

AGENDA
FINANCE COMMITTEE
SEPTEMBER 11, 2013

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meeting.
- III. **Action Agenda**
 - 1) Request for Transfer of Funds attached for Committee approval.
 - 2) **Request from the County Treasurer:**
Request for a new contract with New World for training associated with the implementation of the Human Resources Next Generation module at a cost of \$150 per hour, total amount not to exceed \$12,000 plus travel expenses, with the source of funding to be H235.9550 280, Finance and Human Resource Management. The contract is expected to commence in late November of 2013 and terminate upon completion of training.
 - 3) **Request from the Clerk of the Board:**
Due to an oversight, the 2012 contractual obligation to the Warren County SPCA in the amount of \$8,000 was not paid. The annual report from the SPCA which is required for payment was not received by the end of the year, and the Purchase Order was not carried forward to 2013. Request to appropriate \$8,000 from the General Fund to Budget Code A.3510 470, Warren County SPCA-Contract.
 - 4) **Referrals from the County Facilities Committee:**
Buildings & Grounds:
The County Facilities Committee authorized the purchase of paint necessary to complete an employee walking path around the Municipal Center. The cost will be approximately \$420 and is currently available in the Buildings & Grounds budget. No action is needed at this time and the Superintendent of Buildings will request a transfer of funds from the Contingent Fund at a later date, if necessary.
 - 5) **Referrals from the Economic Growth & Development Committee:**
Planning & Community Development -
 - A) Request to amend the County Budget to create budget codes for the CD73 Project, *Warrensburg Health Center*, and increase estimated revenues and appropriations in the amount of \$400,000 to allocate grant funds received.
 - B) Request to close Capital Project No. H249.9550 280, *First Wilderness Corridor 2005*, and transfer the remaining balance of \$35,029.59 to the General Fund.
 - C) Request to amend the County Budget to appropriate remaining funding in the amount of \$35,029.59 from closed Capital Project No. H249.9550 280, *First Wilderness Corridor 2005*, to Capital Project No. H340.9550 280, *First Wilderness 2012*.
 - D) Request to increase Capital Project No. H340.9550 280, *First Wilderness 2012*, by \$35,029.59 with the source of funding to be Budget Code A.9950 910, *Transfers-Capital Projects*.
 - 6) **Referral from the Gaslight Village Ad Hoc Committee:**
 - A) Request to increase Capital Project No. 338.9550 280, *Lake George Environmental Park*, in an amount not to exceed \$395,000, with the source of funding to be 90% NYS Environmental Facilities grant funding (\$355,500) and 10% Local Share (\$39,500 - \$15,000 as in-kind services, \$15,000 from prior design expenses and \$9,500 from Wood Foundation funds).

FINANCE COMMITTEE AGENDA
SEPTEMBER 11, 2013

Referrals from the Gaslight Village Ad Hoc Committee, continued.

- B) At their August 23rd meeting, the Gaslight Village Ad Hoc Committee made a recommendation that a new intermunicipal agreement with the Village of Lake George be approved for cost sharing of grant related expenses and reimbursements for the Lake George Environmental Park to be divided based on percentage of ownership (*County 62%, Village 38%*), retroactive to the commencement of the grant, contingent upon County Attorney review and approval of said agreement. The Gaslight Village Ad Hoc Committee has referred this recommendation to the Finance Committee to determine a source of funding for the County share of the grant related cash flow expenses.

7) Referral from the Human Services Committee:

Employment and Training -

Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$74,054 to reflect the receipt of reimbursements received through the Trade Adjustment Act for training of twelve dislocated workers.

8) Referrals from the Public Works Committee:

DPW -

- A) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$10,000 to reflect the receipt of additional monies received for paving services provided to other governments.
- B) Request to sell one Wabash Semi Trailer to the Town of Warrensburg for the sum of \$1,000.
- C) Request to authorize a grant agreement with NYSDOT for a total amount not to exceed \$80,000 for the West Brook Road (CR 69) Sidewalk Project.
- D) Request to establish Capital Project No. H343.9550 280, *West Brook Road (CR 69) Sidewalk Project*, in the amount of \$80,000, with the source of funding to be 80% Federal, 20% Local (*Local Share includes anticipated 15% State Marchiselli funding*).
- E) Request to authorize a grant agreement with NYSDOT for a total amount not to exceed \$11,500 for the improvements to the Warren County Bikeway.
- F) Request to establish Capital Project No. H344.9550 280, *Warren County Bikeway Improvements (R4)*, in the amount of \$11,500, with the source of funding to be 80% Federal and 20% Local (*Local Share includes anticipated 15% State Marchiselli funding*).
- G) Request to authorize a grant agreement with NYSDOT for a total amount not to exceed \$10,000 for the Warren County Bikeway Connections Project.
- H) Request to establish Capital Project No. H345.9550 280, *Warren County Bikeway Connections*, in the amount of \$10,000, with the source of funding to be 80% Federal and 20% Local (*Local Share includes anticipated 15% State Marchiselli funding*).
- I) Request to decrease Capital Project No. H320.9550 280, *Crane Mountain Road over Mill Creek Bridge*, by \$27,500 and return said monies to the General Fund.
- J) Request to amend the County Budget to transfer the local match funds totaling \$27,500 for the Federal-aid "Make the Connection" projects referenced in Items 8D, 8F and 8H, above.

9) Referrals from the County Administrator:

- A) Request for a transfer of funds in the amount of \$50,000 from the Contingent Fund to the County Attorney Budget Code A.1420 437 to cover the costs of abstracts for the 2014 Foreclosure proceedings.
- B) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$6,600 to reflect additional revenue and expenses with regard to the consolidated printing project.
- C) Request to appropriate funds from the Vehicle Reserve Fund to various Departmental Budgets for vehicle purchases totaling \$115,858.

FINANCE COMMITTEE AGENDA
SEPTEMBER 11, 2013

Referrals from the County Administrator, continued.

- D) Request to appropriate funds from the Computer Reserve Fund to various Departmental Budgets to purchase computers and related equipment and software totaling \$5,842.
 - E) Request to allocate funds from the Computer Replacement Program for the purchase of computer upgrades in the amount of \$1,266.
 - F) Request to appropriate funds from the General Fund Unappropriated Surplus to Budget Code A.3110 230, Sheriff Law Enforcement-Auto Equip., in the amount of \$140,000 for the purchase of five additional vehicles.
 - G) Request for approval of an Intermunicipal Agreement with the Village of Lake George for additional funding in the amount of \$150,000 for 2013-14 fall and winter Asian Clam Treatment Program, as authorized by Resolution No. 451 of 2013.
- 10) Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos. 3A, 3B, and 7B.

IV. Pending Items

- 1) Accepting credit payments County-wide pending review of State contract and other vendors. County treasurer to provide an update at the next Committee meeting (06.13.13).


RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney - Law

SIGNED:



DATE:

9/9/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 440	Legal/Transcript Fees	A.1420 130	Salaries - Part Time	\$1,609.00

Please state reason for transfers requested: To cover the salary of part-time intern in the Warren County Attorney's Office.

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

SIGNED: Patricia [Signature]
DP

DATE: 8/23/13

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.110	Health Services-Full Time Salaries	A.4010.120	Health Services-Overtime Expense	\$10,000.00
	A.4010.110	Health Services-Full Time Salaries	A.4010.130	Health Services-Part Time Salary Expense	\$15,000.00
2.	A.4013.469	WIC-Other Expense	A.4013.210	WIC-Furniture Expense	\$2,000.00

Total Transfers

\$27,000.00

1. To transfer funds for both Overtime and Part time salaries from Full time salary. With vacant positions, staff have had to cover FT Salaries covered during day.
2. To transfer funds to cover furniture to be purchased for WIC. Totally funded by WIC Grant.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Office for the Aging

SIGNED:

DATE: 6.28.13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6986 470	OFA MIPPA/ADRC Contract	A6988 470	OFA HIICAP	\$ 2,000.00
A6789 470	EISEP Ham Cty Contract	A6988 470	OFA HIICAP	\$ 4,000.00
A6773 130	Nutr for Eld Warr Co Sal PT	A6773 110	Nutr for Eld Warr Co Sal PT	\$ 49.00

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

Please state reason for transfers requested: Adjustments to correct contract distribution and cover charge of \$48.99 in Ham Cty Salaries

*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: Planning and Community Development
Name of Department

SIGNED: _____ DATE: 26 August 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8022.830	Social Security	A8022.220	Equipment	\$2,744.00
A8022.810	Retirement	A8022.220	Equipment	\$2,365.18
A8022.831	Medicare Contribution	A8022.220	Equipment	\$642.00

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

Please state reason for transfers requested:

Replace 11 year old plotter and purchase antenna for GPS unit

*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

DEPARTMENT NAME: DPW

SIGNED:

DATE: 08.22.2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8173 280	County Roads, CR13 Glen Athol Road	D.5112.8174 280	County Roads, CR60 Harrington Hill Road	\$20,000

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 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

9

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

FROM: PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/22/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7110 110	Parks & Recreation Salaries - Regular	A.7110 130	Parks & Recreation Salaries, Part Time	\$ 12,500.00

Please state reason for transfers requested:

To transfer regular salaries in Parks and Recreation to Part Time salaries due to changes in staff.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Warren County Office of Traffic Safety
Name of Department Traffic Safety

SIGNED: DATE: August 19,2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3311 410	Traffic Safety Supplies	A.3311 220	Traffic Safety Office Equipment	\$160

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

Please state reason for transfers requested: Funding needed for PC as IT is unable to repair the one computer in the department

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Purchasing

SIGNED:

DATE: 8/13/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1345 410	Supplies	A.1345 220	Office Equipment	\$250.00
A.1345 436	Advertising	A.1345 220	Office Equipment	\$350.00

Please state reason for transfers requested: Current departmental time stamp will no longer be viable after 2013. Display is broken and not working properly.

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. 3

Request for New Contract

DEPARTMENT NAME: Treasurer

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Training for implementation of Human Resources - Next Generation module.
- (c) Name of Contractor: New World
- (d) Address of Contractor: 888 W. Big Beaver Road, Suite 600, Troy, Michigan 48084
- 1000 (e) Contractor's Contact Person and Telephone Number: Colin Watts, (248) 269-
- (f) Has or will the Contract be provided, if so, please attach: Will be provided
- (g) Commencement Date of Contract: Not specified in contract - expected to start late November of 2013
- (h) Termination Date of Contract: Upon completion of training
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount \$150
iii) total amount not to exceed \$12,000 plus travel expenses
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. upon completion
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: H235.9550 280 - Finance and Human Resource Management

Warren County Voucher
Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
 Tax Exempt No. 14-6002576

Department: Legislative Board

Code(s): A.3510 470

Purchase Order No. _____

Vendor #	1449
Name	Warren County SPCA
Address	588 Queensbury Avenue Queensbury, New York 12804

Res.# 30 of 2012 (if applicable)

Dates	Quantity	Description of Materials or Services	Unit Price	Total Amt
8/28/2013		2012 Contractual Support to SPCA for Prevention of Cruelty to Animals		\$8,000.00
			TOTAL	\$8,000.00

I, _____, certify that the above account in the amount of \$ _____ is true and correct; that the items, services, and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied; that taxes from which the municipality is exempt are not included and that the amount claimed is actually due.

8/29/13 [Signature] Pres.
 Date Signature Title

Department Approval

Approved by: _____

Date _____ Signature _____

Approval for payment:

This claim is approved and ordered paid from the appropriations indicated above.

Date _____ Warren County Auditor

Warren County SPCA**Expense Report 2012**

	1/1/2012-8/31/2012	9/1/2012-12/31/2012	2012 Annual Total
NYS Filing Fee	\$50.00	\$0.00	\$50.00
Veterinary services	\$11,720.00	\$5,760.00	\$17,480.00
Bank Charges	\$718.35	\$276.29	\$994.64
Payroll Expenses, milea	\$6,365.72	\$2,689.94	\$9,055.66
Insurance	\$605.00	\$581.00	\$1,186.00
Telephone & Answering	\$944.38	\$499.01	\$1,443.39
Misc.	\$0.00	\$830.00	\$830.00
Tax Preparation	\$0.00	\$800.00	\$800.00
Legal	\$0.00	\$0.00	\$0.00
Grand Total Expenses	<hr/> \$20,403.45	<hr/> \$11,436.24	<hr/> \$31,839.69 31839.69

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: Planning and Community Development

DATE: August 26, 2013

- (a) Purpose of Amendment: Allocate grant award for HHHN project

- (b) Appropriation Code, Object Code, Full Title and Amount:
73.8662.470 Contracts - \$350,000; 73.8686.410 - \$20,000; 73.8686.437 - \$30,000

- (c) Revenue Code (with title), and Amount:
73.4910 8686 Community Development - \$400,000

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Planning and Community Development

DATE: August 26, 2013

- (a) Purpose of Request: To close Capital Project H249.9550 280, First Wilderness Corridor 2005 and transfer the remaining balance of \$35,029.59 to the General Fund

- (b) Details:

- (c) Previous Resolution Number: N?A

- (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. 7

Request to Amend County Budget*

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

DEPARTMENT NAME:

DATE:

- (a) Purpose of Amendment: To amend the County Budget to appropriate remaining funding from closed Capital Project No. H249.9550 280, First Wilderness Corridor 2005, to Capital Project No. H340.9550 280, First Wilderness 2012.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.9950 910, Transfers-Capital Projects \$35,029.59

- (c) Revenue Code (with title), and Amount:
A.1325 5031, County Treasurer-Interfund Transfers \$35,029.59

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: August 26, 2013

- (a) Exact Title and Number of Project*: H340.9550 280, First Wilderness 2012
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$35,029.59
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
A.9950 910, Transfers-Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To transfer remaining funds from closed Capital Project No. H249.955 280, First Wilderness Corridor 2005.

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: 8/23/13

(a) Exact Title and Number of Project*: Lake George Environmental Park
(H338.9550 280)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$395,000.00

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

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

\$355,500.00 NYS Environmental Facilities Corp. (90%)
\$ 39,500.00 Local Match Share (10%, \$15,000 as in-kind services, \$15,000 from prior design
expenses and \$9,500 from Wood Foundation funds)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To cover the cost of reinforced
turf infield construction in Festival Space

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: August 27, 2013

- (a) Purpose of Amendment: add federal funds to county budget to reimburse training for 12 dislocated workers through the Trade Adjustment Act

- (b) Appropriation Code (with title), Object Code (with title) and Amount: 40.6293.0305 433 - WIA Dislocated Worker (Training-Client) \$74,054.

- (c) Revenue Code (with title), and Amount: 40.6293.0305 4791- WIA Dislocated Worker - \$74,054.

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: DPW – County Road

DATE: 8.20.2013

- (a) Purpose of Amendment: To amend the County Budget for increase in Services to Other Governments – additional charges for paving of roads.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.5148 421, County Road, Services to Other Governments, Equipment Rental \$10,000

- (c) Revenue Code (with title), and Amount: D.5148 421, County Road, Services to Other Governments, Road & Bridge Charges-OT Govt. \$10,000

7

RESOLUTION REQUEST FORM NO. 18

Request to Transfer or Sell County Equipment

DEPARTMENT NAME: DPW

DATE: 8/22/13

- (a) Purchaser=s Name: Town of Warrensburg

- (b) Purchaser=s Address: Town Hall, 3797 Main Street, Warrensburg

- (c) **Description, Serial Number and/or County Inventory Number** of Item being sold:
Wabash Semi Trailer, WC 700BT / 86-42, Serial #:1JJV452C6GL104989

- (d) Amount: \$1,000.00

- (e) Value of County Equipment being transferred or sold: \$1,250.00 minus 20% typ. auction fee

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: DPW

DATE: 9/11/13

- (a) Purpose of Grant: NYSDOT Grant for West Brook Road (CR 69) Sidewalk Project (H343.9550 280)
- (b) Name of Grantor: NYSDOT
- (c) Address of Contractor: 50 Wolf Road, Albany, NY 12205
- (d) Grantor's Contact Person and Telephone Number: Karen Hulihan, 485-7734
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes, Grant Agreement attached
- (f) Effective Date of Grant: Upon Federal Authorization
- (g) Termination Date of Grant: Until Complete
- (h) Total Dollar Amount Involved (not to exceed): \$80,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement: NA
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? Yes If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: H343.9550 280 West Brook Road (CR 69) Sidewalk Project

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

DATE: 9/11/13

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H343.9550 280 West Brook Road (CR 69) Sidewalk Project
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No.
- (d) Amount of Project: \$80,000.00
- (e) Source of Funding (including name & title of codes, etc.):

Master Agreement \$60,000.00 Federal Share (80%)

\$ 0.00 State Marchiselli Share (15%) none available at this time

\$20,000.00 Local Match Share (5% - includes covering State Marchiselli share and \$5,000.00 overmatch) - D.9950 910 Tranfers - Capital Projects

Total \$80,000.00

- (f) Purpose of Establishment: Construction of the West Brook Road (CR 69) Sidewalk project (H343.9550 280)

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: DPW

DATE: 9/11/13

- (a) Purpose of Grant: NYSDOT Grant for Warren County Bikeway Improvements (R4) (H344.9550 280)
- (b) Name of Grantor: NYSDOT
- (c) Address of Contractor: 50 Wolf Road, Albany, NY 12205
- (d) Grantor's Contact Person and Telephone Number: Karen Hulihan, 485-7734
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes, Grant Agreement attached
- (f) Effective Date of Grant: Upon Federal Authorization
- (g) Termination Date of Grant: Until Complete
- (h) Total Dollar Amount Involved (not to exceed): \$11,500
- (i) Deadline to Submit Grant Application and/or Grant Agreement: NA
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? Yes If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: H344.9550 280 Warren County Bikeway Improvements (R4)

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

DATE: 9/11/13

(a) Exact Title and Number of Project (must be obtained from Treasurer's Office): H344.9550 280 Warren County Bikeway Improvements (R4)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No.

(d) Amount of Project: \$11,500.00

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

Master Agreement \$8,000.00 Federal Share (80%)

\$3,500.00 Local Match Share (20%, includes \$1,500 overmatch) - D.9950

910 Transfers - Capital Projects

Total \$11,500.00

(f) Purpose of Establishment: Construction of the Warren County Bikeway Improvements (R4) project (H344.9550 280)

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: DPW

DATE: 9/11/13

- (a) Purpose of Grant: NYSDOT Grant for Warren County Bikeway Connections (H345.9550 280)
- (b) Name of Grantor: NYSDOT
- (c) Address of Contractor: 50 Wolf Road, Albany, NY 12205
- (d) Grantor's Contact Person and Telephone Number: Karen Hulihan, 485-7734
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Yes, Grant Agreement attached
- (f) Effective Date of Grant: Upon Federal Authorization
- (g) Termination Date of Grant: Until Complete
- (h) Total Dollar Amount Involved (not to exceed): \$10,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement: NA
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? Yes If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: H345.9550 280 Warren County Bikeway Connections

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

DATE: 9/11/13

(a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): H345.9550 280 Warren County Bikeway Connections

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No.

(d) Amount of Project: \$10,000.00

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

Master Agreement \$6,000.00 Federal Share (80%)

\$4,000.00 Local Match Share (20%, includes \$2,500 overmatch) - D.9950

910 Transfers - Capital Projects

Total \$10,000.00

(f) Purpose of Establishment: Construction of the Warren County Bikeway Connections project (H345.9550 280)

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: 9/11/13

(a) Exact Title and Number of Project*: Crane Mountain Road over Mill Creek Bridge (H320.9550 280)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable):

(e) Amount of Decrease (if applicable): -\$27,500.00

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

-\$27,500.00 Local Match Share

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To transfer local match funds

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: DPW

DATE: 9/11/13

- (a) Purpose of Amendment: To transfer local match funds for Federal-Aid "Make the Connection" projects

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.9901 910 - Interfund Transfers (\$27,500.00)

- (c) Revenue Code (with title), and Amount:
A.1325 5031 - Interfund Transfers (\$27,500.00)

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney - Law

SIGNED: 

DATE: 8/30/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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	A.1420 437	Consulting Fees	\$50,000

Please state reason for transfer request: To cover costs of abstracts for the 2014 Foreclosure proceeding

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Office of the County Administrator

DATE: September 11, 2013

- (a) Purpose of Amendment: To amend Print Shop Budget to reflect additional revenue and expense for the consolidated Printing Project

- (b) Appropriation Code, Object Code, Full Title and Amount: A.1671 421 Print Shop Equipment Rental \$6,600.00

- (c) Revenue Code (with title), and Amount: A.1671 1273 Print Shop – Printing/Coping Fees \$6,600.00

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: Office of the County Administrator

DATE: 9/11/2013

- (a) Purpose of Request: To appropriate funds from the Vehicle Reserve Fund to Departmental Budgets to purchase vehicles.
- (b) Details: To appropriate funds in the amount of \$115,858 from the Vehicle Reserve (A.896.00) to codes:
- | | |
|---|--------|
| A.3110 230.1 Sheriff Law Enforcement Auto Equip Reserve | 28,000 |
| A.4010 230.1 Public Health Auto Equipment Reserve | 57,600 |
| A.4018 0020 230.1 Family Health Auto Equipment Reserve | 15,129 |
| A.4054 0060 230.1 Early Intervention Auto Equipment Reserve | 15,129 |
- (c) Previous Resolution Number: 671 of 2012
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.896.00 Vehicle Reserve Fund

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: Office of the County Administrator

DATE: 9.11.2013

- (a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.
- (b) Details: To appropriate funds in the amount of \$5,842 from the Computer Reserve (A.895.00) to codes:
- | | |
|---|------------|
| A.4010 220.1 Health Services Office Equipment Reserve | \$4,576.00 |
| A.9901 910 Interfund Transfers | \$1,266.00 |
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.895.00 Computer Reserve Fund

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

* as listed in budget and LOGOS

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 the County Administrator

DATE: 9.11.2013

- (a) Purpose of Amendment: To allocate funds for the purchase of computer upgrades with Computer Replacement Program funds.

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - D.5020 220.1 County Road, Engineering, Office Equipment-Reserve \$633
 - D.3310 220.1 County Road, Traffic Control, Office Equipment-Reserve \$633

- (c) Revenue Code (with title), and Amount:
 - D.5010 5013 County Road, Highway Administration, Interfund Transfers \$1,266

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: Office of the County Administrator

DATE: 9/11/2013

- (a) Purpose of Request: To transfer funds in the amount of \$140,000 from unappropriated surplus to Sheriff Law Enforcement Automotive Equipment (A.3110 230) for the purchase of Sheriff Vehicles.

- (b) Details: To replace five (5) Sheriff vehicles at \$28,000 each.

- (c) Previous Resolution Number: N?A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Unappropriated Surplus \$140,000

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 451 OF 2013

Resolution introduced by Supervisors Conover, Taylor, Sokol, Monroe, Bentley, Wood, Kenny, Merlino and Frasier

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM
THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE LEGISLATIVE BOARD
BUDGET; AMENDING 2013 WARREN COUNTY BUDGET**

WHEREAS, on August 7, 2013 a presentation was made to the Finance Committee of the Warren County Board of Supervisors concerning the on-going efforts to treat and eradicate the Asian Clam infestation in Lake George with the presentation focusing on the upcoming 2013-2014 fall and winter Asian Clam treatment program for Lake George, and

WHEREAS, five (5) Warren County communities comprised of the Village of Lake George, Town of Lake George, Town of Bolton, Town of Queensbury as well as the Lake George Association, Inc. have expressed financial commitments for the upcoming 2013-2014 fall and winter Asian Clam treatment program for Lake George, and

WHEREAS, a request has been made for Warren County to continue to contribute financial resources to combat the Asian Clam infestation in Lake George and commit additional funding for the upcoming 2013-2014 fall and winter treatment program, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby appropriates the amount of One Hundred Fifty Thousand Dollars (\$150,000) from the General Fund Unappropriated Surplus (A 909.00) to Budget Code A.1010 470, Legislative Board, Contract, towards the 2013- 2014 fall and winter Asian Clam treatment program for Lake George, and be it further

RESOLVED, that the Warren County Budget for 2013 be, and hereby is, amended accordingly.

AGENDA
PERSONNEL COMMITTEE
SEPTEMBER 11, 2013

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda
 - 1) **Requests from the Civil Service/Personnel Office:**
None.
 - 2) **Referral from the Clerk of the Board:**
Request to amend Resolution No. 97 of 2013 to update retirement reporting information for certain individuals, as per the request of the State Comptroller's Office.
 - 3) **Referrals from the Health Services Committee:**
Public Health -
 - A) Request to amend the Departmental Table of Organization to delete the positions of WIC Nutrition Aide #1 (*Grade 6, Annual Base Salary of \$27,496*) and WIC Program Aide #1 (*Grade 3, Annual Base Salary of \$24,215*) and create and fill the position of WIC Assistant #2 (*Grade 5, Annual Base Salary of \$26,370*) effective October 1, 2013. The WIC Assistant #2 position is a Union position which is non-mandated, but will receive 100% reimbursement through the NYSDOH WIC contract grant. *Note: The WIC Program Coordinator plans to fill the WIC Assistant position through the promotion of an existing staff member and to refrain from filling the position being promoted from in order to effectively reduce the Departmental budget without a reduction in the number of current employees.*
 - B) Request to amend the Departmental Table of Organization to increase the salary of the WIC Program Coordinator to an amount to be determined following a salary study. The salary increase is being requested because the the current Program Coordinator is being paid significantly less than the amount being paid by other Counties and was approximately \$3,500 less than the salary of other Nutritionists within the Public Health Division. *Mrs. Auer has advised that the increased salary figure will be provided at the Personnel Committee meeting.*
 - 4) **Referrals from the Human Services Committee:**
Office for the Aging -
 - A) Request to fill the vacant position of Meal Site Manager #1 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to retirement. This is a non-mandated, Union position which receives 20% Federal reimbursements. The filling of this position will result in a budgetary savings of \$3,096 due to a decrease in longevity pay.
 - B) Request to fill the vacant position of Meal Site Manager #2 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to resignation. This is a non-mandated, Union position which receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$628 due to a decrease in longevity pay.
 - C) Request to fill the vacant position of Meal Site Cook #3 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to promotion. This is a non-mandated, Union position which receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$628 due to a decrease in longevity pay.

PERSONNEL COMMITTEE AGENDA
SEPTEMBER 11, 2013

- 5) **Referral from the Public Safety Committee:**
Sheriff & Communications -
Request to fill the vacant position of Patrol Officer #45 (*Annual Base Salary of \$34,996*), due to retirement. This is a non-mandated, Union position which does not receive any reimbursement. The filling of this position will result in a budgetary savings of \$23,905 due to a decrease in longevity pay.
- 6) **Referral from the Public Works Committee:**
Parks, Recreation & Railroad -
Request to fill the vacant position of Naturalist #2 at the Up Yonda Farm (*Annual Salary of \$36,908*), due to resignation. This is a non-mandated, non-Union position which receives 100% reimbursement from the Up Yonda Trust fund.
- 7) **Referrals from the Social Services Committee:**
Department of Social Services -
- A) Request to fill the vacant position of Foster Care Caseworker #6 (*Grade 14, Annual Base Salary of \$35,385*), due to resignation, as well as any vacancies created by promotion. This is a mandated, Union position which receives 50% Federal and 23% State reimbursement. The filling of this position will result in a budgetary savings of \$5,915 due to a decrease in longevity pay.
 - B) Request to amend the Departmental Table of Organization to delete the position of Resource Recovery Coordinator (*Grade 14, Current Salary of \$44,031.94 including longevity*) in the Resource/Recovery Unit and create and fill the new position of Resource Assistant #2 (*Grade 12, Annual Base Salary of \$33,540*) effective November 1, 2013, as well as any vacancies created by promotion. The Resource Assistant position is a mandated, Union position which receives 50% Federal and 23% State reimbursement. This action will result in a budgetary savings of \$10,491 due to the change in position grade and salary levels.
 - C) Request to authorize the Commissioner of the Department of Social Services to fill any vacant positions in the Medicaid Unit as needed, and to backfill any vacancies caused by Promotion or lateral transfer to the Medicaid Unit.
- 8) **Items to be discussed by the County Administrator:**
- 1) Request to amend Resolution No. 502 of 2012 regarding less than part-time employees and per diem nurses in the Public Health Division. This item was previously tabled by the Personnel Committee at the August 7, 2013 meeting.
 - 2) Human Resources Manager update.
- IV. **Pending Items:**
- 1) Committee approved preparation of RFP's for codification of all County laws/rules/policies and for consultant services relating to salary and wage studies. (06.13.13)
 - 2) Committee approved the filling of the vacant Administrator of Fire Prevention & Building Code Enforcement position, due to retirement, with the annual salary to be determined based on a salary study to be performed by the County Administrator's Office. An amendment to the Departmental Table of Organization will be necessary to set the final salary for this position, once it is determined. (07.10.13)