

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: AUGUST 1, 2019

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<b>COMMITTEE MEMBERS PRESENT:</b>	<b>OTHERS PRESENT:</b>
SUPERVISORS SOKOL	MIKE SWAN, COUNTY TREASURER
MERLINO	RONALD CONOVER, CHAIRMAN OF THE BOARD
STROUGH	RYAN MOORE, COUNTY ADMINISTRATOR
BEATY	MARY ELIZABETH KISSANE, COUNTY ATTORNEY
FRASIER	AMANDA ALLEN, CLERK OF THE BOARD
MCDEVITT	FRANK THOMAS, BUDGET OFFICER
GERAGHTY	SUPERVISORS DIAMOND
BRAYMER	DRISCOLL
HYDE	LEGETT
	LOEB
<b>COMMITTEE MEMBERS ABSENT:</b>	TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SUPERVISORS SIMPSON	KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DICKINSON	SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

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Please note, the following contains a summarization of the August 1, 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 10:07 a.m.

Motion was made by Mr. Geraghty, seconded by Mr. Beaty 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 referred to Item 1 which consisted of a request for transfers of funds as attached for Committee approval.

Mr. Sokol advised Agenda Items 2A-B concerned the following Items/Requests to be Discussed by the County Treasurer:

- 2A) Request to authorize enrollment in job-related courses: Monica Stark, *Junior Accountant*, to enroll in Advanced Accounting and Intro to Mathematical Modeling in Business at SUNY Plattsburg. Courses begin August 26, 2019 at a cost of \$700. He noted that if this request was approved, Ms. Stark would be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Mike Swan, *County Treasurer*, advised Ms. Stark's career at the County had begun as an intern in their Office, apprising she had since received her Associates Degree in Accounting and was continuing on to pursue a Bachelors Degree, all while working for the County.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board

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Meeting.

- 2B) Request for a transfer of funds in the amount of \$7,453 from Budget Code A.1325 110, *County Treasurer, Salaries-Reg*, to Budget Code A. 1325 130, *County Treasurer, Salaries-Part-Time*, to cover the salary of the Principal Account Clerk/Typist- Temp position.

Mr. Swan stated the purpose of this request was to transfer funds from the Budget code for regular salaries to the Budget Code for part-time salaries to cover the cost of a former employee returning to work temporarily in the Fall.

Motion was made by Mr. Geraghty, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Mr. Sokol informed he had inadvertently neglected to ask for a motion to approve Agenda Item 1 which consisted of a request for transfers of funds as attached for Committee approval.

The necessary motion was made by Mrs. Frasier and seconded by Ms. Braymer to approve the request as presented.

Ms. Braymer pointed out the amount for the transfer relating to the Sheriff's 911 Center was significant and she questioned what occurred there. Ryan Moore, *County Administrator*, responded it was a revenue transfer which belonged in an account for State revenue instead of the one for Federal revenue.

Mr. Sokol called the question and the motion to approve the request for transfer of funds as attached was carried unanimously and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Continuing with the Agenda review, Mr. Sokol apprised Agenda Items 3A-B concerned the following referrals from the County Facilities Committee,:

- 3A) *Airport* - Request to close the following Capital Projects and remaining funds returned to the funding source listed: H359, *Upgrade Fuel Farm*, in the amount of \$149.93 and returned to A.892.00, *Airport Reserve*; and H379, *Airport Security Systems*, in the amount of \$38,000 returned to A.892.00, *Airport Reserve*.

Motion was made by Mr. Geraghty, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

- 3B) *Buildings and Grounds* - Request to appropriate funding in the amount of \$122,000 from A.909.00, *Unappropriated Surplus*, to A.1620 413, *Buildings, Repair & Maint - Bldg/Property*, to pay for installation of a new boiler in the Warren County Municipal Center Building.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

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Mr. Sokol advised Agenda Items 4A-B pertained to the following referrals from the Criminal Justice & Public Safety Committee:

- 4A) *Assigned Counsel* - Request to amend the County Budget in the amount of \$51,710.50 to reflect the receipt of funding from the New York State Office of Indigent Legal Services (*NYSOILS*) for OILS Distribution No. 7, Contract No. C700052.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

- 4B) *Sheriff* - Request to amend the County Budget in the amount of \$33,138.44 to reflect receipt of revenue from the Hadley-Luzerne School District to cover the cost of the School Resource Officer within the School District.

Motion was made by Mr. Merlino, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Sokol stated Agenda Items 5A-C involved the following referrals from the Economic Growth & Development Committee, *Planning*:

- 5A) Request to increase Capital Project H.380, *Promoting the First Wilderness*, in the amount of \$6,851.
- 5B) Request to increase Capital Project H341, *Flood Mitigation Grant*, in the amount of \$858.18.

Motion was made by Mr. McDevitt and seconded by Mrs. Frasier to approve the requests as outlined above.

Ms. Braymer questioned what the purpose of the increase for Capital Project H380, *Promoting the First Wilderness*, pertained to and Mr. Moore replied this would pay for the panels that were being completed in the Visitors Center in Lake George with occupancy tax funds; he added there was an accompanying transfer from the Tourism Budget into the Planning & Community Development Budget to allow the funds to be transferred into the Capital Fund. Mr. Strough pointed out this was to ensure the communities who were not part of the First Wilderness Corridor were included, as well.

Mr. Sokol called the question and the motion to approve the aforementioned requests as outlined above was carried unanimously and the necessary resolutions were authorized for the August 16<sup>th</sup> Board Meeting.

- 5C) Request to close the following Capital Projects and return remaining funds to the General Fund: H297, *County Quadrecentennial Program*, with no remaining funds to be returned; H314, *First Wilderness Scenic Byways*, in the amount of \$9.61; H341, *Flood Mitigation Grant*, with no remaining funds to be returned; and H363, *Loc Gov Records Mgmt*, in the amount of \$11.37.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

In regard to the EDC (*Economic Development Corporation*), Ms. Braymer advised she was aware there was a matter that had been brought before the Environmental Concerns & Real Property Tax Services Committee, which she served as chair of, involving the sale of certain properties to them. She stated following the meeting the County Treasurer determined it was not necessary for the County to carry out chargebacks to the Town and the School District which was beneficial for the Town. She remarked her concern about selling those properties was that they ensured the handled the transaction proceeded in accordance with the proper procedure and that they received the most benefit they could for the County since the County essentially had purchased the parcels as a private landowner. She said it was her understanding there was a process Mr. Moore was going to pursue and she would encourage the Committee to do whatever it could to guarantee it moved along as quickly as possible when Mr. Moore was able to bring forward additional information.

Mr. Moore stated he would discuss with the representatives of the EDC whether it would be possible to amend the option agreement to make it more favorable for the County. He said he could not guarantee the EDC's Board of Directors would be agreeable to this, as they were the ones who would be making the decision, but he would put forth his best effort to accomplish this. He added a public hearing would occur if they were to come to an amended agreement.

Mr. Strough requested that they keep in mind the bottom line was that those particular parcels had the potential to house a company that would produce jobs and tax revenues which was what their main concern for them should be.

Mr. Sokol apprised Agenda Items 6A-D pertained to the following referrals from the Public Works Committee, *Parks, Recreation & Railroad*:

- 6A) Request to amend the County Budget in the amount of \$5,000 to reflect receipt of funds donated by the Lewis Trust.

Mr. Sokol asked whether Ms. Braymer's request that the County thank the Lewis Trust for their generous donation via a letter was feasible and Amanda Allen, *Clerk of the Board*, replied affirmatively.

Motion was made by Mr. Merlino, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

- 6B) Request to establish A899.00, *Reserve, County Railroad Repairs*, for the purpose of accumulating money to finance the cost of repairs relating to the County-owned Railroad.

A motion was made by Ms. Braymer and seconded by Mr. Geraghty to approve the request as outlined above.

- 6C) To appropriate funds in the amount of \$132,510.59 from A.891.00, *Reserve, Railroad Repairs*, to A.899.00, *Reserve, County Railroad Repairs*.

- 6D) To appropriate funds in the amount of \$53,100 from A.899.00, *Reserve, County Railroad Repairs*, to Budget Code A.7113 470, *Railroad, Contract*, to pay for the repair/contract work along the County Railroad.

Ms. Braymer apprised that she had discussed Agenda Items 6B-D with Kevin Hajos, *Superintendent of Public Works*, and she would like to amend her motion to move all three of those Items together. She remarked Agenda Item 6D related to a particular railroad building that the County had demolished and it was now necessary to expend these funds to properly dispose of these materials. She mentioned she had inquired how much money had already been expended for maintenance on the railroad other than this cost to which Mr. Hajos had indicated it was around \$21,000 thus far this year which was far less than \$300,000. Mr. Sokol asked Mr. Geraghty if he was willing to amend his second to include approving Agenda Items 6B-D, as well and Mr. Geraghty replied affirmatively.

Mr. Sokol called the question and the motion to approve Agenda Items 6B-D was carried unanimously and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Mr. Sokol advised Agenda Items 7A-C pertained to the following referrals from the Support Services Committee:

7A) *Board of Elections* - Request to amend the 2019 County Budget in the amount of \$88,134 in anticipation of NYS Board of Elections funding for Early Voting and E-Poll Books.

Mr. Geraghty questioned what source of funding would be used to pay for the expense and Mr. Moore responded two grants from the State had been awarded to cover this expense. He noted the County did not have executed contracts from the State which they typically liked to have when the budget was amended; however, he noted, if they could not spend the money to purchase the equipment now they would not receive them in time for the election and he assured the Committee the funding would be received. Ms. Braymer asked whether it would be received before the election and Mr. Moore replied these were grants where the State would reimburse the County for the expense.

Motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

7B) *Clerk of the Board* - Request for a transfer of funds in the amount of \$50,000 from the Contingent Account to Budget Code A.1185 435, *Medical Examiners & Coroners, Medical Fees*, to cover the cost of autopsy/medical examiner fees for the remainder of 2019. (*Note: This request was not reviewed by the Support Services Committee*).

Mr. Sokol noted the current balance of the Contingent Account was \$245,300 meaning if this request was approved there would be \$193,500. Ms. Braymer asked whether this balance included the funds required for negotiations and Mr. Moore replied in the affirmative. Mr. Moore explained they were waiting until the end of the year to transfer those funds out of the Contingent Account to allow them to determine what the total amount required was.

Mr. Geraghty questioned how the \$50,000 amount was calculated and Mrs. Allen replied that \$100,000 was budgeted in 2019 to cover Medical Examiner fees for the year, but the total had been fully expended. She stated as of the beginning of July they had commenced using Glens Falls Hospital for these services, which was less cost than Albany Medical Center with the hopes that the expense would decrease. She said they had estimated the expense for the remainder of the year would be \$50,000; however, she noted, there was no way to predict if this was accurate since it was dependent upon how often these services were used.

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Motion was made by Mr. Strough, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Mr. Sokol stated Agenda Item 7C pertaining to a request to amend the County Budget in the amount of \$5,000 , was being pulled from the Agenda because as per the County Treasurer it was no longer needed since the funds would be accounted for in the Expendable Trust Fund administered by the Treasurer.

7C) *County Clerk* - ~~Request amend the 2019 County Budget in the amount of \$5,000 to reflect receipt of a bequest from the Estate of John Austin, former County Historian and Warren County Judge, for the care and maintenance of his historical and genealogical library which had also been donated to Warren County and will be housed in the Warren County Records Storage Center.~~

Mr. Sokol advised Agenda Items 8A-C involved the following Requests/Items to be discussed by the County Administrator:

8A) Journal Reports of transfers approved by the County Administrator staff during June of 2019.

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

8B) Request to approve the 2020 Lake Champlain-Lake George Regional Planning Board budget and salary schedule as adopted by their Board of Directors at their July 16, 2019 Board meeting.

Mr. Moore stated pursuant to the five County MOA (*Memorandum of Agreement*), the Budget Officer had reviewed the Budget and did not send it back with any changes to the Lake Champlain-Lake George Regional Planning Board. He said the Committee and/or full Board had the option to approve the budget as presented or to approve an advisory report recommending modifications which would go back to the Lake Champlain-Lake George Regional Planning Board for review.

A motion was made by Ms. Braymer and seconded by Mr. McDevitt to approve the request the 2020 Lake Champlain-Lake George Regional Planning Board budget and salary schedule as outlined above.

Ms. Braymer questioned whether there had been an increase in Warren County's share and Mr. Moore replied in the negative.

Mr. Sokol called the question and the motion to approve the request as outlined above was carried unanimously and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

8C) Request to authorize the County Treasurer to write-off uncollected Medicaid receivables carried over from December 31, 2015 for the former Westmount Health Facility.

Mr. Moore apprised this was a request he had held off on making as long as possible while they were attempting to collect this money, but all avenues had been exhausted mostly due to the fact that the two year time period had elapsed under which the State would allow claims to be re-submitted. He said this time period had long since past and the burden of proof was on the County to demonstrate that they were not at fault for missing that deadline, but they had been unable to do so. He mentioned Tammie DeLorenzo, *Assistant to the County Administrator*, had worked on this issue every week since

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the day she started working for him. He informed the amount that required to be written off was \$552,683.37 which would be allocated from the Westmount Reserve Account. He apprised there were a few cases that the outside counsel for the County had been working on that would result in funding being allocated into the reserve account once they were settled, the first of which could result in a settlement of \$100,000 to \$300,000 and another case that had the potential to result in a \$100,000 settlement.

A motion was made by Ms. Braymer and seconded by Mr. Geraghty to approve the request to authorize the County Treasurer to write-off uncollected Medicaid receivables carried over from December 31, 2015 for the former Westmount Health Facility as outlined above.

A discussion ensued during which Mr. Beaty voiced that he understood why the County had to write these funds off, but he was disappointed that they would be writing off such a significant amount of money and he would be voting in opposition based on principal.

Mr. Sokol called the question and the request to authorize the County Treasurer to write-off uncollected Medicaid receivables carried over from December 31, 2015 for the former Westmount Health Facility was carried by majority vote, with Mr. Beaty voting in opposition and Mr. Sokol abstaining, and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Mr. Moore stated he was bringing forth a request that was not included on the Agenda at Mr. Simpson's request, as he was unable to attend the meeting today, regarding the Swede Mountain Fire Tower. He explained the County owned the parcel of land where the tower was located, as well as the tower, but the property located around the tower was owned by Lyme Adirondack Timber. He said the tower, which required refurbishing, would essentially be an attraction for a hiking trail with the plan being that the hiking trail would be constructed by volunteers. He continued, improvements were also required to the access road to allow the DPW staff to carry out the work on the tower to ensure that it was safe for the general public. He stated the estimated cost of the work on the tower was around \$4,000, but before they commenced with the work, improvements to the access road were required. He advised the reason he was bringing it up now was because a user agreement was required with Adirondack Lyme Timber which would cost \$3,000 per year for access to their land to allow the County to commence work on the access road. He mentioned if they were able to approve the agreement at the August 16<sup>th</sup> Board Meeting the DPW staff could commence working on the access road until September 10<sup>th</sup> when hunting season began. He said if this did not go before the Board in August, the work would not be able to commence until next summer. With regard to how this would be paid for, Mr. Moore stated that occupancy tax funding could be used because it would be a hiking trail located halfway between the Towns of Hague and Brant Lake that would attract visitors to those communities.

A lengthy discussion ensued following which it was the consensus of the Committee to have Messrs. Moore and Simpson meet with representatives of Adirondack Lyme Timber to determine whether they would be agreeable to entering into a user agreement at no cost similar to what other municipalities had with landowners in the County for access to hiking trails and report back to the Committee.

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 Items 3A-D.

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Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Mr. Sokol offered privilege of the floor to anyone present wishing to address the Committee on any matter.

Mr. McDevitt encouraged everyone to attend the 100<sup>th</sup> anniversary celebration of New Way Lunch on South Street in the City of Glens Falls on Saturday where there would be live music, classic cars and a hot dog eating contest.

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 10:39 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board