

A G E N D A
FINANCE COMMITTEE
JUNE 10, 2009

- 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
- 2) **Referrals from the Planning & Community Development Committee:**
Economic Development Corporation:
 - A) Aeon Nexus to make a presentation to the Committee.
 - B) Request to reduce County funding from the 2009 amount of \$340,000 to \$270,000, as per the request of the Budget Officer.
 - C) Authorizing the County to cover the cost of basic accounting and insurance of approximately \$500 per year to ensure that the Adirondack Regional Business Incubator (ARBI) remains viable. A source of funding for such to be determined.
- 3) **Referral from the Criminal Justice Committee:**
Probation:

Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$50,000 to reflect receipt of drug lab testing fees paid by probationers and to pay Quest Diagnostics, Inc.
- 4) **Referrals from the Health Services Committee:**
Health Services:
 - A) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$4,000 to reflect receipt of the Hudson Headwaters Health Network Ryan White grant funds.
Westmount Health Facility:
 - B) Closing Capital Project No. H280.9550 280-Electronic Medical Records Documentation in the amount of \$26,977 and return remaining funds to Budget Code No. EF.60200.5803 260-Nursing/Other Equipment and Budget Code No. EF.60200.5802 210-Nursing/ Furniture/ Furnishings.
- 5) **Referrals from the Human Services Committee:**
Employment & Training:
 - A) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$87,287 to reflect receipt of Federal grant funds.
 - B) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$6,940 to reflect receipt of Federal grant funds.

Office for the Aging:

- C) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$26,539 to reflect receipt of funds allocated to the OFA by the American Recovery and Reinvestment Act; requesting \$4,843.37 for the local share and the recommended source of funding shall be a transfer from the Contingent Fund A.1990 469.

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 \$36,500 to reflect receipt of 2008 Law Enforcement Terrorism Prevention Program (LETPP) funds.

Office of Emergency Services:

- B) Amending the 2009 County budget to increase estimated revenues and appropriations in the amount of \$109,000 to reflect receipt of Homeland Security grant.

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

Airport:

- A) Authorizing the submission of a grant application to the Federal Aviation Administration (FAA)/New York State Department of Transportation (NYSDOT) for the purchase of the Leo Powers parcel, for an amount not to exceed \$400,000.
- B) Authorizing a new contract with C & S Engineers to perform technical support services relative to the Powers land acquisition, for an amount not to exceed \$50,000, contingent on the FAA/NYSDOT grant approval.
- C) Authorizing the Airport Manager to make a formal offer, contingent on the FAA/NYSDOT grant funding, on the Powers parcel located in the Town of Queensbury.
- D) Authorizing the Chairman of the Board to execute any and all documentation associated with the State SEQRA (State Environmental Quality Review Act) for the Powers parcel land acquisition project.

Parks, Recreation & Railroad:

- E) Increasing Capital Project No. H220.9550 280-RR Stations/Improvements in the amount of \$6,300 to add funds from sale of scrap metal ties and steel from the Thurman Station site.

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- 8) **Referrals from the Traffic Safety Board:**
Increasing appropriations under STOP-DWI programs in the amount of \$9,000 to pay the salary of the new employee for the remainder of 2009.
 - 9) **Referral from the County Treasurer:**
Budget plan attached for review as requested by the Budget Officer; and discussion on cash flow report.
 - 10) Authorizing the re-bidding and advertising for the sale of two County-owned parcels (Tax Map Parcel Nos. 288.-1-49 and 288.-1-62) in the Town of Queensbury as separate bids, subject to certain terms and conditions; and determining a source of funding for advertising.
 - 11) County Attorney and Purchasing Agent to present the County Purchasing Policy as referred by the Real Property Tax Services Committee.
 - 12) Supervisor Frank Thomas, Chairman of the County Facilities Committee, has requested permission to address the Committee regarding a new contract with Novus Engineering regarding commissioning of the NYSERDA grant for the Human Services Building.
 - 13) Ratifying the actions of the Chairman of the Board and authorizing an agreement with Hess Corporation as preferred supplier for natural gas through the Municipal Electric & Gas Alliance (MEGA) for a term commencing on July 1, 2009 and terminating on June 30, 2010.
 - 14) Chairman Monroe has requested permission to address the Committee regarding the Adirondack Regional Business Incubator (ARBI).
 - 15) Paul Dusek, County Attorney, has requested permission to address the Committee regarding the following:
 - A) Review of Travel Policy exemptions from using County vehicles, and an amendment to the Policy as referred by the Public Safety Committee with regard to allowing the Deputy Fire and EMS Coordinators to use their personal vehicles for County purposes.
 - B) Request for Proposal (RFP) for the Railroad.
 - C) Resolution No. 766 of 2008; discrepancy in parking fee share with the Village of Lake George during events.
 - 16) **Referral from the Community College Committee:**
Supervisor Champagne has requested permission to discuss a request from Adirondack Community College for additional funds due to an increase in enrollment in the amount of \$89,133.

- 17)** Finance Committee action is required on the following items as approved by the Personnel Committee: Items. 1B, 2, 3A-D, 4A-H, 5, 6A, 7A & B, 8A-D and 9.

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

District Attorney

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE-</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1165110	Salaries	A.1165440	Legal/transcript	* 10,000.00

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

Please state reason for transfers requested: Money needed to pay for expert witness in P. v. Lawrence Woodard.

*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:

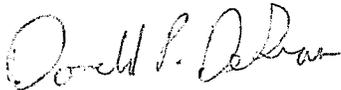
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Don DeGraw, Airport Manager
Name of Department

SIGNED:  **DATE:** 6/3/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A5610 413	Repair & Bld Mx	A5610 260	Other Equipment	\$2040.00

Please state reason for transfers requested: As requested by Treasurers Office for purchase of Heat Pump.

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:

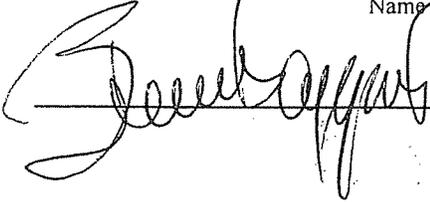
Please file original request with Clerk of the Board and retain copy for your records.

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: May 22, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.83500.5906 410	Westmount, Administrative Services, Supplies	EF.83500.5830 220	Westmount, Administrative Services, Office Equipment	22.50
EF.60200.5803 260	Westmount, Nursing-Nurses' Station Other Equipment	EF.72600.5803 260	Westmount, Activities Program, Other Equipment	61.00
EF.83500.810 418	Westmount, Administrative Services General Insurance – Insurance General Liability	EF.60200.5803 260	Westmount, Nurses' Stations Other Equipment	752.00

Please state reason for transfers requested: One cell phone for Maintenance Supervisor, Camera Printer for Resident photo's in charts, Chair pad & Bed Alarms.

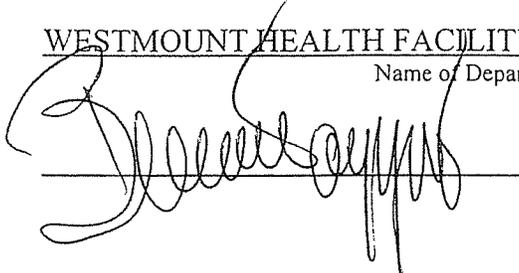
Please file original request with Clerk of the Board and retain copy for your records.

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: May 22, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.82100.700 110	Westmount, Dietary Services, FSH HK LL Maintenance - Salaries - Regular	EF.82100.700 130	Westmount, Dietary Services, FSH HK LL Maintenance - Salaries - P/T	21,479.00
EF.72600.400 110	Westmount, Activities Program, LPN & Act Director Wages - Salaries - Regular	EF.72600.400 130	Westmount, Activities Program, LPN & Act Director Wages - Salaries - P/T	28,563.00
EF.74100.800 110	Westmount, Medical Staff, Physician Salaries - Regular	EF.74100.800 130	Westmount, Medical Staff, Physician Salaries - P/T	17,229.00

Please state reason for transfers requested: Correct reporting of budgeted part-time positions.

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: Employment and Training
Name of Department

SIGNED: **DATE:** 5/21/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40 6293.0310 110	WIA Youth-Salaries-Regular	40 6293.0310 130	WIA Youth-Salaries-Part time	\$3,500

Please state reason for transfers requested: To align budget with expenditures

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.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Warren County Office of Emergency Services
Name of Department

SIGNED:

DATE: June 19, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 442	Fire Prevention- Auto Gas& Oil	A.3410 230	Fire Prevention - Automotive Equip	\$1,000

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

Please state reason for transfers requested: To purchase battery charger for Hazmat Truck

*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>
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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.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Warren County Office of Emergency Services
Name of Department

SIGNED:

DATE: June 19, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 413	Civil Defense- Maintenance	A.3640 260	Civil Defense – Other Equipment	\$1,500

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

Please state reason for transfers requested: To purchase alert receivers

*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>
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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.

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 8686 410	RESTORE - Admin. - Office Supplies	CD67 8668 470	RESTORE - Loans & Grants - Contract	\$6,250.00

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. 10

Request for Transfer of Funds

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

FROM: County Clerk/DMV
Name of Department

SIGNED: **DATE:** 6/8/09

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1665.220	Office Equipment	A.1665.210	Office Furniture	\$ 215.00

**Please state reason for transfers requested:
To balance account for public records items.**

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. 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 Department

DATE: May 21, 2009

- (a) Purpose of Amendment: To accept drug lab testing fees paid by Probationers and to amend contract code for Quest Diagnostics, Inc. contract.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.3140.470 Probation-Contract, \$50,000

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3140.1585 Probation-Drug Test Charges, \$50,000

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: Health Services

DATE: June 3, 2009

- (a) Purpose of Amendment: to amend 2009 budget to accept Hudson Headwaters Health Network Ryan White Grant for \$4000.00, approved on Reso 331/2009
- (b) Appropriation Code (with title), Object Code (with title) and Amount: A.4018.0030.435 Disease Program Medical Expense
- (c) Revenue Code (with title), and Amount: A.4018.0030.2716 Disease Program Other Grant Revenue

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing 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: June 3, 2009

- (a) Exact Title and Number of Project*: Electronic Medical Records Documentation
Capital Project H.280.9550 280
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
- (e) Amount of Decrease (if applicable): \$26,977.14
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To close project and return
balance to source of funding.

6. Budget- transfers/adding federal funds

- a. Request resolution authorizing the attached budget transfers
- b. Request resolution to add the following federal funds to the county budget:

Revenues:	Code	Title	Amount
	40 4786	Summer TANF	\$87,287

Appropriations:	Code	Title	Amount
	40 6326 110	Summer TANF-Salaries-regular	\$13,300
	40 6326 120	Summer TANF-Salaries-Overtime	200
	40 6326 130	Summer TANF-Salaries-Part Time	\$53,487
	40 6326 410	Supplies	600
	40 6326 411	Rent-Building/Property	2,800
	40 6326 470	Contract	10,000
	40 6326 830	Social Security	4,900
	40 6326 860	Hospitalization	2,000

7. Other

- a. Center Activity
- b. Summer program
- c. Pending

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Employment and Training

DATE: 6/9/09

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

- (b) Appropriation Code (with title), Object Code (with title) and Amount: 40
6293.4791 - WIA \$6,940

- (c) Revenue Code (with title), and Amount: 40 6293 0351 433 - WIA Adult
Incentive- Training-Client \$6,940

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 for the Aging

DATE: May 4, 2009

- (a) Purpose of Amendment: To increase the budget in order to add funds allocated to OFA by American Recovery and Reinvestment Act
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.6771 445 (General, Nutri. For Elderly-Ham.Co. - Foods) \$7,165.52 and
A.6773 445 (General, Nutrit. For Elderly-War.Co. - Foods) \$ 19,373.48
- (c) Revenue Code (with title), and Amount: A.6771 4771 (General, Nutri. For Elderly-Ham.Co. - Nutrition IIC Ham Co.) \$ 5,374.14 , A.6771 2071 (General, Nutri. For Elderly-Ham.Co. - Hamilton Co. Share III C) \$ 1,791.38, A.6773 4773 (General, Nutrit. For Elderly-War.Co. - Nutrit Prog for Eld IIC-1) \$ 14,530.11 A. 1990 469 Contingent Fund \$ 4,843.37

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: 05-18-09

(a) Purpose of Amendment: To move money received as revenues from the following 2008 grant:

Law Enforcement Terrorism Prevention Program (LETPP) \$36,500 – Reso 760-2008

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

Grant Title	Appropriations & Object	Code Title	Amount
LETPP 2008	A.3110 250	Sheriff's Law Enforcement Technical Equipment	\$27,375.00
LETPP 2008	A.3110 120	Sheriff's Law Enforcement Salaries-Overtime	\$9,125.00

(c) Revenue Code (with title), and Amount: A.3110.3384 – Sheriff's Law Enforcement Other Sheriff's State Aid, \$36,500.

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: OES

DATE: June 19, 2009

- (a) Purpose of Amendment: Increase both sides of budget

- (b) Appropriation Code, Object Code, Full Title and Amount: A.3645 130 Homeland Security Salary - Part Time \$1,375; A.3645 250 Homeland Security Technical Equipment - \$82,125; A.3645 444 Homeland Security Travel - Education - \$6,000; A.3645 470 Homeland Security Contract - \$20,000

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3645 3306 Homeland Security State Aid - \$109,000

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

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

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Airport - DPW

DATE: April 29, 2008

- (a) Purpose of Grant: To apply for FAA funding for the purchase the Leo Powers property . The Powers Property has obstructions that need to be removed for existing and future airport airspace compliance and Runway Protection Zone protection. This property is key to future airport expansion.
- (b) Name of Grantor: FAA-AIP / NYS DOT
- (c) Address of Contractor: FAA - ADO, 600 Old County Road, Suite 446, Garden City, NY 11530 & NYS - DOT Albany
- (d) Grantor's Contact Person and Telephone Number: Steve Urllass, Manager 516-227-3803
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? n/a
- (f) Effective Date of Grant: n/a
- (g) Termination Date of Grant: n/a
- (h) Total Dollar Amount Involved (not to exceed): Not known until the Approved Compensation Amount is received from the NY DOT. Rough Estimate is \$360K, Not to exceed \$400,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement: July 2009
- (j) Is a Budget amendment required? NO If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? NO If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.

- (i) Is a Local Share Required? YES If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount: A . 5610 470 AIRPORT CONTRACT

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Airport

DATE: June 4, 2009

- (a) Is this a Result of a Bid or Request for Proposal? FAA/ NYSDOT AIP Grant

- (b) Purpose of Contract: To have C & S Engineers perform Technical Support Services for Powers Land Acquisition (Phase II Agreement).

- (c) Name of Contractor: C & S Engineers

- (d) Address of Contractor: 499 Col. Elleen Collins Blvd., Syracuse, NY 13212

- (e) Contractor's Contact Person and Telephone Number: Chris Brubach 315-455-2000

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract:

- (h) Termination Date of Contract:

- (i) Payment Provisions:
 - i) lump sum amount Approx. \$35,000
 - ii) hourly rate amount NA
 - iii) total amount not to exceed \$50,000
 - 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, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A. 5610 Airport - Contract * (Contingent on FAA/NYS Grant Approval)

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: Airport - DPW

DATE: June 4, 2009

- (a) Purpose of Request: To authorize the airport manager to make a formal offer that is contingent on FAA/NYS DOT grant funding (95% FAA, 2.5% NYS, 2.5% LOCAL) on property known as the Powers Parcel (Tax Map Parcel No.303.12.1.3) located in the Town of Queensbury - Floyd Bennett Memorial Airport - Warren County, NY

- (b) Details: The Powers Parcel contains existing and future airspace obstructions and is located in an area that is critical to future airport development, the FAA is expected to offer a grant to purchase this property and due to a short time line for grant submittal (July 09) it is critical to be able to proceed with the process in a timely fashion.

- (c) Previous Resolution Number: 554 of 2004 from a previous failed attempt to purchase this property

Warren County Board of Supervisors

RESOLUTION NO. 554 OF 2004

Resolution introduced by Supervisors Monroe, Belden, Bennett, O'Connor, Bentley, Tessier, Champagne, Caimano and Stec

**AUTHORIZING AIRPORT MANAGER TO MAKE A FORMAL
OFFER ON THE PROPERTY KNOWN AS THE POWERS PARCEL
(TAX MAP PARCEL NO. 303.12-1-3) LOCATED IN THE TOWN OF QUEENSBURY -
FLOYD BENNETT MEMORIAL AIRPORT - WARREN COUNTY, NEW YORK**

RESOLVED, that the Airport Manager is hereby authorized to make a formal offer in the amount of Two Hundred Ninety-Two Thousand Dollars (\$292,000) on the property known as the Powers Parcel (Tax Map Parcel No. 303.12-1-3) located in the Town of Queensbury, subject to the conditions set forth below, and be it further

RESOLVED, that the above-referenced offer shall be subject to participation by the Federal Aviation Administration for ninety percent (90%) of the funding, the New York State Department of Transportation for five percent (5%) of the funding, and Warren County for the remaining five percent (5%) of the funding, and County Attorney approval of the Contract of Sale and the Title, and any other matters that may affect the County's interest in the property, and be it further

RESOLVED, that if said offer is accepted, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a Contract for said purchase in a form approved by the County Attorney.

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: Airport - DPW

DATE: June 5, 2009

- (a) Purpose of Request: To authorize the Chairman of the Board of Supervisors to execute any and all documentation associated with the State SEQR for the Powers Parcel Land Acquisition project.

- (b) Details: As the Lead Agency for the State Environmental Quality Review on the Powers Parcel Land Acquisition project and due to the fact that C & S engineers performed the work to determine that this project can be classified as an Unlisted Action under SEQRA, with an associated SEQRA Negative Declaration, or Notice of Determination. This resolution will authorize the Chairman of the Board of Supervisors to approve the determination on the Short Environmental Assessment Form for Unlisted Actions, and other related documents, in the capacity of Responsible Officer in Lead Agency.

- (c) Previous Resolution Number: 362 of 2009

RESOLUTION REQUEST FORM NO. 9

*Request to Increase or Decrease or Amend Existing 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: Parks, Recreation & Railroad

DATE: June 10, 2009

- (a) Exact Title and Number of Project*:
H220.9550 280 - RR Stations/Improvements
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Increase (if applicable):
\$6,300.00
- (e) Amount of Decrease (if applicable):
N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
Sale of scrap metal ties and steel from Thurman Station site
- (g) Changes in Funding (if Amendment):
N/A
- (h) Purpose of Increase or Decrease or Amendment:
to add funds from sale of scrap metal ties and steel into
Capital Project

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Warren County Office of Emergency Services
Name of Department

SIGNED:

DATE: June 19, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.889	STOP-DWI Reserve	A.3315 130	STOP-DWI Salary – Part-Time	\$9,000

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

Please state reason for transfers requested: To pay the salary of the new employee for the rest of 2009

*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>
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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.

Warren County Board of Supervisors

RESOLUTION NO. 714 OF 2008

Resolution introduced by Bentley, Kenny, O'Connor, Tessier, Stec and Belden

INCREASING APPROPRIATIONS UNDER STOP-DWI PROGRAMS

RESOLVED, that the County Treasurer be, and hereby is, authorized to appropriate ~~Two Thousand Three Hundred Ninety-Four Dollars (\$2,394)~~ ^{79,000} from Budget Code No. A.889.00 - STOP DWI Reserve - to Budget Code No. A. ~~3110-250~~ ^{3315 130} - Sheriff's Law Enforcement - ~~Technical Equipment~~. STOPDWI Salary - Part-time.

Treasurer Department
Budget Plan

Summary of Services

1. Receives and is the custodian of all money belonging to the County or in which the County has an interest and maintains a true account of all recipients and expenditures for the County.
2. Provides real property tax information to County taxpayers, local governments, banks and attorneys.
3. Addresses general financial issues affecting the County.
4. Develops and issues the County's annual financial statements.
5. Oversees the issuance and payment of the County debt.
6. Processes the payroll, payroll checks and prepares Federal and State payroll tax returns.
7. Serves as legal custodian of Court and Trust funds.
8. Serves as trustee for cemetery lots.
9. Serves as administrator for estates of County residents when called.
10. Serves as system administrator for the County-wide financial and payroll computer system.
11. Management of the County's cash and investments and cash flow reporting.
12. Administration of the occupancy tax program, which entails the receipt and monitoring of over 275 hotels and motels with collections of over \$3.5 million annually each year.
13. Administration of the retiree and cobra health insurance programs for over 300 retirees.

The administration of the occupancy tax and retiree and cobra health insurance programs are additional responsibilities that were given to us in recent years. The additional workload is being successfully administered in spite of the loss of two (2) employees.

Positions

In 2008, we abolished a principal account clerk position after the employee retired in late 2007. In 2009, a senior account clerk position was abolished in response to the first round of layoffs directed by the Board. Since 2008, we have reduced our staff level by 2 employees which represents a 13% staff reduction. The cost savings for these staff reductions are summarized as follows:

	<u>Principal Account Clerk</u>	<u>Senior Account Clerk</u>	<u>Total</u>
2008	48,000.00	-	48,000.00
2009	49,000.00	28,000.00	77,000.00
2010	<u>50,000.00</u>	<u>45,000.00</u>	<u>95,000.00</u>
Total	<u><u>147,000.00</u></u>	<u><u>73,000.00</u></u>	<u><u>220,000.00</u></u>

The above amounts include fringe benefits.

In order to maintain our current level of service, proper level of internal control and segregation of duties, we feel our current staffing level after the elimination of the two positions mentioned above needs to be maintained at 13 positions.

Retirement Incentive

We have three employees which may be interested in a retirement incentive depending on what is being offered. We will need to replace these employees in order to maintain our level of service, but the replacement employees would be making less money and we would be able to downgrade one of the positions which will result in savings to the County.

Warren County Board of Supervisors

RESOLUTION NO. 764 OF 2008

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

AUTHORIZING RE-BIDDING AND ADVERTISING FOR THE SALE OF TWO (2) COUNTY-OWNED PARCELS (TAX MAP PARCEL NOS. 288.-1-49 AND 288.-1-62) IN THE TOWN OF QUEENSBURY AS SEPARATE BIDS, SUBJECT TO CERTAIN TERMS AND CONDITIONS - BUILDINGS & GROUNDS

WHEREAS, Warren County owns two (2) parcels of land (Tax Map Parcel Nos. 288.-1-49 and 288.-1-62) located at the intersection of Gurney Lane and State Route 9 in the Town of Queensbury (hereinafter referred to as the "parcels"), and

WHEREAS, the Finance Committee has determined that the parcels are not needed for County purposes and recommended that both parcels be advertised for sale (authorized by Resolution No. 577 of 2008), and no bids were received, and

WHEREAS, the Finance Committee has decided to again advertise and re-bid the parcels, with a new bidding deadline of December 15, 2008, upon the following terms:

1. on an "AS IS" (including but not limited to environmental condition) basis;
2. contingent upon the successful bidder obtaining, at bidder's expense, a survey of the property from a licensed land surveyor, certifying the survey to Warren County, and obtaining any subdivision or other governmental approvals that may be necessary for the transaction to occur;
3. title being conveyed and delivered by a Bargain & Sale Deed with Covenant Against Grantor's Acts;
4. subject to: (a) accrued tax liens, if any; (b) street or other special

RESOLUTION NO. 764 OF 2008

Page 2, Continued

assessments unpaid or payable to the municipality in which the premises are situated; and (c) any water, sewer or other governmental district charges unpaid or payable to the municipality in which the premises are situated;

5. subject to all existing tenancies, easements, rights, licenses, privileges, and agreements, as well as any covenants, conditions, restrictions, reservations, rights of re-entry, possibilities of reverter, rights-of-way, utility or other easement agreements, or sell-offs in former deeds or other instruments of record;
6. subject to existing laws and ordinances and any state of facts an accurate survey and prudent inspection of the property would disclose;
7. the successful bidder obtaining an abstract or title and/or title insurance policy, at bidder's own expense;
8. the successful bidder being required to pay at least ten percent (10%) of the bid price in cash or certified check at or before the time of opening, and the balance being received by the Treasurer's office in cash or certified funds on or before tender of the deed of conveyance by the County;
9. the Board of Supervisors reserving the right to reject any and all bids at its sole discretion; and
10. Tax Map Parcel Nos. 288.-1-49 and 288.-1-62 being sold by

separate bids,

now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby determines that the parcels described in the preambles of this Resolution are no longer necessary for public use, and be it further

RESOLVED, that the Department of Public Works be, and hereby is, authorized and directed to prepare an Environmental Assessment Form regarding the sale and conveyance of the parcel(s) for the Board's consideration, and be it further

RESOLVED, that the Commissioner of Administrative & Fiscal Services, working with the County Attorney, arrange to obtain bids for the sale of the parcels, subject to the following conditions:

1. Public advertisement for bids shall occur as required by County Law §215, together with any other advertisement or notice recommended by the Commissioner;
2. Any transaction shall be subject to and not occur until all SEQRA requirements have been complied with; and
3. The County shall not be required to accept any bid (not even the highest bid) and may, upon review of bids, and in the sole discretion of the Board of Supervisors, reject all bids on one (1) or both parcels, decide to take the parcels off the market, not sell one or both parcels, and/or re-advertise one or both parcels upon different terms and conditions.

Warren County Board of Supervisors

RESOLUTION NO. 425 OF 2008

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

RATIFYING ACTIONS OF CHAIRMAN OF THE BOARD AND AUTHORIZING AGREEMENT WITH HESS CORPORATION AS PREFERRED SUPPLIER FOR NATURAL GAS THROUGH THE MUNICIPAL ELECTRIC & GAS ALLIANCE (MEGA) - BUILDINGS & GROUNDS

WHEREAS, the New York State Association of Counties (NYSAC) has formed a partnership with Municipal Electric and Gas Alliance (MEGA), which is a consortium of counties created to help municipalities of all types save on energy costs, and

WHEREAS, in order to participate, it was necessary for the Chairman of the Board of Supervisors to execute a Participation Authorization with MEGA, which Authorization was executed after the County Facilities Committee Meeting and before the May Board Meeting, and

WHEREAS, Hess Corporation has been designated as the preferred supplier and approved Energy Services Company (ESCO) under MEGA, and offers a PRIME Purchasing Program for natural gas, which Program's Conservative Option would help manage the County's costs for natural gas in order to provide the greatest degree of price certainty by utilizing fixed pricing, and the County Facilities Committee has recommend that Warren County participate in this Program, now, therefore, be it

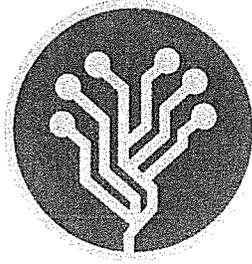
RESOLVED, that the actions of the Chairman of the Board with respect to the execution of a Participation Authorization for Warren County to participate in MEGA is hereby ratified, and be it further

RESOLVED, that Warren County enter into an agreement with Hess Corporation, One Hess Plaza, Woodbridge, New Jersey 07095, to provide natural gas for certain

RESOLUTION NO. 425 OF 20⁰⁸

Page 2, Continued

County-owned facilities, for a purchase price equal to the sum of a commodity charge and a basis charge, for a term commencing July 1, 200~~8~~⁹ and terminating on June 30, 200~~8~~¹⁰, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney.



ADIRONDACK
.....
REGIONAL BUSINESS
.....
INCUBATOR

April 27, 2009

Mr. Fred Monroe, Chairman
Warren County Board of Supervisors
1340 State Route 9
Lake George, NY 12845-9803

Re: Adirondack Regional Business Incubator

Dear Chairman Monroe:

As you may recall from our invitation dated February 16, 2009, on March 24th, the Board of Directors of the Adirondack Regional Business Incubator (herein "the incubator") met with several stakeholders. We presented a brief overview of the potential economic impact an incubator can have upon the region, a brief overview of the history of your incubator, and a summary of the incubator's present financial status. A copy of the presentation made on March 24th is included with this letter. A discussion of the future of the incubator followed our presentation.

Although many issues were discussed regarding the future of the incubator, the critical issue remains whether the existence of an incubator still serves the same necessary function determined during the early stages of this initiative, and, if so, the willingness and ability of the stakeholders and community partners to fund this initiative. As a representative of a major stakeholder, though you may not have been able to attend this meeting and share your thoughts, we request your explicit input on whether you feel an incubator is a part of your plans for economic development in the region. If not, we need to know immediately. Among other things, as we discussed on March 24th, the incubator's \$80,000 debt must be addressed. As you are aware, except for some program income, the funding of the incubator has always been dependant on its stakeholders.

In order to assist you, we, your incubator's board, present the following options for your consideration.

1. Cease operations.
2. Continue the renewed partnership and collaboration with Adirondack Community College (ACC): ACC would continue to support the incubator through availability of office space for an ARBI director/staff. ARBI director/staff would continue the effort to retain and attract entrepreneurs through programs and mentoring offered in alliance with ACC.
3. Pursue a building: In addition to Option 2, continue to pursue a home for those entrepreneurs who not only require programs and mentoring, but the physical space to grow their product/service. ACC may be able to provide some space as an interim step.

All of these options incur a cost, for which, once again, we need to look to the stakeholders. These options and their respective estimated costs are summarized in the table below. We are aware that the current debt comprises an outstanding loan to the Glens Falls IDA and an outstanding balance owed to Warren County EDC for operating funds forwarded.

Option	Immediate cost to address debt	Long range annual cost (assume 5 years until profitability)
1. Cease operation	\$80k	0
2. ACC Office/ARBI staff	\$80k	\$170-200k/# stakeholders
3. Option 2 plus pursue Building	\$80k	\$170-200k/# stakeholders

Now that we have presented our proposed options, we recommend that we schedule a meeting with you during the week of May 4th– May 8th so we can learn directly from you which direction you would like us to pursue. We will contact you shortly to arrange an appropriate time and place.

Re: Adirondack Regional Business Incubator
April 27, 2009
Page 3 of 3

If you believe that you can provide your input in writing such that no meeting is necessary, we request that you forward your comments in writing to Ms. Jennifer Switzer, Board Secretary, at the address below, by May 8th, 2009.

Thank you for your past support of your incubator. We await your input.

Very truly yours,

HESLIN ROTHENBERG FARLEY & MESITI P.C.



John Pietrangelo
President, Board of Directors
Adirondack Regional Business Incubator

Cc: Jack Diamond, Mayor – City of Glens Falls, GGFLDC
Daniel Stec, Supervisor – Town of Queensbury
Dr. Ronald Heacock, President – Adirondack Community College
Lou Buck, Chairman – Queensbury Economic Development Corp.
Leonard Fosbrook, President – Economic Development Corp
Senator Kirsten Gillibrand
Congressman Scott Murphy
Senator Elizabeth Little
Assemblywoman Teresa Sayward
Tom Donahue – Glens Falls Industrial Development Agency
Todd Shimkus, President – Adirondack Regional Chamber of Commerce
Harold “Bud” Taylor, Chairman – Warren Co. Planning & Development Comm.
Peter Wohl, Capital District Regional Director – Empire State Development

Please forward written responses to:

Ms. Jennifer Switzer
Board Secretary
c/o Warren County EDC
234 Glen Street
Glens Falls, NY 12801
Email: jswitzer@edcwc.org
518.761.6007 Ext. 308

Warren County Board of Supervisors

RESOLUTION NO. 763 OF 2008

Resolution introduced by Supervisors Thomas, Kenny, Belden, Stec, Sokol and Tessier

AMENDING THE WARREN COUNTY TRAVEL POLICY AND COUNTY VEHICLE USE REGULATIONS

WHEREAS, the Warren County Board of Supervisors adopted the revised Warren County Travel Policy and County Vehicle Use Regulations (hereinafter the "Travel Policy") by Resolution No. 495 of 2004, most recently amended by Resolution No. 672 of 2008, and

WHEREAS, the Personnel Committee of the Warren County Board of Supervisors has recommended revising Section II - County Motor Vehicle Use Rules (C, D and F) of the Warren County Travel Policy and Vehicle Use Regulations, now, therefore, be it

RESOLVED, that Section II (C, D and F) - under the Warren County Travel Policy and County Vehicle Use Regulations be, and hereby is, amended as set forth in the revised policy presented at this meeting and attached hereto as Schedule "A".

Schedule "A"
WARREN COUNTY TRAVEL POLICY AND COUNTY
VEHICLE USE REGULATIONS

I. COUNTY TRAVEL POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Manager's absence, the Commissioner of Administrative and Fiscal Services based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Chairman of the Board to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and

if not, the reason for such decision. The Board or Chairman may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. TRAVEL APPROVAL REQUIRED

- 1) Unless travel is excepted herein, or by separate Resolution by the Board, each supervisory committee shall review and approve *all* travel requests, both in-state and out-of-state. Out-of-state travel requires approval by a board resolution, and in-state travel that necessitates overnight accommodations, require committee approval only. The number of people traveling to an event from one department shall be limited and set by the supervisory committee. Department Heads shall submit all paperwork describing travel and expenses for review by the committee. A Travel Form (Schedule "A") shall be signed by the supervisory committee chairman if travel is approved and must be attached to any Purchase Order or Voucher submitted for reimbursement.
- 2) Travel by officers and employees of Warren County does NOT need approval by the supervisory committee or Board of Supervisors if all of the following conditions apply:
 - a. the travel does not require overnight accommodations;
 - b. there is no more than \$100 in costs (to the County) per person per trip for travel and meal costs;
 - c. the travel is part of the normal course of business, which includes, but is not limited to, travel to perform the duties of the officer's and/or employee's position or travel is for attendance at seminars, training, and/or other classes or meetings where such is at no cost to the County or where such is mandated by state law, rule, or regulation.

C. FUNDING FOR TRAVEL

If payment of travel expenses require fund transfers, the Department Head must provide information on where the funds are coming from.

D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov on the internet.

E. EXCEPTIONS

The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander. The Commissioners of the Warren County Board of Elections shall be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County. In addition, the employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles.

- A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be 1) considered any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or

customary County job function or 2) an employee who is authorized to operate the vehicle by a) the Commissioner of Administrative and Fiscal Services or b) the County Department Head to whom the vehicle has been assigned.

- B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for: 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs and/or; 2) for programs offered to Westmount Health Facility residents or persons participating in Countryside Adult Home programs whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity. Picking up hitchhikers is prohibited.
- C. County vehicles shall be utilized for official purposes only. Only persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. Examples of circumstances where non-County personnel may ride in County vehicles include but are not limited to: 1) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience; 2) Veterans who ride in the Veterans' Services' van pursuant to program identified in subparagraph II. B. hereof; 3) persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services; 4) residents of Westmount Health Facility or Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity for the general benefit of Westmount Health Facility residents; 5) Office for the Aging may transport advisory council members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director; 6) District Attorney personnel transporting witnesses; 7) department employees who wish to carpool with other County Officials not from Warren County when the purpose is furthering County business; 8) Youth being transported to various programs and seminars by the Youth Bureau Director; **and (9) Children being**

transported in County vehicles by DSS staff. Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chairman of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.

D. Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:

1. Department of Public Works:
 - a. Highway Construction Supervisors (5)
 - b. Superintendent of Public Works
 - c. Deputy Superintendent of Public Works; and
 - d. Department of Public Works General Highway Foreman
 - e. ~~Superintendent of Buildings and Grounds Division~~

2. Health Services:
 - a. Nurses, upon approval of the Director of Public Health/Patient Services

3. Sheriff's Office:
 - a. Sheriff;
 - b. Undersheriff;
 - c. **Major; Chief Deputy**
 - d. **Patrol Lieutenants; Criminal Investigators**
 - e. ~~Investigative Sergeant; and Lieutenant-Law Enforcement~~
 - f. **Investigators K-9 Officer;**
 - g. **Narcotics Officers (5); and**
 - h. **Civil Officer (1)**

4. Fire Prevention & Building Code Enforcement:
 - a. Fire Coordinator
 - b. Building Inspectors (2)

Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used for the

quarter reported.

E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the Commissioner of Administrative and Fiscal Services. In the event that a Department Head desires to take a County vehicle to a private residence overnight, approval must be obtained from the Commissioner of Administrative and Fiscal Services. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:

1. A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this paragraph, the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
2. The log or record kept pursuant to subparagraph 1 hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
3. If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
4. An exemption is made for the Warren County Sheriff to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the Administrator/Clerk's Office.

F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected

to be housed or stored, respectively at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this paragraph shall be as follows: (1) the General Highway Foreman who may be permitted to house or store his vehicle at the Town of Johnsburg Highway Garage; (2) the District Attorney vehicle assigned to the investigators shall be housed at the Town of Chester Town Hall or Warren County Municipal Center; (3) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff; and (4) ~~Two~~ **Four** vehicles assigned to the Health Services Department for use by the nurses in northern part of the County shall be housed as follows: ~~one~~ **two** in Hague, ~~and~~ one in North Creek, ~~and one in Chester;~~ **and** (5) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed ~~at the Hague Town Hall in the area~~ **with the largest amount of Planning Activity** for use on an as-needed basis; ~~and~~ **(6) the Superintendent of Buildings vehicle to be housed in Warrensburg DPW shop.**

- G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work and the Social Services Department.
- H. No County vehicles shall be used for private or personal use.
- I. In addition to the log that must be kept on overnight usage (see subparagraph II-E. 2.), daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy except for Sheriff's Office and Health Services Department Nurse's vehicles. Department Heads shall be responsible for this item.
- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be

deemed revoked.

- K. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The _____ hereby authorizes _____
(Supervisory Committee) (Employee Name)

to attend _____
(Name of meeting or organization)

at _____
(Address)

on _____. Mode of transportation to be used _____
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA * Rate \$ _____
- Meal costs - GSA *per diem rate \$ _____

* www.gsa.gov

Date: _____
Department Head Signature

Date: _____
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

Warren County Board of Supervisors

RESOLUTION NO. 766 OF 2008

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

APPROVING THE PARKING ADMINISTRATION AGREEMENT AND AUTHORIZING INTERMUNICIPAL AGREEMENT WITH THE TOWN AND VILLAGE OF LAKE GEORGE RELATIVE TO THE USE OF THE GASLIGHT VILLAGE/WAXLIFE USA MUSEUM PROPERTY FOR 2009 EVENTS - DEPARTMENT OF PUBLIC WORKS

WHEREAS, discussions have been had between representatives for Warren County, the Town of Lake George and the Village of Lake George as to who would be responsible for parking administration at the Gaslight Village/Waxlife USA Museum Property (the "Gaslight Property"), which is owned by all three (3) municipalities jointly, with respect to 2009 events, and

WHEREAS, the parties have proposed the following agreement:

- | | |
|------------------------|---|
| Town of Lake George | <ol style="list-style-type: none">1. Throughout 2009, provide personnel and equipment to administer parking at Gaslight Property.2. Erect necessary signage and lighting.3. Collect parking fees. |
| Village of Lake George | <ol style="list-style-type: none">1. Print preferred parking passes for Americade event.2. Administer preferred parking at Beach Road parking lot and elsewhere, other than at the Gaslight Property. |
| Warren County | <ol style="list-style-type: none">1. Maintain accounts for revenues associated with the use of the Gaslight Property. |
| Parking Charges | <ol style="list-style-type: none">1. For the Americade event for 2009, the Village will offer a preferred parking pass at a cost of \$7 for parking anywhere in the Village. This pass will be sold by the Village and also may be sold by the Town at the Gaslight Property parking area. Persons with the preferred parking pass will be allowed to park anywhere |

RESOLUTION NO. 766 OF 20 08

Page 2, Continued

in the village and at the Gaslight Property. There may also be sold, at the Gaslight Property parking area, passes for just daily parking at the Gaslight Property.

2. For all other events occurring during 2009, there will be no preferred parking passes involving the Gaslight Property, and the Town will charge daily parking rates for the use of the Gaslight Property. Except as outlined above with respect to the Americade event, the Village will operate its own parking facilities, on such terms as it deems appropriate, retaining revenues earned therefrom.

Distribution of Parking Revenues

1. Preferred parking pass -
 - \$1 from the sale of each preferred parking pass shall be payable to the Glens Falls Transit Authority for its services.
 - From the sale of preferred parking passes by the Village, the Village shall retain \$5, with the balance of \$1 going to the County for deposit.
 - From the sale of preferred parking passes by the Town for the Gaslight Property, the balance of the funds (\$6) after payment of the Glens Falls Transit Authority costs, shall be deposited with the County.
2. With regard to the balance of all other revenues raised by the Village from Beach Road parking or other places owned by the Village during times other than the Americade event, the same shall belong to the Village.
3. With regard to revenues generated from daily parking at the Gaslight Property (except from the preferred parking pass to be distributed as set forth hereinabove), the same will be deposited with the Warren County Treasurer in the special fund maintained for the Gaslight Property.

RESOLUTION NO. 766 OF 20 08

Page 3, Continued

Costs Incurred by Town

1. The Town shall be reimbursed its actual costs for personnel and equipment for operating and/or otherwise administering the parking at the Gaslight Property. The Town may deduct, from time to time, such amounts that may already have been incurred from amounts to be deposited with the County Treasurer. The Town shall, however, provide a detailed accounting of such deductions itemizing costs and labor.

now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors does hereby approve the parking administration agreement with the Town and Village of Lake George, relative to the use of the Gaslight Village/Waxlife USA Museum Property, for 2009 events, as outlined in the preambles of this resolution, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an intermunicipal agreement in the form approved by the County Attorney.

SPONSORS' CASH 2009-2010

	Warren	Washington	Total
FY2008-2009			
Enrollment by Credit Hour Fall 2007	9,439	7,456	16,895
	55.87%	44.13%	
Sponsors' Cash 2008-2009	\$1,663,827	\$1,307,293	\$2,971,120
	56.00%	44.00%	
FY2009-2010			
Enrollment by Credit Hour Fall 2008	10,056	6,815	16,871
	59.61%	40.39%	
<u>CASH WITH NO INCREASE</u>			
Sponsors' Cash 2009-2010 (assumes no increase)	\$1,752,960	\$1,218,160	\$2,971,120
Change to contribution	\$89,133	-\$89,133	\$0
<u>CASH WITH 3% INCREASE</u>			
Sponsors' Cash 2009-2010 (with proposed 3% increase)	\$1,805,550	\$1,254,704	\$3,060,254
Proposed Change to contribution	\$141,723	-\$52,589	\$89,134

A G E N D A
PERSONNEL COMMITTEE
JUNE 10, 2009

1) Referrals from the County Clerk-Motor Vehicles Committee:

- A)** Request to fill the vacant position of Motor Vehicle License/Registration Clerk, base salary of \$26,558, Employee No. 11560, due to termination. The Notice of Intent to Fill Vacant Position is attached.
- B)** Abolishing the vacant position of Motor Vehicle License/Registration Clerk, base salary of \$26,558; thereby amending the Department's Table of Organization.

2) Referral from the County Treasurer:

Abolishing the position of Senior Account Clerk #2, base salary of \$28,041; thereby amending the Department's Table of Organization.

3) Referrals from the Criminal Justice Committee:

District Attorney:

- A)** Decreasing the base salary of the 5th Assistant District Attorney, from the former base salary of \$47,163 to the current base salary of \$43,150 (plus \$350 longevity); thereby amending the Department's Table of Organization.
- B)** Increasing the base salary of the 4th Assistant District Attorney, from the former base salary of \$48,403 (plus \$1,050 longevity) to the current base salary of \$52,416 (plus \$1,050 longevity); thereby amending the Department's Table of Organization.

Probation:

- C)** Abolishing the position of part-time Probation Officer, base salary of \$20,530, Employee No. 11394; thereby amending the Department's Table of Organization.
- D)** Abolishing the position of part-time Probation Assistant, base salary of \$14,266, Employee No. 11425; thereby amending the Department's Table of Organization.

4) Referrals from the Health Services Committee:

Countryside Adult Home:

- A)** Abolishing the position of Recreation Aide, base salary of \$25,470, Employee No. 8280; thereby amending the Department's Table of Organization.
- B)** Abolishing the position of the full time Laundry Worker, base salary of \$22,897, Employee No. 7715; thereby amending the Department's Table of Organization.

- C) Abolishing the position of Activity Director, base salary of \$30,222; thereby amending the Department's Table of Organization.
- D) Abolishing the position of Case Manager, base salary of \$34,178; thereby amending the Department's Table of Organization.

Health Services:

- E) Abolishing the position of Word Processing Operator, base salary of \$24,480; thereby amending the Department's Table of Organization.
- F) Abolishing the position of Account Clerk, base salary of \$24,480; thereby amending the Department's Table of Organization.
- G) Abolishing the vacant position of Community Health Nurse, base salary of \$41,358; thereby amending the Department's Table of Organization.

Westmount Health Facility:

- H) Abolishing the position of Cleaner, base salary of \$22,897; thereby amending the Department's Table of Organization.

5) **Referral from the Planning & Community Development Committee:**

Abolishing the position of GIS Administrator, base salary of \$58,527; thereby amending the Department's Table of Organization.

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

Fire Prevention & Building Codes:

- A) Abolishing the vacant position of Fire Prevention & Building Code Inspector, base salary of \$37,934; thereby amending the Department's Table of Organization.

Sheriff & Communications:

- B) Requesting authorization of payment in the amount of \$100 to Michael Gates, Captain of the Corrections Division, under the Employee Suggestion Program, for revenue generated from the boarding of female inmates.

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

- A) Abolishing the position of Social Welfare Examiner #29 in the Day Care Unit, base salary of \$29,199; thereby amending the Department's Table of Organization.
- B) Abolishing the position of Caseworker #8 in the Preventive Unit, base salary of \$34,178; thereby amending the Department's Table of Organization.

8) Referrals from the Public Works Committee:

DPW:

- A)** Abolishing the vacant position of Airport Maintenance Worker, base salary of \$29,199; thereby amending the Department's Table of Organization.
- B)** Abolishing the vacant position of Motor Equipment Operator (MEO) Light, base salary of \$28,384; thereby amending the Department's Table of Organization.
- C)** Abolishing the vacant position of Laborer #34, base salary of \$22,897; thereby amending the Department's Table of Organization.
- D)** Abolishing the vacant position of Laborer #18, base salary of \$22,897; thereby amending the Department's Table of Organization.

9) Referral from the Support Services Committee:

Information Technology:

Abolishing the vacant position of Information Technology Business Analyst, base salary of \$33,000; thereby amending the Department's Table of Organization.

- 10)** Amending Resolution No. 343 of 2009 to correct wording to "Total Positions" from "Total Employees" and to accurately reflect the number of positions for each department listed, as per the attached.
- 11)** Time and reporting for Supervisors for a thirty day period.
- 12)** Discussion regarding policy relative to employees punching time cards.
- 13)** Discussion regarding the renewal of the MH Net policy.
- 14)** Paul Dusek, County Attorney, has requested permission to address the Committee regarding health insurance and the MVP surcharge due to State tax.

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: WESTMOUNT HEALTH FACILITY

DATE: JUNE 10, 2009

- (a) Purpose of Amendment: Request to Amend 2009 Administration, Contracted Services and Nurses' Station, Other Equipment Appropriations by Amending the Interfund Transfers Revenue.

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
EF.60200.5803 260 \$800.00 Westmount, Nurses' Station, Other Equipment and
EF.83500.6822 470 \$10,000.00 Westmount, Administrative Services, Contracted Services.

- (c) Revenue Code (with title), and Amount: EF.503100 5031 Westmount, Interfund Transfer \$10,800.00

