

**A G E N D A**  
**FINANCE COMMITTEE**  
**AUGUST 12, 2009**

- 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
  
- 2) **Referrals from the County Treasurer:**
  - A) Request to attend the New York State Association of Counties (NYSAC) 2009 Fall Seminar from September 16-18, 2009 in Saratoga Springs, NY.
  
  - B) Ratifying actions of the County Treasurer and the Administrator of the Westmount Health Facility in executing the Interfund Advance Agreement between the General Fund and the Westmount Health Facility in the amount of \$1.5 million.
  
  - C) Authorizing the issuance of a Budget Note to cover the projected shortfall in the Waste Management Fund in the amount of \$1.3 million.
  
  - D) Approving the purchase and implementation of the Kronos Timekeeping System for an amount of \$164,014 to be financed as follows:
    - 1-Transfer of \$50,000 from Capital Project No. H108.9550 280-Computerization Effort ;
    - 2-Transfer of \$61,916 from Capital Project No. H263.9550 280-Health & Human Services Building; and
    - 3-Transfer of \$52,098 from A.9950 910-Transfers-Capital Projects.
  
  - E) Establishing Capital Project No. H304.9550 280-Time Management System in the amount of \$102,098 for the purchase and installation of the Kronos Timekeeping System. *Please note: The total cost for the project is \$164,014 and the \$61,916 is included in the bond for the new Human Services Building.*
  
- 3) **Referral from the Criminal Justice Committee:**  
**Probation:**

Request to amend the 2009 County budget to increase estimated revenues and appropriations in the amount of \$4,200 to reflect receipt of Enhanced Supervision Sex Offender Funding from the NYS Division of Probation and Correctional Alternatives.
  
- 4) **Referrals from the Health Services Committee:**  
**Westmount Health Facility:**
  - A) Amending the 2009 County budget, Fiscal Services Office Appropriations, to increase estimated revenues and appropriations in the amount of \$31,298 to reflect amendments of the Unrestricted Fund Balance for payment of Civil Money Penalty resulting from May 14, 2009 Survey.

- B) Amending the 2009 County budget, Nurses Station Appropriations, to increase estimated revenues and appropriations in the amount of \$290 to reflect amendments of the Interfund Transfers Revenue.
- C) Amending the 2009 County budget, Activities Program Appropriations, to increase estimated revenues and appropriations in the amount of \$995 to reflect amendments of the Interfund Transfers Revenue.

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

**Sheriff & Communications:**

- A) Authorizing contract for Toshiba International Corporation to purchase and install uninterrupted power supply batteries at the Warren County Sheriff's Office, for a one time annual payment of \$12,004.

**Office of Emergency Services:**

- B) Amending the 2009 County budget to increase estimated revenues and appropriations for a total amount of \$2,030 (\$300, \$300 and \$1,430), to reflect receipt of LEPC (Local Emergency Planning Committee) grant funds.

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

**Airport:**

- A) Establishing Capital Project No. H303.9550 280 - Runway 1-19 Environmental Assessment and Preliminary Engineering, in the amount of \$339,662 to perform an Environmental Assessment and preliminary engineering, preparing for a future 1,000 foot extension to Runway 1, south end.

$$\begin{array}{r}
 2850 \\
 2850 \\
 \hline
 5700
 \end{array}$$

**DPW:**

- B) Requesting a source of funding for the Town and Village of Lake George's portion (38%) of the Clark Patterson Lee engineering study performed on the Gaslight Village Property for an amount of \$5,700. The 62% County share (\$9,300) was authorized to be paid out of Occupancy Tax funds by Resolution No. 765 of 2008. This request was presented to the Finance Committee on July 8, 2009 and was tabled pending further information provided by Mayor Blais and John Martin of Clark Patterson Lee.

- 7) Amending existing contract with Vision Engineering, LLC for an amount not to exceed \$750 to add design of outside stairs and landing as required by code for the Soil & Water Conservation District Office Building.

- 8) Discussion concerning the two County-owned parcels (Tax Map Parcel Nos. 288.-1-49 and 288.-1-62) in the Town of Queensbury and the bid received.

- 9) Paul Dusek, County Attorney, has requested permission to address the Committee regarding a deposit in the amount of \$1,000 to be refunded to HA-PE-DE, Inc., due to the County not renewing the contract.
- 10) Finance Committee action is required on the following items as approved by the Personnel Committee: Items 3A and 3B.

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

FROM: Treasurer

Name of Department

SIGNED: *Francis K. O'Leary*

DATE: August 5, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.9730 710	Bond Anticipation Note Interest	A.9950 910	Transfers – Capital Proj	\$52,098.00

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

Please state reason for transfers requested: To fund the Time Management System Capital project (H304)

\*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: WESTMOUNT HEALTH FACILITY  
Name of Department

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

DATE: July 24, 2009

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.73300.5906 410	Westmount, Physical Therapy, Supplies	EF.73300.5803 260	Westmount, Physical Therapy, Other Equipment	325.00
EF.60200.100 130	Westmount, Nursing-Nurses' Station Management & Supervisors P/T	EF.60200.300 130	Westmount, Nursing-Nurses' Station Registered Nurses P/T	64,557.54
EF.60200.5802 210	Westmount, Nursing-Nurses' Station Furniture/Furnishing	EF.60200.5803 260	Westmount, Nursing-Nurses' Other Equipment	630.00

Please state reason for transfers requested:

Purchase of wheelchairs, g/l correction, 10 Chair pad alarms

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

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

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

The Finance Committee hereby authorizes Frank O'Keefe and Kristen Shaw  
(Supervisory Committee) (Employee Name)

to attend NYSAC 2009 Fall Seminar  
(Name of meeting or organization)

at Saratoga Hilton, Saratoga Springs, NY  
(Address)

on September 16-18, 2009. Mode of transportation to be used County Vehicle  
(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)

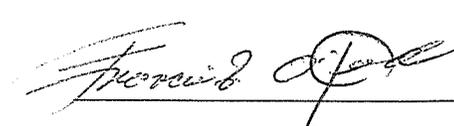
- Notice of meeting or convention including cost.

**For Overnight Travel**

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

\*[www.gsa.gov](http://www.gsa.gov)

Date: 8/17/09

  
\_\_\_\_\_  
Department Head Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Committee Chairman Signature

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

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*  
\*\*\*\*\*

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

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

**DEPARTMENT NAME: Treasurer**

**DATE: August 6, 2009**

- (a) Purpose of Request: Ratify Interfund Advance Agreement between the General Fund and Westmount.
  
- (b) Details: The General Fund was advanced \$1,500,000 from Westmount for cash flow which is anticipated to be repaid on or about October 31, 2009 with interest at an amount that would have been earned on the investment of moneys in Westmount.
  
- (c) Previous Resolution Number: None
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

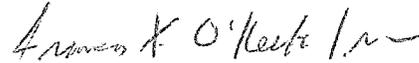
**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

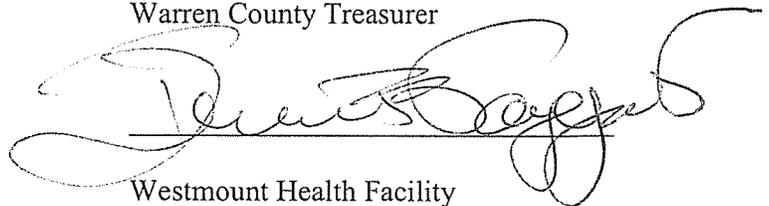
INTERFUND ADVANCE AGREEMENT

\_\_\_\_\_ There shall be a temporary advance of monies held in the Westmount Health Facility Fund to the Warren County General Fund. The temporary advance details are as follows:

1. The amount to be temporarily advanced is One Million Five Hundred Thousand Dollars (\$1,500,000);
2. Monies temporarily advanced shall be repaid to the Westmount Health Facility Fund as soon as possible, but not later than the end of the close of the current fiscal year (it is currently anticipated that the monies should be paid back on or about October 31, 2009); and
3. Repayment of the monies advanced shall include an amount reasonably estimated to be the additional amount that would have been earned on the investment of moneys in the fund making the advance had the advance not been made.



\_\_\_\_\_  
Francis X. O'Keefe  
Warren County Treasurer

  
\_\_\_\_\_  
Westmount Health Facility

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

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

**DEPARTMENT NAME: Treasurer**

**DATE: August 5, 2009**

- (a) Purpose of Request: Issuance of a Budget Note in the Waste Management Fund for \$1,300,000.
  
- (b) Details: R.S. Lynch & Company has projected a \$1.3 million deficit in the Waste Management Fund by the end of 2009 and the fund is expected to have a negative cash balance for the remainder of the year.
  
- (c) Previous Resolution Number: None
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# 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: Human Resources/Treasurer

DATE: August 5, 2009

- (a) Purpose of Request: Approve the purchase of a time management system (Kronos) from M.M. Hayes Company, Inc. at a cost not to exceed \$164,014.
  
- (b) Details: On July 8, 2009, the Finance Committee approved the implementation of the standardization of a Kronos timekeeping system and referred the matter to the Support Services Committee to determine a source of funding from an IT capital project. On July 31, 2009, the Support Services Committee noted that \$50,000 would be available.
  
- (c) Previous Resolution Number: None
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: H108.9550 280 Computerization Effort - \$50,000. H263.9550 280 Health & Human Svc Bld - \$61,916. A.9950 910 Transfers - Capital Projects - \$52,098.

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

\* as listed in budget and LOGOS

## ***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: Treasurer**

**DATE: August 5, 2009**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office): Time Management System, H304
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$102,098
- (e) Source of Funding (including name & title of codes, etc.): H108.9550 910 - Computerization Effort - \$50,000. A.9550 910 - Transfers - Capital Projects - \$52,098.
- (f) Purpose of Establishment: Implementation of a County-wide time management system.

**\*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: Probation

DATE: August 5, 2009

- (a) Purpose of Amendment: To accept Enhanced Supervision Sex Offender Funding from the NYS Division of Probation and Correctional Alternatives.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3140.470 Probation - Contract, \$4,200

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3140.3316 Probation - Sex Offender, \$11,200-~~\$~~4,200,

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: WESTMOUNT HEALTH FACILITY**

**DATE: July 24, 2009**

- (a) Purpose of Amendment: To Amend 2009 Fiscal Services Office, Misc Fees & Expense - Licenses Other Payments/Contributions Appropriations by Amending the Unrestricted Fund Balance for payment of Civil Money Penalty resulting from May 14, 2009 Survey.
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.83110.8303 469 Westmount, Fiscal Services Office, Misc Fees & Expense - Licenses Other Payments/Contribution \$31,298.00.
  
- (c) Revenue Code (with title), and Amount: EF.229000 909.00 Westmount, Unrestricted Fund Balance \$31,298.00

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

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

**DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY**

**DATE: JULY 24, 2009**

- (a) Purpose of Amendment: Request to Amend 2009 Nurses' Station, Other Equipment, and Laundry and Linen Service, Other Equipment Appropriations by Amending the Interfund Transfers Revenue for bed pad alarms and a fan.
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
EF.60200.5803 260 \$250.00 Westmount, Nurses' Station, Other Equipment and  
EF.82500.5803 260 \$40.00 Westmount, Laundry and Linen, Other Equipment.
  
- (c) Revenue Code (with title), and Amount: EF.503100 5031 Westmount, Interfund Transfer \$ 290.00

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**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: JULY 24, 2009**

- (a) Purpose of Amendment: Request to Amend 2009 Activities Program, Disability Appropriations by Amending the Interfund Transfers Revenue.
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount: EF.72600.2200 855 \$995.00 Westmount, Activities Program, Disability.
  
- (c) Revenue Code (with title), and Amount: EF.503100 5031 Westmount, Interfund Transfer \$ 995.00

RESOLUTION REQUEST FORM NO. 3  
Request for New Contract

DEPARTMENT NAME: **Sheriff's Office**

DATE: **08-06-09**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Contract for Toshiba International Corp. to purchase and install uninterrupted power supply batteries at the Warren County Sheriff's Office.**
- (c) Name of Contractor: **Toshiba International Corp**
- (d) Address of Contractor: **13131 West Little York Rd. Houston, TX 77041**
- (e) Contact Person & Telephone No.: **Tony Thompson, 800-231-1412**
- (f) Has or will the Contract be provided, if so, please attach: **Contract at County Attorney's Office**
- (g) Commencement Date of Contract: **To be determined**
- (h) Termination Date of Contract: **one year, to be determined**
- (i) Payment Provisions: **\$12,003.89, one time annual payment.**
- (i) Where are the Funds?: **A.3020 - 410 Sheriff's 911 Center Supplies & A.3020 - 470, Sheriff's 911 Center - Contract.**

Note: **100% of this amount will recovered via the state 911 reimbursement grant program.**

# 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: August 21, 2009

- (a) Purpose of Amendment: Increase both sides of budget for LEPC grant - year 14
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3641 410 - Local  
Emergency Planning - Supplies - \$300

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3641 4306 Local Emergency  
Planning Fed Aid - \$300

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: Office of Emergency Services

DATE: August 21, 2009

- (a) Purpose of Amendment: Increase both sides of budget for LEPC grant - year 15
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3641 410 - Local Emergency Planning - Supplies - \$300

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3641 4306 Local Emergency Planning Fed Aid - \$300

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: Office of Emergency Services

DATE: August 21, 2009

- (a) Purpose of Amendment: Increase both sides of budget for LEPC grant - year 16
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3641 410 - Local Emergency Planning - Supplies - \$1,430

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3641 4306 Local Emergency Planning Fed Aid - \$1,430

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: DPW-Airport

DATE: July 24, 2009

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Environmental Assessment and Preliminary Engineering for Rwy 1 Extension H303.9550280
- (b) Is this a Capital Project? YES
- (c) Is this a Capital Reserve Project? NO
- (d) Amount of Project: \$339,662
- (e) Source of Funding (including name & title of codes, etc.): 95% FAA Federal Grant -\$322,678; 2.5% NYS-DOT Grant - \$8492; 2.5% County Funding - \$8492 -Transfer funds from (Transfers- Capital Projects - A9950.910).
- (f) Purpose of Establishment: - To perform an EA and perform preliminary engineering, preparing for a future 1000' extension to Rwy 1, south end.

# Warren County Board of Supervisors

RESOLUTION NO. 765 OF 2008

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

## AUTHORIZING NECESSARY ENGINEERING SERVICES RELATIVE TO EVALUATION OF THE OPERA HOUSE AND CAVALCADE OF CARS BUILDINGS ON THE GASLIGHT VILLAGE/WAXLIFE USA MUSEUM PROPERTY

WHEREAS, the Superintendent of Public Works was requested to obtain the cost for engineering services to evaluate, the condition and cost of repair of the Opera House and Cavalcade of Cars buildings on the Gaslight Village/Waxlife USA Museum Property (hereinafter the "Gaslight Property"), and

WHEREAS, the Superintendent has advised that if the County uses the engineers already under contract to perform the services, the proposed engineering cost is Fifteen Thousand Dollars (\$15,000), now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the retention of Clark Patterson Lee to evaluate the Opera House and Cavalcade of Cars buildings on the Gaslight Property at an amount not to exceed \$15,000, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement and/or any other documentation necessary to effectuate the above-described engineering services, and be it further

RESOLVED, that the above authority is given with the understanding that the County's share of the total engineering costs in the amount of Nine Thousand Three Hundred Dollars (\$9,300) [ $\$15,000 \times 62\%$ ] will be paid out of Occupancy Tax funds, and that the Town and Village shall pay the remaining costs of Two Thousand Eight Hundred Fifty Dollars ( $\$2,850$ ) [ $\$15,000 \times 19\%$ ] each, respectively.

# *RESOLUTION REQUEST FORM NO. 4*

## *Request for Extending, Rescinding or Amending Existing Contract*

**DEPARTMENT NAME: Soil and Water Conservation**

**DATE: July 29, 2009**

- (a) Purpose of Contract Change: Add design of outside stairs and landing as required by code
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 849 of 2008
- (c) Name of Contractor: Vision Engineering
- (d) Address of Contractor: 4 Glens Falls Tech Park, Glens Falls, NY, 12801
- (e) Contractor's Contact Person and Telephone Number: Dan Ryan, P.E. 792-9264
- (f) Commencement Date of Extension: Upon Approval
- (g) Termination Date of Extension: 9/30/09
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed - yes - \$750
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Upon receipt of design
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H285 9550 280 Soil & Water Conservation Building-Capital Projects

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

\*as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. 849 OF 2008

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

**RATIFYING ACTIONS OF WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT MANAGER RELATIVE TO THE EXECUTION OF AN AGREEMENT WITH VISION ENGINEERING, LLC TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE DISTRICT'S OFFICE FACILITY FOUNDATION PROJECT - SOIL & WATER CONSERVATION DISTRICT**

RESOLVED, that the actions of the Warren County Soil & Water Conservation District Manager be, and hereby are, ratified with respect to the execution of an agreement with Vision Engineering, LLC, 4 Glens Falls Technical Park, Box #3, Glens Falls, New York 12801, to provide professional engineering services for the District's Office Facility Foundation Project, at the rates and reimbursable expenses outlined on Attachment "A" to the agreement, for a term commencing on October 1, 2008 and commencing when the Project has been completed, and be it further

RESOLVED, that the funds for this agreement shall be expended from Capital Project No. H285.9550 280 - Soil & Water Conservation Building.

## AGREEMENT FOR ADDITIONAL SERVICES

July 30, 2009

Warren County Soil and Water Conservation District  
51 Elm Street  
Warransburg, NY 12885

Re: **Requested Additional Services**  
**WCSWCD Office Building**

To: Mr. Dave Wick

THIS DOCUMENT IS INTENDED TO BE A LEGALLY BINDING CONTRACT. PLEASE READ IT CAREFULLY.

The Client (named above) hereby requests limited professional engineering and design services to be performed for the above named project. Services will be limited to those outlined in this Agreement. Additional services can be provided at the request of the Client for an additional fee. All engineering and design services will be based on the latest edition of applicable codes and regulations in effect at the time the services are rendered.

VISION Engineering, LLC ("VISION") is pleased to submit this proposal for requested additional services related to the above-referenced project. In our recent conversation, you indicated your desire for design and details for the second story office exit stairway. The original proposal was for the construction of an office facility and pole barn and this Agreement outlines work and fees associated with the additional services.

### SCOPE OF ADDITIONAL SERVICES

You have requested that we provide necessary additional services to design and detail the second story office exit stairway.

1. Perform design calculations for the wood-framed exit stair in accordance with the *Building Code of NYS*.
2. Provide hand sketches of plans and details for stair framing and supporting components that we design.

### ADDITIONAL SERVICE FEE

VISION will perform the above-outlined scope of additional services in accordance with the following Schedule of Fees:

SERVICE	LUMP SUM FEE
1. Design and detail the second-story, wood-framed office exit stairway	\$ 750.00

**AUTHORIZATION TO PROCEED**

By signing this Agreement in the space provided, each signatory certifies the possession of authority to bind his or her represented parties. Signatures indicate the signatories' understanding and acceptance of the Scope of Additional Services; Project Schedule and Fees; and all applicable Terms and Conditions of the previous October 1, 2008 project Agreement.

Agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 2009 by:

**VISION Engineering, LLC**

**Client's Signature & Approval**

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Signature of Representative

Daniel W. Ryan, P.E.                      Principal  
\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Print Name & Title



# Warren County Board of Supervisors

## RESOLUTION NO. 430 OF 2009

Resolution introduced by Supervisors Stec, Belden, O'Connor, Bentley, Tessier, Taylor, 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. 768 of 2008), and no bids were received, and

WHEREAS, the Finance Committee has decided to again advertise and re-bid the parcels 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. 430 OF 20 09**

**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

RESOLUTION NO. 430 OF 20 09

Page 3, Continued

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. 246 OF 2004

Resolution introduced by Supervisors Tessier, Bennett, Belden, Gabriels, Kenny, Sheehan and Caimano

## ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT BETWEEN WARREN COUNTY AND HA-PE-DE, INC. TO SUBLEASE AND OPERATE AN INFORMATION CENTER ON NYS I87 FOR WARREN COUNTY (WC 28-04)

WHEREAS, the Warren County Purchasing Agent advertised for requests for proposals to sublease and operate an Information Center on NYS I87 for Warren County, and

WHEREAS, proposals were opened on February 26, 2004, and after reviewing the proposals submitted, the Tourism Coordinator has recommended awarding the contract to HA-PE-DE, Inc., the sole bidder, for an amount not to exceed One Dollar (\$1), now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify HA-PE-DE, Inc., of the acceptance of its proposal, subject to the execution of an agreement, and be it further

RESOLVED, that Warren County enter into an agreement with HA-PE-DE, Inc., 4 Stonegate Drive, Queensbury, New York 12804 to sublease and operate the Tourism Information Center at the rest area on Interstate 87 on the northbound lane of the Northway between Exits 17 and 18, for the amount not to exceed One Dollar (\$1), for a term commencing April 1, 2004 and terminating March 31, 2009, and the Chairman of the Board of Supervisors be, and hereby is authorized to execute the agreement authorized by this resolution on behalf of Warren County in the form approved by New York State Department of Transportation and the County Attorney.

**A G E N D A**  
**PERSONNEL COMMITTEE**  
**AUGUST 12, 2009**

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

- A)** Request to fill the vacant position of Motor Vehicle Registration Clerk, base salary of \$26,558, Grade 6, Employee No. 11173, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
- B)** Request to fill the vacant position of Legal Recording Clerk, base salary of \$28,041, Grade 7, Employee No. 11561, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
- C)** Request to fill the vacant position of Recording Clerk #3, base salary of \$28,041, Grade 7, Employee No. 10875, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

**2) Referral from the County Treasurer:**

Request to fill the vacant position of Senior Account Clerk #6, base salary of \$28,041, Grade 7, Employee No. 11424, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

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

**Countryside Adult Home:**

- A)** Reclassifying the position of Laborer, base salary of \$25,517, Grade 2, to the position of Building Maintenance Worker, base salary of \$29,597, Grade 6, Employee No. 10221, effective July 15, 2009; thereby amending the Department's Table of Organization.

**Health Services:**

- B)** Creating the part-time position (not more than 20 hours per week) of Breast-feeding Peer Aid, base salary of \$23,390, Grade 3; thereby amending the Department's Table of Organization. Please note: This position is 100% funded by the WIC Program grant.
- C)** Request to fill the vacant position of WIC Nutrition Facilitator, base salary of \$36,210, Grade 16, Employee No. 10861, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
- D)** Request to fill the vacant position of Community Health Nurse, base salary of \$41,358, Grade 20, Employee No. 9617, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

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

**Sheriff & Communications:**

- A)** Request to fill the vacant position of Correction Officer #29, base salary of \$32,400, Employee No. 10022, due to retirement. The Notice of Intent to Fill Vacant Position is attached.

- B) Request to fill the vacant position of Correction Officer #41, base salary of \$32,400, Employee No. 11224, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
- C) Request to fill the vacant position of Correction Officer #37, base salary of \$32,400, Employee No. 11075, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

**Office of Emergency Services:**

- D) Request to fill vacant position of 2<sup>nd</sup> Deputy EMS Coordinator, base salary of \$2,999, Employee No. 10499, due to termination. The Notice of Intent to Fill Vacant Position is attached.
- E) Request to fill vacant position of 3<sup>rd</sup> Deputy EMS Coordinator, base salary of \$2,999, Employee No. 10500, due to promotion. The Notice of Intent to Fill Vacant Position is attached.

**5) Referral from the Social Services Committee:**

Request to fill the vacant position of Case Supervisor Grade B #3, base salary of \$37,934, Grade 17, Employee No. 7958, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

- 6) Mr. Kenny has requested that the Committee re-visit the position of the Stop DWI Coordinator/Traffic Safety Board Executive Secretary.
- 7) Todd Lunt, Director of Human Resources, has requested permission to address the Committee regarding the review of the draft of the Time Card Policy and Break Policy.

July 22, 2009

Hal G. Payne  
Warren County Administrator  
1340 State Route 9  
Lake George, NY 12845

Dear Mr. Payne,

BBL is pleased to offer:

\$429,690.00 for Parcel 288-1-62, 7.16 Acres

\$514,890.00 for Parcel 288-1-49, 8.58 Acres

These Parcels are situated on Route 9 in Queensbury, NY 12804  
between I87 and Route 9.

I have enclosed two certified checks; one for \$42,969 and one for \$51,489 which  
represents the required 10% deposit. BBL reserves the right to assign the contract to a  
related entity.

I look forward to hearing from you.

Sincerely,



Peter J. Cornell  
President