

A G E N D A
FINANCE COMMITTEE
JUNE 9, 2010

- 1) Request for Transfer of Funds attached for Committee approval. Supervisory Committee approval has been obtained as necessary.
- 2) **Referrals from Administrative & Fiscal Services:**
 - A) Ratifying the actions of the Chairman of the Board and authorizing contract with New York State Energy Research Development Authority (NYSERDA) to provide an energy analysis for the Human Services Building, for an amount not to exceed \$6,190, said funds to be expended from Capital Project No. H263.9550 280-Design and Construction Health & Human Services Building.
 - B) Authorizing payment to Clark Patterson Lee for additional professional services incurred due to the Human Services Building move as a result of contractor error, in the amount of \$17,245, said funds to be expended from Capital Project No. H263.9550 280-Design and Construction Health & Human Services Building.
 - C) Amending Resolution No. 245 of 2008 which authorized agreement with Clark Patterson Lee, to include that funds shall be expended from both Capital Project No. H263.9550 280-Design and Construction Health & Human Services Building and No. H315.9550 280-Abatement & Demolition Co. Annex and ratifying the actions relative to the payment of invoices for the demolition of the former Social Services Building.
 - D) Amending Resolution No. 246 of 2008 which authorized agreement with Bovis Lend Lease, to include that funds shall be expended from both Capital Project No. H263.9550 280-Design and Construction Health & Human Services Building and No. H315.9550 280-Abatement & Demolition Co. Annex and ratifying the actions relative to the payment of invoices for the demolition of the former Social Services Building.
- 3) **Referral from the County Facilities Committee:**

Requesting a source of funding for the approved payment of electric and gas bills previously paid by the Department of Social Services, in an amount of \$27,187.29 for January through April 2010.
- 4) **Referral from the Criminal Justice Committee:**

Probation:
Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$5,000 to reflect receipt of unanticipated revenues for a legislative award from the NYS Division of Criminal Justice Services.

- 5) **Referral from the Human Services Committee:**
Employment & Training Administration:
Amending the 2010 County budget to increase estimated revenues and appropriations in the amount of \$7,500 to reflect receipt of Federal funds.
- 6) **Referral from the Planning & Community Development Committee:**
Increasing Capital Project No. H295.9550 280-Countywide Broadband Study, in the amount of \$10,000 to reflect receipt of funds received from the Warren County LDC for the Broadband Needs Analysis and the Conceptual Design Study to be completed by CBN Connect.
- 7) **Referral from the Public Safety Committee:**
Office of Emergency Services:
Request for a transfer of funds from Contingent Fund (A.1990 469) in the amount of \$8,215, to correct the 2010 budget and pay the salary of the new employee for the rest of 2009.
- 8) **Referrals from the Public Works Committee:**
DPW:
A) Increasing Capital Project No. H272.9550 280-Harrington Road Bridge, in the amount of \$16,300 for the Extra Work Agreement #1 (as authorized by Resolution No. 885 of 2009), with the source of funding to be \$16,000 Federal Share and \$300 State Marchiselli Share. *Please note: No additional local match is needed.*
- Airport:**
B) Establishing Capital Project No. H316.9550 280-ARFF Building Expansion Design, in the amount of \$20,000 to provide design for a vehicle bay extension to the ARFF Building to accommodate the new ARFF truck, with the source of funding to be 95% FAA Federal grant in the amount of \$19,000; 2.5% NYS DOT grant in the amount of \$500; and 2.5% County funding in the amount of \$500 included in the Airport budget.
- 9) Request from the Saratoga County Board of Supervisors to support the "Schoolbooks for Haiti" Project.
- 10) Discussion of the possible creation of a Comptroller position.
- 11) Response to the Budget Analysis Report from the County Treasurer as prepared by JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, attached for review.

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: 6/2/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40 6293.0300 110	WIA Adult - Salaries-Regular	40 6293.0300 130	WIA Adult - Salaries-Part Time	\$ 1,200
40 6293.0300 110	WIA Adult - Salaries-Regular	40 6293.0300 140	WIA Adult - Salaries-Sick Leave Incentive	\$ 300
40 6293.0300 110	WIA Adult - Salaries-Regular	40 6293.0300 860	WIA Adult - Hospitalization	\$ 3,000
40 6293.0300 433	WIA Adult - Training-Client	40 6293.0300 860	WIA Adult - Hospitalization	\$ 2,200
40 6293.0305 110	WIA DW - Salaries-Regular	40 6293.0305 130	WIA DW - Salaries-Part Time	\$ 3,000
40 6293.0305 110	WIA DW - Salaries-Regular	40 6293.0305 860	WIA DW - Hospitalization	\$ 4,000
40 6293.0310 220	WIA Youth - Office Equipment	40 6293.0310 860	WIA Youth - Hospitalization	\$ 2,000
40 6293.0313 470	WIA Admin - Contract	40 6293.0313 110	WIA Admin - Salaries-Regular	\$ 3,000
40 6293.0313 470	WIA Admin - Contract	40 6293.0313 130	WIA Admin - Salaries-Part Time	\$ 1,000
40 6293.0313 470	WIA Admin - Contract	40 6293.0313 860	WIA Admin - Hospitalization	\$ 1,000
40 6293.0345 433	WIA Adult Stim - Training-Client	40 6293.0345 860	WIA Adult Stim - Hospitalization	\$ 2,000
40 6293.0346 110	WIA DW Stim - Salaries-Regular	40 6293.0346 130	WIA DW Stim - Salaries-Part Time	\$ 3,000
40 6293.0347 470	WIA Youth Stim - Contract	40 6293.0347 110	WIA Youth Stim - Salaries-Regular	\$ 687
40 6293.0347 470	WIA Youth Stim - Contract	40 6293.0347 130	WIA Youth Stim - Salaries-Part Time	\$ 19,000
40 6293.0348 470	WIA Admin Stim - Contract	40 6293.0348 130	WIA Admin Stim - Salaries-Part Time	\$ 4,000

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: Patricia [Signature]

DATE: 5/28/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4189.120	Bioterrorism-Overtime Salaries	A.4189.260	Bioterrorism-Other Equipment	\$500.00
A.4189.130	Bioterrorism-Part Time Salaries	A.4189.260	Bioterrorism-Other Equipment	\$14,000.00
A.4189.410	Bioterrorism-Supplies	A.4189.260	Bioterrorism-Other Equipment	\$12,000.00
A.4189.423	Bioterrorism-Telephone Expenses	A.4189.260	Bioterrorism-Other Equipment	\$8,000.00
A.4189.435	Bioterrorism-Medical Expenses/Supplies	A.4189.260	Bioterrorism-Other Equipment	\$10,000.00
A.4189.470	Bioterrorism-Contract	A.4189.260	Bioterrorism-Other Equipment	\$2,500.00
Total Transfers				<u>\$47,000.00</u>

Please state reason for transfers requested:

1. To transfer funds to Other Equipment from expense accounts to cover expenses for Equipment Purchases needed for Grant by 7/31/10.

Grant ends 8/9/10. New Grant will begin 8/10/10.

Equipment purchase list has been submitted to State for approval for current grant year. All purchases need to be made, received and paid for by 7/31/10 per State. Will need to amend budget later to bring in new grant 2010/2011 monies to cover 8/10-12/31/10 expenses.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Planning & Community Development Department
Name of Department

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
CD69 8686 210	Furniture	CD69 8686 437	Consulting Fees	\$2,500.00

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

Please state reason for transfers requested:

Insufficient Funds

*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.

5

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Nathan H. York
Sheriff
Name of Department

SIGNED: 

DATE: 5/25/10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 230	Law Enforcement	A.3020 220	911 Center	\$4500.00
	Auto Equipment		Office Equipment	

Please state reason for transfers requested: Computer to power seven monitors displaying a live status monitor of pertinent information for all communication officers. This expenditure will be reimbursed via the 911 monies.

*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.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED: *William E. Lamy*

DATE: 5/27/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D5112 8032	CR#56 White School	D5112 8151	CR#4 Mountain Rd	\$80,000
D5112 8146	CR#8 Friends Lake Rd	D5112 8151	CR#4 Mountain Rd	\$35,000
D5112 8147	CR#77 Main Street NC	D5112 8147	CR#4 Mountain Rd	\$32,000
D5112 8147	CR#77 Main Street NC	D5112 8152	CR#40 Golf Course Rd	\$41,000
D5112 8147	CR#77 Main Street NC	D5112 8105	CR#10 Schroon River Rd	\$47,833
D5112 8147	CR#77 Main Street NC	D5112 8153	CR#24 Mountain Ave	\$2,800
D5112 8133	CR#29 Peaceful Valley Rd	D5122 8153	CR#24 Mountain Ave	\$16,000

Please state reason for transfers requested: Revised Construction Schedule

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

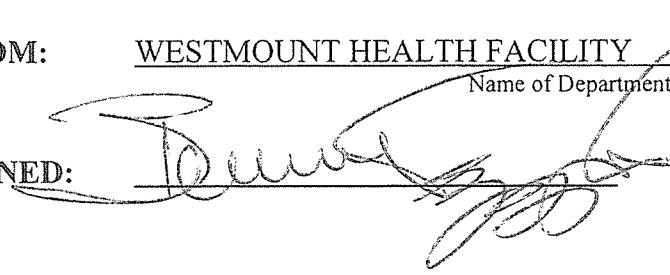
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED:



DATE: May 28, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.72600.400 120	Westmount, Activities Program, LPN& Salaries - Overtime	EF.82100.200 120	Westmount, Dietary Services, Cooks Salaries – Overtime	744.00
EF.83500.100 120	Westmount, Administration Services Management & Supervision –Salaries - OT	EF.83110.600 120	Westmount, Fiscal Services Office, Clerical & Other Adm Wages – Salaries – OT	256.50

Please state reason for transfers requested: OT Correction due to Restructuring of Organizational Chart.

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: Denise A. Di Resta, Director

Name of Department: Veterans Services

SIGNED:

DATE: 05/28/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6510 220	Office Equipment	A.6510 410	Supplies	\$1450.00

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

Please state reason for transfers requested: It was originally budgeted in a G/L account incorrectly for purchase of an electronic database from Sterling Solutions (VIMS).

*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>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfer request:

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

Agenda #1

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

DEPARTMENT NAME: Parts & Recreation

DATE: JUNE 1st, 2010

Please submit Request for Transfer of Funds Form.

Please Make Sure to Fill Out Reason for Request Section of the Transfer Form, and Include All Budget Codes and Titles and Object Codes and Titles.

DECREASE EXPENSE Code: Botom Bed TAX A7111.0198.410. Supplies-129
INCREASE EXPENSE Code: Botom Bed TAX A7111.0198.260 Other Equip-129

RE: Coded INCORRECTLY

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: Administrative & Fiscal Services

DATE: 6/9/10

- (a) Purpose of Request: To ratify the actions of the Chairman of the Board to enter into a contract with New York State Energy Research Development Authority (NYSERDA) to provide an energy analysis for the Human Services Building. Contract Amount not to exceed \$6,190.

- (b) Details: The NYS Energy Smart Program is administered by NYSERDA. NOVUS Engineering provides the commissioning services required for the energy analysis. The County will receive NYSERDA incentives of \$137,517. Contract amount not to exceed \$6,190 will be paid from Capital Project H263 9550 280 - Design and Construction Health & Human Services Building.

- (c) Previous Resolution Number: 422 of 2009

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: Administrative & Fiscal Services

DATE: 6/9/10

- (a) Purpose of Request: Authorize payment to Clark Patterson Lee in the amount of \$17,245. for additional professional services incurred due to the Human Services Building move.

- (b) Details: Additional services were provided by Clark Patterson Lee because of contractor error. The contractor provided a credit to Warren County to rectify the error. There will be no additional cost to the County. To be paid from Capital Project H263 9550 280 - Design and Construction Health & Human Services Building.

- (c) Previous Resolution Number: 245 of 2008

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: Administrative & Fiscal Services

DATE: 6/9/10

- (a) Purpose of Request: Ratify the actions relative to the payment of invoices for the demolition of the former Social Services Building. Amending Resolution No. 245 of 2008 which authorized agreement with Clark Patterson Lee to include that funds shall be expended from both Capital Project No. H263.9550 280 - Design and Construction of Health & Human Services Building and H315.9550 280 - Abatement & Demolition Co. Annex.

- (b) Details: Resolution No. 245 of 2008 authorized the agreement with Clark Patterson Lee for professional architectural and engineering services for the Health & Human Services Building and Abatement and Demolition of the Social Services Building. However, a new Capital Project has been authorized per Resolution No. 259 of 2010 for the Abatement & Demolition of the Social Services Building. The amended resolution will authorize the funds for the demolition project to be expended from H315.9550 280.

- (c) Previous Resolution Number: 245 of 2008

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: Administrative & Fiscal Services

DATE: 6/9/10

- (a) Purpose of Request: Ratify the actions relative to the payment of invoices for the demolition of the former Social Services Building. Amending Resolution No. 246 of 2008 which authorized agreement with Bovis Lend Lease to include that funds shall be expended from both Capital Project No. H263.9550 280 - Design and Construction of Health & Human Services Building and H315.9550 280 - Abatement & Demolition Co. Annex.

- (b) Details: Resolution No. 246 of 2008 authorized the agreement with Bovis Lend Lease for construction management services for the Health & Human Services Building and Abatement and Demolition of the Social Services Building. However, a new Capital Project has been authorized per Resolution No. 259 of 2010 for the Abatement & Demolition of the Social Services Building. The amended resolution will authorize the funds for the demolition project to be expended from H315.9550 280.

- (c) Previous Resolution Number: 246 of 2008

	January	February	March	April	Total
Natural Gas Reimbursement					
EF.82200.7500 414	6092.00	5069.37	3768.24	1485.88	16,415.49
Service Agreement/On-going Fee					
EF.82200.7100 470	1894.00	1751.95	1325.80	710.25	5,682.00
Interest Expense (line hook up) Reimb					
EF.83500.8200 710	462.97	460.03	457.09	454.13	1,834.22
Principal (line hook up) Reimb					
EF.104000 391.00	809.48	812.42	815.36	818.32	<u>3,255.58</u>
					\$27,187.29

AnnexBldgCogenreimbJan-April10.xls

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 25, 2010

- (a) Purpose of Amendment: To accept funding in the amount of \$5,000 regarding a Legislative Award from NYS Division of Criminal Justice Services.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.3144.110 Probation-Day Reporting- Salaries

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount: A.3144.3314 Probation Day Reporting, \$5,000

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: Employment and Training

DATE: 6/2/10

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

- (b) Appropriation Code (with title), Object Code (with title) and Amount: 40 6293
0342 - WIA Regional Transformation, 433 - Training-Client, \$ 7,500

- (c) Revenue Code (with title), and Amount: 40 6293.4791 - WIA - \$ 7,500

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: Planning and Community Development

DATE: 25 may 2010

- (a) Exact Title and Number of Existing Project*- Countywide Broadband Study
H295 9550 280
*Please specify whether this is a Capital Project or Capital Reserve Project.
- (b) Amount of Increase (if applicable): \$10,000
- (c) Amount of Decrease (if applicable): _____
- (d) Source of Funding (if Increase) (include name & title of codes, etc.) Warren County
LDC - \$10,000
- (e) Changes in Funding (if Amendment): _____
- (f) Purpose of Increase or Decrease or Amendment: Receipt of funds from LDC for
Broadband study

Notes: Fund established by reso 866/2008

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 18, 2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
	From Contingent fund to A.4022 130 Emergency Medical Services-Part Time Salaries			\$8,215.00

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>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfer request: to correct the 2010 budget

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

42

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: DPW

DATE: 5/27/10

(a) Exact Title and Number of Project*: Harrington Road Bridge Replacement H272
9550 280

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$16,300

(e) Amount of Decrease (if applicable): NA

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

Extra Work Agreement #1 -	\$16,000 Fed Share(80%)
	\$300 State Marchiselli Share (Not all 15% is available at this time)
	No additional local match needed
Total	\$16,300

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Extra Work Agreement # 1

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: June 1, 2010

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): ARFF Building Expansion Design - H 316
- (b) Is this a Capital Project? YES
- (c) Is this a Capital Reserve Project? NO
- (d) Amount of Project: \$20,000
- (e) Source of Funding (including name & title of codes, etc.): 95% FAA Federal Grant -\$19,000; 2.5% NYS-DOT Grant - \$500; 2.5% County Funding - \$500 - Local share from airport budget 5610.
- (f) Purpose of Establishment: - Providing design for a vehicle bay extension to the ARFF building. to accommodate the new ARFF truck.

RESOLUTION 99 - 10

Introduced by Supervisors Daly, Grattidge, A. Johnson, Kinowski, Lawler, Richardson and Sausville

SUPPORTING THE SCHOOLBOOKS FOR HAITI PROJECT
AND ENCOURAGING SUPPORT BY OTHER COUNTIES

WHEREAS, the recent earthquake that devastated Haiti wreaked havoc on an already overburdened educational system, destroying schools, textbooks, school materials and furniture; and

WHEREAS, the organization known as "To Love a Child, Inc." is a non profit organization that provides humanitarian assistance to impoverished children and their families throughout the world, including providing school supplies, books, furniture and equipment to schools in impoverished countries to enhance educational opportunities; and

WHEREAS, as a result of the devastation caused in Haiti by the recent earthquake, To Love A Child, Inc. is currently conducting a humanitarian project called "Schoolbooks For Haiti" which encourages school districts to donate unneeded surplus school supplies, textbooks, school materials and equipment which are collected by To Love A Child, Inc. and distributed to impoverished and devastated schools and school systems in Haiti; and

WHEREAS, the Saratoga County Board of Supervisors supports the "Schoolbooks for Haiti" project and wishes to make other counties aware of its existence and encourages the participation of their school districts; now, therefore, be it

RESOLVED, that the Saratoga County Board of Supervisors expresses its support for To Love A Child, Inc. and its "Schoolbooks For Haiti" project, and urges the counties throughout New York State to encourage their school districts to participate by donating unneeded surplus books, school supplies and equipment to the "Schoolbooks for Haiti" project, and be it further

RESOLVED, that the Clerk of the Board forward a copy of this Resolution to the counties of New York State.

BUDGET IMPACT STATEMENT: No budget impact.

WARREN COUNTY
DEPARTMENT OF ADMINISTRATIVE AND FISCAL SERVICES

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

*Paul Dusek, Commissioner
Administrative & Fiscal Services*

*Telephone 518-761-6463
Fax: 518-761-6377*

County Treasurer's Budget Analysis Report
Department Head Responses

Department Head Responses are in bold.

Note: Except for the department head responses, information on this report was reproduced from the County Treasurer's memo dated May 28, 2010.

Status of 2009 Public Improvement Bond Moneys

Additional money will be required to be transferred to the Purchase of DPW Equipment and Gaslight Village capital projects to cover the deficits and the projects then need to be closed. The Point of Care and Soil & Water projects should be reviewed for possible closure with any excess funds transferred to debt service.

	<u>Appropriations</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Balance</u>
Railroad Stations	\$2,506,300	0	2,456,279	\$50,021
Health & Human Services Bldg	\$17,418,000	486,113	15,988,726	\$943,161
Point of Care	\$542,975	40,727	456,356	\$45,892
Purchase of DPW Equipment	\$2,495,225	0	2,497,461	\$(2,236)
Gaslight Village	\$1,227,475	0	1,229,857	\$(2,382)
Soil & Water	\$471,815	1,036	422,839	\$47,940
Bridges Rehabilitation	<u>\$500,000</u>	<u>13,205</u>	<u>186,446</u>	<u>\$300,349</u>
Total	<u>\$25,161,790</u>	<u>541,081</u>	<u>23,237,964</u>	<u>\$1,382,745</u>

No Response Necessary

Health Services

The General Public Health Works claim has not been submitted for the first quarter of 2010. In 2009, the first quarter claim was for \$219,000. It is important to submit claims on a timely basis so that we can receive reimbursement for cash flow purposes.

General Public Health Works

It was noted at the April Health Services Committee Meeting that the state has yet to approve the Municipal Public Health Services Plan which was submitted as we were requested to do September 30, 2010. The MPHSP is usually approved by January, as it is necessary in order to receive any state aid funds.

State Claim will be finalized and submitted next week, but since the plan has yet to be approved (no fault of ours), no state aid funds will be immediately forthcoming.

The department is at 36% of its overtime budget as of April 30, 2010. Additional money will be needed if the department continues at this pace.

Overtime Budget

Brought up and discussed at May 28th Health Services Committee Meeting. We will not need to ask for any additional funding, but will likely need to request a transfer of funds later in the year

Preventive Program – Family Health – The department has spent \$64 for office equipment without any budget being in place. A budget transfer is needed to cover the deficit.

Preventive Program – Disease Control – The department is at 48% of its salary – regular budget as of April 30, 2010. Additional money will be needed if the department continues at this pace. The department has also overspent its Furniture/Furnishings budget by \$369 as of April 30, 2010 and additional money will be needed to cover the deficit.

Preventive Program – Tobacco Education – The department has spent \$8 for supplies without any budget being in place. A budget transfer is needed to cover the deficit.

Over Budget for Family Health, Disease Program and Tobacco

Journal entries have already been submitted to the Treasurer's Office correcting these issues.

These situations were all internal charges and we have always been notified in the past by Rick Murphy of transfers that were needed before posting of expenses occurred.

Emergency Medical Service

The department is already at 50% of its salaries – part time budget as of April 30, 2010. It appears to be caused by the computer software error during the processing of the 2010 budget that has affected other departments. This issue had been incorrectly described as an accounting error in relation to Westmount. Additional money will be needed to be transferred into this code to cover the remainder of the year.

The EMS salary issue was discussed at the May Public Safety Committee and will be brought forward to the Finance Committee.

Building & Fire Code

As of April 30, the department has received \$22,169 in building permit fees in 2010 and \$30,194 in 2009 which is a decrease of 26%. The department is only at 20% of its budget for this account as of April 30, 2010. It was reported in last month's budget analysis that the department had a decrease in revenue of 39%, so there has been an improvement in the current month.

The information for my office agrees with our records.

Civil Service

The department is already at 60% of its salaries – regular budget as of April 30, 2010 which relates to a retirement cash out. Budget transfers in the amount of \$25,135 were approved at the May Board meeting to cover the anticipated expenses for the remainder of the year.

The department has expended \$47 for part time wages as of April 30, 2010 without any budget in place. A budget transfer in the amount of \$47 was approved at the May Board meeting to cover the deficit.

No Response Necessary

Tourism

Tourism Occupancy – We have collected about \$13,005 more in occupancy taxes as of April 30, 2010 than we did as of April 30, 2009 which is a 5% increase.

The department is at 69% of its hospitalization budget as of April 30, 2010 and we have noted that a transfer in the amount of \$33,954 was approved at the May Board meeting. After factoring in the transfer, the department is at 30% of its hospitalization budget for the first quarter. The department will need to transfer additional money if it continues at this pace for the remainder of the year.

The Tourism Department believes our numbers for Hospitalization and Dental premiums are very close to the actual amount needed. We took into consideration the fact that Annie McMahon transferred to the Treasurer's office on 2/22/10. With the transfer we have already made, we will continue to watch this closely and will do another transfer should our expenses appear like they will exceed our budget.

District Attorney

The department has \$147,297 budgeted for State Aid in 2010 and no claims have been made as of April 30, 2010 for the first quarter of 2010. We have noted that one claim for \$8,825 for the Aid to Prosecution Grant was made in May of 2010. Typically, grants allow for quarterly claims to be made and an effort should be made to make quarterly claims on all grants for this department. This was an issue throughout 2009.

Narcotics Control – The department has spent \$3,176 on part time salaries as of April 30, 2010 without any budget in place.

We are in the process of transferring funds to cover the narcotics control negative budget salary situation. The Investigator that was being paid out of the account that is negative is now going to be paid out of an asset forfeiture line being created with asset forfeiture funds. The quarterly claims for our budgeted revenue lines are currently on hold awaiting approval of the state budget before they can be submitted.

Sheriff

Correction Division – The department is already at 38% of its part time budget and 38% of its overtime budget as of April 30, 2010. Additional money will be needed for this account if the department continues at this pace. The Sheriff has indicated that he is tracking this account to ensure that it will not exceed the budgeted expense.

The Correction Division has recognized \$189,306 in Jail Services, Other Government revenue as of April 30, 2010 compared to \$142,035 as of April 30, 2009 which is an increase of 33%. It should be noted that the 2010 amount is through March and is at 33% of the budget for this account, so the actual revenue amount received is projected to exceed the budget at this point in time.

No Response Necessary

Mental Health

Mental Health Programs – Seven of the mental health agencies have not submitted their first quarter expense reports to the County which were due May 15, 2010. We record the quarterly departmental revenue based on these reports so it is important that they are received timely.

Mental Health Administration – The department has spent \$216 for dental insurance without any budget in place as of April 30, 2010. A budget transfer is needed to cover the deficit and the remainder of the year.

Five of the seven outstanding first quarter expense reports have been received by the Office of Community Services (OCS). OCS staff is working with one of the other outstanding agencies to

finalize figures for their first quarter report. OCS will follow up with the other outstanding agency to obtain their first quarter report ASAP.

The Office of Community Services will examine/correct funds budgeted for dental insurance expenses through a budget transfer to cover the current deficit and projected expense for the remainder of the year.

Countryside Adult Home

The department is now at 50% of its overtime budget as of April 30, 2010. Additional money will be needed to be transferred if the department continues at this pace. This issue was noted in previous Budget Analysis reports and the department will be requesting a transfer of funds at their May Committee meeting.

No Response Necessary

County Clerk

As of April 30, the department has received \$283,879 in County Clerk Fees in 2009 and \$317,851 in 2010 which is an increase of 12%. It should be noted that the 2010 amount is through March and is at 24% of the budget for this account, so the actual revenue amount received is on target with the budget.

As of April 30, the department has received \$429,863 in Mortgage Tax in 2009 and \$382,938 in 2010 which is a decrease of 11%. It should be noted that the 2010 amount is through March and is only at 18% of the budget for this account, so the actual revenue amount received is lagging behind the budget.

We continue to monitor all revenue. Hoping to see a revival in the mtg industry. Warren Co. is slow on this, even if realtors indicate otherwise!

Mail Room

The department is already at 55% of its salary budget as of April 30, 2010. This is the result of the retirement cash pay out for the messenger. Additional money will be needed to be transferred to cover salary costs for the entire year. This issue was reported in previous Budget Analysis reports and should be addressed on a timely basis. The department did not request a budget transfer for the April Board meeting.

When transferring information from the Budget Officer's Recommendation to the Tentative and Adopted Budget, the computer changed the amount posted. It appears it was a glitch in the computer software. The budgeted amount should have been \$\$8,395 more than what was actually recorded. Funds will be transferred by the end of the year to cover any shortfall.

Office for the Aging

We have not received first quarter State and Federal Aid claims for the following programs:

1. Nutrition IIIC Hamilton County
2. Office for Aging III B
3. Nutrition Program for Elderly IIIC-1
4. OFA USDA Commodity Foods
5. Heap – OFA
6. USDA (SNAP)
7. OFA - Point of Entry – Hamilton
8. OFA – Point of Entry – Warren

- 9. USDA – Hamilton County
- 10. Title III E – OFA
- 11. Elder Abuse Title VII – Fed
- 12. Title III F

It is important that claims be submitted on a timely basis for cash flow purposes.

The following Office for the Aging sub-departments has potential budget problems with their salary – regular accounts as of April 30, 2010:

- SNAP – have already spent 39% of budget
- Community Service Elderly – Warren – have already spent 41% of budget
- Home Energy Assist. Program – have already spent 36% of budget
- EISEP – Warren – have already spent 45% of budget
- EISEP – Hamilton – have already spent 45% of budget
- Weather Referral & Pack Prog – have already spent 36% of budget
- Title III E – OFA – have already spent 44% of budget
- Title VII Elder Abuse Prev – have already spent 46% of budget

The department is working on realigning the salaries that are charged to each program.

As I was training Cindy, the new fiscal manager, on how to prepare the claims it took us longer to get them completed. I also think it should be noted that we have submitted EISEP, CSE, HIICAP, MIPPA, WRAP & STLCOP and as they were program year close-outs they are much more time consuming and had to be in by 5/30/10. I am currently double checking the claims below but they should be in the treasurers' office next week. I also believe your list makes it appear we have more claims outstanding than is actually the case- the list below refers to GL's (please see the comments for a more detailed explanation). Also, as was noted, I am working on the salary lines but I have not had time to complete them.

- 1. Nutrition IIIC Hamilton County
- 3. Nutrition Program for Elderly IIIC-1
- The codes listed above (GL 6771 & 6773) are one claim
- 2. Office for Aging III B
- 4. OFA USDA Commodity Foods
- 6. USDA (SNAP)
- 9. USDA – Hamilton County

The codes listed above (GL 6777, 6784, 6794) are one claim

- 5. Heap – OFA

This GL is not claimed by OFA, the money goes to DSS who then tells OFA how much we can bill them

- 7. OFA - Point of Entry – Hamilton

- 8. OFA – Point of Entry – Warren

The codes listed above (GL 6785 & 6786) are one claim but we do not submit this to the Treasurer, the claim is prepared by us and then sent to DSS and they submit the claim

- 10. Title III E – OFA

- 11. Elder Abuse Title VII – Fed

- 12. Title III F OFA does not have a IIIF; I believe you are referring to Title IIID (A6789)

Treasurer

Sales Tax – It has been noted that we have collected \$285,103 more in sales taxes through April 30, 2010 than we did through April 30, 2009. This represents a 2.4% increase from prior year.

Bond Anticipation Note Interest – It has been noted that the account is currently \$23,390 over budget as of April 30, 2010. We will request a transfer of funds later in the year to cover the deficit since we expect additional borrowings during the year.

No Response Necessary

Department of Public Works

Buildings – The department has not billed Social Services, Public Health and WIC for 2010 rental of real property as of April 30, 2010 for a total budgeted amount of \$337,174. The County receives reimbursement on these rental charges so it is important to bill early in the year. The department had noted in their response to last month's budget analysis that the bills for maintenance in lieu of rent have been completed and are being processed, but the departments have yet to receive a bill and our department has not received a copy of any of the bills.

Health & Human Services Building – The department is already at 67% of its electricity budget as of April 30, 2010. A budget transfer is needed to cover the expected deficit for the remainder of the year.

County Road - Highway Administration – The January Budget Analysis reported that the department had spent \$38 on furniture/furnishings as of January 31, 2010 without any budget in place. A budget transfer should be made to cover the deficit. The necessary budget transfer had not been made as of April 30, 2010.

Road Machinery – The February Budget Analysis reported that the department has overspent its Insurance-General Liability budget by \$264 as of February 28, 2010. The necessary budget transfer had not been made as of April 30, 2010.

Up Yonda Farm – The department has overspent its supplies budget by \$30 as of April 30, 2010. A budget transfer will be needed to cover the deficit and any additional anticipated supplies for the remainder of the year. This issue was reported in the February and March Budget Analysis reports.

Waste Management – The department is at 51% of its budget for its contract expenditure code as of April 30, 2010 with a total amount expended of \$1,697,745 which is 11% higher than the amount of \$1,524,036 as of April 30, 2009. If this trend continues for the remainder of the year, the department would be \$.7 million over budget for its contract expenditure code which is a slight improvement over the \$.8 million deficit projected in last month's budget analysis.

We are moving what we can and transfers will be presented at my next committee meeting.

Westmount

Nursing Administration – Management and Supervision - The department is already at 89% of its part time budget as April 30, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Nursing Administration – Clerical & Other Admin Wages – The department is already at 105% of its over time budget with an over budget amount of \$35 as of April 30, 2010. A budget transfer in the

amount of \$1,875 was approved at the May Board meeting to cover deficit and expected costs for the remainder of the year.

Nurses Stations – Management and Supervision - The department is already at 47% of its over time budget and 42% of its part time budget as of April 30, 2010. A budget transfer in the amount of \$12,727 was approved at the May Board meeting for the over time budget code. No action was taken for the part time code so additional money will need to be transferred to this account if the department continues at this pace.

Nurses Stations – Registered Nurses Wages – The department is already at 45% of its over time budget and 43% of its part time budget as of April 30, 2010. A budget transfer in the amount of \$21,150 was approved at the May Board meeting for the over time budget code. No action was taken for the part time code so additional money will be needed to be transferred if the department continues at this pace.

Nurses Stations – LPN & Activities Director Wages – The department is already at 53% of its over time budget and 113% of its part time budget as of April 30, 2010. Budget transfers in the amount of \$12,437 and \$55,333 were approved for the over time and part time budget codes, respectively, at the May Board meeting.

Dietary Service – Cook & Social Worker Wages - The department is already at 92% of its over time budget as of April 30, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Dietary Service – FSH HK LL Maintenance – The department is already at 51% of its over time budget as of April 30, 2010. Additional money will be needed to be transferred if the department continues at this pace.

Housekeeping Service – The department is already at 39% of its over time budget as of April 30, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Laundry and Linen Service – FSH HK LL Maintenance – The department is already at 41% of its over time budget and 39% of its salaries – regular budget as of April 30, 2010. Additional money will need to be transferred to this account if the department continues at this pace.

Fiscal Services Office – Clerical & Other Admin Wages – The department is already at 108% of its over time budget with an over expended amount of \$133 as of April 30, 2010. Additional money will be needed to be transferred to cover the deficit and expected costs for the remainder of the year.

Areas of Nursing Administration & Nurses Stations were addressed at May Board Meeting. Dietary Services – Cooks & Fiscal Services – Clerical were addressed with June 3rd Post Committee Request. Will continue to monitor all other areas listed and adjust when needed.

Tax Levy Collections

The following table shows the percent of uncollected taxes as of April 30 of each year:

	<u>4/30/2008</u>	<u>4/30/2009</u>	<u>4/30/2010</u>
Tax Levy	30,400,250.00	31,795,003.00	36,129,044.35
Uncollected Taxes	5,869,522.11	6,845,545.48	7,116,707.61
% Uncollected	19.3%	21.5%	19.7%

As noted above, the percent of uncollected taxes has declined as of April 30, 2010 compared to prior year, which may be an indicative of an improvement in the economy.

No Response Necessary

Health and Dental Insurance – County Wide

The following table shows the change in the cost for health and dental insurance for the County as of April 30 of each year:

	<u>4/30/2008</u>	<u>4/30/2009</u>	<u>% Change</u>	<u>4/30/2010</u>	<u>% Change</u>
Health	2,836,457.00	2,936,717.00	3.5%	2,748,277.00	-6.4%
Dental	53,754.00	54,839.00	2.0%	44,855.00	-18.2%

As noted above, the County is spending less for health and dental insurance as of April 30, 2010 which is the result of changing to an EPO plan and reduction in work force. The County is at 32% of its health insurance budget as of April 30, 2010 which is on target with where we should be at this time of year.

No Response Necessary

Over time – County Wide

The following table shows the change in the cost of over time for the County as of April 30 of each year:

	<u>4/30/2008</u>	<u>4/30/2009</u>	<u>% Change</u>	<u>4/30/2010</u>	<u>% Change</u>
Over time	600,950.00	517,915.00	-13.8%	375,668.00	-27.5%
% of Budget	38%	34%		30%	

As noted above, the County is spending less for over time as of April 30, 2010 than the previous two years and has a 27.5% reduction from April 30, 2009. The County is at 30% of its over time budget as of April 30, 2010 so we may realize savings at the end of the year if we continue at this pace.

No Response Necessary

Time and Attendance Project Update

The proposed contract with NOVAtime was sent to the County Attorney’s office for review and approval on April 5, 2010 and they are currently working with the vendor to finalize the contract.

Certain County policies regarding time and attendance need to be adopted prior to the completion of the project which was outlined in an April 6, 2010 memo to the Commissioner of Administrative and Fiscal Services, Chairman of the Board and the Personnel Chairman. The time and attendance issue must be addressed before we can fully implement the new Time and Attendance system.

Respectfully Submitted,

JoAnn McKinstry, Deputy Commissioner
Administrative & Fiscal Services

COUNTY COMPTROLLER/DIRECTOR OF FINANCE/ TREASURER POSITIONS - POSSIBLE OPTIONS

- Establish appointed position of Comptroller/Director of Finance and keep Treasurer position (mandatory referendum)
- Establish appointed position of Comptroller/Director Finance and abolish Treasurer position (mandatory referendum)
- Establish limited Department of Finance with Director (some accounting functions) and keep Treasurer position without any transfer of functions (no referendum)
- Add elected Comptroller and keep Treasurer position (mandatory referendum)
- Change Treasurer position from elected to appointed (mandatory referendum)

COUNTY COMPTROLLER - POWERS AND DUTIES

1. (a) have general superintendence over the fiscal affairs of the county and perform the duties prescribed by law as the chief fiscal officer of the county;
- (b) audit all claims, accounts and demands that are lawful county charges with the same effect as if audited and directed to be paid by the Board of Supervisors;
- (c) keep books and records at the expense of the county showing all appropriations, funds and expenditures together with the name of the claimant and the amounts and nature thereof;
- (d) keep and preserve all claims, accounts and demands, number them consecutively and endorse thereon their allowance or disallowance in whole or in part;
- (e) keep a separate account with each county officer or department and special funds;
- (f) keep and preserve all contracts for the furnishing of heat, light, telephone, supplies or other services;
- (g) keep a record of all bonded indebtedness and other loans and conduct the sale of all bonds pursuant to the provisions of the local finance law;
- (h) procure bank statements from depositaries of county funds at least once a month and reconcile them with his books and that of the county treasurer;
- (i) subject to the provisions of the civil service law, certify the correctness of payrolls for the payment of salaries of officers and employees paid from county funds and deliver a certified transcript to the county treasurer as authorization for payment; provided that if the Board of Supervisors enters into a contract pursuant to subdivision six of section five hundred fifty of this chapter such certified transcript shall be delivered to the appropriate bank or trust company;
- (j) at least once a year review all books and records, vouchers and other papers pertaining to the money, funds and property of the county and render a report thereon to the Board of Supervisors as to whether proper books and records have been kept and all moneys and property of the county accounted for;
- (k) cause to be printed within thirty days after the close of the fiscal year for distribution to the Board of Supervisors, county officers and the public, a verified statement in summary form showing the receipts of money from all sources, the expenditures and balances by funds, and bonded indebtedness together with the

terms of payment and the balance unpaid and such other information as may be deemed property or directed by the Board of Supervisors;

- (l) submit reports to the county Board of Supervisors in such form and detail and such times as may be prescribed by the County Board;
 - (m) have oversight of the payment for all contracts, purchase or debts and other documents by which the county incurs financial obligations have the responsibility to ascertain that monies have been duly appropriated or provided for and allotted to meet such obligations and will be available when such obligations shall have become due and payable and record such obligations and encumbrances of the respective appropriations from which such obligations are to be paid;
 - (n) prescribe such methods of accounting for the county and its administrative units and agencies as may be deemed necessary, provided the same shall have been approved by the County Administrator and State Comptroller;
 - (o) manage the county debt program;
 - (p) monitor and analyze the county adopted budget and county fund position;
 - (q) determine and report to the Board of Supervisors the financial and budgeted impact of all proposed county policy decisions;
 - (r) monitor and report on the impact of federal and state charges that affect county finances;
 - (s) manage the county credit rating;
 - (t) monitor and analyze county sales tax;
 - (u) assist in fiscal matters of all county departments;
 - (v) have budget officer responsibilities unless a different person is appointed by the Board of Supervisors to hold this position;
 - (w) perform such additional and related duties as may be prescribed by law or directed by the Board of Supervisors;
2. All warrants directed to the county treasurer for payment shall state the fund upon which it is chargeable. No fund shall be overdrawn nor shall any claim be charged to any other fund.

3. All vouchers shall be verified or certified as required by section three hundred sixty-nine of this chapter and approved by the county officer or head of the department incurring same.
4. He may require any county officer or head of a department to furnish an inventory of supplies and equipment on hand and any necessary purchases contracted for or contemplated.

TREASURER - POWERS AND DUTIES

- a) Collect, receive, have custody of deposit and disburse all fees, revenues and other funds of the County and fees which the County is responsible.
- b) Manage and invest county funds.
- c) Prepare county payroll.
- d) On or before the first day of March in each year the county treasurer shall furnish a statement of and pay over to the state comptroller all penalties or moneys belonging to the state. Any state tax levied as part of the county tax shall be paid to the state comptroller on or before the fifteenth day of May in each year. The county treasurer, the county and the surety or sureties on the official undertaking of such county treasurer shall be liable to the state for all moneys collected and belonging to the state and for any state tax levied as a part of the county tax together with interest not exceeding ten per centum per annum, to reimburse the state for any borrowing occasioned by any failure to pay the same to the state.
- e) On or before the tenth day of January in each year, the county treasurer shall transmit to the town clerk of each town within his county a statement of all moneys paid by said county treasurer to the supervisor of the town during the preceding year.
- f) The county treasurer shall disburse all moneys received from the fish and wildlife service of the United States department of the interior pursuant to section seven hundred fifteen-s of the migratory bird conservation act on a proportional basis to those units of local government, including, but not limited to school districts and the county itself in appropriate cases, which have incurred the loss or reduction of real property tax revenues by reason of the existence of such areas. Where such moneys are to be paid to the supervisors of towns, in a case where any such wildlife refuge lands are located wholly within the boundaries of an incorporated village, such moneys shall be paid to the board of trustees of such village. Such moneys shall be used exclusively for town or village highway purposes, as the case may be. Where such moneys are paid to treasurers or other fiscal officers of a school district, such moneys shall be used exclusively for public school purposes. Upon request, a district superintendent of schools shall furnish to the county treasurer such data as he may require to effectuate the disbursement of moneys under this subdivision.
- g) Be responsible for court and trust funds pursuant to County Law §551.
- h) Be a trustee of cemetery lots to the extent provided for under County Law §553.
- i) Estate administration on request pursuant to Surrogate Court Procedure Act.

- j) Administration, collection and enforcement of the collection of real property taxes on real property.
- k) Administration of occupancy tax collections and enforcement.
- l) Issue certificates of residency as may be required by the Education Law of the State of New York.
- m) Perform such additional and related duties as may be prescribed by law and directed by the Board of Supervisors.

BudgetandFinanceofficials

FirstName	LastName	City	State	Zip Code	Department Name	Position	County Name	Charter County	No Treas. Office	Non-elected Comptroller or Dir. Finance	Phone
John	Rodal	Albany	NY	12207	Budget	Budget Director	Albany County	*	*		(518) 447-5525
Michael	Conners	Albany	NY	12207	Elected	Comptroller	Albany County	*	*		(518) 447-7130
Jeffrey	Neal	Albany	NY	12207	Finance	Finance Director	Albany County	*	*		(518) 447-7070
John	Margeson	Belmont	NY	14813	Budget	Budget Officer	Allegany County				(585) 268-9217
Terri	Ross	Belmont	NY	14813	Elected	County Treasurer	Allegany County				(585) 268-9289
Marie	Kalka	Binghamton	NY	13902	Budget	Budget Director	Broome County	*	*		(607) 778-2467
Alex	McLaughlin	Binghamton	NY	13902	Elected	Comptroller	Broome County	*	*		(607) 778-2178
Jerome	Knebel	Binghamton	NY	13902	Finance	Finance Commissioner	Broome County	*	*		(607) 778-2161
John	Searles	Little Valley	NY	1092	Budget	Budget Officer	Cattaraugus County				(716) 938-2577
Joseph	Keller	Little Valley	NY	14755-1092	Elected	County Treasurer	Cattaraugus County				(716) 938-2286
Vacant		Auburn	NY	13021	Budget	Budget Director	Cayuga County				(315) 253-1308
Jim	Orman	Auburn	NY	13021	Elected	County Treasurer	Cayuga County				(315) 253-1211
Darin	Schulz	Mayville	NY	14757	Finance	Finance Director	Chautauqua County	*	*	*	(716) 753-4950
Joseph	Sartori	Elmira	NY	14902-0588	Elected	County Treasurer	Chemung County	*			(607) 737-2927
William	Evans	Norwich	NY	13815	Budget	Budget Officer	Chenango County				(607) 337-1414
William	Evans	Norwich	NY	13815	Elected	County Treasurer	Chenango County				(607) 337-1414
Lisa	Darling	Norwich	NY	13815	Finance	Deputy Auditor	Chenango County				(607) 337-1430
R.C.	Woodford	Norwich	NY	13815	Finance	Auditor	Chenango County				(607) 337-1430
Michael	Zurlo	Plattsburgh	NY	12901	Budget	Budget Director	Clinton County				(518) 565-4600
Joseph	Giroux	Plattsburgh	NY	12901	Elected	County Treasurer	Clinton County				(518) 565-4730
Arthur	Baer	Hudson	NY	12534	Budget	Budget Director	Columbia County				(518) 828-1527
Kenneth	Wilber	Hudson	NY	12534	Elected	County Treasurer	Columbia County				(518) 828-0513
Diane	Neceda	Hudson	NY	12534	Finance	Director of Payroll	Columbia County				(518) 822-1114
Jack	Williams	Cortland	NY	13045	Budget	Budget Officer	Cortland County				(607) 753-5048
Patrick	OMara	Cortland	NY	13045	Elected	County Treasurer	Cortland County				(607) 753-5069

BudgetandFinanceofficials

FirstName	LastName	City	State	Zip Code	Department Name	Position	County Name	Charter County	No Treas. Office	Non-elected Comptroller or Dir. Finance	Phone
Robert	Homovich	Delhi	NY	13753	Budget	Budget Director	Delaware County	*	*		(607) 632-5110
Beverly	Shields	Delhi	NY	13753	Elected	County Treasurer	Delaware County				(607) 632-5070
Valerie	Sommerville	Poughkeepsie	NY	12601	Budget	Budget Director	Dutchess County	*	*		(845) 486-2010
James	Coughlan	Poughkeepsie	NY	12601	Elected	Comptroller	Dutchess County	*	*		(845) 486-2050
Pamela	Barrack	Poughkeepsie	NY	12601	Finance	Finance Commissioner	Dutchess County	*	*		(845) 486-2025
Gregory	Gach	Buffalo	NY	14202	Budget	Budget & Finance Director	Erie County	*	*		(716) 858-8515
Mark	Poloncarz	Buffalo	NY	14202	Elected	Comptroller	Erie County	*	*		(716) 858-8404
Joyce	Morency	Elizabethtown	NY	12932	Budget	Budget Liaison	Essex County				(518) 873-3700
Michael	Diskin	Elizabethtown	NY	12932	Elected	County Treasurer	Essex County				(518) 873-3317
Carolyn	Karcher	Elizabethtown	NY	12932	Appointed	Deputy County Treasurer	Essex County				(518) 873-3315
James	Feeley	Malone	NY	12953	Budget	Budget Officer	Franklin County				(518) 481-1693
Byron	Varin	Malone	NY	12953	Elected	County Treasurer	Franklin County				(518) 481-1515
Alice	Kuntzsch	Johnstown	NY	12095	Budget/Audit	Budget Director/Auditor	Fulton County				(518) 736-5546
Terry	Budgett	Johnstown	NY	12095	Elected	County Treasurer	Fulton County				(518) 736-5540
Mark	Ellithorpe	Johnstown	NY	12095	Appointed	Deputy County Treasurer	Fulton County				(518) 762-0580
Jay	Gsell	Batavia	NY	14020	Budget	Budget Officer	Genesee County				(585) 344-2550, X2204
Scott	German	Batavia	NY	14020	Elected	County Treasurer	Genesee County				(585) 344-2550, X2210
Willis	Vernilyea	Catskill	NY	12414	Elected	County Treasurer	Greene County				(518) 719-3530
Frank	Mezzano	Lake Pleasant	NY	12108	Budget	Budget Director	Hamilton County				(518) 548-3625
Beth	Hunt	Lake Pleasant	NY	12108	Elected	County Treasurer	Hamilton County				(518) 548-7911
Bernard	Decker	Herkimer	NY	13350	Budget	Budget Officer	Herkimer County	*			(315) 867-1119
Mary	Bentley	Herkimer	NY	13350	Appointed	Deputy County Treasurer	Herkimer County	*			(315) 867-1145
Kimberlee	Enea	Herkimer	NY	13350	Elected	County Treasurer	Herkimer County	*			(315) 867-1145

Budget and Finance Officials

FirstName	LastName	City	State	Zip Code	Department Name	Position	County Name	Charter County	No Treas. Office	Non-elected Comptroller or Dir. Finance	Phone
Jeri	Federick	Herkimer	NY	13350	Finance	Auditor	Herkimer County	*			(315) 867-1101
Robert	Hegemann	Watertown	NY	13601	Budget	Budget Officer	Jefferson County				(315) 785-3075
Nancy	Brown	Watertown	NY	13601	Elected	County Treasurer	Jefferson County				(315) 785-3055
Kelly	Davis	Watertown	NY	13601	Finance	Auditor	Jefferson County				(315) 785-3386
David	Pendergast	Lowville	NY	13367	Budget	Budget Officer	Lewis County				(315) 376-5355
Vicki	Roy	Lowville	NY	13367	Elected	County Treasurer	Lewis County				(315) 376-5325
Carolyn	Taylor	Geneseo	NY	14454	Elected	County Treasurer	Livingston County				(585) 243-7050
Terrence	Donegan	Geneseo	NY	14454	Finance	County Auditor	Livingston County				(585) 243-7043
Cindy	Edick	Wampsville	NY	13163	Elected	County Treasurer	Madison County				(315) 366-2371
Susan	Walsh	Rochester	NY	14614	Budget	Budget Director	Monroe County	*	*		(585) 753-1260
Linda	Peluso	Rochester	NY	14614	Appointed Administration/Manager	Assistant County Treasurer	Monroe County	*	*		(585) 428-5290
Shawn	Bowerman	Fonda	NY	1500	Budget	Budget Officer	Montgomery County				(518) 853-8172
Shawn	Bowerman	Fonda	NY	12088-	Elected	County Treasurer	Montgomery County				(518) 853-8175
Martha	Wong	Mineola	NY	11501	Budget	Budget Director	Nassau County	*			(516) 571-4273
George	Maragos	Mineola	NY	11501	Elected	Comptroller	Nassau County	*			(516) 571-2386
Steven	Conkling	Mineola	NY	11501	Elected	County Treasurer	Nassau County	*			(516) 571-2090
Glen	Newman	New York	NY	10007	Finance	Tax Commission President	New York City				(212) 669-4401
Martha	Stark	New York	NY	10007	Finance	Finance Commissioner	New York City				(212) 669-4855
Vacant		Lockport	NY	14094-	Elected	County Treasurer	Niagara County				(716) 439-7018
James	Sobczyk	Lockport	NY	14094	Finance	Auditor	Niagara County				(716) 439-7333
Thomas	Keeler	Utica	NY	13501	Budget	Budget Director	Oneida County				(315) 798-5805
Joseph	Timpano	Utica	NY	13501	Elected	Comptroller	Oneida County	*	*		(315) 798-5780
Anthony	Carvelli	Utica	NY	13501	Finance	Finance Commissioner	Oneida County	*	*		(315) 798-5750
Robert	Antonacci	Syracuse	NY	13202	Elected	Comptroller	Onondaga County	*	*		(315) 435-2130
Frank	Duserick	Canandaigua	NY	14424	Budget	Budget Officer	Ontario County				

BudgetandFinanceofficials

FirstName	LastName	City	State	Zip Code	Department Name	Position	County Name	Charter County	No Treas. Office	Non-elected Comptroller or Dir. Finance	Phone
Gary	Baxter	Canandaigua	NY	14424	Elected	County Treasurer	Ontario County	*	*	*	(585) 396-4422
Alan	Bubb	Canandaigua	NY	14424	Appointed	Deputy County Treasurer	Ontario County				(585) 396-4441
Catherine	Bentzoni	Canandaigua	NY	14424	Finance	Director of Finance	Ontario County				(585) 396-4441
J.	Blair	Goshen	NY	10924	Budget	Budget Director	Orange County	*	*	*	(845) 291-2020
Joel	Kleinman	Goshen	NY	10924	Finance	Finance Commissioner	Orange County	*	*	*	(845) 291-2485
Charles	Nesbitt	Albion	NY	14411-1495	Budget	Budget Director	Orleans County				(585) 589-7053
Judy	Ames	Albion	NY	14411-1495	Appointed	Deputy County Treasurer	Orleans County				(585) 589-5353
Susan	Heard	Albion	NY	1495	Elected	County Treasurer	Orleans County				(585) 589-5353
Steve	Loadwick	Oswego	NY	13126	Budget	Budget Analyst/Auditor	Oswego County				(315) 349-8235
John	Kruk	Oswego	NY	13126	Elected	County Treasurer	Oswego County				(315) 349-8393
Barbara	Buriello	Cooperstown	NY	13326-1129	Appointed	Deputy County Treasurer	Otsego County				(607) 547-4235
Dan	Crowell	Cooperstown	NY	13326-1129	Elected	County Treasurer	Otsego County				(607) 547-4235
Laura	Child	Cooperstown	NY	13326-1129	Finance	Auditor	Otsego County				(607) 547-4202
Michele	Alfano-Sharkey	Carmel	NY	10512	Finance	Auditor	Putnam County	*	*	*	(845) 225-3641, x220
William	Carlin	Carmel	NY	10512	Finance	Finance Commissioner	Putnam County	*	*	*	(845) 225-3641, x321
Stacey	Farrar	Troy	NY	12180	Budget	Budget Director	Rensselaer County	*	*	*	(518) 270-2920
Michael	Slawson	Troy	NY	12180	Finance	Chief Fiscal Officer	Rensselaer County	*	*	*	(518) 270-2750
Chris	Kopf	New City	NY	10956	Budget	Budget Director	Rockland County	*	*	*	(845) 638-5262
Chris	Kopf	New City	NY	10956	Finance	Finance Commissioner	Rockland County	*	*	*	(845) 638-5131

Budget and Finance Officials

First Name	Last Name	City	State	Zip Code	Department Name	Position	County Name	Charter County	No Treas. Office	Non-elected Comptroller or Dir. Finance	Phone
David	Wickenham	Ballston Spa	NY	12020	Budget	Budget Director	Saratoga County				(518) 885-5381, x4742
Samuel	Pitcher	Ballston Spa	NY	12020	Elected	County Treasurer	Saratoga County				(518) 885-5381, x4724
Jack	Murray	Ballston Spa	NY	12020	Finance	Auditor	Saratoga County				(518) 885-5381, x4745
George	Davidson	Schenectady	NY	12305	Finance	Finance Commissioner	Schenectady County	*	*	*	(518) 388-4260
Paul	Brady	Schoharie	NY	12157	Budget	Budget Officer	Schoharie County				(518) 295-8334
Alicia	Terry	Cobleskill	NY	12043	Budget	Budget Officer	Schoharie County				(518) 234-3751
William	Cherry	Schoharie	NY	12157-	Elected	County Treasurer	Schoharie County				(518) 295-8386
Margaret	Starbuck	Watkins Glen	NY	14891	Elected	County Treasurer	Schuyler County				(607) 535-8181
Stacy	Husted	Watkins Glen	NY	14891	Finance	Auditor	Schuyler County				(607) 535-8100
Nicholas	Sciotti	Watertown	NY	13165	Elected	County Treasurer	Seneca County				(315) 539-1735
Keith	Kubasik	Watertown	NY	13165	Finance	Finance Director	Seneca County				(315) 539-5655
Robert	McNeil	Canton	NY	1194	Elected	County Treasurer	St. Lawrence County				(315) 379-2234
Mark	Alger	Bath	NY	14810	Budget	Budget Director	Steben County				(607) 776-9631, x2245
Carol	Whitehead	Bath	NY	14810	Elected	County Treasurer	Steben County				(607) 664-2488
Eric	Naughton	Hauptaug	NY	11788	Budget	Budget Director	Suffolk County	*			(631) 853-4779
Gail	Vizzini	Hauptaug	NY	11788-	Budget Review Office (Legislature)	Budget Review Office (Legislature) Director	Suffolk County	*			(631) 853-4100
Joseph	Sawicki	Hauptaug	NY	11788	Audit & Control	Comptroller	Suffolk County	*			(631) 853-5039
Angie	Carpenter	Riverhead	NY	11901	County Treasurer	County Treasurer	Suffolk County	*			(631) 852-1500
David	Fanstau	Monticello	NY	5192	Budget	Budget Officer	Sullivan County	*			(845) 807-0450
Ira	Cohen	Monticello	NY	5192	Elected	County Treasurer	Sullivan County	*			(845) 807-0200
Angela	Chevalier	Monticello	NY	12701-	Finance	Auditor	Sullivan County	*			(845) 807-0547
Vacant		Owego	NY	13827	Budget	Budget Officer	Tioga County				
James	McFadden	Owego	NY	13827	Elected	County Treasurer	Tioga County				(607) 687-8670
David	Squires	Ithaca	NY	14850	Finance	Finance Director	Tompkins County	*	*	*	(607) 274-5502

Budget and Finance Officials

FirstName	LastName	City	State	Zip Code	Department Name	Position	County Name	Charter County	No Treas. Office	Non-elected Comptroller or Dir. Finance	Phone
Arthur	Smith	Kingston	NY	12402	Budget	Budget Director	Ulster County	*			(845) 340-3800
Elliot	Auerbach	Kingston	NY	12402	Elected	Comptroller	Ulster County	*			(845) 340-3525
Laura	Walls	Kingston	NY	12402	Elected	Deputy Comptroller	Ulster County	*			(845) 331-8774
Burton	Gulnick	Kingston	NY	12402	Finance	Deputy Commissioner of Finance	Ulster County	*			(845) 340-3431
Paul	Hewitt	Kingston	NY	12402	Finance	Administrative Director of Finance	Ulster County	*			(845) 340-3431
Kevin	Geraghty	Lake George	NY	12845-	Budget	Budget Officer	Warren County				(518) 761-6535
Anne	Dressel	Lake George	NY	12845-	Appointed						
					Administration/Manager	Deputy County Treasurer	Warren County				(518) 761-6380
Francis	O'Keefe	Lake George	NY	9803	Elected	County Treasurer	Warren County				(518) 761-6375
Judy	Harris	Lake George	NY	12845-	Finance	Auditor	Warren County				(518) 761-6413
Brian	Campbell	Fort Edward	NY	12828	Budget	Budget Director	Washington County				(518) 746-2210
Phyllis	Cooper	Fort Edward	NY	12828	Elected	County Treasurer	Washington County				(518) 746-2220
Albert	Nolette	Fort Edward	NY	12828	Appointed						
					Administration/Manager	Deputy County Treasurer	Washington County				(518) 746-2210
Thomas	Warrick	Lyons	NY	14489	Elected	County Treasurer	Wayne County				(315) 946-5946
Ann Marie	Berg	White Plains	NY	10601	Finance	Finance Commissioner	Westchester County	*	*	*	(914) 995-2756
Janis	Cook	Warsaw	NY	14569	Budget	Budget Officer	Wyoming County				(585) 786-8804 or 8815
Cheryl	Mayer	Warsaw	NY	14569	Elected	County Treasurer	Wyoming County				(585) 786-8812
Beth	Pond	Warsaw	NY	14569	Appointed						
					Administration/Manager	Deputy County Treasurer	Wyoming County				(585) 786-8800
Sarah	Purdy	Penn Yan	NY	14527	Budget	Budget Director	Yales County				(315) 536-5509
Bonnie	Percy	Penn Yan	NY	14527	Elected	County Treasurer	Yales County				(315) 536-5192

County Controller

As a proponent of replacing the elected Warren County Treasurer position with an appointed controller, I feel it is important to make a few points. First, this isn't about our current Treasurer, Frank O'Keefe. Frank has served well as Mayor of Glens Falls, Treasurer of Glens Falls and currently serves as County Treasurer. What this is about is hiring a professional financial person to assist the Board of Supervisors. Bringing an individual on board that is experienced in municipal financial management would give us the opportunity to improve our financial condition going forward. This initiative would provide continuity since the controller would not be subject to elections. A detailed job description, including educational requirements, would insure that the successful candidate would be certified to serve as the County's Chief Financial Officer.

Frank has always been a good and loyal public servant and is to be congratulated for all that he has done for this area. Last year I spoke with Frank and asked if he planned to run again. He said that he did not plan to run, hence, the perfect time to make the transition. While Frank has performed well, there is no guarantee that the next elected official would possess the qualifications required to do the job.

The appointment of Paul Dusek as County Administrator, coupled with the appointment of a professional financial person would give the County skills needed to upgrade to a responsive organization. A voter referendum will be necessary to make this change.

i) 9/11 LL adoption