

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: AUGUST 12, 2015

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER  
TAYLOR  
SOKOL  
MONROE  
WOOD  
KENNY  
MERLINO  
FRASIER  
DICKINSON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
AMY BARTLETT, FIRST ASSISTANT COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS GIRARD  
SEEBER  
SIMPSON  
WESTCOTT  
MIKE SWAN, COUNTY TREASURER  
FRANK DITTRICH, WARREN COUNTY LODGING ASSOCIATION  
DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Mr. Conover called the meeting of the Finance Committee to order at 9:44 a.m.

Motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to approve the minutes of the prior Committee meeting, subject to 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 the Agenda review with Section III, Item 1, Mr. Conover addressed a request to authorize transfers of funds, as included in the Agenda packet for Committee approval.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the August 21<sup>st</sup> Board Meeting.

In regards to Agenda Item 2, Mr. Conover reported there were no requests from County Treasurer's Office and Mike Swan, *County Treasurer*, confirmed this was correct. Moving on to Agenda Item 3, Mr. Conover outlined a referral from the Criminal Justice Committee, *Public Defender*, requesting to amend the County Budget to increase estimated revenues and appropriations in the amount of \$75,117 to reflect the receipt of funds from the Year 1 Distribution of Upstate Quality Improvement and Caseload Reduction grant from the New York State Office of Indigent Legal Services (*NYSOILS*) Contract No. C000652.

Mr. Monroe recalled that this grant had provided close to \$200,000 a few years ago and he questioned why it had been reduced. Paul Dusek, *County Administrator*, responded that in the past NYSOILS had provided a bulk amount of funding for the year based upon one grant application; however, he explained, they had since changed their granting procedure to require separate applications for each new expenditure, such as in this case to fund the new 6<sup>th</sup> Assistant Public Defender position.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the August 21<sup>st</sup> Board Meeting.

Agenda Item 4, Mr. Conover announced, pertained to a referral from the Gaslight Village Ad Hoc Committee requesting to Increase Capital Project No. H338.9550 280, *Lake George Environmental Park*, in the amount of \$256,934.98.

Mr. Conover questioned what this funding would be used for and Mr. Monroe replied he believed this increase represented grant and Local Share funding that would be used for the porous paving project planned for the West Brook Parking Lot. Mr. Dusek noted that there were several facets to the Lake George Environmental Park Project, but said he was unsure what one this funding applied to. Chairman Geraghty pointed out that the attachment included in the agenda indicated a breakdown of the funding source for this increase, the majority of which was NYSEFC (*New York State Environmental Facilities Corporation*) grant funding. Mr. Monroe suggested approving the request contingent upon verification of what the funding would be used for.

Motion was made by Mr. Dickinson, seconded by Ms. Wood and carried unanimously to approve the request, contingent upon verification of what the funding would be used for, and the necessary resolution was authorized for the August 21<sup>st</sup> Board Meeting.

Continuing to Agenda Item 5, Mr. Conover outlined a referral from the Park Operations & Management Committee requesting to appropriate funding in the amount of \$4,522.08 from Budget Code A691.07, *Deferred Revenue-Gaslight Village Parking Fees*, to Budget Code A.1625 470, *Gaslight Village Property, Contract*, to reimburse the Village of Lake George for various maintenance and event expenses incurred at the Festival Commons.

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 August 21<sup>st</sup> Board Meeting.

Mr. Conover advised Agenda Items 6A-E consisted of referrals from the Public Works Committee, *DPW*, which he proceeded to outline as follows:

- A) Request to decrease Capital Project No. H258.9550 280, Tannery Bridge over Stony Creek in the amount of \$55,633.32;
- B) Request to decrease Capital Project No. H319.9950 280, Hicks Road Reconstruction in the amount of \$314,607.73;
- C) Request to decrease Capital Project No. H277.9550 280, Beach Road Reconstruction in the amount of \$136,821.15;
- D) Request to increase Capital Project No. H332.9550 280, West Brook Parking Lot Project in the amount of \$687,411.81; and
- E) Request to Amend the County Budget in the amount of \$66,880.55 to transfer local match funds for various projects.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve Items 6A-E, as outlined above, and the necessary resolutions were authorized for the August 21<sup>st</sup> Board Meeting.

Mr. Conover noted that at the Personnel Committee meeting held earlier that morning action had been taken to appoint Jackie Figueroa, *Executive Assistant to the County Human Resources Director*, as the new Human Resources Director effective August 24, 2015; however, he stated, they had neglected to authorize the backfilling of the position Ms. Figueroa would be vacating and he requested a motion of the Finance Committee to authorize such.

A motion was made by Mr. Dickinson, seconded by Ms. Wood and carried unanimously to authorize the filling of the Executive Assistant to the County Human Resources Director position which would be vacated due to promotion and refer same to the Personnel Committee for reporting purposes.

Privilege of the floor was extended to Mr. Dusek to address Agenda Item 7, pertaining to the Journal Report identifying transfers authorized by the County Administrator, as required by the Committee. Mr. Dusek proceeded to review some of the larger transfers included in the Report, pointing out a \$50,000 transfer for the DPW which was necessary for the rental of paver equipment to complete some

paving work when the County's unit was broken; an \$8,100 transfer for the Office of Emergency Services to offset a budgeting error between the telephone and data processing/internet fees codes; multiple transfers for the Office of Emergency Services to fully expend grant funds; a \$2,000 transfer for the Public Health Division to purchase equipment for the WIC (*Women Infants Children*) program; a \$2,815 transfer for the Sheriff's Law Enforcement Division to purchase additional collision coverage for vehicles; and another \$25,963 transfer for the Sheriff's Law Enforcement Division to repair a leaky hot water tank, as well as to make HVAC repairs. With respect to the hot water tank and HVAC repairs, Mr. Dusek reminded the Committee that the Sheriff's Office was reimbursed for these expenditures through an appropriation from the Contingent Fund as approved by the Finance Committee last month. He acknowledged that many other small transfers had been approved, as well, and he noted that during the course of the budget reviews for each Department they would talk about these issues to determine whether budgeting procedures could be changed to eliminate or at least lessen the need for such transfers in the future.

Concluding the Agenda review, Mr. Conover announced Item 8 pertained to Finance Committee action which was required on the following items as approved by the Personnel Committee: Personnel Agenda Items 2-5.

Motion was made by Mr. Taylor, seconded by Ms. Wood and carried unanimously to approve Personnel Agenda Items 2-5 and the necessary resolutions were authorized for the August 21<sup>st</sup> Board Meeting.

Ms. Seeber advised she had been discussing the possibility of the County joining the Adirondack Regional Chamber of Commerce (ARCC) with other supervisors and she questioned whether this matter could be included on the agenda for discussion at the next Finance Committee meeting. Mr. Dusek acknowledged that he had been included in these email discussions; he explained that the County had an option of becoming a member of the ARCC at a cost he estimated to be in the vicinity of \$500 to \$600 per year as a government entity. He continued that based on his past experience, he believed this membership would be of value to the County because it would provide an opportunity to communicate with the various businesses who were part of the ARCC to get a feel for what their wants and needs were. Mr. Dusek noted that although they were already receiving some of this feedback through the roundtable discussions Mr. Merlino was holding with members of the business community, regular contact with the ARCC would be helpful in this regard, as well. Additionally, Mr. Dusek stated that the ARCC would offer benefits to the County in terms of the programs they offered. He said there was funding available in the Contingent Fund which could be transferred to the Board of Supervisors Contract Budget Code to purchase the membership, if the Committee was in agreement. Speaking as the Budget Officer, Mr. Thomas stated that based on the information he had received from Ms. Seeber, this seemed to be a good idea as the ARCC offered a number of educational programs that Supervisors and County employees could benefit from. Supervisor Conover suggested a better way to fund this membership may be to do so through the Tourism Department; he added, this may provide a better administrative procedure as there was already quite a bit of interaction between the Tourism Department and the ARCC.

Motion was made by Mr. Dickinson and seconded by Mr. Merlino to authorize the County's membership in the ARCC with the associated membership costs to be funded through the Tourism Budget.

In response to a question posed relative to the membership term, Ms. Seeber advised the membership began whenever an entity joined and extended for one year. Ms. Seeber also pointed out discussion on this matter had begun following a recent Support Services Committee meeting in response to a search by the Meals on Wheels program for volunteers; she added that the ARCC offered a good means for sending emails seeking volunteers, but could also be used in job search scenarios, as well as to reach out to businesses and tourism agencies that they could be doing business with by using ARCC lists. Additionally, Ms. Seeber pointed out that the one membership fee charged to the County would allow for as many users as they desired to sign up.

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Mr. Kenny questioned whether securing an ARCC membership would create pressure to join other chambers and Mr. Dusek responded that while they may be approached by others, he believed they could make the argument that the regional nature of the ARCC made it appropriate for the County to join.

Following further discussion, Mr. Conover called the question and the aforementioned motion was carried by a unanimous vote, thereby authorizing the necessary resolution for the August 21<sup>st</sup> Board Meeting.

There being no further business to come before the Finance Committee, on motion made by Ms. Wood and seconded by Mrs. Frasier, Mr. Conover adjourned the meeting at 10:01 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board  
*As transcribed by Amanda Allen, Clerk of the Board*