

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: DECEMBER 5, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SIMPSON
MERLINO
DICKINSON
STROUGH
BEATY
FRASIER
GERAGHTY
BRAYMER
HYDE

OTHERS PRESENT:

ROB LYNCH, DEPUTY 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 McDEVITT

JULIE BUTLER, PURCHASING AGENT
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
RACHEL SEEBER, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the December 5, 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 10:29 a.m.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier 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.

Mr. Sokol apprised this was the last Finance Committee meeting he would be serving as Chair of and he would like to thank Chairman Conover for affording him with the opportunity to serve as the Vice-Chairman of the Board. He said he had thoroughly enjoyed his time serving as Chairman of the Committee during which they had some spirited conversations regarding the County finances. He said the purpose of the Committee was to approve resolutions that went before the full Board, with the hope that they would be adopted. He thanked the Committee members, Mary Elizabeth Kissane, *County Attorney*, Ryan Moore, *County Administrator*, Amanda Allen, *Clerk of the Board*, and the minute takers for the assistance they provided him.

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 December 20th Board Meeting.

Mr. Sokol advised Agenda Item 2 concerned a request from the County Treasurer, who was unable to attend the meeting, to authorize the issuance of serial bonds in the amount of \$1,800,000 to cover the cost of repairs as a result of the Halloween storm. He apprised Rob Lynch, *Deputy County Treasurer*, was in attendance to answer any questions the Committee members many have.

A motion was made by Mr. Beaty and seconded by Mr. Merlino to approve the request to authorize issuance of serial bonds as outlined above.

Mr. Beaty questioned whether this was a reimbursable expense from the Federal Government once they declared it an emergency aid incident and Mr. Lynch replied affirmatively. Mr. Lynch explained the County would be eligible to receive up to 75% reimbursement from the Federal Government for any repairs made as a result of this storm. Kevin Hajos, *Superintendent of Public Works*, interjected the reimbursement was dependent upon whether the Federal Government declared it as an eligible incident and thus far there had been no indication that they were going to do so. Mr. Beaty stated his understanding was that the Federal Government required a certain dollar amount of damage to be sustained in order to be eligible for reimbursement and he questioned whether they had reached this threshold. Mr. Hajos replied affirmatively, adding although they had reached the limit, it did not necessarily mean FEMA (*Federal Emergency Management Agency*) was going to provide them with reimbursement because they still had to approve the incident. Mr. Moore informed the County had been working with the State agencies, as well as FEMA on tracking all of those costs and submitting them. He said Congresswomen Stefanik had also been helpful by working with Governor Cuomo, who had put together a formal request for aide, which was submitted to the President of the United States, but the President had yet to act on that.

A discussion ensued during which Mr. Dickinson entered the meeting at 10:35 a.m.

Mr. Sokol called the question and the motion to authorize the issuance of serial bonds as outlined above was carried by majority vote, with Mr. Dickinson abstaining, and the necessary resolution was authorized for the December 20th Board Meeting.

Mr. Sokol stated Agenda Items 3A-C pertained to the following referrals from the County Facilities Committee, *Buildings and Grounds*:

- 3A) Request to increase Capital Reserve A.871.00 *Reserves, Rehab County Buildings*, in the amount of \$118,000 through a transfer of funds from Budget Code A.1624 413, *Human Services Buildings, Repair & Maint-Bldgs/Property*.

Motion was made by Mr. Geraghty, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

- 3B) Request to establish Capital Project H397, *OES Garage*, in the amount of \$450,000.

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 December 20th Board Meeting.

- 3C) Request to amend the County Budget in the amount of \$450,000 to reflect sale of land to Perkins Recycling and to transfer the proceeds to Capital Project H397, *OES Garage*.

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

Proceeding with the Agenda review, Mr. Sokol advised Agenda Items 4A-B involved the following referrals from the Criminal Justice & Public Safety Committee, *Sheriff*:

- 4A) Request to amend the County Budget in the total amount of \$134,876 to reflect revenue appropriated from the second half of the School Resource Officer contracts.

Ms. Braymer apprised when they first considered having School Resource Officers within the local school districts they had discussed including the cost of insurance and weapons within the contracts following the conclusion of the first year and she questioned whether these expenses had been incorporated into the contracts and Mr. Moore replied affirmatively.

Motion was made by Mr. Geraghty, seconded by Mr. Beaty and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

- 4B) Request to amend the County Budget in the amount of \$71,232.29, to properly budget for several 2019 expenditures from the 2017-18 PSAP State Homeland Security Grant.

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 December 20th Board Meeting.

Continuing with the Agenda review, Mr. Sokol apprised Agenda Items 5A-B concerned the following referrals from the Economic Growth & Development Committee, *Planning*:

- 5A) Request to increase Capital Project H380, *Promoting the First Wilderness*, in the amount of \$10,000 for the purpose of moving matching funds into the project to cover the cost of the contract with Advokate.

Mr. Geraghty queried what Advokate was and Ms. Braymer responded they were a marketing firm located in the City of Glens Falls, who she felt did an exceptional job with the posters of the towns in Warren County.

Motion was made by Mr. Strough, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

- 5B) Request to establish Budget Code A.691.11, *Deferred Revenue-Town Poster Sales*, where the funds received from the sale of posters on display at the Village of Lake George Visitors Center could be set aside to replenish inventory as needed.

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 December 20th Board Meeting.

Mr. Sokol advised Agenda Items 6A-C pertained to the following referrals from the Health, Human &

Social Services Committee:

- 6A) *Countryside* - Request to increase Capital Reserve A.861.00, *Countryside Rehabilitation Reserve*, in the amount of \$38,000 through a transfer of funds from Budget Code A.6030 413, *Countryside Adult Home, Repair & Maint-Bldgs/Property*.

Mr. Sokol stated he had been unable to attend the Committee meeting and he asked what the purpose of the request was. Mr. Geraghty replied this pertained to the generator for Countryside Adult Home.

Motion was made by Mrs. Frasier, seconded by Mr. Geraghty and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

- 6B) *Mental Health* - Request to amend the 2019 County Budget in the amount of \$4,140 to allow pass through of 100% State Aid funding from New York State Office of Mental Health designated for People USA, Inc.

- 6C) *Mental Health* - Request to amend the 2019 County Budget in the amount of \$11,094 to allow pass through of 100% State Aid funding from New York State Office of Mental Health designated for the Warren-Washington Association for Mental Health.

Motion was made by Mr. Geraghty, seconded by Mr. Strough and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 20th Board Meeting.

Mr. Sokol stated Agenda Item 7 concerned a referral from the Park Operations & Management Committee regarding a request to appropriate funds from Budget Code A.691.07, *Deferred Revenue - Gaslight Village Parking Fees*, to Budget Codes A.1625 410, *Charles R. Wood Park, Supplies* - \$546.35; A.1625 413, *Charles R. Wood Park, Repair & Maintain-Building/Property* - \$7,907.27; A.1625 270, *Charles R. Wood Park, Lawn & Landscaping* - \$94.99; and A.1625 422, *Charles R. Wood Park, Repair/Maint Equipment* - \$489.90, and authorize reimbursement to the Village of Lake George for expenses incurred in relation to attendants, various supplies, repair and maintenance of equipment, turf management, attendants and landscaping equipment for the Charles R. Wood Park during the months of August and September 2019.

A motion was made by Mr. Simpson and seconded by Mr. Merlino to approve the request as outlined above.

Mr. Geraghty asked whether it would be possible to provide Mr. Hajos with the authority to authorize reimbursing the Village of Lake George for these expenses up to a certain dollar amount without having to come before the Committee for approval and Mr. Lynch replied a resolution would be required in order for Mr. Hajos to be able to handle these transactions, similar to how the District Attorney and Sheriff's Office were permitted to handle asset forfeiture transactions.

A discussion ensued following which it was the consensus of the Committee for the matter to be discussed at the next Park Operations & Management Committee meeting in January of 2020.

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 December 20th Board Meeting.

Mr. Sokol apprised Agenda Items 8A-E pertained to the following referrals from the Public Works Committee, DPW:

- 8A) Request to increase Capital Project H393, *Johnsburg Bridge (Glen Creek Road & Dippikill Road Over Glen Creek)*, in the amount of \$383,873 (*Town of Johnsburg*);
- 8B) Request to increase Capital Project H394, *Olmstedville Road (CR 19) Reconstruction*, in the amount of \$320,527 (*Town of Chester*);
- 8C) Request to increase Capital Project H395, *Oxbow Hill & Moon Hill Road (CR 63) Reconstruction*, in the amount of \$138,850 (*Town of Queensbury*);
- 8D) Request to increase Capital Project H396, *East River Drive (CR16) & Call Street (CR 32) Rehabilitation*, in the amount of \$141,770 (*Town of Lake Luzerne*); and
- 8E) Request to establish Capital Project No. H398, *2019 Storm Damage*, in the amount of \$1.8 million, to be funded by serial bonds, to cover the cost of repair of damages caused by the October 31, 2019 storm.

Motion was made by Mr. Simpson, seconded by Mr. Beaty and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

Mr. Sokol advised Agenda Item 9 pertained to a referral from the Support Services Committee, *Clerk of the Board*, concerning a request for a transfer of funds in the amount of \$25,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1185 435, *Medical Examiner & Coroners, Medical Fees*.

Ms. Braymer questioned whether this was the second time additional money was requested for this purpose and Amanda Allen, *Clerk of the Board*, replied affirmatively, apprising the previous amount transferred was \$50,000. Mrs. Allen explained that \$100,000 was budgeted in 2019 to cover Medical Examiner fees for the year; however, she noted, since this expense was estimated there was no way to predict if this was accurate since it was dependent upon how often these services were used.

A discussion ensued following which a 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 December 20th Board Meeting.

Mr. Sokol advised Agenda Items 10A-E involved the following Requests/Items to be discussed by the County Administrator and he asked Mr. Moore to review them.

Mr. Moore stated prior to reviewing the Journal Report he would like to address a few items that were not included on the Agenda, the first of which concerned a request from Rob York, *Director, Office of Community Services*, to authorize Linda Wright, *LMHC, Child and Youth Single Point of Access Coordinator*, to attend "Autism Achieving Health Equity for Individuals, Families, and Communities" in Washington D.C. from December 10-11, 2019. He apprised Mr. York had indicated to him this would aid with improving the assistance the Office of Community Services provided to individuals with Autism. Mr. Moore added the Autism Speaks Organization was going to cover the cost for mileage and there were funds available within the existing Departmental Budget to cover this expense. He informed a resolution was required because the request pertained to out-of-State travel.

A motion was made by Mrs. Frasier and seconded by Mr. Beaty to approve the request for out-of-State travel as outlined above.

Mr. Beaty voiced his support of the request; he apprised that Andrew Paolamo, *Town of Queensbury Resident*, had spoken at the November 15th Board Meeting regarding how individuals with mild symptoms on Autism who were high functioning would like to maintain their independence through a number of different avenues. He remarked he felt this would enhance the County's understanding of the challenges individuals with Autism dealt with. He added he was fully supportive of providing housing or programs that assisted individuals with Autism.

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 December 20th Board Meeting.

Mr. Moore advised the next item that had not been included on the Agenda pertained to the Cornell Cooperative Extension. He stated Dr. James A, Seeley, *Executive Director, Cornell Cooperative Extension*, was requesting that a resolution be adopted supporting an increase in the amount of State funding provided to Cornell Cooperative Extension. Mr. Moore apprised he believed the amount of funding their organization received from the State had remained level for about eighteen years and Cornell Cooperative Extension would like a resolution adopted by the full Board before the end of the year for this purpose. Ms. Hogan added not only were the programs offered by Cornell Cooperative Extension important, but also a number of them were mandated by the State and she requested support of the request.

Motion was made by Mr. Merlino, seconded by Mr. Dickinson and carried unanimously to approve the request for a resolution supporting an increase in the amount of State funding provided to Cornell Cooperative Extension and the necessary resolution was authorized for the December 20th Board Meeting.

Returning to Agenda Item 10A, Mr. Moore stated a Journal Report of transfers approved by the County Administrator staff during October of 2019 was included within the Agenda.

10B) Request to amend the County Budget in the amount of \$45,581.05 to correct the amount of the unused budget carryover from 2018 to 2019 for the 2017 Interoperable Commm Grant, State Homeland Security Program.

Mr. Moore apprised it was brought to the attention of the Sheriff's Office by the County Treasurer's Office that it was necessary to amend the County Budget to correct the amount of the unused budget carryover from 2018 to 2019 as the result of an accounting entry that was overlooked.

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

10C) Request for a transfer of funds in the amount of \$191.25 from Budget Code A.1450 130, *Board of Elections, Part-Time*, to Budget Code A.1450 120, *Board of Elections, Overtime*, to cover overtime costs associated with the November 5, 2019 election.

Mr. Moore advised the Board of Elections was requesting a transfer of funds from within their departmental budget to cover the cost of overtime expenses incurred from the November 5, 2019 election.

Motion was made by Mr. Strough, seconded by Mr. Geraghty and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

- 10D) Request to extend the existing contract with P&NP Computer Services, Inc. for the historical license for Westmount Health Facility in the amount of \$1,575 for the term commencing January 1, 2020 and terminating December 31, 2020, as well as to allow for continued annual renewals as long as regulations require, provided the yearly fee does not increase by more than 5% per year.

Mr. Moore informed this request pertained to the County maintaining its responsibility for run out claims regarding Westmount Health Facility. Mr. Geraghty questioned whether this was in reference to the old bills and Tammie DeLorenzo, *Assistant to the County Administrator*, replied whenever the County was audited by Medicaid and Medicare, access was required to the records from the former Westmount Health Facility dating back seven years. She said this meant this contract would be necessary through the end of 2022.

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 December 20th Board Meeting.

- 10E) County insurance renewal.

Mr. Moore advised this pertained to the County's property and casualty insurance coverage, which for the first time in around twenty years was bid out. He explained this involved selecting insurance broker's that were interested in bidding for the County's coverage who were then allowed to provide the County with their requests for the preferred carrier's they would like to work with. He said as a result of this there were five different broker/carrier combinations that participated in this bid, but two of them had dropped out for various reasons. He stated the three broker's remaining were the current broker, Rose & Kiernan, Inc., who was working with NYMIR (*New York Municipal Insurance Reciprocal*) as the carrier; Arthur J. Gallagher Risk Management Services, Inc., who was working with Zurich Insurance; and Cool Insuring Agency, Inc., who used Travelers Insurance as the carrier. Mr. Moore referred to the recommendation from the County's consultant he had circulated prior to the meeting which concerned their analysis of those three proposals which he spoke briefly about before introducing Frank Calo, *representing OneGroup Center*, who was unable to attend the meeting, but had made himself available via teleconference to answer any questions the Committee may have on the matter. Mr. Calo then proceeded to provide a short summary of his recommendation.

A brief question and answer session ensued during which Amy Clute, *Self-Insurance Administrator*, voiced her support of moving forward with Mr. Calo's recommendation of awarding the contract to Arthur J. Gallagher Risk Management Services, Inc., the lowest responsible bidder for Broker for property and casualty broker services insurance pursuant to the terms and provisions of the specifications (WC 61-19) and proposal.

A motion was made by Mr. Strough, seconded by Mr. Beaty and carried unanimously to authorize renewal of the County's Property and Casualty Insurance for 2020 with Arthur J. Gallagher Risk Management Services, Inc., as well as to authorize payment to Arthur J. Gallagher Risk Management Services, Inc. and the necessary resolution was authorized for the December 20th Board Meeting.

Mr. Sokol advised Agenda Item 11 which 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 3 and 5C.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

With regard to the Pending Item, Mr. Sokol advised there were no updates on this Item.

Prior to offering privilege of the floor, Mr. Sokol apprised Ms. Braymer had asked that he bring forward a request to authorize conveyance of land offered at an on-line public auction held from November 12, 2019 until December 3, 2019 to dispose of certain land acquired by Warren County pursuant to Real Property Tax Foreclosure Auction. Ms. Braymer expounded that this request pertained to the parcel that had been sold at the October 19, 2019 Real Property Tax Foreclosure Auction, but the purchaser had stopped payment on the check and the second highest bidder did not want to pay for the parcel. She stated subsequently the Environmental Concerns & Real Property Tax Service Committee authorized a resolution, which was adopted by the full Board, that allowed the sale of that parcel on an on-line auction site. She informed since the Environmental Concerns & Real Property Tax Services Committee was not meeting again this year she would like for the Finance Committee to authorize the sale of the parcel for the bid they received in the amount of \$10,100.

A motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request to authorize conveyance of land offered at an on-line public auction as outlined above and the necessary resolution was authorized for the December 20th Board Meeting.

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

Mr. Simpson stated he was unsure if it was premature for him to bring this matter forward, but he and several Board members had attended the NACo (*National Association of Counties*) Conference in February of 2019 to continue to work on advocating for broadband coverage in the rural areas of the County. He said he was unsure if anyone else would like to attend the Conference in February of 2020, but he would because he would like to resume working with the contacts he had made at the Federal Government on this issue. Mr. Sokol asked Mr. Thomas if this expense had been budgeted for and Mr. Thomas replied in the negative.

A discussion ensued following which is was the consensus of the Committee to hold off on making a determination on the request until the January 2020 Committee meeting when more details regarding the cost of the Conference were available.

Prior to adjourning, Mr. Sokol stated since Ms. DeLorenzo was not in attendance at the beginning of the meeting, he would like to thank her for the assistance she had provided him during his tenure as the Chairman of the Finance Committee.

Ms. Braymer stated she would like to recognize Ms. Clute for all of the work she did on the bid for the an insurance broker for property and casualty insurance, which was saving the County a substantial amount of money. Mr. Moore thanked the Committee members for moving forward with the recommendation made by the consultant they hired to analyze the bids to determine which one

provided the County with the best deal.

There being no further business to come before the Finance Committee, on motion made by Ms. Braymer and seconded by Mr. Dickinson, Mr. Sokol adjourned the meeting at 11:18 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board