

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: MAY 2, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SIMPSON
MERLINO
STROUGH
FRASIER
MCDEVITT
GERAGHTY
BRAYMER

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
RONALD CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS DIAMOND
DRISCOLL
HOGAN
LEGGETT
LOEB
MAGOWAN
WILD
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
*SEE SIGN-IN SHEET FOR ADDITIONAL ATTENDEES

COMMITTEE MEMBERS ABSENT:

SUPERVISORS DICKINSON
BEATY
HYDE

Please note, the following contains a summarization of the May 2, 2019 meeting of the Finance 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/2019/finance/>

Mr. Sokol called the meeting of the Finance Committee to order at 10:15 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Geraghty 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 with the Action Agenda, Mr. Sokol requested approval of Item 1 which consisted of a request for transfers of funds as attached for Committee approval.

Motion was made by Mr. Simpson, seconded by Mr. Geraghty and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Mr. Sokol advised Agenda Item 2 concerned a request from the County Treasurer to provide authority to complete budget transfers as necessary to cover salary and fringe costs charged directly to capital projects for Federal/State reimbursement and local match.

Mike Swan, *County Treasurer*, apprised the purpose of the request was to streamline the process. He explained currently his Office was required to pay salaries from the regular salary line even though the

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salaries and fringe benefits were attached to capital projects. He apprised this request would provide them with the authority to move the funding from that capital project to the regular salary to pay the salaries of the employees who were working on the grants or the capital project. He stated this request would eliminate the requirement to obtain Board approval when this occurred, adding there was no impact to the County Budget. He mentioned he would work with the respective departments whenever this occurred to ensure the funding was transferred to the appropriate place.

A brief discussion ensued.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Continuing with the Agenda review, Mr. Sokol apprised Agenda Items 3A-E concerned the following referrals from the Criminal Justice & Public Safety Committee, *Sheriff*:

- 3A) Request to amend the County Budget in the amount of \$19,032.03 to carryover monies from the 2018 calendar year into the 2019 calendar year for the Bolton School District Resource Officer Program.
- 3B) Request to amend the County Budget in the amount of \$18,167.30 to carryover monies from the 2018 calendar year into the 2019 calendar year for the Lake George School District Resource Officer Program.
- 3C) Request to amend the County Budget in the amount of \$36,645.39 to carryover monies from the 2018 calendar year into the 2019 calendar year for the Queensbury School District Resource Officer Program.
- 3D) Request to amend the County Budget in the amount of \$18,606.47 to carryover monies from the 2018 calendar year into the 2019 calendar year for the North Warren School District Resource Officer Program.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the May 17th Board Meeting.

- 3E) Request to amend the County Budget in the amount of \$169,025 to reflect funding received from 2018 Public Safety Answering Points Grant.

Motion was made by Mr. Strough, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Mr. Sokol advised Agenda Item 4 pertained to a referral from the Health, Human & Social Services Committee, *Veterans' Services*, involving a request to amend the County Budget in the amount of \$46,287.76 to appropriate grant funds received to support peer-to-peer support services through the Joseph P. Dwyer Veteran Peer Services Program.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

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Mr. Sokol apprised Agenda Items 5A-B pertained to the following referrals from the Public Works Committee, DPW:

- 5A) Request to establish Capital Project H386, *CR 7 over Halfway Creek Bridge Replacement*, in the amount of \$461,989.

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 May 17th Board Meeting.

- 5B) Request to increase Capital Project H353, *County Bridge Asbestos Abatement & Painting Project*, in the amount of \$49,901.48.

Mr. Geraghty asked what Town the Project was being completed in and Kevin Hajos, *Superintendent of Public Works*, replied this particular project was located in the Town of Johnsurg and the one referenced in the previous request was located in the Town of Queensbury.

Motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Mr. Sokol advised Agenda Items 6A-B pertained to the following referrals from the Support Services Committee:

County Clerk-

- 6A) Request to amend Resolution No. 330 of 1998 to increase the amount of the petty cash fund within the Warren County Clerk's Office from \$600 to \$900 as directed by the NYS DMV Auditor.

Motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Information Technology-

- 6B) Request to appropriate funds totaling \$51,100 from the Computer Reserve Fund to various Departmental budgets for the purchase of computers and related equipment and software.

Ryan Moore, *County Administrator*, mentioned the \$15,000 that was being allocated to purchase laptops for Health Services may not be necessary, as there was a possibility the County could be eligible for grant funding to offset that cost. He mentioned if this were to occur they would remove this allocation prior to the May 17th Board Meeting.

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 May 17th Board Meeting.

Mr. Sokol advised Agenda Items 7A-B involved the following Requests/Items to be discussed by the County Administrator:

- 7A) Journal Reports of transfers approved by the County Administrator staff during March of 2019.

Mr. Moore stated a Journal Report of transfers that had been made was included within the Agenda.

- 7B) Discussion regarding Bad Debt Policy.

Mr. Moore apprised he had worked with the County Treasurer and the County Attorney to address the inefficiencies of how the County had addressed bad debt writeoffs in the past by developing the two page Bad Debt Collection Policy which he reviewed in detail. He mentioned a full report regarding any debt that had been written off would be given to this Committee, as well as the full Board on an annual basis. He added the policy included the ability to collect any debt that had been written off in the future.

Mr. Geraghty requested that the reports be given on a quarterly basis rather than annually, as he wanted to ensure they did not run into similar issues that occurred with the bad debt relating to the former Westmount Health Facility.

A discussion ensued following which a motion was made by Ms. Braymer, seconded by Mr. Geraghty and carried unanimously to approve the request to approve the Bad Debt Policy with the requirement that a report be presented to the Finance Committee on a quarterly basis rather than annually and the necessary resolution was authorized for the May 17th Board Meeting.

Agenda Item 8, Mr. Sokol informed, pertained to a Request/Item to be Discussed by the County Attorney regarding a request to for a transfer of funds in the amount of \$7,571.34 from the Contingent Account to the County Attorney's budget to cover the cost of arbitration services in relation to the PBA contract.

Mary Elizabeth Kissane, *County Attorney*, apprised this request related to the cost to pay the Arbitrator who presided over the PBA negotiations which was split between the County and the PBA.

Ms. Braymer asked what the balance of the Contingent Account was and Mr. Sokol replied it was \$252,879. Ms. Braymer asked for an update regarding the funding set aside for the labor contingency and Mr. Moore responded the preliminary estimate from the County Treasurer's Office indicated there would be a savings of over \$100,000. He added there was savings in the District Attorney's Office as a result of an Assistant District Attorney position that was in the process of being filled which would cover the increase to the District Attorney's salary and a portion of the Attorney salaries, as well. He said once the total increase in salaries for the District Attorney's Office was calculated there would still be savings leftover in that labor contingency. He apprised another area they may need to use these funds for was in the Coroners Budget to pay for autopsies, but even after this he believed there would be some savings leftover.

Motion was made by Mr. Geraghty, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Concluding the Agenda review, Mr. Sokol advised Item 9 pertained to Finance Committee action which was required on the following items as approved by the Personnel & Higher Education Committee: Personnel & Higher Education Committee Agenda Item 4B, as well as any action taken to adjust the District Attorney salary for Item 4A.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Mr. Sokol offered privilege of the floor to anyone present wishing to address the Committee on any matter, but there was no one wishing to speak.

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There being no further business to come before the Finance Committee, on motion made by Mr. Strough and seconded by Mrs. Frasier, Mr. Sokol adjourned the meeting at 10:34 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board