

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: DECEMBER 9, 2015

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER  
TAYLOR  
SOKOL  
MONROE  
KENNY  
MERLINO  
FRASIER

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
AMY BARTLETT, ASSISTANT COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
LEE POLLOCK, ROSE & KIERNAN INSURANCE BROKERS  
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS WOOD  
DICKINSON

SUPERVISORS BROCK  
GIRARD  
SEEBER  
SIMPSON  
STROUGH  
WESTCOTT  
AMY CLUTE, SELF INSURANCE ADMINISTRATOR  
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS  
LARRY PALTROWITZ, SPECIAL COUNSEL  
LEE POLLOCK, ROSE & KEIRNAN, INC.  
CLAUDIA BRAYMER, CITY OF GLENS FALLS RESIDENT  
GEORGE STEC, TOWN OF QUEENSBURY RESIDENT  
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT  
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 December 9, 2015 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/finance/>*

Mr. Conover called the meeting of the Finance Committee to order at 11:14 a.m.

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 Mr. Sokol seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Mr. Conover advised that Agenda Items 2A-B pertained to the following requests from the County Treasurer's Office:

- 2A) Request for a new contract with Drescher & Malecki, LLP to provide Annual Single Audit services for the term commencing January 1, 2016 and terminating December 31, 2018 with the option of an additional three-year term.

Motion was made by Mr. Kenny, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

- 2B) Request to ratify the actions of the County Treasurer and to authorize a loan from the General Fund in an amount not to exceed \$0.8 Million to Westmount Health Facility at an interest rate of 0.15%.

Mr. Monroe noted this request appeared to be for a temporary advance that would cover Westmount operations until IGT (*inter-governmental transfer*) funds were received and he had no issue with the request.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried by majority vote, with Messrs. Kenny and Merlino voting in opposition, to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Mr. Conover advised Agenda Items 3A-D consisted of referrals from the County Facilities Committee, *Airport*, which he proceeded to outline as follows:

- 3A) Request to establish Capital Project H364, *Runway 30 Obstruction Removal*, in the amount of \$80,000.
- 3B) Request to increase Capital Project H303, *Runway 1-19 Environmental Assessment*, in the amount of \$285,000.
- 3C) Request to increase Capital Project H325, *Avigation Easement Runway 30*, in the amount of \$1,120,000.
- 3D) Request to increase Capital Project H362, *Airport - Natural Gas Conversion*, in the amount of \$8,000.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve Items 3A-D, as outlined above, and the necessary resolutions were authorized for the December 18<sup>th</sup> Board Meeting.

Moving along, Mr. Conover apprised Agenda Items 4A-B pertained to the following referrals from the Criminal Justice Committee:

- 4A) *District Attorney* - Request for a contingent fund transfer in the amount of \$7,070 to various budget codes to cover the On-Call Stipend Program for 2015.

Motion was made by Mr. Monroe, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

- 4B) *Public Defender* - Request to amend the 2015 County Budget to include funds in the amount of \$4,300 from the New York State Office of Indigent Legal Services.

Motion was made by Mr. Monroe, seconded by Mr. Kenny and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Continuing to Agenda Items 5A-B, Mr. Conover outlined referrals from the Health Services, as follows:

- 5A) *Public Health* - Request to amend the 2015 County Budget in the amount of \$1,757 to include grant funds received for cost of living adjustments to the Disease Program.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

- 5B) *Westmount Health Facility* - Request for new contract with McCarthy & Conlon, LLP for auditing services at Westmount Health Facility for the term commencing January 1, 2016 and terminating December 31, 2016.

In response to inquiries as to why this contract would be extended for a full year given the impending sale of Westmount Health Facility, Amy Bartlett, *Assistant County Attorney*, assured the Committee that the County Attorney's Office had been including specific language in all Westmount contracts indicating that the term of agreements will end in coordination with the Facility sale.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the request

and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Mr. Conover advised Agenda Item 6 pertained to a referral from the Human Services Committee, *Employment and Training*, regarding a request to amend the County Budget in the amount of \$43,826 to reflect the receipt of Federal Trade Adjustment Act funds for the training of seven dislocated workers.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Next, Mr. Conover apprised Agenda Items 7A-D concerned the following referrals from the Parks Operations & Management Committee:

- 7A) Request to authorize the appropriation of \$7,620.52 from Gaslight Village Parking Fees and to authorize reimbursements to the Village of Lake George for expenses incurred in relation to events/maintenance costs related to the Festival Commons.
- 7B) Request to amend Resolution No. 554 of 2015 to increase the Village of Lake George portion of the Festival Commons perimeter fence cost by \$4,560, to a total of \$65,144, as well as to indicate that the Village will make immediate payment of \$30,000 of this total, with the remaining balance of \$35,144 to be paid on or before June 1, 2016.
- 7C) Request to amend Resolution No. 575 of 2015 to increase the amount appropriated from the Occupancy Tax Reserve (A.881.00) to Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, by \$7,440 to a total of \$33,287.
- 7D) Request to increase Capital Project No. H357, *Charles R. Wood Park Festival Space Perimeter Fence*, in the amount of \$12,000.

Mr. Monroe said he was somewhat confused by Items 7B-D as these items had not been addressed by the Park Operations & Management Committee. Amanda Allen, *Clerk of the Board*, apprised that Items 7B-D consisted of requests from the Treasurer's Office, received subsequent to the Park Operations & Management Committee meeting, following notification by DPW staff of a \$12,000 invoice from a vendor for the Festival Commons perimeter fence for which funding was not encumbered or recorded.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve Items 7A-D and the necessary resolutions were authorized for the December 18<sup>th</sup> Board Meeting.

Proceeding, Mr. Conover outlined Agenda Item 8, a referral from the Public Safety Committee, *Office of Emergency Services*, regarding a request for a Contingent Fund transfer in the amount of \$4,000 to Budget Code A.3410 470, *Fire Prevention & Control, Contract*, to cover the cost of cause and origin fire investigations through the end of 2015. Mr. Conover noted it appeared the budgeted funds for cause and origin fire investigations had been spent and that these funds were necessary to sustain such costs through the close of 2015 and Chairman Geraghty stated this was correct.

Motion was made by Mr. Merlino, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Mr. Conover reported Agenda Items 9A-E pertained to the following referrals from the Public Works Committee, *DPW*:

- 9A) Request to establish Capital Project H365, *Bay Road (CR7) Pavement Preservation*, in the amount of \$57,000.

Motion was made by Mr. Merlino, seconded by Mr. Monroe and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

- 9B) Request to establish Capital Project H366, *West Mountain Road (CR58) Pavement Preservation*, in the amount of \$37,500.

- 9C) Request to increase Capital Project H351, *CR44 Over Hudson River Bridge Painting Project*, in the amount of \$1,800.
- 9D) Request to increase Capital Project H352, *CR13 & CR31 Bridge Painting Project*, in the amount of \$15,200.
- 9E) Request for a new contract with Evolution Recycling, Inc. for electronics recycling services (WC 82-15).

Motion was made by Mr. Kenny, seconded by Mrs. Frasier and carried unanimously to approve Items 9B-E and the necessary resolution were authorized for the December 18<sup>th</sup> Board Meeting.

Continuing with the Agenda Review, Mr. Conover announced Agenda Item 10 pertained to the presentation of renewal rates for Warren County's Property and Casualty Insurance for 2016. Privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who apprised that this review of property and casualty insurance coverages was held at the end of every year by the Support Services Committee, typically closer to the December Board Meeting; however, she stated, Mr. Conover had been gracious enough to allow this matter to be included on the Finance Committee Agenda to provide more convenient timing. She advised the property and casualty coverages were held with various carriers and the funding for these policies had already been built into the 2016 Budget. Ms. Clute introduced Lee Pollock, *of Rose & Kiernan, Inc.*, who provided a brief overview of the Warren County 2016-17 Renewal Survey document which was distributed to the Committee members; *a copy of the Renewal Survey is also on file with the meeting minutes.*

At the conclusion of Mr. Pollock's review, a motion was made by Mr. Sokol, seconded by Mr. Merlino and carried unanimously to approve renewal of the County's property and casualty insurance coverage for 2016, as outlined in the information provided by Mr. Pollock, and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Resuming the Agenda review, privilege of the floor was extended to Mr. Dusek to address Agenda Item 11, pertaining to the Journal Report identifying transfers authorized by the County Administrator, as required by the Committee. Mr. Dusek provided a brief overview of the Report, noting there was nothing included that he found troubling.

Mr. Conover announced Agenda Item 12 pertained to Finance Committee action which was required on the following items as approved by the Personnel Committee: Personnel Agenda Items 2, 3A-E, 4A-C, 5 and 6 and 8.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolutions were authorized for the December 18<sup>th</sup> Board Meeting.

Chairman Geraghty noted he had received communication from Mr. Beaty questioning the Westmount sale and he noted that Larry Paltrowitz, *Special Counsel*, was present if they would like to address the matter. Both Messrs. Beaty and McDevitt indicated that they had spoken with Mr. Paltrowitz privately and he had answered their questions.

There being no further business to come before the Finance Committee, on motion made by Mr. Taylor and seconded by Mr. Sokol, Mr. Conover adjourned the meeting at 11:38 a.m.

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