

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: AUGUST 29, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL  
SIMPSON  
MERLINO  
DICKINSON  
STROUGH  
BEATY  
MCDEVITT  
GERAGHTY  
BRAYMER  
HYDE

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

COMMITTEE MEMBER ABSENT:

SUPERVISOR FRASIER

ERIN BROTHERS, ASSISTANT TO THE PUBLIC DEFENDER  
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
CHRISTINA MASTRIANNI, DEPUTY COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
AMY McBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME  
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

*Please note, the following contains a summarization of the August 29, 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 10:40 a.m.

Motion was made by Mr. Merlino, 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. Sokol referred to 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. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

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

- 2A) Request for a transfer of funds in the amount of \$15,822 from the Contingent Account to Budget Code A. 1950 417, *Taxes & Water Assessments on Property, Water/Sewer/Taxes*, to cover the payment of 2019 County/Town and 2019/20 School Taxes on County-owned property on Stone Quarry Road in the Town of Queensbury.

Mike Swan, *County Treasurer*, advised the funds were required to pay the property taxes on the property that the Warren County Economic Development had planned to purchase, but had since changed their mind. He said since the funds were not budgeted to pay the taxes, a transfer from the Contingent Account was required to cover the expense. He added going forward the funds would be included in his department budget until such time the property was sold.

Mr. Sokol apprised the balance of the Contingent Account was \$195,000.

Motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

- 2B) Request to authorize Glens Falls National Bank & Trust Company to issue a letter of credit on behalf of Warren County in the amount of \$233,900 to Blue Shield of Northeastern New York as an alternative to pre-funding the health insurance account.

Mr. Swan informed as a result of the County being self-insured, Blue Cross Blue Shield of Northeastern New York, who administered the County's health insurance claims for them, was requesting a letter of credit from Glens Falls National Bank in the amount of \$233,900 to provide them with the authority to reimburse themselves for the claims they paid on behalf of the County should a situation arise where the County had not reimbursed them for two months. He said this was a typical request, noting that the County continuously provided them with reimbursement.

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 September 20<sup>th</sup> Board Meeting.

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

- 3A) Request to establish Capital Project H389, *Airport Snow Removal Equipment Building-Design*, in the amount of \$150,000.

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 September 20<sup>th</sup> Board Meeting.

- 3B) Request to appropriate \$7,500 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.9950 910, *Transfers-Capital Projects*, to provide the local share for Capital Project H389, *Airport Snow Removal Equipment Building-Design*.

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

Mr. Sokol advised Agenda Item 4 pertained to a referral from the Environmental Concerns & Real Property Tax Services Committee, *Real Property*, involving a request to authorize the appropriation of funds in the amount of \$2,500 from the Environmental Testing Reserve Fund (A.893.00) to Budget Code A.1355 470, *Real Property Tax Services, Contract*, to pay for the removal of two tanks from Town of Chester Tax Map Parcel No. 104.10-4-5.

Motion was made by Mr. Geraghty, seconded by Mr. Dickinson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

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Proceeding with the Agenda review, Mr. Sokol stated Agenda Items 5A-B involved the following referrals from the Health, Human & Social Services Committee, *Veterans' Services*:

- 5A) Request to amend the County Budget in the amount of \$15,900 to reflect receipt of grant funding to cover the cost of purchasing billboard advertisements.

Ms. Braymer apprised she thought they had also approved a resolution to authorize the Veteran' Services Director to expend up to \$20,000 without having to go before the Committee for approval. Amanda Allen, *Clerk of the Board*, explained there would be a separate resolution to address that.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

- 5B) Request to amend the County Credit Card Policy to authorize an additional credit card for Veterans' Services with a monthly limit of \$500 to pay for incidentals for the Peer-to-Peer Program.

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 September 20<sup>th</sup> Board Meeting.

Mr. Sokol apprised Agenda Item 6 pertained to a referral from the Occupancy Tax Coordination Committee concerning a request to appropriate \$20,000 from Budget Code A.881, *Reserve-Occupancy Tax*, to pay the additional ATTA (*Adventure Travel Trade Association*) Elevate Conference expenses.

Ms. Braymer advised the Lake George Regional Chamber of Commerce & CVB would be reimbursing the County for these funds.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

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

- 7A) *County Clerk* - Request to amend the County Budget in the amount of \$37,050 to reflect receipt of the initial payment in Local Government Records Management Improvement Fund (*LGRMIF*) digital imaging grant funds for July 2019 - June 30, 2020.

Motion was made by Mr. Merlino, seconded by Mr. Dickinson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

- 7B) *Information Technology* - to appropriate funds totaling \$10,467 from the Computer Reserve Fund to various departmental budgets for the purchase of computers and related equipment and software.

Motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

Mr. Sokol advised Agenda Items 8A-B 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 advised he wanted to address an item that had not been included on the Agenda concerning the contract with Mahoney Alarms, who maintained the fire alarm at Countryside Adult Home. He explained

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there was an oversight with regard to the costs that needed to be included in the not to exceed amount.

Mary Elizabeth Kissane, *County Attorney*, stated a revision to a prior resolution was required to increase the amount not to exceed for the agreement with Mahoney Alarm Services for services provided to Countryside Adult Home from \$1,150 to \$1,492 and to add that any unplanned repairs would be billed at the prevailing wage rate.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting.

Resuming the Agenda review, Mr. Moore stated a Journal Report of transfers that had been made was included within the Agenda. Ms. Braymer asked what the \$20,000 transfer for legal fees pertained to and Ms. Kissane responded that the contract the County had with firm for legal work pertaining to the County Railroad had been budgeted under consultants; therefore, she said, the transfer was required to move that money into the account for legal work which also had funds set aside for to pay Bartlett, Pontiff, Stewart & Rhodes, P.C.

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, 3B, 4 and 5.

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 September 20<sup>th</sup> Board Meeting.

Moving along to the Addendum Agenda, Mr. Sokol addressed a request referred from this mornings meeting of the Support Services Committee regarding the appropriation of funds in an amount not to exceed \$21,188.60 from Budget Code A.898.00, *Reserve, Election Equipment*, to the Board of Elections budget to cover any gap in funding for the purchase of e-poll books caused by a possible reduction in New York State Aid to Localities grant funding.

Ms. Braymer questioned whether this was in response to the concern that there may be a reduction in funding and Mr. Moore replied affirmatively. Mr. Sokol advised the State had indicated the County would receive a minimum of \$15,000 in funding; however, he noted, there was nothing in writing to guarantee this. He said as of this moment they were in the dark as to whether any funding would be received at all. Mr. Moore apprised the State Division of Budget had indicated they would notify the County this week about their decision regarding the funding, but nothing had been relayed as of yet.

Motion was made by Mr. Simpson, seconded by Mr. Beaty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20<sup>th</sup> 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.

There being no further business to come before the Finance Committee, on motion made by Mr. Dickinson and seconded by Mr. Beaty, Mr. Sokol adjourned the meeting at 10:50 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board