

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE, PERSONNEL & HIGHER EDUCATION

DATE: APRIL 29, 2016

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER  
SOKOL  
SIMPSON  
MERLINO  
DICKINSON  
FRASIER  
BEATY  
MCDEVITT  
BRAYMER

OTHERS PRESENT:

BRIAN REICHENBACH, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
REPRESENTING SUNY ADIRONDACK:  
ANN MARIE SOMMA, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES &  
TREASURER  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
SUPERVISOR LEGGETT  
MIKE SWAN, COUNTY TREASURER  
PATRICIA NENNINGER, PERSONNEL OFFICER  
CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING  
JEFFERY TENNYSON, SUPERINTENDENT  
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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COMMITTEE MEMBERS ABSENT:

SUPERVISORS SEEBER  
GIRARD

*Please note, the following contains a summarization of the April 29, 2016 meeting of the Finance, Personnel and 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 10:00 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. Dickinson and carried unanimously to approve the minutes of the previous Committee meeting, subject to the 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 the Agenda review, Mr. Conover offered privilege of the floor to anyone present who would like to speak at this time.

Travis Whitehead, *Town of Queensbury resident*, apprised he was appreciative of the fact that they were providing him with the opportunity to speak prior to voting on the action items which he had been denied during the April 20<sup>th</sup> meeting of the County Facilities Committee; however, he noted, he was concerned that the policy should be uniform and not unique to each Committee meeting. He remarked he genuinely believed that the public had a right to comment on these issues and in particular at Sub-Committees where he was already under-represented since the votes of the three representatives from the Town of Queensbury on this Committee were equal to those on the Committee who represented far fewer individuals. He informed he thought it was wrong to deny anyone the right to comment during the time frame when a subject matter was ripe for discussion.

In regards to Agenda Item 4, Mr. Whitehead read aloud a paragraph from the August 7, 2013 Finance Committee meeting minutes, as well as a paragraph from the April 9, 2014 Finance Committee meeting minutes, both of which pertained to concerns with advancing funds in relation to grant awards, which he opined may be part of the concern that would be expressed by the County Treasurer in relation to Agenda Item 4.

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Moving on to the Action Agenda, Mr. Conover offered privilege of the floor to any SUNY Adirondack representatives wishing to address the Committee.

Ann Marie Somma, *Vice President for Administrative Services & Treasurer*, apprised over the last month the College had wrapped up the schematic design phase of the NSTEM (*Nursing, Science, Technology, Engineering and Mathematics*) Project, as well as the existing conditions work. She said she was pleased to report that the estimate received from the cost estimator indicated the Project continued to be on time and on budget. She informed that faculty were actively meeting with their architects and engineers to design the interior of each specific lab and room within the building. She mentioned the design-development package would be forwarded to the cost estimator in mid May so that they could continue to refine their projection to ensure the College was informed of the status. She stated the nursing division of the College was currently engaged with professionals at Glens Falls Hospital regarding the assimilation labs in the building to ensure they were designed and constructed in a way that would not only engage and benefit the students but also professionals at the Glens Falls Hospital, as well.

Mr. Conover questioned whether the Project was on time and Ms. Somma replied in the affirmative.

Ms. Somma announced she was pleased to report that this year the College would be graduating the second largest class in their history, with last year being the largest. She advised that the SUNY Adirondack Board of Trustees had recently approved the 2016-2017 tuition and fee schedule which included an increase of \$96 per semester for Warren County residents. She noted that their tuition increase was on the lower end as compared to other community colleges within the State. Ms. Somma advised that she believed the SUNY Adirondack faculty had forwarded the name of a graduating student from Warren County who they felt should be recognized for exceptional achievements at the graduation ceremony in May. She encouraged all to attend the graduation ceremony.

Resuming the Agenda review with Item 2, Mr. Conover presented a request to approve the transfers of funds as attached for Committee approval.

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

Moving on to Agenda Item 3, Mr. Conover apprised the report on tracking of salary implications for positions filled since the last Committee meeting was included in the Agenda packet for review. He noted there was no one present at the meeting from the Human Resources Department to answer questions pertaining to the report.

Mr. Conover apprised Agenda Item 4 included a request from the County Treasurer to discuss a policy relating to advancing County funds from the fund balance. Mike Swan, *County Treasurer*, stated that he had some discussions with the Chairman of the Board and Mr. Conover concerning the funding of grants from the unappropriated fund balance. He pointed out currently there was \$585,000 of funding that the County had advanced for grants in which there were no contracts in place. He explained this meant there was no guarantee that the County would ever receive the funding. He continued, there were a number of existing grants with contracts in place that they were awaiting receipt of the funds which totaled about \$1.2 million. He mentioned he had no issue with advancing funds as long as there was a contract in place. He stated his concern stemmed from the recent advance in the amount of \$168,835 made to the Sheriff's Office budget concerning improvements to the PSAP (*Public Safety Answering Point*), as well as the \$50,000 advanced to the DPW for the Household Hazardous Waste program, neither of which had contacts in place. He stated to address the concerns expressed, his Office would be implementing a policy that would not permit funds being advanced unless a contract was in place.

A discussion ensued.

Mr. Conover advised Agenda Items 5A-C consisted of referrals from the County Facilities Committee, which he proceeded to outline as follows:

- 5A) *Airport*- Request to increase Capital Project No. H362, *Airport - Natural Gas Conversion*, in the amount of \$27,000 with the source of funding to be Budget Code A.9950 910, *Transfers-Capital Projects*. This increase is attributed to field changes made by National Grid and Schermerhorn Aviation to avoid cutting into existing pavement to expose underground utilities - other changes include adjustments from estimated gas service line distances to actual installation distances and additional costs for conversion of heating units.

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

- 5B) *Airport*- Request to amend Resolution No. 96 of 2014, *Authorizing County Departments with the Approval of the County Administrator to Establish Intern Positions for Students of SUNY Adirondack, or Other Four and Two Year State Owned and Private Colleges or Universities*, to include allowances for the New York State Education Department's Career & Technical Education Career Exploration Internship Program which is a school-business partnership initiative providing high school students, age 14 and above, with internship opportunities.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

- 5C) *Buildings & Grounds*- The County Facilities Committee has forwarded an estimate of cost for renovations to the County-owned building located on Lower Warren Street which has been proposed to provide shelter for Office of Emergency Services equipment (*estimate total is \$21,700*).

Mr. Dickinson questioned what changes would be made to the building and Jeffery Tennyson, *Superintendent for the Department of Public Works*, responded that the updates included the installation of a security fence and an emergency generator, additional lighting/wiring, two new doors for egress and some work on the parking lot, as well. Mr. Dickinson inquired whether the issues with site access had been addressed and Mr. Tennyson replied in the affirmative.

A discussion ensued following which a motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to authorize the appropriation and expenditure of funds in the amount of \$21,700 from the Contingent Account to pay for the renovations and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Mr. Tennyson advised that the Committee needed to address the changes necessary to the lease agreement with D&G Recycling to indicate D&G Recycling is responsible for paying for heating the building and indicating the building layout and use by the Office of Emergency Services. Brian Reichenbach, *County Attorney*, stated in order to address the changes, authorization was required to amend the current lease agreement to accommodate what the Committee had approved for use by the Office of Emergency Services and to include that D&G Recycling would provide heat.

A discussion ensued following which a motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the lease amendment and the necessary resolution was authorized for the May 20<sup>th</sup> Board meeting.

Mr. Conover advised that Agenda Item 6, which pertained to a referral from the Criminal Justice & Public Safety Committee, *Sheriff & Communications*, requesting to amend the 2016 County Budget in the amount of \$93,100 to transfer funds within a PSAP (*Public Safety Answering Point*) grant, could be deleted from the Agenda as no action was necessary.

Moving along, Mr. Conover apprised Agenda Items 7A-G pertained to the following referrals from the Health, Human & Social Services Committee:

- 7A) *Department of Social Services*- Request to extend the temporary appointment of Tammy Breen to Case A Supervisor for an additional three-month period to enable the completion of compliancy projects and assignments relative to Case A Supervisory work.

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

- 7B) *Office for the Aging*- Request to create and fill the new position of Services Specialist, Office for the Aging, *Grade 10, Annual Base Salary \$34,675*, effective June 1, 2016 and to amend the Table of Organization and Salary Schedule accordingly. The approved NY Connects Expansion and Enhancement grant application budget contained funding for this additional program staffing.

Christie Sabo, *Director, Office for the Aging*, provided a brief overview of the request and the grant funding associated with it. Mr. Conover inquired whether the position would be eliminated if the grant funding were to cease and Ms. Sabo replied affirmatively.

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

- 7C) *Public Health*- Request to amend the 2016 County Budget in the amount of \$3,195.77 to reflect the receipt of an insurance recovery for damages to a fleet vehicle.

Motion was made by Mrs. Frasier, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

- 7D) *Public Health*- Request to amend the Table of Organization & Salary Schedule to reduce the salary of the Supervising Public Health Nurse #4 position from \$68,974 to \$66,000 effective May 20, 2016, as well as for authorization to fill the position at the lower salary level. This position was vacated due to promotion and the Director of Public Health/Patient Services felt it was appropriate to lower the salary before hiring new staff.

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

- 7E) *Public Health*- Authorizing Ginelle Jones, *Assistant Director of Public Health*, to enroll in the job-related on-line course "Principles and Methods of Epidemiology" at the SUNY School of Public Health in Albany, NY from May 20 - August 20, 2016. Upon course completion with a grade of "C" or better, Ms. Jones will be entitled to reimbursement of 50% of the \$1,359 course cost plus any fees once receipts verifying such costs are submitted.

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

- 7F) *Public Health*- Request to amend the Table of Organization and Salary Schedule to create the new position of WIC Nutrition Facilitator (*part-time, not to exceed 20 hours*), *Grade 16, Annual Base Salary \$39,979*, effective May 23, 2016. This position is not mandated, but is fully reimbursed and its continuation is dependent upon grant funding.

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

- 7G) *Public Health*- Request to provide ratifying authorization to waive the GSA Rate requirements included in the Travel Policy, as well as for out-of-State travel, for staff to attend the 23<sup>rd</sup> Annual Lactation Conference in Burlington, VT on May 5-6, 2016.

Motion was made by Mrs. Frasier, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Mr. Conover reported Agenda Items 8A-D pertained to the following referrals from the Public Works Committee:

- 8A) *DPW*- Request to close Capital Project No. H299, *Bridge Rehabilitation Projects*, and return the estimated funds remaining of \$111,405.98 to the Debt Service Fund.

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

- 8B) *DPW*- Request for authorization to sell one surplus 2008 Rugby 10-ft. dump box with triple gate for a single axle dump truck to the Town of Lake George Highway Department for the total of \$750.

Motion was made by Mrs. Frasier, seconded by Mr. Merlino and carried by majority vote with Mr. Dickinson abstaining to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

- 8C) *DPW*- Request to amend the Table of Organization and Salary Schedule to reclassify the existing position of Account Clerk #3, *Grade 4, Annual Base Salary \$34,770*, to Senior Account Clerk #3, *Grade 7, Annual Base Salary \$39,232*, effective May 23, 2016. This request for reclassification was brought forth by the Superintendent of Public Works due to an increase in responsibilities for 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 May 20<sup>th</sup> Board Meeting.

- 8D) *Parks, Recreation & Railroad*- Request to amend the 2016 County Budget in the amount of \$5,000 to reflect the receipt of funds donated by the Lewis Trust.

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

Mr. Conover advised Agenda Items 9A-B pertained to the following referrals from the Support Services Committee:

- 9A) *County Attorney*- Request to extend the part-time Legal Assistant position for an additional six weeks.

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

- 9B) *Information Technology*- Request to appropriate \$14,955 from the Computer Reserve Fund, *Budget Code A.895*, for the purchase of computers for the IT Department and the Sheriff's Office, as well as to purchase server licensing.

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

Proceeding with the Agenda review, Mr. Conover apprised that Items 10A-B pertained to the following referrals from the Tourism & Occupancy Tax Coordination Committee:

- 10A) Request to provide ratifying authorization to waive the GSA Rate requirements included in the Travel Policy for Joanne Conley's attendance at the I Love New York Empire State Tourism Conference to be held at the 1000 Island Harbor Hotel in Clayton, NY on May 1-4, 2016.

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

- 10B) Authorizing the appropriation of \$25,000 from the Occupancy Tax Reserve, A.881, to Budget Code A.6417 470, *Tourism-Occupancy, Contract*, to providing funding support for the Lake George Regional Chamber of Commerce & CVB, Inc. in its efforts to update and run the Exit 17 Information Center.

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

Privilege of the floor was extended to JoAnn McKinstry, *Assistant to the County Administrator*, to address Items 11A-B, Requests/Items to be discussed by the County Administrator, as follows:

- A) Journal Report of transfers approved by County Administrator since the last Committee meeting.

Mr. Conover announced this was a review of the transfers for the Committees consideration and no action was required.

- B) Request for ratifying authorization to create the new position of Health Information Manager (Temp), *Grade 20, Annual Base Salary \$45,551 - pro rated to \$21.95/hr for up to 30 days*, effective April 29, 2016.

Mrs. McKinstry stated it had been brought to her attention that there were some County records remaining at the former Westmount Health Facility, now owned by Warren Operations, which consisted of financial, medical and any other records for the time frame up until December of 2015. She said a former County employee who handled these records that worked for Warren Operations had indicated she was willing to work on a temporary basis to take care of these records so they could be stored properly within the County's records storage center.

A discussion ensued following which a motion was made by Mr. Simpson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Continuing with the Agenda Review, Mr. Conover announced Agenda Items 12A-D pertained to the following Requests from the County Attorney:

- 12A) Request to amend the Salary Schedule to reduce the salary of the Secretary to the County Attorney position from \$45,000 to \$42,500 effective April 29, 2016, as well as for authorization to fill the Secretary to the County Attorney position on a temporary basis at the lower salary amount.

Mr. Reichenbach advised due to the fact that he had not yet been able to locate a qualified candidate interested in the full-time, permanent position of Secretary to the County Attorney he was requesting to fill the position with on a temporary basis up to three months to allow him additional time to locate a suitable candidate for the permanent position. He stated the individual he had in mind for the temporary position had indicated to him they were willing to start immediately if he was able to get the

Committees approval for the position.

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

12B) Request to amend Section III.155(E) of the Warren County Travel Policy in relation to allowing maximum reimbursement above the GSA rate in certain instances.

Mr. Reichenbach stated that this was an amendment to the current policy which would allow for an employee or officer to travel to a conference or a meeting at a particular site wherein the lodging costs at that site were above the GSA rate within \$100 to stay there without a separate resolution granting them authorization to do so. Mr. Conover inquired whether this information would be included on the travel request forms and Mr. Reichenbach responded in the affirmative.

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

12C) Request to amend Resolution No. 174 of 2016 "*Authorizing a Licensing Agreement with Patrick Eldridge to set up the Dog & Pup Cart on County Owned Right-of-Way Near Exit 24 Off I-87 (Northway)*" to change the commencement date of the agreement from July 1, 2016 to May 23, 2016.

In response to a question by Mr. Conover, Mr. Reichenbach noted the only change was to the commencement date of the agreement which was changing from July 1<sup>st</sup> to May 23<sup>rd</sup>.

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

12D) Request for an executive session to discuss a personnel disciplinary settlement matter.

Mr. Reichenbach announced an executive session was necessary to discuss employee subject to disciplinary charges. He said they had reached a tentative resolution to that matter which would include an expenditure of some County funds that would otherwise not need to be expended; therefore, he said, he felt it was appropriate for an executive session.

Mr. Swan interjected that prior to them entering into an executive session he would like to request that the pending item concerning the Committee tabling a request from the Treasurer for a Contingent Fund transfer in the amount of \$8,111.93 to pay the Performance Assurance portion of the Siemens Co-Generation contract be removed, as this matter had been resolved. He stated the payment would be made for the contract with an existing source of funding.

Ms. Braymer asked whether the County had been billed for the Performance Assurance portion of the Siemens contract and Mrs. McKinstry replied that the County had been billed for January and February of this year but not for March through June.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to enter into an executive session pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 10:57 a.m. until 11:10 a.m.

Upon reconvening, Mr. Conover announced that no action had been taken during the executive session.

Mr. Reichenbach advised a motion was necessary to authorize entering into a settlement agreement for an employee resignation/disciplinary matter.

The requested motion was made by Mr. Dickinson, seconded by Mr. McDevitt and carried unanimously and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Mr. Conover pointed out that Section V. of the Agenda included Pending Items, which were reviewed as follows:

***Finance -***

- 1) Referral from Support Services Committee requesting the Finance Committee to consider taking action early in 2016 to restore \$65,000 in requested funding removed from the Board of Elections 2016 Budget. (12.02.15) **Update: Committee decided to delay further discussion on this matter until after the Primary Elections in June. (02.29.16)**
- 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)

Mr. Conover reported that pending Item 2 could be removed from the list, as it had been taken care of.

- 3) Committee tabled a request from the Treasurer for a Contingent Fund transfer in the amount of \$8,111.93 to pay the Performance Assurance portion of the Siemens Co-Generation contract. (03.31.16)

***Personnel -***

No items this month.

***Higher Education -***

No items this month.

Finally, Mr. Conover noted Section VI. of the agenda which listed the vacancies approved for filling since the last Finance, Personnel & Higher Education Committee meeting which consisted of the following:

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|--------------------------|---|
| <i>County Attorney -</i> | First Assistant County Attorney, <i>Annual Salary \$70,029</i> , due to retirement  |
| <i>Sheriff -</i>         | Communication Officer #6, <i>Annual Base Salary \$37,393.40</i> , due to retirement |
|                          | Patrol Officer #44, <i>Annual Base Salary \$39,214</i> , due to retirement          |

There being no further business to come before the Finance, Personnel & Higher Education Committee, on motion made by Mr. Dickinson, and seconded by Mrs. Frasier, Mr. Conover adjourned the meeting at 11:12 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board