Mr. Conover encouraged the Committee members to review the responses.

Mr. Conover apprised Agenda Item 4 pertained to a request from the County Treasurer to establish a reserve account for Westmount legacy costs. Mike Swan, *County Treasurer*, stated that the Fund Balance had grown significantly which in part could be attributed to the assets acquired from the sale of Westmount. He informed his request related to transferring the assets acquired from the sale, which equated to approximately \$4.4 million, into a capital account which would be used to pay the legacy costs associated with Westmount over the next twenty years. He informed according to the actuary auditor, the legacy costs over the next twenty years would be \$6.1 million.

A discussion ensued following which a motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to refer the request to the Budget Committee for further discussion.

Mr. Conover announced Agenda Items 5A-D consisted of the following referrals from the County Facilities Committee (*Airport*):

- 5A) Request to authorize the County Treasurer to close Capital Project H242, *Rehab Fisher House*, and return estimated the estimated cash balance of \$15,000 to the General Fund.

Motion was made by Mr. Girard, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

- 5B) Request to authorize the County Treasurer to close Capital Project H337, *Edge Light Installation*, and return the estimated cash balance of \$1,250 to A.892.00, *Airport Reserve*.

A motion was made by Mr. Dickinson and seconded by Mrs. Frasier to approve Agenda Items 5B and 5D.

A discussion ensued following which Mr. Dickinson amended his motion and Mrs. Frasier amended her second to approve only Agenda Item 5B. Mr. Conover called the question and the motion carried unanimously. The necessary resolution was authorized for the June 15th Board meeting.

- 5C) Request to amend the 2016 County Budget in the total amount of \$15,000 and transfer funds from the closing of Capital Project H242, *Rehab Fisher House*, to Budget Code A.1325 5031, *Interfund Transfers*, to be used for Capital Project H348, *Airport Equipment Building Repairs*.

- 5D) Request to increase Capital Project H348, *Airport Equipment Building Repairs*, in the amount of \$15,000.

Motion was made by Ms. Braymer, seconded by Mr. Girard and carried unanimously to approve the requests and the necessary resolutions were authorized for the June 15th Board Meeting.

Mr. Conover advised Agenda Items 6A-C pertained to the following referrals from the Criminal Justice & Public Safety Committee:

Office of Emergency Services-

- 6A) Request to amend the County Budget in the amount of \$60,000 to reflect the receipt of FY16 State Homeland Security Program grant funds.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Sheriff's Office-

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- 6B) Request to amend the County Budget in the amount of \$20,000 to reflect the receipt of 2016 SLETPP (*State Law Enforcement Terrorism Prevention Program*) grant funds.

Motion was made by Mrs. Frasier, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

- 6C) Request to close Capital Project H317, *Sheriff Vehicle Purchase Fund*, and return the estimated remaining funds of \$3,734.50 to the Debt Service Fund.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Mr. Conover apprised Agenda Items 7A-B pertained to the following referrals from the Economic Growth & Development Committee (*Planning & Community Development*):

- 7A) Request to create and fill the position of Office Specialist (Temporary) effective June 17, 2016 which will be used for one week to train a new staff member before the current staff leaves for a new position with the Sheriff's Office.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

- 7B) Request to create and fill the new position of Senior Planner, *Grade 18, Annual Base Salary \$42,837*, effective July 1, 2016. A source of funding is needed to cover the 2016 costs of this position as it is not included in the current budget; it has been noted that State funds may provide up to 50% reimbursement for the position.

Mr. Beaty remarked in general he was opposed to the creation of new positions; however, he said, due to the fact that the addition of this position would allow the Department to apply for additional grant funds they had not been able to seek out before because of the lack of staff, he was fully supportive of the request.

A discussion ensued following which a motion was made by Ms. Braymer and seconded by Mr. Dickinson to approve the request.

Mr. Conover advised a source of funding would need to be identified to cover the cost of the position as it was currently not funded within the County Budget. Chairman Geraghty recommend they transfer funds from the Contingent Account to fund the position for the remainder of the year. Mr. Conover advised the Contingent Account balance as of today was approximately \$102,000. JoAnn McKinstry, *Assistant to the County Administrator*, informed the estimated amount required in order to fund the position and its benefits for the remainder of the year was about \$35,000. Mr. Conover stated that they could handle the transfer of funds from the Contingent Account when the actual amount of funding required to cover the expense was determined.

Mr. Conover called the question and the motion carried unanimously. The necessary resolution was authorized for the June 15th Board meeting.

Continuing to Agenda Item 8, Mr. Conover reviewed the referrals from the Health, Human & Social Services Committee, which included the following:

Countryside Adult Home -

- 8A) Request for a Contingent Fund transfer in the amount of \$28,391 to fund the purchase and installation of a new boiler for Countryside Adult Home.

Ms. Braymer commented she was pleased they were able to take care of this request during a time frame when heating was not required.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Employment & Training -

- 8B) Request to amend the 2016 County Budget in the amount of \$632,849 to reflect the receipt of Federal Workforce Investment and Opportunity Act funds for the 2016 Program year.
- 8C) Request to amend the 2016 County Budget in the amount of \$85,703 to reflect the receipt of State TANF (*Temporary Assistance for Needy Families*) funding for the Summer Youth Program.
- 8D) Request to amend the 2016 County Budget in the amount of \$11,517 to reflect the receipt of Federal Trade Adjustment Act Funding as reimbursement for costs associated with the training of four dislocated workers

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve Items 8B-D and the necessary resolutions were authorized for the June 15th Board Meeting.

Mental Health -

- 8E) Request to amend the 2016 County Budget in the amount of \$4,486 to reflect the receipt of State funding to cover the increasing cost of health and workers' compensation insurance.

Motion was made by Mr. Girard, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Public Health -

- 8F) Request to amend the Table of Organization and Salary Schedule to indicate that the Long Term Care Coordinator Supervisor Nurse position and its association salary are 100% funded within the Certified Home Health Agency Program.

Motion was made by Mr. Simpson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Veterans' Services -

- 8G) Request to approve payout to the Director of Veterans' Services to compensate for 31.5 hours of unused vacation time accrued in 2015.

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 June 15th Board Meeting.

Mr. Conover advised Agenda Items 9A-B pertained to the following referrals from the Park Operations & Maintenance Committee:

- 9A) Request to appropriate funding in the amount of \$315 from Budget Code A691.07, *Deferred Revenue Gaslight Village Parking Fees*, to Budget Code A.1625 470, *Gaslight Village Property*, and to reimburse the Village of Lake George for various maintenance expenses at the Charles R. Wood Park Festival Space.

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 June 15th Board Meeting.

- 9B) Request from Mayor Blais to authorize a refund to Dave Ehmann for the \$500 deposit submitted for an event scheduled for the Festival Commons which was subsequently cancelled.

Ms. Braymer asked whether there was a refund policy in place and Chairman Geraghty responded that refunds were dealt with on a case by case basis. He mentioned in this instance Mr. Ehmann was

cancelling an event but he had scheduled another one for a later date.

A brief discussion ensued following which a motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Moving on to Agenda Item 10, Mr. Conover reviewed the following referral from the Public Works Committee, *DPW*, as follows:

- 10) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Confidential Assistant to the Superintendent of Public Works from \$40,251.75 to \$42,751.75 effective June 17, 2016 in order to include the stipend traditionally given to the Administrative Deputy of Superintendent of Public Works as per the direction of the County Attorney and Personnel Officer.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Agenda Item 11A-B, Mr. Conover stated, pertained to the following referrals from the Support Services Committee:

County Clerk/DMV-

- 11A) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Sr. Account Clerk, *Grade 7, Annual Base Salary \$40,232*, to Principle Account Clerk, *Grade 10, Annual Base Salary \$44,451*, due to a change in the duties and responsibilities.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Information Technology -

- 11B) Request to appropriate \$38,160 from the Computer Reserve Fund, *Budget Code A.895*, for the purchase of computers for Public Health and Planning & Community Development Departments, as well; as the Sheriff's Office.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Mr. Conover apprised Agenda Item 12 pertained to a request from the Tourism & Occupancy Tax Coordination Committee to authorize appropriation of funds from the Occupancy Tax Reserve, *A.881*, to Budget Code *A.6417 470, Tourism-Occupancy, Contract*, for maintenance of the Festival Commons website which was subsequently withdrawn by the Tourism Department.

Privilege of the floor was extended to Chairman Geraghty as the Acting County Administrator to address Items 13A-B, Requests/Items to be discussed by the County Administrator, as follows:

- 13A) Journal Report of transfers approved by County Administrator staff since the last meeting.

Mr. Conover announced this was a review of the transfers for the Committees consideration and no action was required.

- 13B) Request to close Capital Project H315, *Abatement and Demolition Co Annex*, and return remaining funds in the amount of \$29,548.24 to the Debt Services Fund.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board Meeting.

Mr. Conover pointed out that Section V. of the Agenda included Pending Items, which were reviewed

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as follows:

V. Pending Items:

Finance -

- 1) Referral from Support Services Committee requesting the Finance Committee to consider taking action early in 2016 to restore \$65,000 in requested funding removed from the Board of Elections 2016 Budget. (12.02.15) **Update: Committee decided to delay further discussion on this matter until after the Primary Elections in June. (02.29.16)**

A brief discussion ensued regarding Pending Item 1 following which a motion was made by Ms. Braymer, seconded by Mr. Beaty and carried unanimously to remove it from the list.

Personnel -

- 1) Proposed Resolution No. 146 of 2016, *concerning salary adjustments for Deputy Department Heads when filling in for a Department Head vacancy*, was tabled at the March 18th Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision.

Mr. Conover apprised that there were no updates available regarding Pending Item 2 at this time and he requested that Mr. Reichenbach review the matter further and make a recommendation as to what action was necessary. Chairman Geraghty stated he felt the matter should be referred to the Budget Committee to discuss developing a policy that would address it and Mr. Conover concurred, but said the matter should come back to this Committee to receive input from Mr. Reichenbach first.

Higher Education -

No items this month.

Next, Mr. Conover noted Section VI. of the agenda which listed the vacancies approved for filling since the last Finance, Personnel & Higher Education Committee meeting which consisted of the following:

<i>County Clerk-</i>	Recording Clerk PT, Grade 7, Annual Base Salary \$30,959 (<i>pro-rated to 1,000 hours at \$14.88 per hour</i>), due to resignation.
<i>Planning -</i>	Office Specialist, Grade 7, Annual Base Salary \$30,959, due to resignation
<i>Sheriff -</i>	Senior Account Clerk #4, Annual Base Salary \$36,151.09 due to retirement Public Health Nurse, Grade 21, Annual Base Salary \$46,821, due to retirement
<i>Public Works-</i>	Sr. Engineering Technician, Grade 12, Annual Base Salary \$35,767, due to death of employee.
<i>Social Services -</i>	Caseworker #29, Grade 16, Annual Base Salary \$39,979, due to termination Social Welfare Examiner #39, Grade 8-Step 4, Annual Base Salary \$34,493, due to resignation Intake Clerk (HEAP), Grade 4-Step 8, Annual Base Salary, \$31,697, due to retirement Resource Clerk #3, Grade 4-Step 11, Annual Base Salary \$34,270, due to retirement

Ms. Braymer inquired whether the refrigerator that had broken down at Countryside Adult Home had been taken care of, as she did not see it on the Agenda. Amanda Allen, *Clerk of the Board*, advised that the County had an existing contract with BPI Mechanical Services which covered all County buildings; therefore, she said, no action was necessary as a prior resolution authorized those types of repairs.

In regards to stipends, Mr. McDevitt questioned whether there were any other positions within the County wherein stipends were involved and Chairman Geraghty responded that he was unsure. He advised that going forward based upon the recommendation of the auditors from New York State, any stipend pay would be included within the job description and duties it pertained to.

Mr. Girard informed that he had taken part in several meetings with the Warren County Historical

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Society regarding their interest in the Annex Building located on Gurney Lane that was currently vacant. He said that Frank Morehouse, *Superintendent, Buildings & Grounds*, was working on an estimate for the cost to bring the building up to code so that it could be leased.

A discussion ensued following which it was the consensus of the Committee that Mr. Girard continue to work with the Warren County Historical Society on a possible lease agreement of the Annex Building located on Gurney Lane.

Mr. Beaty expressed his concerns regarding the fact that the Board members were not notified of the large sum that was paid to the former County Administrator when he retired this year. He said he only became aware of it upon his review of the Budget Exception Report which displayed that about 47% of the budgeted amount for the County Administrators salary for the year had been expended in only four months. He apprised he had called the County Treasurer's Office who indicated the reason for the budget expenditure related to the payout to the former County Administrator for unused vacation and sick leave that was due to him. He mentioned although the funds were within the budget to cover the expense, he felt due to the significant amount of money involved in this circumstance the Board should have been provided with notification of the payment. He pointed out the funds may not have been available within the Budget if they had not delayed filling the County Administrator position. Mr. Conover reminded the Committee that they had discussed retirement expenses such as this one at a previous meeting during which time he expressed that the matter should be referred to the Budget Committee to discuss the possibility of setting up a reserve account to fund unexpected retirement expenses when the funds were not available to cover them within the budget.

A discussion ensued.

Mr. Conover announced an executive session was necessary to discuss matters involving potential litigation.

Motion was made by Mr. Simpson, seconded by Mr. Girard and carried unanimously that executive session be declared pursuant to Section 105(d) of the Public Officers Law.

Messrs. Dickinson, Girard and Simpson exited the meeting during executive session.

Executive session was held from 10:48 a.m. until 11:59 a.m.

Note: Following executive session Chairman Geraghty served to make a quorum of the Committee.

Mr. Conover announced no action was taken during the executive session.

There being no further business to come before the Finance, Personnel & Higher Education Committee, on motion made by Mr. Beaty, and seconded by Ms. Braymer, Mr. Conover adjourned the meeting at 12:00 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board