

A G E N D A
FINANCE COMMITTEE
SEPTEMBER 10, 2008

Approval of the minutes of the August 6, 2008 Finance Committee meeting, subject to correction by the Clerk of the Board.

- 1) Alan Walther from Dorfmann-Robbie, P.C. will review the audit findings of the County's 2007 financial statements.
- 2) Request for Transfer of Funds attached for committee approval. Supervisory committee approval has been obtained as necessary.
- 3) **Referral from the Community College Committee:**
 - A) The Committee approved the revised 2008-2009 Budget for Adirondack Community College, which reduces Warren County's contribution to \$1,663,827. Resolution No. 609 of 2008 needs to be rescinded and a resolution approving the revised share for Warren County needs to be introduced.
- 4) **Referral from the Human Services Committee:**
Employment & Training Administration:
 - A) Amending the 2008 County Budget to increase estimated revenues and appropriations in the amount of \$21,837 to reflect receipt of state and federal grant funds.
- 5) **Referral from the Chairman of the Occupancy Tax Coordination Committee:**
 - A) Request that \$5,000 be appropriated from Special Event funding to support a marketing plan to attract more large conferences and conventions to Warren County.
- 6) **Referral from the Planning and Community Development Committee:**
 - A) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$400,000 to reflect receipt of the NYS Housing Trust Fund Corporation Small Cities Program funds and to establish budget code CD 69 for the new grant award.
- 7) **Referrals from the Public Works Committee:**
Parks, Recreation & Railroad:
 - A) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$18,712 to reflect receipt of State snowmobile grant funds 30% payment.

8) Referrals from the Tourism Committee:

- A) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$23,370 to reflect receipt of revenues received for the 2009 Warren County Travel Guide.
- B) Amending the 2008 County budget to increase estimated revenues and appropriations in the amount of \$2,970 to reflect receipt of revenues received for the 2009 Warren County Group Tour Planner.

9) Referrals from the Support Services Committee:

Purchasing:

- A) Request for a transfer of funds in the amount of \$2,500 to fund unexpected increases in the 2008 Advertising Budget. Suggested source of funding to be a transfer from Contingent Fund.
- 10) County Treasurer has requested to add The Adirondack Trust Company to the list of official depositories for Warren County, thereby amending Resolution No. 3 of 2008.
 - 11) Request from the County Attorney to amend Resolution No. 461 of 2008 regarding an agreement with Integrys Energy Services of New York, Inc., to change the effective dates as per the attached.
 - 12) Chairman Monroe would like to discuss the management plan for the Gaslight Village property.
 - 13) Finance Committee action is required on the following items, if approved by the Personnel Committee: Items Nos. 1A, 2A and 5A.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM:

District Attorney

Name of Department

SIGNED:

Rate Ho

DATE:

8/19/08

FROM CODE

TITLE

TO CODE

TITLE

AMOUNT

A.1165410 Supplies

A.1165220

Office Equipment

\$8,800.00

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

FROM CODE

TITLE

TO CODE

TITLE

AMOUNT

A.1990 469

Contingent Fund -
Other Payments/
Contributions

Please state reason for transfer request:

Operation Safe Child equipment money was transferred into the

Please file original request with Clerk of the Board and retain copy for your records.

wrong code.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Warren County Social Services

SIGNED: **DATE:** 9/9/2008

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6010 411	Rent -Building & Property	A6010 230	Automotive Equipment	\$35,000.00

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

Please state reason for transfer request: To purchase three vehicles to save money in next years budget

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: TOURISM

~~Name of Department~~

SIGNED: DATE: 8/26/08

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 6417 110	SALARIES/REGULAR	A.6417 424	POSTAGE	\$25,000.00

Please state reason for transfers requested: Transferring retired employee's payroll into Postage to cover shortage in Postage account.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

DRAFT

RESOLUTION NO. _____ OF 2008

Resolution introduced by Supervisors Stec, Belden, O'Connor, Bentley, Tessier, Champagne, VanNess, Kenny and Merlino

RESCINDING RESOLUTION NO. 609 OF 2008; ADOPTING AND APPROVING REVISED ADIRONDACK COMMUNITY COLLEGE BUDGET

WHEREAS, the Trustees of Adirondack Community College (hereinafter the "College") presented to the Warren County Board of Supervisors a tentative operating budget for the College fiscal year from September 1, 2008 to August 31, 2009, which was approved by Resolution No. 520 of 2008, and

WHEREAS, a public hearing on said tentative budget was held by the Board of Supervisors on the 15th day of August, 2008, and

WHEREAS, following the public hearing, the Warren County Board of Supervisors, by Resolution No. 609 of 2008, approved and adopted the budget for the College for the fiscal year September 1, 2008 to August 31, 2009; however, the Washington County Board of Supervisors did not approve the budget and, therefore, the same was not adopted, and

WHEREAS, following the foregoing proceeding, the College revised the tentative budget for the fiscal year 2008-2009, decreasing the amount to be received from Warren and Washington Counties, and increasing the amount appropriated from the College's unappropriated fund balance, with total appropriations budgeted remaining the same, and

WHEREAS, the tentative budget for the College for the fiscal year 2008-2009 is once again before the Warren County Board of Supervisors with the aforementioned revisions, now, therefore, be it

RESOLVED, that Resolution No. 609 of 2008 be, and hereby is, rescinded, and

be it further

RESOLVED, that the revised tentative operating budget in the amount of Twenty-Two Million Seven Hundred Fifty-Three Thousand Five Hundred Dollars (\$22,753,500) be, and hereby is, adopted and approved as the budget for Adirondack Community College for fiscal year September 1, 2008 to August 31, 2009, and be it further

RESOLVED, that the sum of One Million Six Hundred Sixty-Three Thousand Eight Hundred Twenty-Seven Dollars (\$1,663,827) be raised by taxation as part of the County budget for the year commencing January 1, 2009 as Warren County's share for the operational costs as one of the sponsors of Adirondack Community College.

**Adirondack Community College
Highlights of the 2008-2009 Budget
Revised September 4, 2008**

Total Operating Budget:

- < 2007-2008 - \$22,081,649
- < 2008-2009 - \$22,753,500 (3% Increase)

FTE:

- < 2005-2006 Actual: 2442
- < 2006-2007 Actual: 2490
- < 2007-2008 Estimated Actual: 2399
- < 2008-2009 Budget: 2375

Tuition Rate:

- < \$3130 per year Full Time (\$0 Increase)
- < \$131 per credit hour Part Time (\$0 Increase)

State Aid:

- < \$2675 per FTE (\$0 Increase)
- < Rental Aid - \$108,351 (\$1,380 Decrease)

Sponsors' Contribution:

- < Warren County - \$1,663,827 (\$48,461 Increase)
- < Washington County - \$1,307,293 (\$38,077 Increase)
- < Applied Fund Balance - \$746,365 (\$630,982 Increase)

Non-Sponsors' Contribution:

- < Chargeback Rate - \$1810 per FTE (\$70 Increase)
- < 902.5 FTE's used in Chargeback Calculation

Warren County Board of Supervisors

RESOLUTION NO. 609 OF 2008

Resolution introduced by Supervisors Champagne, Stec, Tessier, Simmes and Taylor

ADOPTING AND APPROVING ADIRONDACK COMMUNITY COLLEGE BUDGET - COMMUNITY COLLEGE

WHEREAS, the Trustees of Adirondack Community College have presented to the Board of Supervisors a tentative operating budget for the college fiscal year from September 1, 2008 to August 31, 2009, which was approved by Resolution No. 520 of 2008, and

WHEREAS, a public hearing on said tentative budget was held by the Board of Supervisors on the 15th day of August, 2008, now, therefore, be it

RESOLVED, that the tentative operating budget in the amount of Twenty Two Million Seven Hundred Fifty-Three Thousand Five Hundred Dollars (\$22,753,500) be, and hereby is, adopted and approved as the budget for Adirondack Community College for fiscal year September 1, 2008 to August 31, 2009, and be it further

RESOLVED, that the sum of One Million Six Hundred Ninety Seven Thousand Two Hundred Seventy-Four Dollars (\$1,697,274) be raised by taxation as part of the County budget for the year commencing January 1, 2009 as Warren County's share for the operational costs as one of the sponsors of Adirondack Community College.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Employment and Training

DATE: 8/27/08

- (a) Purpose of Amendment: Add federal/State grant funds to county budget

- (b) Appropriation Code (with title), Object Code (with title) and Amount: See attached

- (c) Revenue Code (with title), and Amount: See attached

WARREN COUNTY
EMPLOYMENT & TRAINING ADMINISTRATION

William F. Resse
Director

Northway Plaza Suite 13C-1
PO Box 4393
Queensbury, NY 12804

Telephone (518) 743-0925
Fax (518) 743-0828

Human Services Committee
Employment & Training Agenda
8/27/08

1. Request resolution for an appointment to the SWW Workforce Investment Board (WIB)

<u>Name</u>	<u>Representing</u>	<u>Term</u>
James Smith	Business sector-GF Hospital	9/19/08-6/30/11

2. Request resolution to add the following additional grant funds to the county budget

<u>Revenues:</u>	<u>Code</u>	<u>Title</u>	<u>Amount</u>
	40 6293.4791	WIA	\$ 19,000
	A 6290.2212	WIA-GF school transition	\$ 2,837

Appropriations:

<u>Code</u>	<u>Title</u>	<u>Amount</u>
40 6293.0341 110	WIA Internship- Salaries-regular	\$ 7,790
40 6293.0341 830	WIA Internship- Social Security	\$ 800
40 6293.0341 860	WIA Internship- Hospitalization	\$ 1,410
40 6293.0342 110	WIA Regional Trans.-Salaries-regular	\$ 6,000
40 6293.0342 830	WIA Regional Trans.- Social Security	\$ 1,200
40 6293.0342 860	WIA Regional Trans.- Hospitalization	\$ 1,800
A 6290.0343 110	WIAGF school Trans.-Salaries-regular	\$ 1,560
A 6290.0343 411	WIAGF school Trans.- Supplies	\$ 709
A 6290.0343 830	WIAGF school Trans.-Social Security	\$ 200
A 6290.0343 860	WIAGF school Trans.-Hospitalization	\$ 368

3. Request resolution authorizing the following:
- a. Eliminate vacant Training Coordinator position (grade 13). This is now vacant due to a retirement. Current salary- \$35,949.
 - b. Permission to fill vacant E&T Counselor position (grade 9). Starting salary - \$29,702
4. Request resolution to contract with WSWHE BOCES for GED services related to WIA youth program. Maximum contract amount not to exceed \$9,909 for the period 10/1/08-6/30/09.
5. Pending items

Note: all requests involve only federal/state grant funds for said purpose. No local county funds are requested.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

* If this is the result of a grant award, also complete and submit Form No. 5 or 6

DEPARTMENT NAME: Planning and Community Development

DATE: 25 August 2008

- (a) Purpose of Amendment: allocate grant award
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
See below
- (c) Revenue Code (with title), and Amount: 69 4910 Community Development
\$400,000.00

Notes: Will also require an sub recipient agreement with
Lake Luzerne

CD69	
8662 437	\$15,000.00
8662 470	\$366,757.00
	\$381,757.00
8686 210	\$2,500.00
8686 410	\$5,000.00
8686 437	\$8,243.00
8686 444	\$2,500.00
	\$18,243.00
Totals	\$400,000.00

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME:
Parks, Recreation & Railroad

DATE: 08/21/08

- (a) Purpose of Amendment:
Amend 2008 budget to reflect State snowmobile grant funds 30% payment.

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
Increase Expense Code A. 7112.470 Snowmobile Grant-Contract to \$18,712.50.

- (c) Revenue Code (with title), and Amount:
Increase Revenue Code A.7112 / 3889 Parks & Recreation Other \$18,712.50

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Tourism

DATE: 8/27/08

- (a) Purpose of Amendment: to increase revenues and appropriations not originally budgeted to reflect revenues received for the 2009 Warren County Travel Guide.

- (b) Appropriation Code (with title), Object Code (with title) and Amount: 1) A.6417 (Tourism); 470 (Contract) \$23,370.00

- (c) Revenue Code (with title), and Amount: 1)A. 6417 2089 - Tourism Revenue

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Tourism

DATE: 8/27/08

- (a) Purpose of Amendment: to increase revenues and appropriations not originally budgeted to reflect revenues received for the 2009 Warren County Group Tour Planner

- (b) Appropriation Code (with title), Object Code (with title) and Amount: 1) A.6417 (Tourism); 470 (Contract) \$2,970.00

- (c) Revenue Code (with title), and Amount: 1)A. 6417 2089 - Tourism Revenue

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Purchasing Department
Name of Department

SIGNED: *Julie A. Payne* **DATE:** *9/8/08*

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund	A.1345 436	General, Purchasing - Advertising Fees	\$2,500.00

Please state reason for transfer request: The 2008 advertising budget was based on 2007's actual number of bids let. The number of bids processed/yet to be processed through this office for 2008 (unexpectedly) far exceeds 2007's number. It was initially expected that the number of bids would decrease due to the large number of extensions allowed.

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Treasurer

DATE: August 26, 2008

- (a) Purpose of Request: Add a bank to list of depositories.

- (b) Details: Add The Adirondack Trust Company, 24 Maple Street, Glens Falls, New York 12801 to list of depositories with a limit of \$4,000,000.

- (c) Previous Resolution Number: No. 3 of 2008

Warren County Board of Supervisors

RESOLUTION NO. 3 OF 2008

Resolution introduced by the Entire Warren County Board of Supervisors

DESIGNATING DEPOSITARIES

RESOLVED, that pursuant to Section 212 of the County Law, the following named banks are designated as official depositories of the County of Warren to the limits set opposite the name of each such bank, to wit:

Citizens Bank	\$ 4,000,000.00
JP Morgan Chase, 12 Corporate Woods Boulevard Albany, NY12211	4,000,000.00
TD Banknorth, N.A.	50,000,000.00
Glens Falls National Bank & Trust	50,000,000.00
Bank of America	4,000,000.00
NBT Bank, N.A. Northville, NY	10,000.00
Key Bank of N.Y.	1,000,000.00
NBT Bank, N.A. Speculator, NY	10,000.00
M&T Bank 80 State Street Albany, NY 12207	2,000,000.00
NBT Bank, N.A. Glens Falls, NY 12801	4,000,000.00

and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to deposit monies received by him in any of the Warren County offices of said banks within the limitations herein before set forth, provided, however, that the County Treasurer shall arrange for such security as is required pursuant to General Municipal Law Section 10 and other applicable laws of the State of New York, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to continue the investment of funds only in the above designated Warren County banks.

Warren County Board of Supervisors

RESOLUTION NO. 461 OF 2008

Resolution introduced by Supervisors Haskell, O'Connor, Thomas, Champagne, VanNess, Girard and Goodspeed

AMENDING RESOLUTION NO. 426 OF 2008, WHICH AUTHORIZED AN AGREEMENT WITH INTEGRYS ENERGY SERVICES OF NEW YORK, INC. AS PREFERRED SUPPLIER FOR ELECTRICITY THROUGH THE MUNICIPAL ELECTRIC & GAS ALLIANCE (MEGA), TO AMEND AGREEMENT DATES AND TERMINATION PROVISIONS - BUILDINGS & GROUNDS

WHEREAS, Resolution No. 426 of 2008 authorized an agreement with Integrys Energy Services of New York, Inc., 3556 Lake Shore Road, Suite 420, Buffalo, New York 14219, to provide electricity for certain County-owned facilities, for a term commencing on July 1, 2008 and terminating June 30, 2009, and

WHEREAS, since the time that Resolution No. 426 of 2008 was adopted, it was discovered that the commencement and termination dates did not match those in the agreement, and also did not include specific termination language, now, therefore, be it

RESOLVED, that Resolution No. 426 of 2008 be, and hereby is, amended to show: (1) the date of the agreement as ~~June 3, 2008~~ ^{August 15, 2008}; (2) the delivery period of the agreement as beginning on the first meter read occurring on or after ~~July 5, 2008~~ ^{Sept. 1, 2008}; and (3) ~~renewal of the agreement will continue on a billing cycle-to-billing cycle basis, and~~ ^{agreement through the last meter date occurring on or after} may be terminated by either party giving thirty (30) days written notice, and be it ^{12/31/09} further

RESOLVED, that with the exception of the above-described amendments, all other terms and provisions of Resolution No. 426 of 2008 shall remain in full force and effect.

Warren County Board of Supervisors
RESOLUTION NO. 468 OF 2008

Resolution introduced by Supervisors Stec, Belden, O'Connor, Bentley, Tessier, Champagne, VanNess, Kenny and Merlino

AUTHORIZING THE WARREN COUNTY REPRESENTATIVE TO THE MANAGEMENT COMMITTEE OF THE GASLIGHT VILLAGE/WAXLIFE USA MUSEUM PROPERTY TO ADVISE THE COMMITTEE OF INTENTION TO MOVE FORWARD IN PREPARING ACREAGE OWNED BY THE COUNTY FOR USE AS A FESTIVAL AREA

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Representative to the Management Committee of the Gaslight Village/Waxlife USA Museum Property to advise said Committee of the County's intention to move forward in preparing the 2.5 acres owned by the County for use as a festival area.