

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE, PERSONNEL & HIGHER EDUCATION

DATE: FEBRUARY 29, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
SEEBER
SOKOL
SIMPSON
MERLINO
DICKINSON
GIRARD
FRASIER
BEATY
MCDEVITT
BRAYMER

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BROCK
GIRARD
LEGGETT
MACDONALD
WOOD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MIKE SWAN, COUNTY TREASURER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
CYNTHIA SCHROCK SEELEY, DEPUTY COMMISSIONER OF SOCIAL SERVICES/CHIEF LEGAL COUNSEL
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
SHAWN LAMOUREE, UNDERSHERIFF
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
LARRY PALTROWITZ, SPECIAL COUNSEL FOR THE COUNTY
KIM COOK, DIRECTOR, THE OPEN DOOR
GEORGE STEC, TOWN OF QUEENSBURY RESIDENT
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
CHRISTINE SCANLON, *SUN COMMUNITY NEWS*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the February 29, 2016 meeting of the Finance, Personnel & Higher Education 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/2016/finance/>

Mr. Conover called the meeting of the Finance, Personnel & Higher Education Committee to order at 1:31 p.m.

Motion was made by Mr. Sokol, seconded by Mr. Simpson 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, Mr. Conover offered privilege of the floor to anyone present who would like to speak at this time, but no response was given

Continuing on to Agenda 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 Simpson, seconded by Mrs. Frasier and carried unanimously to approve the

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request and the necessary resolution was authorized for the March 18th Board Meeting.

Moving on to Agenda Item 2, privilege of the floor was extended to Jackie Figueroa, *County Human Resources Director*, who indicated the report on tracking of salary implications for positions filled since the last Committee meeting was included in the Agenda packet and she welcomed anyone with questions to contact her after the meeting. She inquired whether the Committee would like her to include a separate section on the report for newly created positions, which were currently not being tracked. Ms. Seeber said she felt it would be helpful to include this information. It was the consensus of the Committee going forward that the report include the aforementioned information.

Mr. Conover advised Agenda Item 3A-B pertained to the following requests from the County Treasurer:

- 3A) Request to close Capital Project H235, *Finance and Human Resource Management*, and return the estimated cash balance of \$1,921.91 to the General Fund.

Motion was made by Mr. Girard, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

- 3B) Request to amend the 2016 County Budget in the total amount of \$458,407.88 to record the costs associated with payment of the Siemens contract for the co-generation lease, performance assurance and maintenance services and to record a revenue for the reimbursement of a portion of these cost by Warren Operations Associates, LLC. A source of funding will need to be identified for the \$1,578.16 that was already spent, as directed, to pay the performance assurance expenses for January and February which will not be reimbursed by Warren Operations Associates, LLC.

Mr. Conover asked whether they should hold off on discussing the matter until Larry Paltrowitz, *Special Counsel for the County*, arrived. Mike Swan, *County Treasurer*, informed that this particular expense was not related to the legal issues with Siemens but rather concerned action required in order to continue to make the payments for the lease. He said a budget account and revenue stream needed to be created. He remarked in no way did this action make any determination on how the matter with Siemens should be handled.

Mr. Conover asked how much revenue Mr. Swan anticipated receiving and Mr. Swan replied the only revenue he was aware of for this purpose was a payment on the lease from Warren Operation Associates; however, he said, he was unsure whether any revenue would be received to offset the performance assurance and maintenance services. Mr. Conover inquired what the estimated cost for the performance assurance was and Mr. Swan responded that it would be about \$800 a month. He pointed out the bulk of the payment was for the lease. He explained according to the agreement in place, Centers should be sending payments to offset the cost. He added Centers had been billed for the lease payments.

Mr. Conover questioned whether a source of funding needed to be identified to pay the portion of the expense that was not offset and Mr. Swan responded affirmatively, noting either the unappropriated fund balance or the contingent account would need to be used, as there were no other sources of funding available.

Mr. Conover announced they would return to Agenda Item 3B when Mr. Paltrowitz arrived.

Agenda Items 4A-C, Mr. Conover stated, pertained to the following referrals from the Criminal Justice & Public Safety Committee:

- 4A) *Assigned Counsel*-Request to amend the Table of Organization and Salary Schedule to delete the

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existing position of Assistant to the Assigned Counsel Administrator, *less than part-time, Annual Salary \$15,218*, and create the position of Clerk, *less than part-time, Annual Salary \$15,218*, effective March 21, 2016. This change will allow the fully funded part-time position to be filled at no cost to Warren County and will provide access to a much wider pool of candidates to fill same.

Motion was made by Ms. Seeber, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

- 4B) *Probation*- Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Probation Supervisor #1 position salary from \$65,155 to \$60,000 retroactive to January 19, 2016. Although the employee filling this position is being paid \$60,000, a resolution is necessary to formally amend the Salary Schedule retroactively to reflect same as the request was not presented at the time approval to fill the position was given.

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 March 18th Board Meeting.

- 4C) *Public Defender*- Request for a new policy to authorize an alternate day off in lieu of a scheduled holiday in the event that an employee is called in to work on an official holiday, or if an employees normal day off falls on an official holiday.

Ms. Seeber questioned whether the policy should be expanded to include the County Attorney's Office and the District Attorney's Office since the policy may be applicable to them, as well and Paul Dusek, *County Administrator*, replied that according to the language in the policy it was applicable to all non-Union and Fair Labor Standards act exempt employees; therefore, he noted, it was not specific to the Public Defender's Office but rather all employees who fell within that type of status, and Ms. Figueroa concurred.

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

Mr. Conover advised Agenda Items 5A-D consisted of the following referrals from the Health, Human and Social Services Committee and he reviewed them as follows:

- 5A) *Countryside Adult Home*- Request to reclassify the position of Laborer, *Grade 2, Annual Base Salary \$25,281*, to Food Service Helper, *Grade 2, Annual Base Salary \$25,281*, effective retroactive to February 22, 2016, and to amend the Table of Organization and Salary Schedule accordingly. This request was made as per the direction of the Personnel Officer in order to make the position title better fit the duties assumed by the position.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

- 5B) *Department of Social Services*- Request to increase the salary of the First Assistant Social Services Attorney from \$67,052 to \$70,000 effective March 21, 2016 and to amend the Table of Organization and Salary Schedule accordingly in order to align the salary of the First Assistant Social Services Attorney with that of the First Assistant County Attorney.

Ms. Seeber asked why the resolution request form listed a different effective date than the Agenda and Amanda Allen, *Clerk of the Board*, stated that the normal procedure was to make the effective date the Monday immediately following the Board meeting.

Ms. Braymer informed that while she was appreciative of the effort being made by Cynthia Schrock

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Seeley, *Deputy Commissioner of Social Services/Chief Legal Counsel*, advocating for the pay increase, she was opposed to it because the individual in the position had already received a pay increase this year. Mr. Beaty remarked he was uncomfortable moving forward with the request, as well. He said he did not think an individual should have their salary increased to match another position within the County that they had applied for.

Mr. Dusek stated although this was a unique situation he believed the two positions were essentially the same which meant they should be paid the same salary. He added the First Assistant Social Services Attorney dealt with very sensitive social services issues concerning child protective services and other matters of similar nature; therefore, he noted, a well experienced attorney who could manage the caseload was required for the position. He stated the individual currently in the position had proven herself to be reliable and competent which was why he would hate to lose them to the position in the County Attorney's Office for an increase of about \$3,000 more on an annual basis. He mentioned he thought the increase would fall within the appropriate salary range for the position. He encouraged the Committee members to consider the disruption in service that would occur should they not move forward with the request, as he believed that to be far worse than the increase in salary which was partially reimbursed by the State.

Mr. Dickinson commented that the matter had been discussed during the Health, Human and Social Services Committee meeting today and he was fully supportive of it.

Patricia Nenninger, *Personnel Officer*, advised the correct title for the position was Assistant Social Services Attorney and not the First Assistant County Attorney.

A discussed ensued following which a motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried by majority vote, with Mr. Beaty and Ms. Braymer voting in opposition, and the necessary resolution was authorized for the March 18th Board Meeting.

Returning to Agenda Item 3B, Mr. Conover requested that Mr. Paltrowitz review the request and provide some input on it. He explained that Mr. Swan was seeking authorization to create an expenditure line within the County Budget in the amount of \$458,407.88 in order to pay the bills associated with Siemens. In addition to this, Mr. Conover apprised there was already an obligation in the amount of \$1,578.16 which had accrued over the last few months.

Mr. McDevitt questioned whether the County would lose anything in terms of their legal viability and credibility, assuming the County became involved with litigation with Siemens, if they chose to not move forward with these performance assurance reports. Mr. Paltrowitz responded that anything related to budgeting purposes could be discussed in open session; however, he noted, anything relating to the legal aspects concerning Siemens would need to be addressed in an executive session. He recommended Mr. McDevitt's question be addressed in an executive session.

Mr. Conover inquired how much of the \$458,407.88 the County could anticipate being reimbursed for from Centers. Mr. Paltrowitz apprised under the arrangement with Centers the lease for the Co-Gen was not assigned. He said Centers would be reimbursing the County for the monthly lease payment which was slightly more than \$32,000. He mentioned there were two other components to the agreement with Siemens, the first of which concerned technical support and the other related to the performance guarantee and he was unsure whether they were included in the \$458,407.88. He informed at this point in time the County was in active discussions with Centers to confirm whether they would like either of those two components to continue or not; he said this was all dependent upon what the County would pay and what Centers or Warren Operations would reimburse the County for.

Ms. Braymer interjected that she thought those components had all been negotiated as part of the sale. Mr. Paltrowitz stated although that was true, Centers was within their rights to determine they did not want to continue with the technical support or performance assurance any longer and if so the County would end those components prospectively. He said this meant Centers would not reimburse the

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County for anything the County did not expend funds on. Ms. Braymer asked whether Centers was required to operate the Co-Gen facility for a certain number of years and Mr. Paltrowitz replied affirmatively. Mr. Paltrowitz informed Centers had the right to perform the maintenance and repairs on the Co-Gen in-house should they chose to do so. He stated their only commitment was to continue to operate the Co-Gen which they were honoring.

Ms. Seeber asked whether the County had provided Centers with the option of making no determination on the performance guarantee or technical support before the sale closed and Mr. Paltrowitz responded in the affirmative. Ms. Seeber inquired whether this meant the County was not receiving any reimbursement for either of those components; Mr. Paltrowitz replied that was not necessarily the case, as there were three components involved. He reiterated the first component was the lease for the Co-Gen; a component for technical support; and a component for the performance guarantee. He mentioned at this point the County was waiting on a determination from Centers as to whether they wanted to continue with the technical support and performance guarantee. Ms. Seeber questioned whether any reimbursement would be received for January and February of 2016 for those two components. Mr. Paltrowitz apprised the Performance Guarantee was billed quarterly and had been paid in December of 2015. In regards to the technical support, he advised it was billed on a monthly basis. He said it was his understanding that Centers had received the benefit of technical support during both January and February; therefore, he opined, the County would be reimbursed by them for this time frame. He added he was unsure whether they would continue to use the benefit, as this was their choice. He informed the discussions were on-going as to whether Centers could continue with the performance guarantee. He indicated he had been told by representatives of the County that the \$1,578.16 referenced in the request was representative of 2/3rd of the quarterly bill for the performance assurance that had been paid in December of 2015; however, he noted, he had not reviewed any documentation supporting such.

In response to a question asked by Ms. Seeber, Mr. Paltrowitz explained in order for Centers to pay a bill within a thirty day time frame it was necessary for them receive a bill they had a thorough understanding of. He said the bill that was initially sent to Centers had been delayed by the County and was not clear as to what it was for. He apprised since then this had all been clarified, he anticipated the County would receive a response from them within a matter of time.

A discussion ensued following which Mr. Conover called for a motion to enter into executive session to discuss matters dealing with attorney/client privilege with regard to pending litigation.

Motion was made by Ms. Seeber, seconded by Ms. Braymer and carried unanimously that executive session be declared pursuant to Section 105(d) of the Public Officers Law.

Executive session was held from 2:02 p.m. until 2:26 p.m.

Mr. Conover announced no action was taken during the executive session.

Mr. Conover called for a motion to bring Agenda Item 3B to the floor. The necessary motion was made by Mr. Simpson and seconded by Mr. Dickinson to approve the request to authorize the appropriation of funds in the amount of \$458,407.88 to record the cost associated with payment of Siemens contract for the co-generation lease, performance assurance and maintenance services and to record a revenue for the reimbursement of a portion of these cost by Warren Operations Associates, LLC with the source of funding to be allocated from the Unassigned Fund Balance.

A discussion ensued following which Mr. Conover called the question and the motion was carried unanimously. The necessary resolution was authorized for the March 18th Board Meeting.

Mr. Conover resumed the Agenda review with Agenda Items 5C, and 5D as follows:

5C) *Employment & Training Administration*- Request to amend the 2016 County Budget in the

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amount of \$1,509 to reflect the receipt of Federal Trade Adjustment Act funds intended to provide reimbursement for the training of four dislocated workers.

Motion was made by Mrs Frasier, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

- 5D) *Public Health*- Request to set the salary of the Assistant Director of Patient Services position and to amend the Table of Organization and Salary Schedule accordingly. The Health, Human & Social Services Committee approved the filling of the vacant position, due to retirement, but referred the matter to the Finance, Personnel & Higher Education Committee to set the salary for the position pursuant to a salary study.

Ms. Auer, *Director of Public Health*, apprised that as a follow up to the discussion they had at February 22nd meeting of the Health, Human and Social Services Committee a salary survey was conducted for the position which determined an appropriate salary for the position was \$76,000. She noted this was slightly lower than the current salary.

A discussion ensued following which a motion was made by Mrs. Frasier, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

Moving along, Mr. Conover apprised Agenda Item 6 pertained to a referral from the Support Services Committee, *Information Technology*, concerning a request for a new contract with Time Warner Cable Enterprises LLC to provide the Employment and Training Administration with a connection to the County Center when they move to their new location. *Note: This request was not entertained by the Support Services Committee as the issue arose after the Committee met; Supervisor Vanselow was consulted and was not objective to the request being presented to the Finance, Personnel & Higher Education Committee in an effort to secure this contract before the Employment & Training Administration's Office move took place.*

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 February 29th Special Board Meeting.

Moving along, Mr. Conover apprised Agenda Items 7A-D pertained to the following referrals from the Tourism, Occupancy Tax Coordination & Wood Park Committee:

- 7A) *Park Operations & Maintenance (O&M)* - Request to appropriate \$423.59 from Budget Code A.691.07, *Deferred Revenue-Gaslight Village Parking Fees*, to Budget Code A.1625 470, *Gaslight Village Property, Contract*, and to authorize reimbursements in the same amount to the Village of Lake George for expenses incurred in relation to maintenance for the Charles R. Wood Park Festival Commons.

Motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

- 7B) *Tourism*- Request to amend the 2016 County Budget in the amount of \$22,190 to reflect the receipt of Empire State Development grant funds.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

- 7C) *Tourism*- Request to extend Joanne Conley's temporary appointment as Tourism Coordinator for an additional six months, *April 20, 2016 - October 19, 2016*, pending a decision to fill the Tourism Director position.

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

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request and the necessary resolution was authorized for the March 18th Board Meeting.

- 7D) *Tourism*- Request to appropriate funds in the amount of \$27,600 from the Occupancy Tax Reserve, A.881, to Budget Code A.6417 470, *Tourism-Occupancy Tax, Contract*, to fund a new contract for consulting services with BBG&G Advertising, Inc. *Note: although the Tourism, Occupancy Tax Coordination & Wood Park Committee acted to approve the new contract with BBG&G, they did not entertain the aforementioned request to appropriate funds because the need was not identified until after the meeting.*

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried by majority vote, with Ms. Seeber voting in opposition, to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

Mr. Conover advised Agenda Items 8A-D concerned request/items to be discussed by the County Administrator as follows:

- 8A) Request to amend Resolution No. 632 of 2015, *Awarding Bid and Authorizing Agreement with McCarthy & Conlon, LLP for Auditing, Accounting and Reimbursement Services for Westmount Health Facility (WC 72-15)*, to list the correct the source of funding which should be Budget Code A.4530 470, *Public Nursing Home, Contract*.

Mr. Beaty asked whether an RFP (*Request for Proposal*) was used for these services and Mr. Swan replied affirmatively. Mr. Dusek apprised this request related to a change in the funding code, as the resolution had previously been adopted to award the contract.

Motion was made by Mr. Sokol, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

- 8B) Proposed changes to County job-related course benefit.

Mr. Conover stated that the proposed changes which were requested last month were outlined in the policy which was included with the Agenda.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the proposed change to County job-related course benefit and the necessary resolution was authorized for the March 18, 2016 Board Meeting.

- 8C) Proposed stipends for Deputy Department Head service when Department Head position is vacant or absent and unable to serve.

Mr. Conover reviewed the proposed policy concerning stipends for Deputy Department Heads when Department Head position is vacant or absent or unable to serve. A motion was made by Mr. Dickinson, seconded by Ms. Braymer to bring the matter to the floor for discussion.

A discussion ensued, following which Mr. Conover called the question and the motion was carried by majority vote, with Mr. Dickinson abstaining, to approve the proposed policy concerning stipends for Deputy Department Heads when Department Head position is vacant or absent or unable to serve as approved by the County Administrator and the County Attorney, and the necessary resolution was authorized for the March 18, 2016 Board Meeting.

- 8D) County Administrator position - review of timeline for filling vacancy; newspaper/publication ad; website posting; job application acceptance notice; and advertising costs.

Mr. Conover called for any questions and/or comments regarding the information provided concerning the time line and advertisements for the County Administrator position. Mr. Beaty questioned where

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the advertisements would be placed and Mr. Conover responded that particular information was included in the Agenda packet. He read aloud the listing of where the advertisements would be placed. Mr. Beaty asked whether anyone had contacted Lewis County, New York to inquire where they had placed their nationwide advertisements for the County Administrator position, as they had received an excellent response to them; Mr. Conover apprised they would contact Lewis County to gather that information from them.

Ms. Seeber asked whether there were funds available within the County Administrator Departments budget to cover the cost of the advertisements and Mr. Dusek replied in the negative. He stated that funds from the salary line portion of that budget could be transferred in order to pay for the advertisements. Mr. Conover remarked money could be transferred into the County Administrator Department budget from the contingency fund should the need arise for additional funding.

Ms. Seeber inquired whether the Committee needed to approve a source of funding in order to move forward with the advertisements and Mr. Conover replied in the negative. JoAnn McKinstry, *Assistant to the County Administrator*, stated purchase orders were required before the advertisements could be placed; therefore, she said, additional funding was required in their Department's budget before they moved forward with the advertisements. Mr. Conover questioned how much additional funding would be required and Mrs. McKinstry responded that they had located \$1,000 for this purpose within their budget. She continued, although she had no projections available as to what the cost of a nationwide search would be, if the expense exceeded \$1,000, additional funds would be required. Mr. Dusek opined the cost would be about \$1,500 which could be found within their budget in the salary line.

A discussion ensued following which it was determined that the changes discussed would be made and the information would be distributed to the Committee members for feedback and/or suggestions.

- 8E) Last month's Resolution 80 of 2016 authorized Occupancy Tax funds for the 2016 Enhanced Occupancy Tax Spending Plan, but inadvertently the plan and the authorization for contracts was not adopted. The plan and authorization for Extension and/or Amendment Agreements is now attached for approval.

Ms. Seeber questioned whether they could return to Agenda Item 8D and call for a vote on it so she could be opposed and Mr. Conover replied no action was required on that particular item, as the purpose of it was for information/discussion only. He suggested Ms. Seeber send him an email with her opposition an/or recommendations so he could review them.

Returning to Agenda Item 8E, a motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the March 18th Board Meeting.

Mr. Conover called for a motion to adjourn the meeting temporarily for the Special Board Meeting. The necessary motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to adjourn the meeting at 3:00 p.m.

The Committee reconvened at 3:10 p.m.; Mr. Beaty did not return.

Resuming the Agenda review, Mr. Conover indicated that Mr. Dusek had one additional item he would like to discuss concerning the changes approved by the Support Services Committee at their February 22nd meeting to the Warren County Workplace Violence Prevention Plan.

Mr. Dusek distributed copies of the Plan with the approved revisions to the Committee members and then proceeded to review the changes that were made. He said the Plan would be brought before the full Board for approval at the March 18th Board Meeting; *a copy of the Plan is on file with the minutes.*

Mr. Conover advised Agenda Item 9 pertained to the changes they discussed at the February 19th Board

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Meeting to the Warren County Travel Policy pertaining to travel by members of the Board of Supervisors. He said that Brian Reichenbach, *County Attorney*, had located a Local Law from 1954 which pertained to this request.

Mr. Reichenbach said the proposed amendment was merely a cross reference in the Travel Policy to the General Municipal Law which permitted the delegation to the Chairman of the Board and then to the Local Law of 1954 which delegated the authority of the entire Board to the Chairman to permit attendance at conferences, trainings and meetings which made expenses, fees and tuition of such things a proper charge.

Motion was made by Mr. Dickinson, seconded by Ms. Seeber and carried unanimously to authorize the amendment to the Warren County Travel Policy pertaining to travel for the Board of Supervisors and the necessary resolution was authorized for the March 18th Board Meeting.

Privilege of the floor was extended to Ms. Seeber to discuss the request from SUNY Adirondack for a resolution showing support for a State base aid increase for Adirondack Community College. She stated she had met with representatives of the College on Friday wherein they indicated that were seeking support from the County, the Town of Queensbury and Washington County through resolutions advocating for the "Stand With SUNY" initiative. She said the College had provided the County with some language for a resolution which needed to be addressed at the March 18th Board Meeting in order to meet the deadline of April 1st.

Motion was made by Ms. Seeber, seconded by Mr. Dickinson and carried unanimously to authorize a resolution showing support for State base aid increase for Adirondack Community College and the necessary resolution was authorized for the March 18th Board Meeting.

Proceeding to Pending Items section of the Agenda Mr. Conover advised of the following pending items:

- 1) Committee to consider the appropriation of funds to the Board of Elections Department Budget to replace monies removed in the budgeting process.

Mr. Conover questioned whether any action was required on this particular item at this time. Mr. Dusek stated his recollection was that following the adoption of the 2016 County Budget the Support Services Committee had requested that this item be added to the Agenda for discussion but he thought there was no urgency to address the matter right now because funding was available within the Board of Elections Department Budget. He said the concern was waiting until later in the year to address the matter if they were to run short on funding, as they would be busy preparing for the upcoming elections. He mentioned the matter related to a difference of opinion as to whether they required the additional funding or not for their election cycle.

A discussion ensued concerning the Board of Elections request following which it was determined they would re-address the issue following the primary elections in June.

- 2) Committee tabled request from the Criminal Justice & Public Safety Committee to identify a source of funding in an amount not to exceed \$150,000 for the construction of a storage building to house Office of Emergency Services equipment, which the Criminal Justice & Public Safety Committee desires to be constructed in 2016, pending additional information relating to placement of the structure, as well as more definitive cost estimates. (02.10.16)

In regards to the tabled request from the Criminal Justice & Public Safety Committee to identify a source of funding in an amount not to exceed \$150,000 for the construction of a storage building to house Office of Emergency Services equipment, Mr. Dickinson indicated his desire for the item to remain tabled. He said that Jeffery Tennyson, *Superintendent of Public Works*, had offered to bring anyone interested to the various sites that were available to store the equipment before the matter was

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discussed again.

Mrs. Frasier informed that the Criminal Justice & Public Safety Committee had been provided with some additional information to review from the OES (*Office of Emergency Services*) at this morning's meeting so it could be discussed at the next meeting. Ms. Braymer interjected it was her understanding that the information received included input from Mr. Tennyson. Mr. Dickinson apprised he had called Mr. Tennyson directly to request a tour of the available spaces to allow him to be more knowledgeable about them for when the discussion took place. He pointed out the space available in the former Ciba Geigy building was partially rented; therefore, he said, the heating costs were absorbed by the tenant. Mr. Simpson apprised there was 7,000 square feet of space available in that particular building. He added Mr. Tennyson was willing to make any necessary modifications so the OES equipment could be stored there.

Mr. Conover announced the item would remain pending on the Agenda unless the necessary motion was carried to remove it.

Concluding the Agenda review, Mr. Conover pointed out that Item V consisted of the listing of vacancies authorized for filling, as follows:

County Clerk/DMV-	Motor Vehicle License Registration Clerk PT, Grade 8, Annual Base Salary \$32,238 pro-rated , as the prior authorization to fill the position has expired as it was authorized more than six months ago
	Motor Vehicle License Registration Clerk FT, Grade 8, Annual Base Salary \$32,238 , due to resignation
	Recording Clerk, Grade 7, Annual Base Salary \$30,949 , due to resignation.
Public Health -	Assistant Director of Patient Services, Salary to be determined following salary study , due to retirement
Public Works -	Heavy Equipment Operator #5, Grade 8, Annual Base Salary \$32,238 , due to retirement*
	MEO Light #17, Grade 5, Annual Base Salary \$28,121 , due to retirement*
Real Property -	Real Property Clerk, Grade 4, Annual Base Salary \$27,027 , due to promotion
Sheriff -	Civil Law Enforcement Officer #1, Annual Base Salary \$37,324.50 , due to promotion
	Civil Law Enforcement Sergeant, Annual Base Salary \$43,604.93 , due to retirement
	Investigator #4, Annual Base Salary \$45,014.05 , due to resignation
	Patrol Officer #35, Annual Base Salary \$39,214.05 , due to promotion
	Patrol Officer #49, Annual Base Salary \$39,214.05 , due to retirement
	Patrol Sergeant #10, Annual Base Salary \$46,414.05 , due to promotion
	Sr. Account Clerk #2, Annual Base Salary \$36,151.09 , due to retirement

Chairman Geraghty advised he felt the Committee needed to consider the position of Deputy County Administrator and Mrs. McKinstry's title, as there may be a gap in service between when Mr. Dusek retired and the position of County Administrator was filled. He suggested that the County Attorney work with the Civil Service Office to develop a new title for Mrs. McKinstry for when she was acting in the position and report back to the Committee.

Mr. Dickinson inquired whether a formal motion was required in order to move forward with the matter and Mr. Conover replied in the negative. Mr. Dusek interjected there were two different issues before them concerning the Local Law pertaining to the County Administrators position. He said when the Local Law was originally drafted it included a provision for an Assistant County Administrator which was different than the position of Deputy County Administrator and was the issue the Chairman was referring to. He apprised that was a separate issue from that of having someone act on behalf of the Administration when he was out. He reminded them under the Local Law there was a provision for an

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Acting County Administrator to be appointed for up to sixty days. He informed this meant a salary could be set and someone could be appointed by the Board to be the Acting County Administrator for that period of time while the position of Deputy County Administrator was being worked on. He indicated once the Deputy County Administrator position was in place, going forward that position would be available in the event of brief absences and things of that nature along with their regular duties. He mentioned if they wanted to resolve the issue of an Acting County Administrator they could do so since the Local Law provided for that.

A discussion ensued.

Chairman Geraghty announced the Glens Falls Civic Center had almost 5,900 paid attendees at last Friday night's sectional basketball games. He stated the Adirondack Civic Center Coalition was appreciative of the support from the County; he noted they were working with the Tourism Department to place posters advertising the region in their facility. He remarked he was pleased that the basketball games had been so well attended. Mr. Simpson added that there was a residual effect from events occurring at the Glens Falls Civic Center, as he had run into a number of residents from his Town who had attended the basketball games when he was at diner last weekend with his family at the Log Jam Restaurant.

There being no further business to come before the Finance, Personnel & Higher Education Committee, on motion made by Mr. Dickinson and seconded by Simpson, Mr. Conover adjourned the meeting at 3:31 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board