

A G E N D A
FINANCE COMMITTEE
FEBRUARY 11, 2009

- 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
- 2) **Referral from the Community College Committee:**
Authorizing support of the Adirondack Community College Capital Improvement Plan in the amount of \$1,269,015; contingent upon receipt of 50% State funding and utilizing \$634,507.50 of capital chargebacks to reimburse the sponsoring counties in the ratio of 70% for Warren County and 30% for Washington County.
- 3) **Referral from the County Facilities Committee:**
Authorizing the County Treasurer to appropriate funds from DM909.00 Fund Balance to DM1910 418-Machinery Fund-Unallocated Insurance-General Liability, in the amount of \$12,000.
- 4) **Referral from the County Treasurer:**
 - A) Requesting a new contract with Systems East, Inc. for software support and maintenance for tax collection system, for a lump sum amount of \$14,004, said funds to be expended from A.1325 422 County Treasurer-Repair/Maintenance-Equipment.
 - B) Richard H. Dinolfo, CPA, has requested permission to address the Committee regarding the 2007 audit as performed by Dorfman-Robbie, P.C.
 - C) Discussion regarding the RFP for the Annual Single Audit for the Treasurer's Office.
 - D) Review of the requested cash flow analyses, as per the attached.
- 5) **Referrals from the Criminal Justice Committee:**

Probation:

 - A) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$1,000 to reflect receipt of funds from the Warren/Washington Victim Impact Panel for Warren County Juvenile Treatment Court.

Public Defender:

 - B) Authorizing transfer of funds from Contingent Fund A.1990 469 to A.1171 426 Public Defender-Subscriptions due to an error in the 2009 Departmental request submission.
- 6) **Referrals from the Public Safety Committee:**

Sheriff & Communications:

 - A) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$99,529 to reflect receipt of the following

2009 grant funds: Buckle Up NY; Child Passenger Safety; Law Enforcement Terrorism Prevention Program; Motorcycle Safety Initiative; and Selective Traffic Enforcement Program.

- B) Authorizing the County Treasurer to appropriate 2009 salaries for the Police Benevolent Association to budget codes.

Office of Emergency Services:

- C) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$7,000 to increase the 2009 Budget.

7) **Referral from the Public Works Committee:**

Airport:

- A) Amend Resolution No. 229 of 2008 to include New York State Department of Transportation (NYS DOT) and also to authorize the Chairman to execute Airport Capital Project Agreements for the Tra-Tom reimbursement, snow removal equipment and Obstruction Study update.

Parks, Recreation & Railroad:

- B) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$74,900 to reflect receipt of 70% of Snowmobile grant funds.

8) **Referrals from the Social Services Committee:**

- A) Authorizing the County Treasurer to appropriate funds from the Unappropriated General Fund Surplus to A.6129 470 State Training - Contracts, in the amount of \$64,315 to cover the retroactive State Training Charges for 2002 and 2007.

- B) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$64,436 to increase HEAP Administrative funds to cover overtime, salaries and equipment.

9) **Referrals from the Soil & Water Conservation District:**

- A) Ratifying the actions of the Director of Soil & Water Conservation District with respect to the execution of an agreement with Paragon Civil Engineering and authorizing Change Order No. 1 for the inspection to the new septic system for a total amount of \$1,062.50, with the source of funding to be expended from Capital Project No. H285.9550 280-Soil & Water Conservation Building.

- B) Requesting a new contract with A.P. Knapp & Associates, LLC for Flood Plain Management Services for the new Soil & Water Conservation District Building, for a total amount not to exceed \$2,500, with the source of funding to be expended from Capital Project No. H285.9550 280-Soil & Water Conservation Building.

- 10)** Authorizing the Chairman of the Board to execute correspondence to DOT GOV Domain Registration in order for Warren County to obtain the website warrencountyny.gov for an annual domain name registration fee in the amount of \$125, as per the attached.
- 11)** Chairman Monroe has requested to address the Committee regarding the County becoming a partner with the Adirondack Association of Towns and Villages (AATV), Adirondack North Country Association (ANCA), and the Towns of Chester and Arietta to sponsor the Adirondack Regional Assessment Project.
- 12)** Paul Dusek, County Attorney, has requested to address the Committee regarding the authorization of settlement relative to pharmaceutical litigation.
- 13)** Finance Committee action is required on the following items as approved by the Personnel Committee: Items 1A, 5C, 5E, 5F, 5H and 5J.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Francis X. O'Keefe  Warren County Treasurer
Name of Department

SIGNED:   **DATE:** 2/5/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.9010 810	Retirement	A.3110 110	Law Enforcement	407,500.00
A.9010 810	Retirement	A.9030 830	Social Security	25,260.00
A.9010 810	Retirement	A.9031 831	Medicare	9,510.00

Please state reason for transfers requested:

To reflect PBA contract settlement in 2009 budget

***Please note: All amounts must be in whole dollars – no cents.**

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 Account- Other Payments/Contributions			

Please state reason for transfer request:

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: Public Works

Name of Department

SIGNED:

DATE: 2/4/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.1910 418	County Road-Unallocated Insurance- General Liability	DM1910 418	Machinery Fund-Unallocated Insurance General Liability	\$6,000.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:

*Please note: All amounts must be in whole dollars – no cents.

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 Account- Other Payments/Contributions			

Please state reason for transfer request:

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: District Attorney
Name of Department

SIGNED: Kate Hogan  **DATE:** 2/3/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1165 423	Telephone	A.1165 220	Office Equipment	\$105.00

Please state reason for transfers requested: To pay for equipment charge on Verizon Wireless bill.

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:

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

REQUEST FOR TRANSFER OF FUNDS

TO: Joan Sady, Clerk, Warren County Board of Supervisors
FROM: Office for the Aging

SIGNED: _____ DATE: _____

<u>FR CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6785 470	OFA- Point of Entry- Warren Contract	A.6785 210	OFA- Point of Entry- Warren Furniture/Furnishings	\$2,000.00

Please state reason for transfers requested:

To redistribute POE monies to cover the installation of furniture already purchased.

CONTINGENT FUNDS TRANSFER REQUEST

<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:

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: FIRE PREV. AND BLDG. CODE ENFORCEMENT
Name of Department

SIGNED: *Karin Putney* DATE: 01/22/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3620 110	SALARIES	A.3620 120	OVERTIME	\$6,500.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: LACK OF FUNDS IN OVERTIME TO COVER EXPENSES

*Please note: All amounts must be in whole dollars – no cents.

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 Account- Other Payments/Contributions			

Please state reason for transfer request:

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

Adirondack Community College
2009
Capital Improvement Plan

<u>Capital Expenditure</u>	<u>Building/Area</u>	<u>Category</u>	<u>2009 cost</u>
Facility Master Plan-New	Campus Wide	Campus Planning	\$ 150,000.00
Parking Lot Lighting	South Parking Lot	Health & Safety	\$ 82,012.50
Upgrade fire alarm system	Dearlove Hall	Health & Safety	\$ 45,562.50
Upgrade fire alarm system	Child Care Center	Health & Safety	\$ 27,337.50
Upgrade fire alarm system	Gymnasium	Health & Safety	\$ 91,125.00
Upgrade fire alarm system	Science & Humanities	Health & Safety	\$ 109,350.00
Upgrade fire alarm system	Student Center	Health & Safety	\$ 52,852.50
Elevator (upgrade)	Washington Hall	Code Compliance	\$ 145,800.00
Elevator (upgrade)	Student Center (Bookstore)	Code Compliance	\$ 145,800.00
Elevator (new)	Gymnasium	Code Compliance	\$ 364,500.00
Roof Replacement	Warren Hall	Health & Safety	\$ 54,675.00
Totals			\$ 1,269,015.00
State Share			\$ 634,507.50
Local Share (from chargebacks)			\$ 634,507.50

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: Public Works

DATE: 2/4/2009

(a) Purpose of Amendment _____

To increase budget to Machinery Fund Insurance for 2009 from
DM Appropriated Fund Balance.

(b) Appropriation Code (with title), Object Code (with title) and Amour _____

DM1910 418 - Machinery Fund-Unallocated Insurance-General Liability -\$12,000
from DM909.00 Fund Balance

(c) Revenue Code (with title), and Amoun _____

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME:

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Software support and maintenance for tax collection system
- (c) Name of Contractor: Systems East
- (d) Address of Contractor: 6 Locust Avenue, Cortland, New York 13045
- (e) Contractor's Contact Person and Telephone Number: James Buttino, (607) 753-6156
- (f) Has or will the Contract be provided, if so, please attach: Yes
- (g) Commencement Date of Contract: January 1, 2009
- (h) Termination Date of Contract: December 31, 2009
- (i) Payment Provisions: i) lump sum amount \$14,004.00
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1325 422 - \$14,004.00

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

Sady, Joan

From: Shaw, Kristen
Sent: Wednesday, February 04, 2009 3:01 PM
To: Sady, Joan
Subject: Cash Flow
Attachments: procedures.doc; 2009 Schedule.xls; J. Sady.xls

The Board of Supervisors has requested that the Treasurer's Office provide them with periodic cash flow forecasts. In order to accomplish this, we are requesting each department head to provide us with their estimates for cash receipts and disbursements for each of their departments for three month intervals. Please review the following three attachments: the procedures, the schedule for submission, and your worksheet for these estimates. Please email your spreadsheet to Kristen Shaw, Rick Murphy, and Rob Lynch by the due date for each month. If you have any questions, please feel free to contact either Rick, Kristen, or myself.

Please do not confuse this with an earlier request for estimated 2008 revenue totals. This is a different request.

-Rob Lynch

Kristen Shaw
Junior Accountant
County of Warren
1340 State Route 9
Lake George, NY 12845
Phone - (518) 761-6383
Fax - (518) 761-6470
shawk@co.warren.ny.us

2/4/2009

Warren County
Cash Flow Projections
Departmental Procedures

You will receive an Excel worksheet for your cash flow projections for the departments for which you are responsible. The department codes are listed on the tab of the corresponding sheet. If you are responsible for more than one department, you will also see a total page in your worksheet. No entry is to be made on this sheet. It automatically calculates the totals based on your entries on the other sheets.

Entering Anticipated Receipts

If your department receives any kind of income, you will see Anticipated Receipts at the top of your sheet. Listed underneath this heading are the different types of income your department receives (departmental income, state aid, federal aid, etc.)

For each month, please estimate how much money you will receive for each category. For example, if you sent in a state claim, you will need to estimate when that money will be received and enter the figure in that month.

You should also be estimating how much any state or federal claims will be that have not yet been submitted and when the money will be received if it falls into the three month forecast. For example, if you file quarterly state aid claims, and you need to forecast anticipated receipts for October, November, and December, you will need to estimate how much your 3rd quarter claim will be and when it will be received.

Anticipated receipts should be entered as a positive number.

Entering Anticipated Disbursements

Every department has the heading Anticipated Disbursements. Please enter the following information next to each category:

- Payroll – enter the gross payroll for your department for the month on this line. Please go by the payroll ending date. For example, for payroll ending date 3/29/09, even though the paychecks are cut in April, please enter in March. Also, if you are aware of an employee retiring in a certain month, please calculate the payout and add that into your figure.

- Equipment – if you make any equipment purchases or are planning on any, please estimate when the purchase will be paid and enter it in that month.
- All Other – any other purchases that are made or are planning on making, please estimate when these will be paid and enter it in that month.

If you are responsible for any capital projects, there will be a tab labeled Capital Projects. Please estimate when any purchases will be paid for those capital projects and enter them on the appropriate lines. Please only enter disbursements made out of the Computer bank account.

These items should be entered based on when cash is being disbursed, not when invoices are being entered. Please refer to the Batch Cut Off Dates from the Auditors office for the check release date.

Anticipated Disbursements should be entered as a negative number.

Attached is a schedule for when these sheets are due to the Treasurer's Office by and for what month your cash flow should be through. Your forecast is for three months at a time and your first forecast is due March 2. You should forecast your receipts and disbursements for March, April, and May. The following forecast will be for April, May, and June and so on. Because each month you will have two months that you have previously forecasted, please make any changes that you are aware of for those months.

It is imperative that we receive your cash flow projection by these dates as these figures will be given to the Board of Supervisors. In order for an accurate assessment we need all departments' projections.

Warren County
Cash Flow Projection
2009 Schedule

<u>Submit to Treasurer by</u>	<u>For Period through</u>
Monday, March 2, 2009	May, 2009
Wednesday, April 1, 2009	June, 2009
Friday, May 1, 2009	July, 2009
Monday, June 1, 2009	August, 2009
Wednesday, July 1, 2009	September, 2009
Monday, August 3, 2009	October, 2009
Tuesday, September 1, 2009	November, 2009
Thursday, October 1, 2009	December, 2009
Monday, November 2, 2009	January, 2010
Tuesday, December 1, 2009	February, 2010

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: Probation

DATE: 1/22/09

- (a) Purpose of Amendment: To accept \$1,000 from the Warren/Washington Victim Impact Panel for Warren County Juvenile Treatment Court.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.3140.470-Probation - Contract \$1,000

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3140.2713 - Gifts and Donations - Probation - \$1000. * Please note \$1,000 check from Victim Impact Panel was placed in deferred revenue category.

Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism

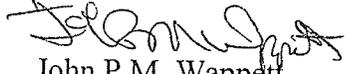
*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: WARREN CO. PUBLIC DEFENDER
Name of Department

SIGNED: 
John P.M. Wappett

DATE: 01/22/2009

FROM CODE TITLE TO CODE TITLE AMOUNT

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 439 ⁴⁶⁹	Contingent Fund- Other Payments/ Contributions	426 A. 1171426	Public Defender - Subscriptions	17,197

Please state reason for transfer request: Error in 2009 Departmental Request submission

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

RESOLUTION REQUEST FORM NO. 7
Request to Amend County Budget*

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

DEPARTMENT NAME: **Sheriff's Office**

DATE: 01-16-09

(a) Purpose of Amendment: To move money received as revenues from the following 2009 grants:

Buckle Up NY \$7,872 – Reso 308 of 2008
 Child Passenger Safety \$5,030 – Reso 308 of 2008
 Law Enforcement Terrorism Prevention Program (LETPP) \$42,247 – Reso 95-2008
 Motorcycle Safety Initiative \$27,980 – Reso 323 of 2008
 Selective Traffic Enforcement Program (STEP) \$16,400 – Reso 308 of 2008

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

Grant Title	Appropriations & Object	Code Title	Amount
Buckle Up NY	A.3110 120	Sheriff's Law Enforcement Salaries-Overtime	\$7,872
Child Passenger Safety	A.3110 410	Sheriff's Law Enforcement Supplies	\$4,530
Child Passenger Safety	A.3110 444	Sheriff's Law Enforcement Travel/Education/Conference	\$500
LETPP	A.3110 250	Sheriff's Law Enforcement Technical Equipment	\$42,247
Motorcycle Safety	A.3110 120	Sheriff's Law Enforcement Salaries - Overtime	\$19,680
Motorcycle Safety	A.3110 421	Sheriff's Law Enforcement Equipment Rental	\$7,800
Motorcycle Safety	A.3110 410	Sheriff's Law Enforcement Supplies	\$500
STEP	A.3110 120	Sheriff's Law Enforcement Salaries-Overtime	\$16,400

(c) Revenue Code (with title), and Amount: A.3110.3384 – Sheriff's Law Enforcement Other Sheriff's State Aid, \$99,529.

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:

STOP-DWI

DATE:

November 21, 2008

(a) Purpose of Amendment:

Raise the 2009 Budget

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

A.3315 410 (STOP-DWI - Supplies) \$7,000

(c) Revenue Code (with title), and Amount:

A.3315 2615 (STOP-DWI Fines) \$7,000

Warren County Board of Supervisors

RESOLUTION NO. 229 OF 2008

Resolution introduced by Supervisors Belden, Bentley, Tessier, Stec, Merlino, Haskell, Champagne, Taylor and Goodspeed

AUTHORIZING EXECUTION OF APPLICATION TO FEDERAL AVIATION ADMINISTRATION FOR REIMBURSEMENT OF PURCHASE OF AVIGATION EASEMENT AT NORTH END OF AIRPORT - AIRPORT

WHEREAS, in November of 2006, Warren County executed an Avigation Easement with Tra-Tom Development, Inc., for a sum of Fifty-Seven Thousand Five Hundred Dollars (\$57,500), to acquire approximately fifty-four (54) acres of property in the Town of Queensbury (Tax Map Parcel No. 290.00-1-22.222), in order to comply with Federal Aviation Administration requirements associated with the removal of obstructions to the Federal Aviation Regulations (FAR) Part 77 Approach Surface to Runway 19, and

WHEREAS, the Federal Aviation Administration Airport Capital Improvement Program allows reimbursement for land or easement purchases made by Warren County at the Floyd Bennett Memorial Airport, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all documentation necessary to the Federal Aviation Administration to request reimbursement of the sum of \$57,500, expended by Warren County to acquire an Avigation Easement from Tra-Tom Development, Inc.

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 and Recreation

DATE: 01/27/09

(a) Purpose of Amendment:

Amend 2009 budget to reflect State snowmobile grant funds 70% payment.

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

Increase Expense Code A.7112.470 Snowmobile Grant-Contract to \$74,900.00.

(c) Revenue Code (with title), and Amount:

Increase Revenue Code A.7112 / 3889 Parks & Recreation Other \$74,900.00

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: Social Services

DATE: 2/4/09

- (a) Purpose of Amendment: To cover retroactive State Training Charges for 2002 and 2007 ~~and 2008~~

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.6129.470 State Training from Unappropriated General Fund Balance
~~\$179,973.45~~ \$ 64,315.00

- (c) Revenue Code (with title), and Amount: None

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: Social Services

DATE: 2/4/09

- (a) Purpose of Amendment: To increase HEAP Administrative Funds to cover overtime, salaries and equipment.

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
 - A.6010.110 Personal Services \$23,797.00
 - A.6010.120 Overtime \$17,610.00
 - A.6010.220 Equipmet \$5,800.00
 - A.6010.850 Fringe \$17,229.45

- (c) Revenue Code (with title), and Amount: 1840 HEAP Administration \$64,436



David A. Paterson
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

David A. Hansell
Commissioner

January 27, 2009

District: Warren County

RE: Request for Additional 2008-09 HEAP Administrative Funds

Dear Commissioner:

Your request for additional administrative funds to administer the 2008-09 HEAP Program has been approved as follows.

FUNDS TO BE UTILIZED TO:

Hire additional staff/extend temporary workers, including fringe:	\$41,026.00
Install 5 additional phone lines & computers	\$5,800.00
<u>Cover overtime expenses:</u>	<u>\$17,610.00</u>
Total Increase	\$64,436.00
Total 08-09 HEAP Administrative Funds	\$298,675.00

Please note that these expenditures are subject to administrative review by OTDA.

Thank you for your efforts in administering the HEAP program. If you have any questions on the allocations or advances, please contact your HEAP liaison at (518) 473-0332. Finance staff should contact:

Regions 1-4: James Carroll 1(800)343-8859, ext. 4-7549 or (518)474-7549
James.Carroll@otda.state.ny.us
Region 5: Michael Borenstein (631)854-9704
Michael.Borenstein@otda.state.ny.us
Region 6: Marian Borenstein (212) 961-8250
Marian.Borenstein@otda.state.ny.us

Sincerely,

Phyllis Morris
Director, HEAP, SSI and EBT Policy
Center for Employment and Economic Supports

Revised 2009 Tentative Budget

Clerk for 6 months	\$	11,448.50	For answering phones, imaging, taking apps
Social Welfare Examiner 6 months	\$	<u>12,348.50</u>	For processing cases, complete interviews
	\$		\$ 23,797.00
600 Hours Overtime			
300 @ Principal Examiner Rate	\$	9,030.00	For processing cases and outreach
300 @ Senior Examiner Rate	\$	<u>8,580.00</u>	For processing cases and outreach
	\$		\$ 17,610.00
Fringe Benefits			
New Employment	\$	23,797.00	
Overtime Rate	\$	<u>17,610.00</u>	
	\$	41,407.00	
2008 Fringe Rate 41.61 %	\$		\$ 17,229.45
5 Computers @ \$700.00		\$3,500.00	
5 Phone Line installation/year @ \$30/m		<u>\$1,800.00</u>	\$5,800.00
Estimated Total	\$		<u><u>64,436.45</u></u>

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: Soil & Water Conservation District

DATE: 2/11/2009

- (a) Purpose of Request: To ratify the actions of the Director of Soil & Water Conservation District with respect to the execution of an agreement with Paragon Civil Engineering, and also authorize Change Order No. 1. Total amount of change order is \$\$1,062.50.
- (b) Details: Agreement for Consulting Services was executed on 3/24/08 -- work on the new Soil & Water Conservation District Building -- lump sum fee of \$2,500 plus extras. Now need to execute a Change Order to authorize their work doing the inspection of the new septic system,
- (c) Previous Resolution Number: as required by the County.
N/A (Resolution Nos. 439 and 665, which authorized payments to Soil & Water Conservation District, paid for the agreement; however no funds remain from those Resolutions to pay this change order)
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Capital Project No.: H285.9550 280 - Soil & Water Conservation Building
Sample: A.8021 470 Planning & Community Development - Contract

* as listed in budget and LOGOS

Paragon Civil Engineering, P.C.

P.O. Box 4139
Queensbury, NY 12804

RECEIVED
FEB 02 2009

Voice: (518) 745-1018
Fax: (518) 745-1018

BY:

Invoice

Invoice Number:
1149

Invoice Date:
Jan 29, 2009

Bill to: Warren County SWCD
51 Elm Street
Warrensburg, NY 12885

Project: WCSWCD Building - Schroon River Road

Customer ID	Payment Terms	Ship Date	Due Date
Warren County	Net Due	1/29/09	1/29/09
Quantity	Description	Unit Price	Extension
4.00	Hrs. - Coordinate with WCSWCD for construction, answer questions & coordinate for construction observation of Septic System install.	110.00	440.00
5.00	Hrs. - Witness Septic System construction, take ties for as-built, produce as-built drawing & Write Certification Letter for Septic System.	110.00	550.00
8.00	Prints (24" x 36") - WCSWCD for construction, 2 sets of 4	2.50	20.00
21.00	Prints (24" x 36") - WCSWCD for final sets (3 sets of 7 sheets).	2.50	52.50

*- Approved for payment
- Dave Wick*

Check/Credit Memo No:

Total Invoice Amount	1,062.50
Payment/Credit Applied	
TOTAL DUE:	1,062.50

PARAGON CIVIL ENGINEERING, P.C.

P.O. Box 4139

Queensbury, NY 12804

CONTRACT 08-006 - CHANGE ORDER NUMBER 1

February 4, 2009

Mr. David Wick, District Manager
Warren County Soil & Water Conservation District
51 Elm Street
Warrensburg, New York 12885

Re: Proposed Construction Services, Certification
Town of Warrensburg, Warren County
Proposal No. 08-006A-1

Dear Dave;

Paragon Civil Engineering, P.C. (PCE or Paragon) is pleased to submit this change order to contracted services as an addendum to our proposal Number 08-006 Dated March 5, 2008. The following services will be required in addition to the services already under contract:

1. Coordinate with WCSWCD during construction, including answering questions from staff & contractors, coordinate for construction observation of Septic System install.
2. Witness Septic System construction, including taking ties for required as-built, prepare as-built drawing, Write Certification Letter for Septic System and submit to Client & County Codes.
3. Copies of Plans for distribution etc.

Fee:

For the above described tasks and services the additional fee is \$ 1,062.50.

Acceptance:

Should this change order be acceptable to you, please sign and return one original to our office for our records.

Sincerely,

Clark R. Wilkinson, P.E.,
President/CEO
Paragon Civil Engineering, P.C.

Change Order Accepted:

By: _____

Printed Name

Date

cc: File

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME:

DATE:

- (a) Is this a Result of a Bid or Request for Proposal?
No - sole source provider
- (b) Purpose of Contract:
Flood Plain Management Services for new Soil & Water Conservation District
- (c) Name of Contractor: Building
A.E. Knapp & Associates, LLC
- (d) Address of Contractor:
3031 State Route 40, Argyle Road, Greenwich, New York 12834-9622
- (e) Contractor's Contact Person and Telephone Number:
Alton E. Knapp, Jr., CFM
- (f) Has or will the Contract be provided, if so, please attach:
County Attorney's Office will prepare using estimate as an exhibit
- (g) Commencement Date of Contract:
When executed by the parties
- (h) Termination Date of Contract:
When the work has been completed
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$2,500
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and
Amount:

Capital Project No. H285.9550 280 -- Soil & Water Conservation
Building

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

A. E. KNAPP & ASSOCIATES, L.L.C.

Estimate

ALTON E. KNAPP JR., CFM
 3031 STATE ROUTE 40
 GREENWICH, N.Y. 12834-9622

DATE	ESTIMATE #
4/8/2008	08-8

NAME / ADDRESS
Warren County SWCD Mr. Dave Wick, District Mgr. 51 Elm Street Warrensburg, N.Y. 12885

			PROJECT
DESCRIPTION	QTY	COST	TOTAL
COUNTY HOME ROAD PROPERTY, PROVIDE FLOODPLAIN MANAGEMENT SERVICES		0.00	0.00
COORDINATE REQUIREMENTS FOR FEDERAL LETTER OF MAP AMENDMENT (LOMA) WITH ENGINEER AND SURVEYOR. MEET AS NECESSARY.	8	115.00	920.00
OBTAIN, PREPARE AND SUBMIT TO FEMA, ALL DOCUMENTS, FORMS AND OTHER MATERIALS NECESSARY TO OBTAIN A LOMA TO REMOVE A DESCRIBED PORTION OF THE PROPERTY FROM THE FEDERALLY IDENTIFIED FLOOD HAZARD AREA.		1,580.00	1,580.00
ALL ADDITIONAL SERVICES AS NECESSARY AND REQUIRED EXCEEDING THE ITEMS LISTED WILL BE INVOICED AT THE RATE OF \$115.00/HR. AND REQUIRES CLIENT'S APPROVAL.			
APPROVAL OF THIS ESTIMATE REQUIRES A \$500.00 RETAINER.			
THIS ESTIMATE VALID FOR 60 DAYS		TOTAL	\$2,500.00

SIGNATURE

Dave Wick
 4/9/08

WARREN COUNTY BOARD OF SUPERVISORS

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803

Telephone 518-761-6535
Fax 518-761-7652

Frederick H. Monroe, Chairman

Joan Sady, Clerk of the Board

February __, 2009

DRAFT

.gov Domain Registration
10304 Eaton Place
Attn: QTDC, 2E08
Fairfax, Virginia 22030

RE: WARRENCOUNTYNY.GOV DOMAIN NAME

Dear Domain Manager:

As Chairman of the Board of Supervisors for the County of Warren, New York, I formally request that authority over the warrencountyny.gov second-level domain name be delegated to the County of Warren, New York. This request has been approved by resolution of the Warren County Board of Supervisors.

I attest that I am the highest-ranking official for the County of Warren, New York and am authorized to make this request. By requesting this domain name, I acknowledge that Warren County will be responsible for payment of the annual \$125 .gov domain name fee. In addition, Warren County will insure the website content of the requested domain name conforms with the .gov website content policy.

This domain name will be used for Internet-based services including, but not limited to, a website, ftp, VPN and e-mail.

The use of this domain is consistent with the County of Warren, NY Internet Policy.

William Mahar will be the Administrative Point of Contact (POC) for warrencountyny.gov. If there are any questions, please contact him at 518-761-7670 or via e-mail at: wmahar@co.warren.ny.us.

Thank you for your assistance in this matter.

- The domain must be registered with:
 1. The county's or parish's name
 2. The word "county" or "parish" (because many counties have the same name as cities within the same state)
 3. A reference to the state in which the county or parish is located by including the two-letter state postal code.

- Counties and parishes may NOT register local programs/initiatives, such as local fire departments, police departments, libraries, etc. Therefore, no other characters (beside the county/parish and state name plus the word "county" or "parish") may appear in the domain name.
- Abbreviations of the county name are not acceptable.
- The word "county" or "parish" must be spelled out in full.
- The format for counties or parishes is to denote the state postal code after the county or parish, preferably separated by a dash. Examples of acceptable domain names include:
 1. richmondcounty-ga.gov
 2. countyofdorchester-sc.gov
 3. loudouncountyva.gov

- Use of spaces and underscores within domain names is prohibited. Dashes are encouraged, but may not be used at the beginning or end of a domain name.

President
Brian Towers

Past President
William Farber

Directors at Large
George Canon
Robert Banks
Cathy Moses
Jean Raymond
Sterling Goodspeed
Mark Hall

*Adirondack Association of
Towns & Villages*



*P.O. Box 777
Mayfield, NY 12117
Tel: (518) 661-7622
Fax: (518) 661-7623
Website: aatrvny.org*

Executive Director/Treasurer

Carol Hart
Regional Directors
Region A
Roger Amell
Region B
Randy Douglas
Region C
Fred Monroe
Region D
Gregg Wallace
Region E
Robert A. Moore

January 6, 2009

County Of Warren
Chairman Fred Monroe
1340 State Street Route 9
Lake George, New York 12845

Dear Chairman Monroe and Board:

The Adirondack Association of Towns and Villages (AATV), Adirondack North Country Association (ANCA), and the Towns of Chester and Arietta, have come together to jointly sponsor the Adirondack Regional Assessment Project. This project includes a study looking at all 103 towns and villages located wholly or partially within the Adirondack Park to establish a fact-based assessment of municipal infrastructure and the life in each community. It is the first-ever examination of all municipalities in the Adirondack Park, and is intended to provide important information to support Park-wide economic development and planning. Instrumental to the assessment is the Community Survey that has been distributed to all 103 of the municipalities.

The Survey design is the product of several months of work by the Project Steering Committee, which carefully considered feedback from regional AATV meetings, and input from experts in municipal services. The Survey consists of eight modules designed for completion with assistance from officials in each community, and three modules mailed separately to other officials for their completion. Information from the survey will be combined with data derived from secondary sources to complete the research.

The group received a grant of \$116,000 from the New York State Department of State under the Quality Communities Grant Program. The technical assistance, research and document production are being supplied by The LA Group, The Center for Governmental Research and the Sienna Research Institute. The grant requires a match of \$23,200 from local government, county and private sources to fund the program.

To date the AATV has received \$16,450 in matching funds from Adirondack communities. We are still \$6,750 short from reaching the required match of \$23,200. We are reaching out to the Adirondack counties to ask that you consider partnering with us to complete the required match.

Please consider a contribution of \$1000 to \$1500 to help us complete the project. Your county will become a fully recognized partner and receive copies of all study results.

With the Adirondacks at a critical point, the hope is that the information derived from this survey will allow us to make a case for what our communities need to survive. Thank you for your consideration of this request. Please contact the AATV if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Carol Hart". The signature is written in a cursive, flowing style.

Carol Hart, Executive Director

A G E N D A
PERSONNEL COMMITTEE
FEBRUARY 11, 2009

1) Referrals from the Health Services Committee:

Health Services:

- A)** Amending Resolution No. 658 of 2007 to include language to reflect when a Registered Professional Nurse (RPN), grade 19, base salary of \$39,660, completes two years of full time Home Care/Public Health experience, they may be promoted to a Community Health Nurse (CHN), grade 20, base salary of \$41,358; and if an RPN or CHN completed their Bachelor's Degree for Nursing the pay grade level may increase to reflect the change in title to Public Health Nurse (PHN), grade 21, base salary of \$42,408; thereby amending the Department's Table of Organization.
- B)** Amending Resolution No. 59 of 2008, which authorized the Director of Public Health to fill the vacant position of Supervising Public Health Nurse due to a retirement, to correct the base salary from \$54,251 (2008 salary) to the 2009 adopted base salary of \$58,115, as per the attached.

Westmount Health Facility:

- C)** Request for an employee to enroll in a job related course entitled "Financial Accounting" at Adirondack Community College from January 27, 2009 through May 14, 2009, at a cost of \$569.50.
- D)** The request to fill the vacant position of Physical Therapy Assistant has been withdrawn by the Administrator of the Westmount Health Facility and will be referred back to the Health Services Committee.

2) Referrals from the Public Safety Committee:

Sheriff & Communications:

- A)** Request to fill the vacant position of Cook in the Corrections Division, base salary of \$29,170, Employee No. 6445, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
- B)** Request to fill the vacant position of Correction Officer, base salary of \$32,400, Employee No. 10728, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

3) Referral from the Public Works Committee:

The request to fill the vacant position of Information System Manager has been withdrawn by the Superintendent of Public Works and will be referred back to the Public Works Committee.

4) Referral from the Real Property Tax Services Committee:

Request to fill the vacant position of Real Property Clerk, base salary of \$24,480, Employee No. 11437, due to promotion. The Notice of Intent to Fill Vacant Position is attached.

5) Referrals from the Social Services (Meeting on January 29, 2009):

- A)** Request to fill the vacant position of Keyboard Specialist, base salary of \$23,390. The Notice of Intent to Fill Vacant Position is attached.
- B)** Request to fill the vacant position of Caseworker, base salary of \$34,178, Employee No. 9270, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
- C)** Reclassifying the position of Keyboard Specialist, base salary of \$23,390 to the position of Community Services Assistant, base salary of \$33,912 and deleting the position of Keyboard Specialist #3; thereby amending the Department's Table of Organization.
- D)** Request to fill the vacant position of Community Services Assistant, base salary of \$33,912. The Notice of Intent to Fill Vacant Position is attached.

Referrals from the Social Services Meeting on February 5, 2009:

- E)** Reclassifying the position of Senior Account Clerk, base salary of \$29,031, Employee No. 11282 to the position of Account Clerk, base salary of \$25,344 and deleting the Senior Account Clerk position; thereby amending the Department's Table of Organization.
- F)** Reclassifying the position of Senior Account Clerk, base salary of \$31,250, Employee No. 10936 to the position of Account Clerk, base salary of \$27,281 and deleting the Senior Account Clerk position; thereby amending the Department's Table of Organization.

Please note: The following requests require 2/3 majority vote by the Supervisory Committee which was not obtained at the February 5, 2009 Committee meeting, due to the lack of Committee members present; therefore, if a 2/3 majority vote is reached amongst the Personnel Committee, it will be necessary to waive the rules of the board regarding Section D, Number 8 (I) of Resolution No. 1 of 2009 regarding 2/3 majority vote of appropriate Committee and to introduce the requests to fill the positions from the floor at the February 20, 2009 Board of Supervisors meeting.

- G)** Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Employee No. 11544, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
- H)** Creating the position of Clerk, on a temporary basis due to award of additional HEAP administrative funds, base salary of \$22,897, effective February 23, 2009; thereby amending the Department's Table of Organization.

- I) Request to fill the vacant temporary position of Clerk, base salary of \$22,897. The Notice of Intent to Fill Vacant Position is attached.
 - J) Creating the position of Social Welfare Examiner, on a temporary basis due to award of additional HEAP administrative funds, base salary of \$29,199, effective February 23, 2009; thereby amending the Department's Table of Organization.
 - K) Request to fill the vacant temporary position of Social Welfare Examiner, base salary of \$29,199. The Notice of Intent to Fill Vacant Position is attached.
 - L) Request to fill the vacant temporary position of Social Welfare Examiner, base salary of \$29,199, due to medical leave absence from December 20, 2008 through approximately April 20, 2009. The Notice of Intent to Fill Vacant Position is attached.
- 6) Ratifying the actions of the Chairman of the Board in signing the Memorandum of Agreement (MOA) with the Sheriff's Employees' Alliance regarding a Communication Officer.
 - 7) Paul Dusek, County Attorney, has requested to address the Committee regarding a referral from the County Facilities Committee concerning County policies for employee breaks.
 - 8) Todd Lunt, Director of Human Resources, has a request to ratify the execution of the authorization to attend the NYSAC 2009 Legislative Conference in Albany, NY on February 9 and 10, 2009, as approved by the Chairman of the Board. A copy of the Authorization to Attend Meeting or Convention is attached.

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: Board of Elections

DATE: 2/12/2009

- (a) Purpose of Request: Intermunicipal Agreement with City & Towns

- (b) Details: Secure Polling Sites, Poll Site Setup, Storage, and Delivery for all elections as per County Attorney Contract.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: #1450.439 Misc. Expenses Amount to be determined

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Board of Elections

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? YES

- (b) Purpose of Contract: Printing of Election Supplies: Ballots, Machine Strips, Canvass Sheets, Affidavit Envelopes, etc.

- (c) Name of Contractor: Fort Orange Press Inc.

- (d) Address of Contractor: 11 Sand Creek Rd. Albany, NY 12205

- (e) Contractor's Contact Person and Telephone Number: Robert F. Witko 489-3233

- (f) Has or will the Contract be provided, if so, please attach: per Bid a result of RFP

- (g) Commencement Date of Contract:

- (h) Termination Date of Contract:

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Upon completion

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: #1450.439 Misc. Expenses not to exceed \$13,395.00

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

**WARREN COUNTY
BID TABULATION SHEET**

DESCRIPTION OF ITEM	QUANTITY	NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
		BID PRICE	BID PRICE		
BID NO.: WC 35-09 ITEM(S): ELECTION SUPPLIES FOR THE WARREN COUNTY BOARD OF SUPERVISORS DATE: FEBRUARY 9, 2009 TIME: 3:00 P.M.					
Printing of 2009 Special Election:					
AVM Machine Strips	70 sets	\$15.00/set	\$1,050.00	\$90.00/set	\$3,850.00
Pre-Printed Sample Ballots	700	\$1.50/ballot	\$105.00	\$60/ballot	\$630.00
Absentee Ballots	6600	\$5.00/lot of 50	\$660.00	\$7.00/lot of 50	\$1,551.00
Canvass Sheets	70	\$2.00/each	\$140.00	\$4.00/each	\$140.00
Printing of 2009 Primary Election:					
AVM Machine Strips	70 sets	\$43.00/set	\$3,010.00	\$15.00/set	\$3,850.00
Pre-Printed Sample Ballots	700	\$5.50/ballot	\$350.00	\$4.50/ballot	\$630.00
Absentee Ballots	6600	\$15.00/lot of 50	\$1,980.00	\$8.00/lot of 50	\$1,551.00
Canvass Sheets	70	\$5.00/each	\$350.00	\$6.00/each	\$140.00
Primary Election Affidavit Oath Envelopes	1000	\$1.00/each	\$100.00	\$2.75/each	\$175.00
Printing of 2009 General Election:					
AVM Machine Strips	70 sets	\$41.00/set	\$2,870.00	\$15.00/set	\$3,850.00
Pre-Printed Sample Ballots	700	\$5.00/ballot	\$350.00	\$2.00/ballot	\$630.00
Absentee Ballots	6600	\$15.00/lot of 50	\$1,980.00	\$20.00/lot of 50	\$1,551.00
Canvass Sheets	70	\$5.00/each	\$350.00	\$6.00/each	\$140.00
General Election Affidavit Oath Envelopes	1000	\$1.00/each	\$100.00	\$2.75/each	\$175.00
BID AWARDED TO:	TOTAL BID:		\$13,395.00		\$18,863.00
*see proposal for minimum charges					
**corrected total - math error in proposal					
JULIE A. PACYNA, PURCHASING AGENT		TERM OF BID:			

WC 35-09 - ELECTION SUPPLIES FOR THE WARREN COUNTY BOARD OF ELECTIONS

DATE: MONDAY, FEBRUARY 9, 2009 TIME: 3:00 P.M.

PLACE: MUNICIPAL CENTER
2nd FLOOR

PROPOSAL OF: FOET ORANGE PRESS, Inc.
COMPANY NAME

TO: Julie Pacyna, Purchasing Agent
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

The undersigned, having carefully examined the specifications and having to his/her satisfaction ascertained all the facts concerning these specifications, herewith submit the following bid. Please note, quantities listed are estimates only. No minimum purchase is guaranteed. In the event that the County requires a smaller number of items, we will only be responsible for payment of the items actually ordered.

ITEM NO.	SIGNAGE/ACCESSORIES REQUIRED	ESTIMATED QUANTITIES	PRICE/UNIT	TOTAL PRICE
1.	Printing of the 2009 Special Election			
	AVM Machine Strips	70 sets	\$ 15 /set	\$ 1,050 --
	Pre-Printed Sample Ballots	700	\$.15 /ballot	\$ 105 --
	Absentee Ballots	6600*	\$ 5 /lot of 50	\$ 660 --
	Canvass Sheets	70	\$ 2 /each	\$ 140 --
2.	Printing of the 2009 Primary Election			
	AVM Machine Strips	70 sets	\$ 43 /set	\$ 3,010 --
	Pre-Printed Sample Ballots	700	\$.50 /ballot	\$ 350 ^{FFW} --
	Absentee Ballots	6600*	\$ 15 /lot of 50	\$ 1,980 --
	Canvass Sheets	70	\$ 5 /each	\$ 350 --
	Primary Election Affidavit Oath Envelope	1000	\$.10 /each	\$ 100 --
3.	Printing of the 2009 General Election			
	AVM Machine Strips	70 sets	\$ 41 /set	\$ 2,870 --
	Pre-Printed Sample Ballots	700	\$.50 /ballot	\$ 350 --
	Absentee Ballots	6600*	\$ 15 /lot of 50	\$ 1,980 --
	Canvass Sheets	70	\$ 5 /each	\$ 350 --
	General Election Affidavit Oath Envelope	1000	\$.10 /each	\$ 100 --
TOTAL BID PRICE:				\$ 13,895 --

* Absentee ballots must be bid in lots of 50. 19 Different Ballot Styles are possible for this item.

WC 35-09 - ELECTION SUPPLIES FOR THE WARREN COUNTY BOARD OF ELECTIONS

DATE: MONDAY, FEBRUARY 9, 2009 TIME: 3:00 P.M.

**PLACE: MUNICIPAL CENTER
2nd FLOOR**

Bids shall be delivered not later than Monday, February 9, 2009, 3:00 p.m., with original signatures, to the above address. On the outside of SEALED envelope please note "WC 35-09 - Election Supplies".

DATE: 2/9/09 FEDERAL ID #: 14-01069730
SIGNATURE OF BIDDER: Robert F. Witko
TITLE: Vice President
NAME OF BIDDER (PRINTED): Robert F. Witko
NAME OF FIRM: FORT ORANGE PRESS, Inc.
NUMBER YEARS IN BUSINESS OF FIRM: 100 +
BUSINESS ADDRESS: 11 SAND CREEK ROAD ALBANY NY 12205
E-MAIL ADDRESS: rwitko@fortorangepress.com
PHONE #: (518) 489-3233 FAX #: (518) 489-1638

NEW BIDDERS ONLY: Please list three (3) current references, preferably school or government.

COMPANY NAME	CONTACT PERSON	PHONE #
1. <u>Erie County</u>	<u>Ralph Mohr</u>	<u>(716) 858-8891</u>
2. <u>Livingston County</u>	<u>Susan Guenther</u>	<u>(585) 243-7090</u>
3. <u>Essex County</u>	<u>Lew Sanders</u>	<u>(518) 873-3474</u>

The attached Corporate Resolution and Bidder Certification must be completed and signed and made a part of the Bid Proposal.

WC 35-09 - ELECTION SUPPLIES FOR THE WARREN COUNTY BOARD OF ELECTIONS

DATE: MONDAY, FEBRUARY 9, 2009 TIME: 3:00 P.M.

**PLACE: MUNICIPAL CENTER
2nd FLOOR**

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965, effective September 1, 1965.

By submission of this bid or proposal, the bidder certifies that:

- (a) This bid, or proposal, has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- (b) This bid, or proposal, has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
- (c) No attempt has been or will be made, to induce any person, partnership, or corporation to submit or not to submit a bid or proposal;
- (d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
- (e) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, in behalf of the corporate bidder.

Individual Bidder

Co-Partnership

By _____
Partner

FC&S ORANGE PRESS INC.
Corporation
By *James H. Little Pres.*
President

WC 35-09 - ELECTION SUPPLIES FOR THE WARREN COUNTY BOARD OF ELECTIONS

DATE: MONDAY, FEBRUARY 9, 2009 TIME: 3:00 P.M.

**PLACE: MUNICIPAL CENTER
2nd FLOOR**

CORPORATE RESOLUTION

RESOLVED that FOOT ORANGE PRESS INC.
(Name of Corporation)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:

ELECTION SUPPLIES FOR THE WARREN COUNTY BOARD OF ELECTIONS
(Title of Project)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by FOOT ORANGE
Press Inc. Corporation at a meeting of its Board of Directors held on
the 6th Day of FEBRUARY, 2009, and
is still in force and effective on this 9th Day of FEBRUARY,
2009.

[Handwritten Signature]
SECRETARY
(Signature)

(SEAL OF CORPORATION)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Board of Elections

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? YES

- (b) Purpose of Contract: Pickup, Delivery and Return of Ballot Marking Devices

- (c) Name of Contractor: Mullen Bros. Inc.

- (d) Address of Contractor: 79 Broad St. Glens Falls, NY 12801

- (e) Contractor's Contact Person and Telephone Number: Martin Mullen 792-9991

- (f) Has or will the Contract be provided, if so, please attach: per Bid a result of RFP

- (g) Commencement Date of Contract:

- (h) Termination Date of Contract:

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: #1450.439 Misc Expenses not to exceed \$3,987.00

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

*as listed in budget and LOGOS

**WARREN COUNTY
BID TABULATION SHEET**

<p>BID NO.: WC 37-09 ITEM(S): RFP FOR MOVING OF BALLOT MARKING DEVICES FOR THE WARREN COUNTY BOARD OF ELECTIONS DATE: FEBRUARY 9, 2009 TIME: 3:00 PM.</p>	<p>NAME & ADDRESS OF BIDDER</p>	<p>NAME & ADDRESS OF BIDDER</p>	<p>NAME & ADDRESS OF BIDDER</p>	<p>NAME & ADDRESS OF BIDDER</p>	<p>NAME & ADDRESS OF BIDDER</p>
	<p>Mullen Bros., Inc. Attn: Martin Mullen 79 Broad Street Glens Falls, NY 12801 Ph: 792-9991 Fax: 792-3418</p>	<p>Liedkie Moving & Storage Attn: Thomas Iama 2696 Curry Road Schenectady, NY 12303 Ph: 357-2400 Fax: 357-2120</p>	<p>Douglas Mabey, Inc. d/b/a American Van Service Attn: Douglas Mabey 94 Big Boom Road Queensbury, NY 12804 Ph: 793-6622 Fax: 793-5878</p>	<p>Rokjer Bros. Moving Attn: Robert Rokjer 20 Gurley Avenue Troy, NY 12182 Ph: 366-7060 Fax: 663-8090</p>	<p>Arnoff Moving & Storage Attn: Robert Falbot 7 Tivoli Street Albany, NY 12207 Ph: 463-5525 Fax: 426-4229</p>
<p>DESCRIPTION OF ITEM</p>	<p>BID PRICE</p>	<p>BID PRICE</p>	<p>BID PRICE</p>	<p>BID PRICE</p>	<p>BID PRICE</p>
<p>2009 Special Election</p>	<p>\$1,326.00</p>	<p>\$3,310.00</p>	<p>\$3,600.00</p>	<p>\$2,500.00</p>	<p>\$3,800.00</p>
<p>2009 Primary Election</p>	<p>\$1,326.00</p>	<p>\$3,310.00</p>	<p>\$3,600.00</p>	<p>\$2,500.00</p>	<p>\$3,800.00</p>
<p>2009 General Election</p>	<p>\$1,326.00</p>	<p>\$3,310.00</p>	<p>\$3,600.00</p>	<p>\$2,500.00</p>	<p>\$3,800.00</p>
<p>Hourly Rate per truck</p>	<p>\$50.00/hr/truck</p>	<p>\$35.00/hr/truck</p>	<p>\$35.00/hr/truck</p>	<p>\$100.00/hr/truck</p>	<p>\$35.00/hr/truck</p>
<p>Hourly rate per man</p>	<p>\$30.00/hr/man</p>	<p>\$32.00/hr/man</p>	<p>\$35.00/hr/man</p>	<p>\$25.00/hr/man</p>	<p>\$30.00/hr/man (straight time, 8 am - 4pm) \$45.00/hr/man (overtime)</p>
<p>TOTAL FOR ALL 3 ELECTIONS</p>	<p>\$3,978.00</p>	<p>\$9,930.00</p>	<p>\$10,800.00</p>	<p>\$7,500.00</p>	<p>\$11,400.00</p>
<p>BID AWARDED TO:</p>	<p>Resolution No.:</p>				
	<p>Term:</p>				
<p>JULIE A. PACYNA, PURCHASING AGENT</p>					



**MULLEN
MAYFLOWER**

Moving and Storage Company
50 Downing Two
Pittsfield, MA 01201
Telephone 413.499.0815
Telefax 413.499.8639
MullenCo.com

February 5, 2009

VIA FEDERAL EXPRESS

Ms. Julie Pacyna, Purchasing Agent
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

RE: WC 37-09, Proposal For Moving Ballot marking Devices

Dear Ms. Pacyna:

Please find enclosed our bid and proposal.

Pursuant to the bid please find the information requested in item C:

- i) Mullen has moved voting machines in for Albany County, Schenectady, Niskayuna, and Pittsfield, MA. Last year Mullen moved the Schenectady County voting machines for all Local, State and Federal Elections and primaries. In addition, Mullen is experienced in moving sensitive telecommunications, medical and electronic equipment.
- ii) Mullen will utilize air ride lift gate trucks with logistical tie offs. The trucks will be equipped with three man crews, floor protectors, pads, straps, ramps, and block and tackle. The trucks will be loaded in reverse order of your delivery route – first on last off.
- iii) The total actual cost to the county for the three elections will be \$3,978.00.
- iv) Albany County New York
Schenectady County New York
Berkshire County Massachusetts



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Ms. Julie Pacyna
WC 37-09
February 5, 2009
Page 2.

Pursuant to the bid please find the information requested in item C (continued)

- i) Steve Vilardo and Fred Carpenter handled the distribution of Schenectady County voting machines in 2008. Employed with Mullen Moving and Storage for a combined total of 35 years.

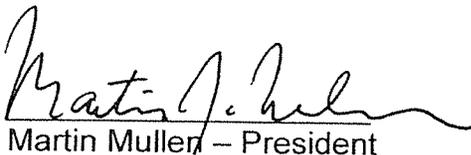
- v) 2 Trucks, Six Men and One Project Manager.

Please enclosed is a Corporate Biography of Mullen Bros., Inc. in compliance with Item C – "Description of Company".

Thank you for the opportunity to submit a proposal. I am,

Cordially yours,

MULLEN BROS. INC.



Martin Muller – President

MJM/mm
Enclosures
History of Company
Three Original Copies of Bid

History of Mullen

Patrick Ryan Mullen in New Bedford, Massachusetts, started Mullen Brothers in 1880. Patrick was a Stevedore and operated a drayage company delivering freight from the shipyards to business and homes.

Rail service expanded, so did the family, and so did the business. In the early 1900's Mullen headed west and settled in North Adams, Massachusetts. From their location on State Street, freight was prepared and drayed into the Heritage Park Rail Yard. The service was performed with teams of horses within Berkshire County in Western Massachusetts.

Ownership of the company was transferred to Patrick's son, Martin Thomas Mullen, in 1921. With the advent of motorized trucks, Martin expanded the drayage operation and developed a freight line. Informally known as "the loop", trips were made three times per week from Massachusetts, North into Vermont, West into Glens Falls and south to Saratoga, then Albany, then back to Massachusetts.

In 1942, the business was bequeathed to Martin's wife, Gertrude Craven Mullen. Gert operated the business alone until her son Jack returned from World War II.

In 1946 Jack returned from the war, learned the business, and expanded the loop by purchasing Senshaw Moving in Glens Falls, NY; Saratoga Van in Saratoga Springs, NY; and McCormick & Sons, in Schenectady, NY and became one of the founding agents of the Aero Mayflower Transit Company.

In 1980 Martin Mullen entered the business full time -- the fourth generation with Mullen Mayflower. 1980 also marked the deregulation of the moving industry.

To meet the demands and opportunities of deregulation, Martin began diversifying and specializing in related businesses – transportation, warehousing, and packaging.

In addition to furniture moving, packing and transportation, Mullen specializes in Facility & Industrial Moving, Museum and Library Relocation, International Household Goods Forwarding, Climate-Controlled Warehousing and Transportation, Information Storage & Management, and High Value prototypes.

During the 1980's Martin started The Archive – Information Storage & Management, Pack N' Ship, and Mullen's Minis Self Storage Mini Warehouses and Trailer Storage. Martin purchased Mullen Mayflower and the related companies in 1989.

In 1997 Martin purchased Consolidated Freightways' terminal in Pittsfield, Massachusetts and started Mullen Logistics, LLC a commercial Warehousing and Distribution Company.

In 2002 Martin purchased Downing Personal Storage Company expanding Mullen's Minis, Inc., which now includes four self-storage facilities and truck rental and leasing companies.

Mullen is licensed by: the Commonwealth of Massachusetts Department of Telecommunications and Energy, the Federal Highway Administration, The United States Department of Transportation, Public Service Commission of the State of New York, and the Military Traffic Management Command.

Mullen is a member of multiple trade organization, including but not limited to the Massachusetts Movers Association of which Martin Mullen is a former director, the New York State Movers Association, the American Moving & Storage Association, and the Employee Relocation Council.

Mullen is both bonded and insured for: Worker's Compensation, Automobile, Property, Liability with Umbrella, and Loss & Damage to Cargo (Inland Marine). Please ask us for a copy of our certificates of insurance.

Mullen has been serving Saratoga, Glens Falls and the Adirondacks since 1880. Thank you for the opportunity to be of service. Should you have any questions or concerns, please contact us at 518-792-9991 or stop by our offices at 79 Broad Street, Glens Falls, NY 12801.

WC 37-09 - REQUEST FOR PROPOSALS FOR MOVING OF BALLOT MARKING DEVICES FOR THE WARREN COUNTY BOARD OF ELECTIONS

DATE: FEBRUARY 9, 2009

TIME: 3:00 P.M.

PLACE: MUNICIPAL CENTER

PROPOSAL

PROPOSAL OF: Mullen Bros., Inc.

COMPANY NAME

TO: Julie A. Pacyna, Purchasing Agent
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

The undersigned having carefully examined the specifications and having to their satisfaction ascertained all the facts concerning these specifications, herewith submits the following attached proposal.

\$ 1,326.00 for the 2009 Special Election

One Thousand Three Hundred Twenty Six Dollars and No Cents.
Amount in Words

\$ 1,326.00 for the 2009 Primary Election

One Thousand Three Hundred Twent Six Dollars and No Cents.
Amount in Words

\$ 1,326.00 for the 2009 General Election

One Thousand Three Hundred Twenty Six Dollars and No Cents
Amount in Words

Special Hourly Rates for services other than those requested above:

\$ 50.00 /hour per truck

\$ 30.00 /hour per man

WC 37-09 - REQUEST FOR PROPOSALS FOR MOVING OF BALLOT MARKING DEVICES FOR THE WARREN COUNTY BOARD OF ELECTIONS

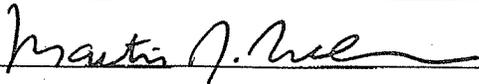
DATE: FEBRUARY 9, 2009

TIME: 3:00 P.M.

PLACE: MUNICIPAL CENTER

Please attach all other information requested in these specifications.

Date: February 2, 2009 Federal ID# 04-2080236

Contractor Signature: 

Contractor name (Printed): Martin J. Mullen

Name of Firm: Mullen Bros., Inc.

Business Address: 79 Broad Street, Glens Falls, NY 12801

Phone #() 518-792-9991 Fax # 518-792-3418

NOTE: The Following Certification and Corporate Resolution, if applicable, must accompany this proposal. Financial statement, if desired, will be requested at a later date. D.B.A. and/or Certificate of Incorporation will be required from successful bidder.

WC 37-09 - REQUEST FOR PROPOSALS FOR MOVING OF BALLOT MARKING DEVICES FOR THE WARREN COUNTY BOARD OF ELECTIONS

DATE: FEBRUARY 9, 2009

TIME: 3:00 P.M.

PLACE: MUNICIPAL CENTER

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965, effective September 1, 1965.

By submission of this bid or proposal, the bidder certifies that:

(a) This bid, or proposal, has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;

(b) This bid, or proposal, has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;

(c) No attempt has been or will be made, to induce any person, partnership, or corporation to submit or not to submit a bid or proposal;

(d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;

(e) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, in behalf of the corporate bidder.

Individual Bidder

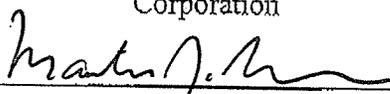
Co-Partnership

By _____

Partner

Mullen Bros., Inc.

Corporation

By  _____

President

Martin J. Mullen

WC 37-09 - REQUEST FOR PROPOSALS FOR MOVING OF BALLOT MARKING DEVICES FOR THE WARREN COUNTY BOARD OF ELECTIONS

DATE: FEBRUARY 9, 2009

TIME: 3:00 P.M.

PLACE: MUNICIPAL CENTER

CORPORATE RESOLUTION

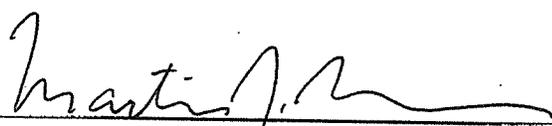
RESOLVED that Mullen Bros., INC.
(Name of Corporation)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:
WC 37-09 Moving of Ballot Marking Devices For The Warren County Board of Elections
(Title of Project)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by Mullen Bros., INC.

Corporation at a meeting of its Board of Directors held on the Third Day of February, 2009, and is still in force and effective on this Fourth Day of February, 2009.


SECRETARY
(Signature)

(SEAL OF CORPORATION)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Treasurer

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? RFP - WC 106-08. We are rejecting the lowest proposal of Richard H. Dinolfo, CPA because he lacked the required Single Audit experience and an unqualified peer review. Negotiations were made with the second lowest bidder meeting the specifications for a one year contract instead of the original three years stated in the RFP.
- (b) Purpose of Contract: 2008 Annual Single Audit
- (c) Name of Contractor: Bonadio & Co., LLP
- (d) Address of Contractor: 6 Wembley Court, Albany, NY 12205
- (e) Contractor's Contact Person and Telephone Number: Alan Walther, 464-4080
- (f) Has or will the Contract be provided, if so, please attach: Will be provided
- (g) Commencement Date of Contract: February 20, 2009
- (h) Termination Date of Contract: December 31, 2009
- (i) Payment Provisions:
 - i) lump sum amount \$41,000
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1325 470 County Treasurer - Contract \$41,000.

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: DPW - Airport

DATE: March 3, 2009

- (a) Purpose of Request: To amend Resolution 229 of 2008, to include the "NYS DOT" with the FAA for reimbursement of the purchase of the Avigation Easement (Tra-Tom); Authorize the Chairman to execute the Aviation Capital Project Agreement with NYS DOT funding for the following projects; Tra-Tom Easement, Snow Removal Equipment (Skid Steer), and Runway End Siting Analysis (Obstruction Study), as this Agreement is the vehicle through which the funding will be achieved.

- (b) Details: The current Resolution only refers to the Federal Aviation Administration in allowing the Chairman to seek reimbursement for the Avigation Easement for Tra-Tom Development Inc. This amendment will allow the Chairman to also approve documentation relative to the New York State Dept. of Transportation, including the three outstanding grant applications mentioned above.

- (c) Previous Resolution Number: 229 of 2008

WARREN COUNTY BOARD OF SUPERVISORS

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803

Telephone 518-761-6535
Fax 518-761-7652

Frederick H. Monroe, Chairman

Joan Sady, Clerk of the Board

February 5, 2009

Mr. Fran Reina
Internal Revenue Service
10 Broad Street
Utica, NY 13501

Dear Mr. Reina:

We are in receipt of your proposed changes to our employment tax for 2006 relating to Forms 941 and 945. We have summarized the Internal Revenue Service assessment as follows:

Form 941

DPW Meal Allowance	\$5,692.92
Personal Use of Vehicles	<u>2,720.12</u>
Total	<u>\$8,413.04</u>

Form 945

Total	<u>\$10,256.80</u>
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It has been a long standing policy for Warren County to provide meals for its crew during winter storms or other emergencies. These employees are required to be out on the job during meal times and they do not have a chance to go home for their meal. The average annual amount paid for meals for each employee is only \$220 which we feel is not a significant amount. We do not feel that these employees should be taxed on these meals since they are required as a condition of their employment to work overtime during dinner time. We request that the entire assessed amount of \$5,692.92 relating to DPW meal allowances be waived.

Page 2

We would also like to have the Penalty for Failure to File in the amount of \$1,300.00 waived for 13 1099 Forms. The number of forms not filed only represents 2% of the total of forms that were filed. Administrative procedures are now in place to ensure that all vendors doing business with the County will be issued 1099 forms where appropriate.

In light of the economic crisis and the financial hardship that our County is currently facing, we ask that you consider waiving the above mentioned amounts for DPW meal allowances and Penalty for Failure to File, as well as any future interest that you may impose.

Very truly yours,

Frederick H. Monroe
Chairman

CC: Senator Charles Schumer
Senator Kirsten Gillibrand

SIGN-IN SHEET FOR GUESTS

COMMITTEE: Finance

DATE: Feb. 11, 2009

PLEASE PRINT

NAME	REPRESENTING
Bud York	WCSO
Dick DiWolfo	Donald A. DiWolfo GA
Sheila M Weaver	Social Services
Ret + Quon	Health Services
BILL LAMB	DPW
Julie Reyna	Purchasing
ALAN WARTHED	BONARDI GROUP
Ms Lynch	Treasurer
FRANK O'NEILL	"
Maynard J. Baker	Visitor
W. M. Mott	B.O.E.
Rick Murphy	Treasurer
Joanna Gami	Taxpayer
J. Davis	Public
Julie	Visitor
Dod DeGraw	DPW - Airport
Alyson Martin	The Post - Star
Jon Alexander	ADK Journal