

**A G E N D A**  
**FINANCE COMMITTEE**  
**MARCH 11, 2009**

- 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
- 2) **Referral from the County Clerk-Motor Vehicles Committee:**  
Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$15,311 to accept unexpended funds suspended from the 2008 County budget for the LGRMIF (Local Government Records Management Improvement Fund) grant project.
- 3) **Referral from the County Facilities Committee:**  
Requesting a source of funding in the amount of \$71,700 for Clark Patterson Lee to further review the former Jail, assess any future court space issues and to develop a Master Plan by May of 2009. *Note: The Treasurer's Office recommends Unappropriated General Fund Balance.*
- 4) **Referral from the County Treasurer:**  
Review of the RFP (Request for Proposal) for analysis of cash flow and unappropriated fund balance and consulting services relative thereto; bid tabulation sheet attached for review.
- 5) **Referral from the Health Services Committee:**  
**Westmount Health Facility:**  
Establishing Capital Project No. H296.9550 280- Study for the Installation of a Sprinkler System at Westmount Health Facility, for the purpose of completing a study prior to installing a New York State Department of Health mandated internal sprinkler system, in the amount of \$5,000, with the source of funding to be EF.229000 909.00-Unrestricted Fund Balance.
- 6) **Referrals from the Human Services Committee:**  
**Employment & Training Administration:**
  - A) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$36,709 to reflect receipt of Federal grant funds.
  - B) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$6,250 to reflect receipt of Federal grant funds.
- 7) **Referral from the Planning & Community Development Committee:**  
Establishing Capital Project No. H297.9550 280-Warren County Quadricentennial Program, for the Warren County Quadricentennial Commemoration Projects Coordinated Program, in the amount of \$45,000, with the source of funding to be a State Grant from the New York State Department of Environmental Conservation.

**8) Referral from the Public Safety Committee:****Sheriff & Communication:**

- A) Authorizing a contract with Justice Benefits, Inc., for the State Criminal Alien Assistance Program Management, for an amount to be determined upon contract award.

**Office for Emergency Services:**

- B) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$1,543 to use excess LEMPG (Local Emergency Management Preparedness Grant) funds from 2008.

**9) Referrals from the Public Works Committee:****DPW:**

- A) Increasing Capital Project No. H166.9550 280-Lake George Basin Sewer, in the amount of \$2,463,015, with the source of funding to be USEPA funds paid to the Town of Hague.

- B) Determining a source of funding for the purchase of the road widener machine from the Town of Queensbury, in the amount of \$45,000. *Note: Source of funding to be either Road Machinery Fund or Equipment BAN.*

**Parks, Recreation & Railroad:**

- C) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$55,000 to reflect receipt of the A/GFTC Make the Connection grant award.

**10) Referrals from the Warren County Soil & Water Conservation District:**

Ratifying the actions of the District Manager with regard to Items A through D:

- A) Authorizing Professional Surveyor Consultant Services for additional services for Flood Elevation Certificate for an amount of \$346.10.
- B) Authorizing the District Manager to obtain quotes for the purchase of furniture from Kimberly Scott Inc. in the amount of \$11,716.26.
- C) Authorizing the District Manager to obtain quotes for the purchase of furniture from Charlie's Office Furniture, Inc. in the amount of \$1,069.23.
- D) Authorizing the District Manager to obtain quotes for pole barn materials from Curtis lumber in the amount of \$11,583.67.
- E) Authorizing the District Manager to obtain quotes for the materials for the installation of the ADA handicap ramps and landings for the new building for an amount not to exceed \$3,000.

- 11)** Laura Vamvalis, from Glens Falls National Bank, has requested permission to address the Committee regarding the Up Yonda Farm.
- 12)** Discussion regarding the \$45,000 contract for the Adirondack Regional Business Incubator.
- 13)** Finance Committee action is required on the following items as approved by the Personnel Committee: Items 2B, 5A and 5C.

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

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

**FROM:** County Clerk/DMV  
Name of Department

**SIGNED:** **DATE:** 3/5/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410.410	Supplies	A.1410.220	Office Equipment	\$ 700.00
A.1665.410	Supplies	A.1665.220	Office Equipment	700.00

**Please state reason for transfers requested:**

To balance equipment account to accommodate purchase of digital passport camera, replacing 5 yr. Polaroid model no longer eligible for repair, increased supply costs. Passport photos are a significant source of county revenue and are a service to the public when submitting passport applications.

**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.**

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

FROM: WESTMOUNT HEALTH FACILITY  
Name of Department

SIGNED: \_\_\_\_\_

DATE: February 27, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.82100.6300 422	Westmount, Dietary Services, Repair & Maintain PS DA Equipment	EF.82100.5803 260	Westmount, Dietary Services, Other Equipment	350.00
EF.82200.6101 413	Westmount, Plant Operation & Maintenance, Repair & Maintain PS DA Bldg/Prop	EF.82200.5803 260	Westmount, Plant Operation & Maintenance, Other Equipment	130.00

Please state reason for transfers requested: Purchase 2 Dietary utility carts, 2 Self Extinguishing Step Cans

### CONTINGENT FUND TRANSFER REQUESTS

<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 transfer request:

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

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**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

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

SIGNED: Patricia Sady

DATE: 2/27/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4189.110	Bioterrorism-Regular Salaries	A.4189.130	Bioterrorism-Part Time Salaries	\$1,050.00
A.4189.470	Bioterrorism-Contract Expense	A.4189.130	Bioterrorism-Part Time Salaries	\$8,000.00
A.4189.260	Bioterrorism-Other Equipment	A.4189.423	Bioterrorism-Phone Expense	\$4,300.00
A.4013.110	WIC-Full Time Salaries	A.4013.130	WIC-Part Time Salaries	\$16,000.00

**Total Transfers** \$29,350.00

Please state reason for transfers requested:

1. Transfer funds to cover part time employee who will be taking BT "Call Pay" for 7 months.
2. Transfer of funds to cover Per Diem Educator. After budget completed was expensed in contract but should be part time salary expense.
3. Transfer of funds from equipment to expenses. Not anticipating equipment purchases during grant year, therefore needed to cover phone expenses.
4. Transfer of funds to cover part time Nutritionist for WIC program. Covered within WIC Grant. Budgeted under full time salaries, should be part time salaries.

**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:

Total

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: Planning & Community Development  
Name of Department

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
CD67 8668 470	RESTORE - Contract	CD67 8686 437	RESTORE - Consulting Fees	\$5,000.00

Please state reason for transfers requested:

Insufficient Funds

CONTINGENT FUND TRANSFER REQUESTS

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 10 439	Contingent Fund			

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. 7*

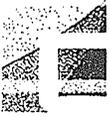
## *Request to Amend County Budget\**

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

**DEPARTMENT NAME: Records Management Project**

**DATE: 3/5/09**

- (a) Purpose of Amendment: To amend 2009 budget to accept unexpended funds suspended from 2008 Warren County budget for A1460/A3060 LGRMIF grant project (July 1, 2008-June 30, 2009) in order to complete all project activities by June 30, 2009.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- |            |                  |    |           |
|------------|------------------|----|-----------|
| A.1460.130 | Part Time Salary | \$ | 3,262.00  |
| A.1460.425 | Reproduction     | \$ | 11,720.00 |
| A.1460.830 | Social Security  | \$ | 222.00    |
| A.1460.831 | Medicare         | \$ | 59.00     |
| A.1460.840 | Workmens Comp    | \$ | 48.00     |
- (c) Revenue Code (with title), and Amount: A.3060 Records Mgt. : \$ 15311.00



January 30, 2009

Mr. Jeff Tennyson  
Warren County Department of Public Works  
4028 Main Street  
Warrensburg, NY 12885

**RE: ARCHITECTURAL/ENGINEERING CONSULTING SERVICES  
COURTS MASTER PLAN**

Dear Jeff:

As requested by Warren County Public Works Department, Clark Patterson Lee is submitting our proposal for preparation of a Court Master Plan for the Warren County Municipal Center. The following is based upon our meeting with the Warren County Space Committee on January 13, 2009.

This proposal is organized into the following sections:

- A) Project Objective
- B) Project Personnel
- C) Scope of Services
- D) Deliverables
- E) Proposed Schedule
- F) Professional Fees
- G) Stipulations of This Contract
- H) Acceptance

**A) PROJECT OBJECTIVE AND SCOPE**

Clark Patterson Lee met with the Warren County Space Committee on January 13, 2009. The committee was concerned with space limitations within the existing Warren County Court areas. With new and potential future needs for court activities a Master Plan needs to be developed.

The County has vacant space to the east of the Mail Room in what was the former Jail Kitchen. There is also vacant space in the former jail. There is also an existing courtyard that should be evaluated for potential use.

The objective is to review the needs of the Court and Court-related departments, determine program requirements and establish a plan for use of existing and additional space to meet the needs of this program.



## B) PROJECT PERSONNEL

- Principal in Charge: John J. Martin, P.E.
- Project Manager: Jon Norris, AIA
- Project Architect: Robert Warholie
- Project Mechanical Engineer: Rich Morelle
- Project Electrical Engineer: Robin DeRue
- Project Plumbing Engineer: Jennifer Wengender, P.E.
- Project Structural Engineer: Joseph Rausch, P.E.

## C) SCOPE OF SERVICES

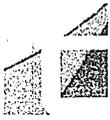
The scope of services shall include architectural and engineering services as needed to prepare a Master Plan Report with Conceptual Plans.

### Tasks:

1. Interview Court and Court-related departments, including Public Defender and Probation. Discuss staffing, court calendar, public waiting, storage, and programmatic functions. Walk-thru existing spaces for determination of present space usage, allocation, and circulation.
2. Prepare a square footage program chart. Indicate Office of Court Administration Guidelines. Develop room sketch plans as needed.
3. Prepare base drawings for preparation of Conceptual Floor Plans. Field measure and walk spaces for confirmation of present layout.
4. Prepare Conceptual Level Life Safety Code review. Determine construction classification of existing Municipal Center Building. Discuss findings with County Code Enforcement Office.
5. Prepare sketches and space scenarios of plan options to address the Court and Court-related program needs. Provide options including the renovation of existing court space, renovation of vacant space, renovation of space currently used, infill of the existing courtyard and an addition to the existing building for court-related program. Indicate usages and conceptual renovation work scope for existing spaces.
6. Narrow options with County and develop narrowed options further with input from Clark Patterson Lee Structural, Mechanical, Plumbing, and Electrical Engineers. Develop conceptual site plans reflecting entrance and parking modifications. Provide Building Systems Narratives noting work scope from each discipline.

## D) DELIVERABLES

Deliverables consist of a Master Plan Report including program, code, building systems narratives, and meeting discussions. Deliverables shall also consist of 1/8" = 1'-0" scale conceptual floor plans of portions of the Municipal Center reflecting the proposed Master Plan program.



### E) PROPOSED SCHEDULE

Clark Patterson Lee proposed the following schedule:

- |   |               |
|---|---------------|
| 1. Interviews, base drawing preparation, and program generation:      | February 2009 |
| 2. Code review, preparation of sketches and scenarios of plan options | March 2009    |
| 3. Narrowing of options   | April 2009    |
| 4. Final Master Plan preparation and cost information generation.     | May 2009      |

### F) PROFESSIONAL FEES

Clark Patterson Lee proposes that the fees for the project be a lump sum of \$71,700. This includes an allowance of \$1,200 for reimbursable expenses. This is based on the services and project scope described above. Fees will be invoiced monthly based on the progress of work.

### G) STIPULATIONS OF THIS PROPOSAL

Scope of Work does not include:

1. Preparation of renderings or perspective drawings
2. Preparation of building elevations
3. Hazard investigations

It is assumed that the number of meetings with Warren County to accomplish the work scope of this project is eight.

This contract offer is available for thirty (30) days from date at top of agreement. Start notification must be at least ten days after this agreement is signed and received at Clark Patterson's office.

Additional Work: if changes are authorized by the Client and include alterations to the scope of work or additional site visits during construction, the additional work will be compensated at our approved hourly rates.

Reimbursable Expenses: Reimbursable expenses include printing, document copying costs, any fees or services paid on behalf of the Owner. Expenses shall be billed at the actual direct cost.

We thank you for your request. If you have any questions please feel free to contact me at (518) 463-4107 extension 2800 or Jon Norris at extension 1065.

Very truly yours,  
CLARK PATTERSON LEE

John J. Martin, P.E.  
Senior Vice President

**WARREN COUNTY  
BID TABULATION SHEET**

ITEM(S): RFP FOR ANALYSIS OF CASH FLOW AND UNAPPROPRIATED FUND BALANCE AND CONSULTING SERVICES RELATIVE THERETO DATE: FEBRUARY 12, 2009 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE	BID PRICE
Hourly Rate:	\$145.00/hour	\$125.00/hour	\$125.00/hour	\$269.00/hour
	\$220.00/hour			
Number of hours expected to complete the services:	32 hours at \$145.00	200-300	160	520
	10 hours at \$220.00			
Additional Fees, if applicable:		Mileage, if any: \$.55/mile Report Production: \$.50/page		Travel expenses for transportation, lodging, meals, etc. of \$15,000 based upon the assumptions in this proposal, inclusive
ESTIMATED TOTAL:	\$6,840.00	\$25,000 - \$37,500 + add'l fees	\$20,000.00	\$154,880.00
BID AWARDED TO:				
JULIE A. PACYNA, PURCHASING AGENT				

## RESOLUTION REQUEST FORM NO. 8

### Request to Establish Capital Project or Capital Reserve Project\*

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

DEPARTMENT NAME: Westmount Health Facility

DATE: February 27, 2009

(a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office):  
Westmount Sprinkler System  
H296.9550 280

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Project: \$5,000.00

(e) Source of Funding (including name & title of codes, etc.):

Appropriation of Unrestricted Fund Balance EF.229000 909.00

(f) Purpose of Establishment:

Installation of mandated internal sprinkler system for Westmount Health Facility

\*Title should reflect department if possible:

i.e. Capital Project No. H.270 9550 280 *Air Handler Installation* would be clearer if name was listed as Westmount Air Handler Installation;

Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.

# **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:**

**DATE:**

- (a) Purpose of Amendment: To add Federal grant funds to the County Budget
  
- (b) Appropriation Code, Object Code, Full Title and Amount: 40 6293.0300 110  
WIA Adult - Salaries - Regular - \$20,000.
- (c) 40 6293.0300 433 WIA Adult - Training -Client \$16,709.
- (d)

**Sample: A.1010 470 Legislative Board – Contract**

- (c) Revenue Code (with title), and Amount: 40 6293.4791 WIA - \$36,709.000

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

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

# ***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:**

**DATE:**

- (a) Purpose of Amendment: To add Federal grant funds to the County Budget
  
- (b) Appropriation Code, Object Code, Full Title and Amount: 40 6293.0344 434  
WIA Gas Cards - Allowances \$6250.

**Sample: A.1010 470 Legislative Board – Contract**

- (c) Revenue Code (with title), and Amount: 40 6293.4791 WIA - \$6250.

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

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

*RESOLUTION REQUEST FORM NO. 8*

*Request to Establish Capital Project or Capital Reserve Project\**

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

DEPARTMENT NAME: Warren County Planning and Community Development Department

DATE: 3/2/09

(a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): Hudson Fulton Champlain Quadricentennial Grant

Warren County Quadricentennial Program H297.9550 280

(b) Is this a Capital Project?

yes

(c) Is this a Capital Reserve Project?

(d) Amount of Project:

\$45,000

(e) Source of Funding (including name & title of codes, etc.)-

NYS Department of Environmental Conservation

(f) Purpose of Establishment:

Warren County Quadricentennial Commemoration Projects  
Coordinated program

RESOLUTION REQUEST FORM NO. 3  
Request for New Contract

DEPARTMENT NAME: **Sheriff's Office**

DATE: March 4, 2009

- (a) Is this a Result of a Bid or Request for Proposal? Yes WC 36-09
- (b) Purpose of Contract: State Criminal Alien Assistance Program Management.
- (c) Name of Contractor: Justice Benefit, Inc.
- (d) Address of Contractor: 2010 Valley Lane, Suite 300 Dallas, Texas 75234
- (e) Contact Person & Telephone No.: Jaime Pullig, Regional Accounts Mgr 972-406-3715
- (f) Has or will the Contract be provided, if so, please attach: Attached
- (g) Commencement Date of Contract: To be determined on contract award.
- (h) Termination Date of Contract: To be determined on contract award.
- (i) Payment Provisions: See contract
- (j) Where are the Funds?: To be established by the County Treasures office.  
Example: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Projects No. H289.9550 480 – Old Jail Renovations \$xx.xx

# ***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: Office of Emergency Services**

**DATE: March 20, 2009**

- (a) Purpose of Amendment: Appropriate \$1,543 from Deferred Revenues (A.691.00) to use excess LEMPG grant money from 2008
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3640 260 - Civil Defense - Other Equipment \$1,543

**Sample: A.1010 470 Legislative Board – Contract**

- (c) Revenue Code (with title), and Amount: A.3640 4305 (Civil Defense, General - Fed Aid) \$1,543

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

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

RESOLUTION REQUEST FORM NO. 9

Request to Increase *Existing* Capital Project \*

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

DEPARTMENT NAME: DPW

DATE: March 3, 2009

( a ) Exact Title and Number of Project\*: Lake George Basin Sewer

H.166.9550-280

\*Please specify whether this is a Capital Project or a Capital Reserve Project

( b ) Amount of Increase (if applicable): \$2,463,015

( c ) Amount of Decrease (if applicable): \_\_\_\_\_

( d ) Source of Funding (if increase) (include name & title of codes, etc.): \_\_\_\_\_

Town of Hague

( e ) Changes in Funding (if Amendment): \_\_\_\_\_

( f ) Purpose of Increase or Decrease or Amendment: Hague Project costs exceeding USEPA

to be paid by Town of Hague

# Warren County Board of Supervisors

RESOLUTION NO. 158 OF 2009

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

## AUTHORIZING THE PURCHASE OF A ROAD WIDENER MACHINE FROM THE TOWN OF QUEENSBURY - DEPARTMENT OF PUBLIC WORKS

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the purchase of a road widener machine (also known as a shoulder machine) manufactured by Blaw-Knox, serial number 10022-10, model number RW-100A, at a purchase price of Forty-Five Thousand Dollars (\$45,000) from the Town of Queensbury, and be it further

RESOLVED, that the funds to purchase the machine shall be expended from the road project construction budget.

Road Machinery Fund  
or  
Equipment BAN

*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:

DATE: 03/3/09

- (a) Purpose of Amendment: Amend budget to reflect A/GFTC Make the Connection Grant award of \$55,000.00 for improvements along the Warren County Bikeway: DOT PIN # 1757.87 , Warren County Repairs, A/GFTC "Make the Connection Program."
- (b) Appropriation Code (with title), Object Code (with title) and Amount: Increase Parks and Recreation Department 7110.465 - Parks and Recreation / Road/Bridge Materials- \$55,000.00
- (c) Revenue Code (with title), and Amount: Increase Parks and Recreation Department 7110 / 3889 - Parks and Recreation, Other - \$55,000.00

Notes: 80/20 reimbursement program; \$55,000 materials /\$13,750 in-kind.  
In kind services as 20% match of total \$68,750. Project planned in the late spring 2009.

David F. Barrass  
Land Surveyor

5 Maple Street  
Corinth, New York 12822

RECEIVED  
MAR 03 2009

BY: .....

(518) 654-9416

INVOICE FOR PROFESSIONAL SERVICES

Feb. 28, 2009  
08-117

David Wick, CPESC  
District Manager  
Warren County SWCD  
51 Elm Street  
Warrensburg, NY 12885

Re: Professional Surveyor Consultant Services (WC 95-06)  
Letter of Authorization No. 2008-2  
Additional Services for Flood Elevation Certificate

Licensed Surveyor	2.0 Hrs. @ \$65.00	\$ 130.00
Party Chief(Prevailing)	1.0 Hrs. @ \$66.00	66.00
Party Chief(Travel)	1.0 Hrs. @ \$38.00	38.00
Inst./Rod Person(Prevailing)	1.0 Hrs. @ \$60.72	60.72
Inst./Rod Person(Travel)	1.0 Hrs. @ \$33.00	33.00
Survey Truck	49 Mi. @ \$ 0.375	<u>18.38</u>

TOTAL AMOUNT DUE \$ 346.10

# CHARLIE'S OFFICE FURNITURE, INC.

5 HIGHLAND AVENUE  
QUEENSBURY, NY 12804

Phone: 518-793-2435      cof.mail@charliesofficefurniture.com  
Fax: 518-793-2529      www.charliesofficefurniture.com

# QUOTE

QUO 533

03/09/2009

Page: 1

## Prepared for: WARREN CTY

WARREN COUNTY  
SOIL & WATER  
394 SCHROON RIVER RD  
WARRENSBURG, NY 12885

**Due Date:**

**Job:**

**Other Info:**

**Contact:** LORI

**Phone:** 518-623-3119      **Fax:** 518-623-3519

**Email:** LORIK@NYCAP.RR.COM

**Req. By:**

**Ship Via:** OUR TRUCK

**Terms:**

Qty	UM	Item	Description	Price	Total
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### NYS CONTRACT QUOTE

JSJ SEATING COMPANY TEXAS L.P.

CONTRACT # PC63373

C/O CHARLIE'S OFFICE FURNITURE, INC.

1 INDUSTRIAL PARK

BELTON, TX 76513

FED. IDENT. # 741705932

1	EA	IAN	IAN003 MU 0173 WP01 NB DHB - IAN HIGH BACK MULTI FUNCTION TASK CHAIR, ADJUSTABLE ARMS, BASIS AMBER FABRIC	335.60	335.60
1	EA	IAN	IAN003 MU A201 WP01 NB DHB - IAN HIGH BACK MULTI FUNCTION TASK CHAIR, ADJUSTABLE ARMS, RATIO STORM	356.33	356.33
1	EA	IAN	IAN003 MU A230 WP01 NB DHB - IAN HIGH BACK MULTI FUNCTION TASK CHAIR, ADJUSTABLE ARMS, VOX COCOA	356.33	356.33
1	EA	MISC FRT	INSIDE DELIVERY AND INSTALLATION	20.97	20.97

Thank you for the opportunity to earn your business.  
This quote is valid for 30 days.

Subtotal: \$1,069.23

S&H: \$0.00

Tax: \$0.00

**Total: \$1,069.23**



# QUOTE

0903-235517 PAGE 4 OF 4

<b>WARREN CO SOIL &amp; WATER</b> SWCD-POLE BARN CONSERVATION DISTRICT 51 Elm St Warrensburg NY 12865-1201 518-623-3119	
185 River St, Warrensburg NY M-F 7am-5pm Sat 8am-4pm Phone: (518)623-3281	

<b>ACCOUNT</b>	<b>JOB</b>
1881	0
<b>CREATED ON</b>	03/10/2009
<b>EXPIRES ON</b>	03/20/2009
<b>BRANCH</b>	1002
<b>CUSTOMER PO#</b>	
<b>STATION</b>	MKIN
<b>CASHIER</b>	750570
<b>SALESPERSON</b>	1000
<b>ORDER ENTRY</b>	750570

Description	Quantity	U/M	Price	Per	Amount
Quote prices are subject to change without notice based on market conditions. Curtis Lumber cannot guarantee quantities listed are adequate for the customer's project. Please review your quote carefully to confirm sample materials for completion of project.					Subtotal 11,563.67
EXE 0.00% EXE: 14-1492060					Sales Tax 0.00
					Total 11,563.67

Signature



**QUOTE**

0903-235517 PAGE 3 OF 4

<b>WARREN CO SOIL &amp; WATER</b> SWCD-POLE BARN CONSERVATION DISTRICT 51 Elm St Warrensburg NY 12885-1201 518-623-3119	
185 River St, Warrensburg NY M-F 7am-5pm Sat 8am-4pm Phone:(518)623-3281	

ACCOUNT	ICE
1881	0
CREATED ON	03/10/2009
EXPIRES ON	03/20/2009
BRANCH	1002
CUSTOMER POS#	
STATION	MKIN
CASHIER	760570
SALESPERSON	1000
ORDER ENTRY	760570

Item	Description	Quantity	U/M	Price	Per	Amount
50HOLBROOK	S/O HOLBROOK 6"X8" 16FT TREATED NEED NICE QUALITY/POLE BARN	10	EACH	96.0900	EACH	960.90
4858T111	4X8-8/8 T111 SYP 8"OC ROUGH SA	60	EACH	26.9900	EACH	1619.40
30SFLLOS	3/0 FLUSH LH OUTSWING	1	EACH	183.1900	EACH	183.19
8697599	T9700VK3 TULIP ENTRY KNB PB VP	1	EACH	11.7500	EACH	11.75
189F	1LB 8D GALV FINISH NAILS	2	EACH	3.2900	EACH	6.58
VSH2830	2/8 X 3/0 V6H IG MODERN VIEW W/SCREEN	3	EACH	95.8900	EACH	287.87
14RS	1X4 ROUGH SAWN PINE S1S2E	400	LFT	0.3100	LFT	124.00
13PP	1x3 PREMIUM PINE	400	LFT	0.4100	LFT	164.00
1212GCB	1/2X12 CARRIAGE BOLT GALV	29	EACH	4.5900	EACH	133.11
3814B	38"x14' BROWN AMERI-DRAIN ROOFNG	30	EACH	47.7900	EACH	1433.70
10BRR	LG-101 10'BRN RIDGE CAP	5	EACH	33.1900	EACH	165.85
260112BS	260CT 1-1/2 BROWN RFG.SCREW W/	5	EACH	21.8900	EACH	109.45
2454T	24' 5/12 FINK 4' O/C 1' OH 2X8-TOP CHORD, 2X4-BTM CHORD 60# GROUND SNOW LOAD - CONTACT LOCAL BLDG INSPECTOR FOR APPROVL	13	EACH	108.5000	EACH	1384.50
50HOLMES	S/O HOLMES 10'X10' SERIES 55 SANDTONE SANDTONE COLOR SOLID./NO GLASS CLASSIC RAISED PANEL INSULATED STEEL R8.3 GARAGE DOOR	2	EACH	749.9900	EACH	1499.98
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						Sales Tax
						Total

Signature



**QUOTE**

0903-235517 PAGE 2 OF 4

WARREN CO SOIL & WATER SWCD-POLE BARN CONSERVATION DISTRICT 51 Elm St Warrensburg NY 12885-1201 518-823-3119	
185 River St, Warrensburg NY M-F 7am-5pm Sat 8am-4pm Phone:(518)823-3281	

ACCOUNT	JOB
1881	0
CREATED ON	03/10/2009
EXPIRES ON	03/20/2009
BRANCH	1002
CUSTOMER PO#	
STATION	MKIN
CASHIER	750670
SALESPERSON	1000
ORDER ENTRY	750670

Item	Description	Quantity	Unit	Price	Per	Amount
288T	2X8-8 #2 TREATED ABOVE GROUND	7	PC	6.6900	PC	46.83
2810T	2X8-10 #2 TREATED ABOVE GROUND	6	PC	8.4900	PC	50.94
268	2X8-8' DRY DIMENSION SPF	4	PC	3.5400	PC	14.16
2810	2X8-10' DRY DIMENSION SPF	2	PC	5.9900	PC	11.98
2810T	2X8-10 #1 TREATED ABOVE GROUND	12	PC	7.5900	PC	91.08
2816T	2X8-16 #2 TREATED ABOVE GROUND	4	PC	10.9700	PC	43.88
2410	2X4-10' DRY DIMENSION SPF	8	PC	2.9700	PC	17.82
2412	2X4-12' DRY DIMENSION SPF	14	PC	3.5600	PC	49.84
2418	2X4-18' DRY DIMENSION SPF	80	PC	4.7400	PC	379.20
2420	2X4-20' DRY DIMENSION SPF	8	PC	6.6700	PC	40.02
2414	2X4-14' DRY DIMENSION SPF	20	PC	4.1500	PC	83.00
2618	2X6 X 16' DRY DIMENSION SPF	8	PC	7.1200	PC	56.96
2812	2X6-12' DRY DIMENSION SPF	2	PC	5.3400	PC	10.68
2814	2X6-14' DRY DIMENSION SPF	6	PC	6.2300	PC	37.38
Z58B	#376-5/8" BROWN Z-BAR FLASHING	11	EACH	6.6900	EACH	62.59
56MPB	8LB 5" POLE BARN NAILS	4	EACH	18.9900	EACH	75.96
2616C	25LB 16D COMMON NAILS	1	EACH	29.4900	EACH	29.49
18GF	1LB 8D GALV FINISH NAILS	2	EACH	3.2900	EACH	6.58
116GB	1LB 16D GALV BOX NAILS	2	EACH	3.3900	EACH	6.78
1210GCB	1/2X10 CARRIAGE BOLT GALV	70	EACH	3.6900	EACH	257.60
12GW	1/2 GALV FLAT WASHER	70	EACH	0.3500	EACH	24.50
12GN	1/2-13 HEX NUT GALV	70	EACH	0.3800	EACH	26.60
TZTY2	TRIPLE ZINC RAFTER TY RT15-TZ	28	EACH	1.4900	EACH	38.74
510TPQ	5LB 10D 1-1/2" GALV NAIL JST HNGR	1	EACH	23.8500	EACH	23.85
Quote prices are subject to change without notice based on market conditions. Curtis Lumber cannot guarantee quantities listed are adequate for the customer's project. Please review your quote carefully to confirm ample materials for completion of project.					Subtotal	
					Sales Tax	
					Total	

Signature



**QUOTE**

0903-235517

PAGE 1 OF 4

WARREN CO SOIL & WATER SWCD-POLE BARN CONSERVATION DISTRICT 51 Elm St Warrensburg NY 12885-1201 618-623-3110	
185 River St, Warrensburg NY M-F 7am-5pm Sat 8am-4pm Phone:(518)623-3281	

ACCOUNT	JOB
1881	0
CREATED ON	03/10/2009
EXPIRES ON	03/20/2009
BRANCH	1002
CUSTOMER PO#	
STATION	MKIN
CASHIER	750570
SALESPERSON	1000
ORDER ENTRY	750570

Part Number	Description	Quantity	Unit	Price	Per	Amount
1220R	1/2" x 20' GRADE 40 REBAR UNSTAMPED/SPECS AVAILABLE UPON REQUEST	5	EACH	10.8900	EACH	54.45
6644570	20580-414R RECIP BLADE 14TH	1	EACH	14.0500	EACH	14.05
NEWGRC8R99D	BOST/HITA 2-3/8x.099 RNG COIL 3M	1	EACH	38.9900	EA	38.99
10WB	2"x2-1/8"x10' F55 BROWN DRIPEDGE *****WIDE FACED	16	EACH	4.9900	EACH	79.84
1112G	1LB 1-1/2" GALV ROOFING NAILS	1	EACH	2.8900	EACH	2.89
NEWGRC8P99DG	BOST/HITA 2-3/8x.099 GLV COIL 3M	1	EACH	77.9900	EA	77.99
21210T	2X12-10 #2 TREATED ABOVE GROUND	8	PC	15.2900	PC	122.32
6610TB	6X6-10 TREATED GROUND CONTACT	2	PC	22.5900	PC	45.18
53XT	BOX 250ct 3" XT SCREWS	2	EACH	16.5900	EACH	33.18
5212XT	250ct 2-1/2" XT SCREWS	1	EACH	16.5900	EACH	16.59
6LT	6" REBAR LOOP TIE-1,000 PCS/CO	1	EACH	12.6900	EACH	12.59
2128	2X12-8' DRY DIMENSION SPF	14	PC	10.5600	PC	147.84
0402008	984413 5PC 25'18/3SJTW GRN PWRBK	1	EACH	17.7500	EACH	17.75
4616TB	4X6-16 TREATED GROUND CONTACT FOR STRUCTURAL USE	7	EACH	27.5200	EACH	192.84
6614TB	6X6-14 TREATED GROUND CONTACT FOR STRUCTURAL USE	1	PC	32.9800	PC	32.99
ML1120	1-3/4X11-7/8X20' MICRO LAM	4	EACH	101.7800	EACH	407.16
ML1122	1-3/4X11-7/8X22' MICRO LAM	4	EACH	115.2800	EACH	461.12
21016	2X10-16' DRY DIMENSION SPF	3	PC	13.8700	PC	41.61
21010	2X10-10' DRY DIMENSION SPF	2	PC	7.7500	PC	15.50
2610	2X6-10' DRY DIMENSION SPF	32	PC	4.4500	PC	142.40
2612	2X6-12' DRY DIMENSION SPF	5	PC	7.1900	PC	35.95
Quote prices are subject to change without notice based on market conditions. Curtis Lumber cannot guarantee quantities listed are adequate for the customer's project. Please review your quote carefully to confirm ample materials for completion of project.					Subtotal	
					Sales Tax	
					Total	

Signature

**A G E N D A**  
**PERSONNEL COMMITTEE**  
**MARCH 11, 2009**

**1) Referral from the Criminal Justice Committee:**

**Public Defender:**

Request to fill the vacant position of part-time Investigator, base salary of \$20,028, Employee No. 1482, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

**2) Referrals from the Health Services Committee:**

**Westmount Health Facility:**

**A)** Requesting a waiver of the hiring freeze policy, regarding vacant CNA's, LPN's and RN positions in order to maintain staffing levels.

**B)** Reclassifying the position of Physical Therapy Assistant, base salary of \$34,178, Grade 14, to the position of Rehabilitation Aide, base salary of \$24,480, Grade 4, Employee No. 11415 and deleting the position of Physical Therapy Assistant; thereby amending the Department's Table of Organization.

**3) Referral from the Human Services Committee:**

**Veterans Services:**

Request to fill the vacant position of Director of Veterans Services, base salary of \$41,476, Employee No. 7822, due to retirement. The Notice of Intent to Fill Vacant Position is attached.

**4) Referrals from the Public Safety Committee:**

**Fire Prevention & Building Code Enforcement:**

**A)** Request to fill the vacant position of Fire Prevention & Building Code Officer, base salary of \$37,934, employee No. 11215, due to failure to complete probationary period. The Notice of Intent to Fill Vacant Position is attached.

**Sheriff & Communications:**

**B)** Request to fill the vacant position of Correction Officer, base salary of \$32,400, Employee No. 10655, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

**5) Referrals from the Public Works Committee:**

**DPW:**

**A)** Creating the position of Senior Building Maintenance Worker, base salary of \$28,041, Grade 7 and deleting the position of Cabinet Maker/Grounds Keeper, base salary of \$29,199, Grade 8; thereby amending the Department's Table of Organization.

**B)** Request to fill the vacant position of Senior Building Maintenance Worker, base salary of \$28,041, due to creation. The Notice of Intent to Fill Vacant Position is attached.

- C) Creating the position of Engineer I, base salary of \$55,303 and deleting the position of General Highway Supervisor #2, base salary of \$60,503; thereby amending the Department's Table of Organization.
  - D) Request to fill the vacant position of Engineer I, base salary of \$55,303, due to creation. The Notice of Intent to Fill Vacant Position is attached.
  - E) Request to fill the vacant position of Fiscal Manager, base salary of \$47,935, Employee No. 5447, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
  - F) The request to fill the vacant position of Administrative Assistant has been withdrawn by the Superintendent of Public Works and will be referred back to the Public Works Committee.
  - G) Request to fill the vacant position of Highway Construction Supervisor II #2, base salary of \$36,210, Employee No. 257, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
  - H) Request to fill the vacant position of Heavy Equipment Operator, base salary of \$29,199, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
  - I) Request to fill the vacant position of Motor Equipment Operator-Medium, base salary of \$28,041, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
  - J) Request to fill the vacant position of Motor Equipment Operator-Light, base salary of \$25,470, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
  - K) The request to increase the base salary of the Deputy Superintendent/ Administration has been withdrawn by the Superintendent of Public Works and will be referred back to the Public Works Committee.
- 6) **Referral from the Social Services Committee:**  
Amending Resolution No. 111 of 2009, to correct the base salaries of Community Services Assistant, Account Clerk and Senior Account Clerk, to remove the included longevity from the base salaries and to delete the created Temporary positions from the Table of Organization.
- 7) Chairman Monroe has requested permission to address the Committee regarding established standard workday for elected and appointed positions under the Retirement and Social Security Law with regard to Resolution No. 474 of 1989.

- 8)** Todd Lunt, Director of Human Resources, has a request for in-State travel to attend the Capital Region Human Resource Association 2009 Annual Conference in Albany, NY on March 19, 2009. A copy of the Authorization to Attend Meeting or Convention is attached.



# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

FTZ #121

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850 FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: [cdrpc@cdrpc.org](mailto:cdrpc@cdrpc.org)

## 2009 Officers

**Chair**  
Michael Stammel  
**Vice Chair**  
Philip Barrett  
**Secretary**  
Barbara Mauro  
**Treasurer**  
Willard A. Bruce

March 9, 2009

Frederick Monroe, Chair Board of Supervisors  
Warren County Municipal Bldg  
1340 State Route 9  
Lake George, NY 12845

Re: Foreign-Trade Zone #121 Expansion Application

Dear Mr. Monroe:

## Members

**Albany County**  
Willard A. Bruce  
Henry E. Dennis, Jr.  
John Graziano, Jr.  
Lucille M. McKnight  
Michael B. Whalen, Jr.

**Rensselaer County**  
Judith H. Breselor, AICP  
Stan Brownell  
Leon B. Fiacco  
James D. Shaughnessy  
Michael Stammel

**Saratoga County**  
Fred Acunto  
Philip Barrett  
Jason Kemper  
John Murray  
Paul Sausville

**Schenectady County**  
Robert J. Godlewski  
Gary Hughes  
Barbara Mauro  
Michael Petta  
David Vincent

## Staff

**Executive Director**  
Rocco Ferraro, AICP

**Director of Information Services**  
David Lang Wardle, AICP

**Program Manager/GIS**  
Todd M. Fabozzi

**Program Manager**  
Leif C. Engstrom, AICP

**Assistant Planner**  
Deborah A. Shannon

**Office Manager**  
Donna M. Reinhart

**Planning Interns**  
Joanna Harps King  
Greg Atkinson

As you may be aware, the Capital District Regional Planning Commission, as Grantee of FTZ #121, will soon be submitting an application to the Foreign-Trade Zones Board under its New Alternative Site Framework (Federal Register v. 74, n. 7, p. 1170).

The New Framework permits a Grantee to apply to reorganize its Zone so that a multi-county Service Area is considered to be entirely within the Foreign-Trade Zone. Accordingly, CDRPC will apply for all 10 NYS-authorized counties — Albany, Columbia, Greene, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, & Washington — to be included in its Service Area, with an initial total allocation of 2,000 floating acres, assignable as necessary.

Within the Service Area, a Grantee may establish up to six Magnet sites at strategic locations (e.g., industrial parks) where it is expected that multiple businesses may seek to use FTZ procedures. For businesses outside of Magnet sites that wish to use Zone procedures, a Usage-Driven site may be established by the Foreign-Trade Zones Board via a Minor Boundary Modification procedure that includes just a covering letter and supporting documentation, and is typically processed by the Board within a 30-45 day period.

The New Framework provisions will entirely replace the General-Purpose Zone system, thus eliminating the four existing Zone sites in FTZ #121, while the existing Subzones will be completely unaffected. The new Application is expected to take 10-12 months to be approved.

We would sincerely appreciate your providing a letter of support for the Application, based on the attached form (also see <http://cdrpc.org/FTZ-Letter.html>). CDRPC is committed to developing Foreign-Trade Zone #121 to its full potential and we believe that the New Framework will help provide this important economic development tool to all of the businesses and industries that can make use of it.

Very truly yours,

Rocco A. Ferraro, AICP, Executive Director

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COUNTY EXECUTIVE/CHIEF ELECTED OFFICIAL LETTERHEAD

DATE

Rocco A. Ferraro, Executive Director  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, NY 12205

RE: Foreign-Trade Zone # 121 Expansion Application

Dear Mr. Ferraro:

We are aware that the Capital District Regional Planning Commission, Grantee of Foreign-Trade Zone #121, will be applying to the Foreign-Trade Zones Board for authority to establish a 10-county **Service Area** comprised of Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, and Washington counties.

The purpose of this letter is to document the support of XXXX County for inclusion in the **Service Area** of Foreign-Trade Zone #121. We understand that this means the Planning Commission as Grantee will be able to apply to the Foreign-Trade Zones Board for authority to serve sites located within XXXX County based on businesses' trade-related needs. We also understand that Zone services will be made available on a uniform basis to companies within the County, in a manner consistent with the legal requirement that each Foreign-Trade Zone be operated as a public utility.

Sincerely,

COUNTY EXECUTIVE/CHIEF ELECTED OFFICIAL SIGNATURE  
TITLE

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**U/W Alice DeJonge Scott for County of Warren, Article 4(B)**

**Up Yonda Farm**

Distributions since 2004

<b>Date of Distribution</b>	<b>Budget Year</b>	<b>Amount</b>
8/4/2004	2004	\$ 19,781.22
11/5/2004	2004	\$ 19,958.12
2/22/2005	2004	\$ 39,794.31
5/2/2005	2004	\$ 52,646.30
<b>TOTAL</b>	<b>2004</b>	<b>\$ 132,179.95</b>
2/6/2006	2005	\$ 38,274.71
<b>TOTAL</b>	<b>2005</b>	<b>\$ 38,274.71</b>
<b>TOTAL</b>	<b>2006</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>2007</b>	<b>\$ -</b>
7/15/2008	2008	\$ 39,215.72
11/18/2008	2008	\$ 49,208.60
12/19/2008	2008	\$ 48,157.01
<b>TOTAL</b>	<b>2008</b>	<b>\$ 175,186.98</b>

Prepared 3/4/2009

**U/W Alice DeJonge Scott for County of Warren, Article 4(B)  
Up Yonda Farm**

Expenses Presented & Paid 2008	
1st Qtr	\$ 39,215.72
2nd Qtr	\$ 49,208.60
3rd Qtr	\$ 48,157.01
4th Qtr	
	<u>\$ 136,581.33</u>

Budget	\$ 273,954.00
Revenue	<u>\$ 64,000.00</u>
Net	\$ 209,954.00

Total 2008 Trust Revenue	\$ 175,186.98
YTD Distributions	\$ 136,581.33
Amount allocated for 4th Qtr Expenses	\$ 38,605.65

Net Budget	\$ 209,954.00
Total 2008 Trust Revenue	\$ 175,186.98
Expected Shortfall	\$ 34,767.02

4th Quarter Expenses Presented	\$ 53,501.02
Remaining Trust Distribution	\$ 38,605.65
Actual Shortfall	\$ 14,895.37

**U/W ALICE DeJONGE SCOTT FOR COUNTY OF WARREN,  
ARTICLE 4(B)**

**Calculation of 2009 Total Return Value**

Market Value as of June 30, 2006	\$ 3,985,816.22
Market Value as of June 30, 2007	\$ 4,788,468.03
Market Value as of June 30, 2008	<u>\$ 4,450,878.66</u>
	<u>\$ 13,225,162.91</u>
3-Year Rolling Average of Market Values	\$ 4,408,387.64
Spending Rule	<u>4%</u>
Available for Distribution	<u>\$ 176,335.51</u>

account # 1215237302  
Prepared: 3/10/2009  
Laura Vamvalis