

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: JUNE 6, 2019

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMPSON  
MERLINO  
DICKINSON  
STROUGH  
BEATY  
FRASIER  
MCDEVITT  
BRAYMER  
HYDE

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER  
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  
WILD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SOKOL  
GERAGHTY

TAWN DRISCOLL, FISCAL MANAGER, HEALTH SERVICES  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION  
DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the June 6, 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/>*

In the absence of Committee Chairman Sokol, Supervisor Simpson, as Vice-Chair, called the meeting of the Finance Committee to order at 10:34 a.m.

Motion was made by Mrs. Frasier, seconded by Ms. Braymer 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. Simpson requested approval of Item 1 which consisted of a request for transfers of funds as attached for Committee approval.

Motion was made by Mr. McDevitt, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Mr. Simpson advised no action would be taken on Agenda Items 2A-C, pertaining to Items/Requests to be Discussed by the County Treasurer because the Personnel & Higher Education Committee had tabled the requests for further discussion at the next meeting.

Mr. Simpson advised Agenda Items 3A-B pertained the following referrals from the County Facilities Committee, *Airport*:

3A) Request to establish Capital Project H388, *Construct Airport T-Hangars*, in the amount of

\$993,000.

Motion was made by Mrs. Frasier, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

3B) Request to amend the County Budget in the amount of \$99,300 to appropriate funding for Capital Project H388, *Construct Airport T-Hangars*.

Ms. Braymer asked whether the funds were included in the Airport Budget and Kevin Hajos, *Superintendent of Public Works*, replied affirmatively.

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 19<sup>th</sup> Board Meeting. *Note: Subsequent to the meeting it was determined that an appropriation of \$99,300 from A.892.00 (Reserve, Airport Repair & Projects) to Budget Code A.9950 910 (Transfers, Capital Projects) to provide the local share for Capital Project H388, Constrict Airport T-Hangars was required, rather than a budget amendment.*

Continuing with the Agenda review, Mr. Simpson apprised Agenda Items 4A-B concerned the following referrals from the Criminal Justice & Public Safety Committee:

*Public Defender -*

4A) Request to amend the County Budget in the amount of \$21,200 to reflect the receipt of grant funding from the New York State Office of Indigent Legal Services (*Contract No. C700052*).

Motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

*Sheriff -*

4B) Request to amend the County Budget in the amount of \$274,411.03 to correct a clerical error with calendar year 2018 purchase orders.

Mr. Dickinson questioned what type of clerical errors occurred. Ryan Moore, *County Administrator*, informed when a purchase order was involved the funds were transferred out of the appropriation and were encumbered to ensure they did not roll over into the Unappropriated Surplus Fund Balance at the end of the year to allow for the funds to be available to pay for the item when it was payable. He mentioned at the end of the year when the County was closing its books for the year the departments would run a report of all of the encumbrances which would indicate how much money remained in the encumbrances following which the Treasurer's Office would make a journal entry to roll the remaining amounts into the new budget year to allow for the appropriation to increase in the new budget year so that when the purchase was made it did not go against the new budget, but rather it was funds carried over from the previous budget. He stated what had occurred in this case was the purchases were made in early 2019 resulting in the encumbrances balance drawing down to zero. He said when the Sheriff ran the report they interpreted this to mean the encumbrance did not need to be carried forward because it had been fully paid last year; however, he noted, this was not the case. He apprised the Treasurer's Office at the direction of the Sheriff did not roll those encumbrances meaning that appropriation did not carry over and it was allocated from the 2019 Sheriff's Budget. He noted since they were dealing with grant funding, there was no financial impact on the County.

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Motion was made by Mr. Strough, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Moving along, Mr. Simpson apprised Agenda Item 5 pertained to a referral from the Environmental Concerns & Real Property Tax Services Committee, *Real Property*, regarding a request to authorize the appropriation of funds in the amount of \$17,420 from the Environmental Testing Reserve Fund (A.893.00) to Budget Code A.1355 470, *Real Property Tax Services, Contract*, to cover the cost of Asbestos and Lead Testing for the Town of Queensbury Tax Map Parcel No. 302.8-1-2 (275 Bay Road).

Motion was made by Mr. Beaty, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Mr. Simpson stated Agenda Item 6A-F pertained to the following referrals from the Health, Human & Social Services Committee:

*Employment & Training -*

- 6A) Request to amend the County Budget in the amount of \$7,000 to reflect receipt of Federal Trade Investment Act funding as reimbursement for costs associated with the training of a dislocated worker.

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 June 19<sup>th</sup> Board Meeting.

- 6B) Request to amend the County Budget in the amount of \$117,541, to reflect receipt of State TANF (*Temporary Assistance for Needy Families*) funding for the Summer Youth 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 June 19<sup>th</sup> Board Meeting.

- 6C) Request to amend the County Budget in the amount of \$724,883 to reflect receipt of annual allocation of Federal Workforce Investment Opportunity Act (*WIOA*) funds for the program year 2019.

Motion was made by Mr. Strough, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

*Office for the Aging -*

- 6D) Request to amend the 2018 County Budget in the amount of \$40,000 to reflect the receipt of funding from NYS Delivery Systems Reform Incentive Payment (*DSRIP*) Program.

Motion was made by Mr. Merlino, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

*Social Services -*

- 6E) To amend the 2019 Warren County Budget in the amount of \$75,000 to reflect the receipt of \$30,000 from the New York State Office of Children & Family Services Family First Transition Fund and \$45,000 from the New York State Office of Temporary & Disability Services Homeless Management Information System (*HMIS*) to support connectivity to local HMIS and other actions

related to homelessness.

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 19<sup>th</sup> Board Meeting.

*Health Services -*

- 6F) Request to amend the County Budget in the amount of \$50,000 to reflect the receipt of funding from the Adirondack Health Institute to support the NYS Delivery Systems Reform Incentive Payment (*DSRIP*) Program.

Motion was made by Mr. Strough, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Mr. Simpson apprised Agenda Item 7 pertained to a referral from the Park Operations & Management Committee concerning a request to appropriate funds in the amount of \$1,728.95 from Budget Code A.691.07, *Deferred Revenue-Gaslight Village Parking Fees*, to Budget Codes A.1625 422, *Charles R. Wood Park, Repair & Maint.-Equipment - \$909.95* and A.1625 441, *Charles R. Wood Park, Auto Supplies/Repair - \$819.00*, as well as to authorize reimbursement to the Village of Lake George for expenses incurred in relation to maintenance of the Charles R. Wood Park.

Ms. Braymer asked Mike Swan, *County Treasurer*, what the balance of Budget Code A.691.07, *Deferred Revenue-Gaslight Village Parking Fees*, was and Mr. Swan replied he was unsure, but he would let her know.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Simpson advised Agenda Items 8A-D concerned the following referrals from the Public Works Committee, *DPW*:

- 8A) Request decrease Capital Project H352, *CR 13 & CR 31 Bridge Painting Project*, in the amount of \$26,395.84 to reconcile the funding shares to close out the Project.

Mr. Simpson asked which Towns the Bridges were located in and Mr. Hajos responded CR 13 was in the Town of Thurman and CR 31 was located in the Town of Horicon.

Motion was made by Mr. Strough, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

- 8B) Request to close Capital Project H352, *CR 13 & CR 31 Bridge Painting Project*, and return estimated remaining funds of \$1,339.78 to the funding source (*D.9950 910*).

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

- 8C) Request to establish Capital Project H387, *Airport Fuel Farm (Vehicles)*, in the amount of \$155,000.

Ms. Braymer questioned whether funding was available and Mr. Hajos replied affirmatively. Mr. Hajos stated over the past few years they had been updating the County Fuel Farms which were all around thirty years old.

Motion was made by Mrs. Frasier, seconded by Mr. Strough and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

8D) Request to amend the County Budget in the amount of \$30,000 to appropriate funding for Capital Project H387, *Airport Fuel Farm (Vehicles)*.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting. *Note: Subsequent to the meeting it was determined an appropriation of \$30,000 from DM.894.00 (Motor Vehicle Fuel Reserve) to DM.9950 910 (Transfers, Capital Projects) to provide funding for Capital Project H387, Airport Fuel Farm (Vehicles) was necessary, rather than a budget amendment.*

Mr. Simpson stated Agenda Items 9A-C pertained to the following Request/Items to be Discussed by the County Administrator:

9A) Journal Reports of transfers approved by the County Administrator staff during April if 2019.

Mr. Moore stated the current balance of Contingent account was slightly more than \$245,000, noting no funds were being spent from the account this month.

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

9B) Request to appropriate funds in the total amount of \$18,000 from the Vehicle Reserve to the Health Services Budget to cover replacement of Vehicle #1443.

Mr. Moore apprised this particular vehicle had been involved in an accident and the other party in the accident was the Sheriff's Office, meaning both vehicles were covered by the same insurance policy and there was no collision coverage on the Health Services vehicle. He stated the repair estimate was for \$5,000 and the cost to replace would be slightly less than \$18,000 of which 36-100% of the cost would be covered by State Aid; he noted they were unsure of the exact percentage and would not know until the end of the year when they determined how much base aid was remaining. Mr. Moore advised a policy had been established to refrain from purchasing collision coverage on vehicles valued under \$10,000 because it was cheaper to self-insure the damage than it was to pay the premium. He said the insurance consultant was reviewing this policy, as well as others to determine whether they would make any recommendations for changes to save the County money.

Motion was made by Mr. Strough, seconded by Mr. Dickinson carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Returning to the Journal Report of transfers, Ms. Braymer inquired what the \$65,000 transfer from contracts into rent was for the Office for the Aging and Mr. Moore responded it related to the proper account for funding. He said it was budgeted into a different account, but should be paid out of Budget Code A.6772 411, *Rent-Building/Property*, as per the County Auditor. Ms. Braymer asked what the bill was for and Mr. Moore replied he was unsure of the exact bill, but was aware that it related to

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Countryside Adult Home. He explained a portion of Countryside Adult Home was reimbursed through the Office for the Aging because of the age of the residents and it was better reflected in a contract line than it was on a rent line because there was a contract between the two entities.

- 9C) Request to authorize an "Office Space Permit Agreement" with the NYS DOL (*New York State Department of Labor*) for Lease of Employment and Training Office Space for a term commencing May 1, 2019 and terminating April 30, 2022.

Mr. Moore apprised he was pleased to report the cost of the lease agreement with the NYS DOL for Lease of Employment and Training Office Space had decreased resulting in some of the Federal funds being freed up to assist County residents in need and he asked Chris Hunsinger, *Director, Employment & Training Administration*, to speak to the details of that.

Mr. Hunsinger stated when they had moved to their Office to the City of Glens Falls three year ago they had assumed they would have a ten year lease with the NYS DOL and the Board had approved up to a ten year lease; however, he noted, the lease they received from the NYS DOL was only for three years. He said the new lease price included a reduction of about \$4,400 a year based on the fact that there were more NYS DOL employees than County employees using the space and the cost of utilities was lower than what they had originally anticipated in the original lease.

Motion was made by Mrs. Frasier seconded by Mr. Beaty and carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Mr. Simpson apprised Agenda Items 10A-B concerned the following Request from the County Attorney:

- 10A) Request to authorize an agreement with the Warren County LDC to administer and perform economic development programs and initiatives, County and community planning services and grant/loan programs at no cost to Warren County.

Mary Elizabeth Kissane, *County Attorney*, apprised that the Board had not appropriated any money to the LDC this year, resulting in the contract being overlooked. She informed a contract was necessary in order for the LDC to perform the services that they did for the County, regardless of the fact that there was no cost to the County for them.

Mr. Strough questioned what the term was for the contract and Ms. Kissane replied the contract would commence on January 1, 2019 and terminate December 31, 2019.

Motion was made by Mr. Strough, seconded by Mr. McDevitt carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

- 10B) Discussion on Westmount private pay and County litigation.

Ms. Kissane advised the first item pertained to a private pay client of the former Westmount Health Facility who owed the County \$432, but was offering to pay \$300. She said her recommendation was for the County to accept this offer and close out this file.

Motion was made by Mr. Dickinson, seconded by Mr. McDevitt and carried unanimously to authorize a settlement agreement in the amount of \$300 for skilled nursing services for a resident of the former

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Westmount Health Facility and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Next, Ms. Kissane requested an executive session to discuss a possible settlement agreement in the case of Herbert vs. Warren County.

Motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to enter into an executive session pursuant to Section 105 (d) of the Public Officer's Law.

Executive session was held from 10:56 a.m. until 11:04 a.m.

Upon reconvening, Mr. Simpson announced no action was taken during the executive session.

Ms. Kissane advised a motion was required to approve a settlement amount in the litigation of Herbert vs. Warren County in the amount of \$2,500. The necessary motion was made by Mr. Strough and seconded by Mr. Dickinson.

Ms. Braymer apprised due to her lack of knowledge on the case, she would be abstaining from voting on the motion.

Mr. Simpson called the question and the motion to approve the settlement amount in the litigation of Herbert vs. Warren County as outlined above was carried by majority vote, with Ms. Braymer abstaining, and Ms. Hyde voting in opposition. The necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

Concluding the Agenda review, Mr. Simpson advised Item 10 pertained to Finance Committee action which was required on the following items as approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda Items 3A-B and 4 .

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier carried unanimously to approve the request and the necessary resolution was authorized for the June 19<sup>th</sup> Board Meeting.

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

There being no further business to come before the Finance Committee, on motion made by Mr. Dickinson and seconded by Mr. Strough, Mr. Simpson adjourned the meeting at 11:06 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board