

**AGENDA**  
**FINANCE COMMITTEE**  
**FEBRUARY 12, 2014**

- 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) **Requests from the Treasurer's Office:**
    - A) Request for a new contract with Environmental Capital LLC to provide financial advisory services relating to bonds for the term commencing January 1, 2014 and terminating December 31, 2016.
    - B) County Treasurer to provide update on new tax collection software program.
    - C) County Treasurer to provide update on use of credit cards to pay taxes.
  - 3) **Referral from the Criminal Justice Committee:**  
**Public Defender -**  
Request to amend the 2014 County Budget to increased estimated revenues and appropriations in the amount of \$53,406 to reflect the receipt of a grant award which will be appropriated to fund the new position of Confidential Secretary to the First Assistant Public Defender (*previously approved by the Personnel Committee under Personnel Agenda Item 3B*).
  - 4) **Referral from the County Clerk:**  
Requesting a resolution opposing use of the County Seal by the State of New York on pistol permit re-certification notices. *Copies of resolutions adopted by the New York State Association of County Clerks and Essex County are attached.*
  - 5) **Referral from the Gaslight Village Ad Hoc Committee:**  
Request to increase Capital Project No. H338.9550 280, *Lake George Environmental Park*, in the amount of \$176,463.56 with the source of funding to be 90% NYS Environmental Facilities Grant funding (*\$158,817.20*) and 10% Local Share (*\$17,646.36*).
  - 6) **Referrals from the Health Services Committee:**  
**Public Health -**
    - A) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$1,797 to reflect COLA funds received for the Lead Grant Program.
    - B) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$36,596 to reflect COLA funds received for the WIC Grant Program.
  - 7) **Referrals from the Human Services Committee:**  
**Employment & Training Administration -**
    - A) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$55,421 to reflect Federal Trade Adjustment Act reimbursements received for the training of eight dislocated workers.**Office for the Aging -**
    - B) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$17,264 to reflect the receipt of Medicare Improvements for Patients and Providers Act (*MIPPA*) funding.

- 8) **Referral from the Mental Health Committee:**  
**Office of Community Services -**  
Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$136,013 to reflect the receipt of State Aid funding for 2014 Warren-Washington Association for Mental Health, Inc. contracts and programs.
- 9) **Referrals from the Public Safety Committee:**  
**Office of Emergency Services -**
- A) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$4,226 to reflect the receipt of Local Emergency Planning Committee grant funding.
  - B) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$2,769 to reflect the receipt of Local Emergency Planning Committee grant funding.
  - C) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$520 to reflect the carryover of FY11 NYS Homeland Security Program funding.
  - D) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$9,680 to reflect the carryover of FY12 NYS Homeland Security Program funding.
  - E) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$62,533 to reflect the carryover of FY12 Hazmat Grant Program funding.
  - F) Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$60,000 to reflect the carryover of FY13 NYS Homeland Security Program funding.
- Sheriff & Communications -**
- G) Request to appropriate funds in an amount not to exceed \$12,566 from the General Fund Unappropriated Surplus to Budget Code A.3020 260, *Sheriff's 911 Center, Other Equipment*, to complete radio tower installation work. Funding for this project was included in the 2013 Budget but because the work was not completed by the end of 2013, the remaining funding was returned to the General Fund; the appropriation of funds is necessary to complete the radio tower installation in 2014.
- 10) **Referral from the Public Works Committee:**  
**Parks, Recreation & Railroad -**  
Request to amend the 2014 County Budget to increase estimated revenues and appropriations in the amount of \$1,000 to reflect the receipt of Occupancy Tax funding awarded but not accounted for in the 2014 Budget. *When the 2014 Budget was prepared, a \$3,000 Occupancy Tax funding award was anticipated and included; however, a total award of \$4,000 was later authorized. Therefore, a budget amendment in the amount of \$1,000 is necessary to correctly reflect the total award received.*
- 11) **Requests from/Items to be discussed by the County Administrator:**
- A) Request to appropriate funds in the amount of \$130,000 from the Vehicle Reserve Fund to the Sheriff's Law Enforcement budget for the purchase of additional vehicles.
  - B) Request to appropriate funds in the amount of \$2,814 from the Computer Reserve Fund to the County Administrator, County Auditor and Human Resources/Civil Services budgets for the purchase of computers and related equipment/software.
  - C) Request to amend the County Budget in the amount of \$1,000 to increase revenues and appropriations for the Railroad to fund increased insurance premiums.

***Requests/Items to be discussed by County Administrator, continued.***

- D) Request for a transfer of funds between various budget codes totaling \$2,050, as well as a Contingent Fund transfer in the amount of \$26,346 to cover an increase in the cost of the General Liability Insurance for the Sheriff's Office and for additional Privacy and Security Insurance.
  - E) Request for authorization to enter into an agreement to implement a P-Card program.
  - F) Request for authorization to adopt a Fleet Policy.
  - G) Request for a Home Rule request to extend the mortgage recording tax in Warren County, which expires on December 1, 2014.
  - H) Request for authorization to amend health insurance benefits for eligible retirees from the PBA bargaining unit.
  - I) Request to amend Resolution No. 254 of 2013, *Establishing and Appointing Members to the Reallocation Committee Pursuant to the Terms of the CSEA Agreement*, to update membership.
  - J) Request to terminate coverage on the North Creek and Riparius Stations for an approximate savings of \$530 annually.
  - K) Request to authorize payment of four invoices totaling \$10,140.42 for road salt purchased from Cargill Deicing Technology without a purchase order.
  - L) One year report on the implementation of the copier/printer project.
- 12) Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos. 2B, 4, 7A and 7B.

**IV. Pending Items**

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: Office of the County Administrator

SIGNED:

DATE: 1/15/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680 110	Info Tech-Salaries	A.1680 470	Info Tech-Contract	6,000

Please state reason for transfers requested: To allocate funds for a contract with Web Developer.

**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: Office for the Aging

SIGNED:

DATE: 1/27/14

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6773 470	Nutri. For Elderly War Cty Contract	A6773 110	Nutri. For Elderly War Cty Sal Reg	\$ 4,190
A6774 470	SNAP Contract	A6774 110	SNAP Salaries Reg	\$ 8,190
A6771 470	Nutri. For Elderly Ham Cty Contract	A6771 110	Nutri. For Elderly Ham Cty Sal Reg	\$ 5,460
A6789 470	EISEP Ham Contract	A6773 110	Nutri. For Elderly War Cty Sal Reg	\$ 9,987
A6789 470	EISEP Ham Contract	A6771 110	Nutri. For Elderly Ham Cty Sal Reg	\$ 5,881
A6789 470	EISEP Ham Contract	A6774 110	SNAP Salaries Reg	\$ 316
A6789 470	EISEP Ham Contract	A6771 810	Nutri. For Elderly Ham Retirement	\$ 2,335
A6789 470	EISEP Ham Contract	A6771 830	Nutri. For Elderly Ham Cty Soc Sec	\$ 696
A6789 470	EISEP Ham Contract	A6771 831	Nutri. For Elderly Ham Cty Medicare	\$ 163
A6789 470	EISEP Ham Contract	A6771 860	Nutri. For Elderly Ham Cty Hospital	\$ 4,947
A6789 470	EISEP Ham Contract	A6771 865	Nutri. For Elderly Ham Cty Dental	\$ 79
A6789 470	EISEP Ham Contract	A6773 810	Nutri. For Elderly War Retirement	\$ 2,972
A6789 470	EISEP Ham Contract	A6773 830	Nutri. For Elderly War Cty Soc Sec	\$ 886
A6789 470	EISEP Ham Contract	A6773 831	Nutri. For Elderly War Cty Medicare	\$ 208
A6789 470	EISEP Ham Contract	A6773 860	Nutri. For Elderly War Cty Hospital	\$ 6,296
A6789 470	EISEP Ham Contract	A6773 865	Nutri. For Elderly War Cty Dental	\$ 101
A6789 470	EISEP Ham Contract	A6774 810	SNAP Retirement	\$ 1,769
A6789 470	EISEP Ham Contract	A6774 830	SNAP Soc Sec	\$ 528
A6789 470	EISEP Ham Contract	A6774 831	SNAP Medicare	\$ 124
A6789 470	EISEP Ham Contract	A6774 860	SNAP Hospital	\$ 3,747
A6789 470	EISEP Ham Contract	A6774 865	SNAP Dental	\$ 60

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

Please state reason for transfers requested: Adjustment to correct funding for Title VII/Ombudsmanager mandatory reporting system

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

## ***RESOLUTION REQUEST FORM NO. 3***

### ***Request for New Contract***

**DEPARTMENT NAME: Treasurer**

**DATE: February 10, 2014**

- (a) Is this a Result of a Bid or Request for Proposal? Yes
  
- (b) Purpose of Contract: To Provide Financial Advisory Services relating to Bonds
  
- (c) Name of Contractor: Enivironmental Capital LLC
  
- (d) Address of Contractor: 110 West 40<sup>th</sup> Street Suite 1804  
New York, NY 10018
  
- (e) Contractor's Contact Person and Telephone Number: Richard McCarthy  
212-302-4227
  
- (f) Has or will the Contract be provided, if so, please attach: No
  
- (g) Commencement Date of Contract: January 1, 2014
  
- (h) Termination Date of Contract: December 31, 2016
  
- (i) Payment Provisions:
  - i) lump sum amount Part of Bond
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
  
- (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:

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

# ***RESOLUTION REQUEST FORM NO. 7***

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

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

**DEPARTMENT NAME: Public Defender's Office**

**DATE: January 27, 2014**

(a) Purpose of Amendment: To fund a new position, i.e. Confidential Secretary to the First Assistant Public Defender

(b) Appropriation Code, Object Code, Full Title and Amount:

A.1171 110 – Public Defender, Salaries – Regular - \$34,500  
A.1171 410 – Public Defender Supplies - \$5,822  
A.1171 810 – Public Defender, Retirement - \$3,899  
A.1171 830 – Public Defender, Social Security - \$2,139  
A.1171 831 – Public Defender, Medicare Contribution - \$500  
A.1171 860 – Public Defender, Hospitalization - \$6258  
A.1171 865 – Public Defender, Dental - \$288

(c) Revenue Code (with title), and Amount:

A.1171 3045 – Public Defender, Office of Indigent Legal Services  
Distribution - \$53,406

# **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:** County Clerk

**DATE:** 2/10/2014

- (a) Purpose of Request: To oppose the use of Warren County's name and/or seal by NYS on pistol permit recertification notices and other Safe Act communication.
- (b) Details: The Safe Act passed by NYS in Jan. 2013 has drawn opposition from throughout NYS including Warren County and most recently NYS has interest in using the county seal on Safe Act communications, specifically the re-certification program. Use of our seal presumes our support
- (c) Previous Resolution Number: of the Safe Act as well as our administering of the program. Warren County opposes use of our seal for Safe Act purposes. Joins County Clerks, County Sheriff's, and many counties in opposition.  
N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

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

\* as listed in budget and LOGOS



*New York State  
Association of County Clerks*

Elizabeth Larkin, President  
46 Greenbush St, Suite 105  
Cortland, NY 13045

*RESOLUTION APPROVED BY THE NEW YORK STATE ASSOCIATION  
OF COUNTY CLERKS OPPOSING THE USE OF INDIVIDUAL SEALS BY  
NEW YORK STATE*

WHEREAS, the NYSafeAct signed by Governor Cuomo on January 15, 2013 amended various provision of New York Law in relation to firearms, long guns, assault weapons and ammunition, AND

WHEREAS, the NYSafe Act clearly indicates that the enforcement of NYsafeAct is the responsibility of the New York State Police, AND

WHEREAS, New York has indicated an interest in using the Seal of Counties along with the Seal of the State of New York on pistol permit recertification notices, AND

WHEREAS, the New York State Association of County Clerks have voiced their strong objection to this request and suggestion by New York State, NOW THEREFORE, BE IT

RESOLVED, that the New York State Association of County Clerks support and promote the denial of permission for the New York State Police to use the Name, Seal of the County, letterhead or address for purposes of correspondence with or notices to legal and registered gun owners regarding permit recertification or for any other purpose associated with the NYSafe Act.

Passed by Resolution November 19<sup>th</sup>, 2013.

***RESOLUTION IN OPPOSITION OF THE USE OF ESSEX  
COUNTY'S NAME AND/OR SEAL BY NEW YORK STATE ON  
PISTOL PERMIT RE-CERTIFICATION NOTICES***

The following resolution was offered by Supervisor Scozzafava, who moved its adoption.

Upon the recommendation of the Finance Committee, with the approval of the Ways and Means Committee of this Body, and the same appearing proper and necessary.

***WHEREAS***, the State of New York has passed a gun control law referred to as the SAFE Act; and

***WHEREAS***, this act clearly dictates that the enforcement of this law is the responsibility of New York State; and

***WHEREAS***, the State has indicated an interest in using the Seal of Essex County and the names of the offices of the Essex County Clerk on pistol permit re-certification notices; and

***WHEREAS***, the Essex County Sheriff and Essex County Clerk have voiced their strong objections to this request and suggestion.

***NOW, THEREFORE, BE IT RESOLVED***, that the Essex County Board of Supervisors hereby denies the State of New York permission to use Essex County's Name, Seal, letterhead or address for the purposes of correspondence with legal and registered gun owners regarding pistol permit re-certification or any other purposes associated with the SAFE Act; and

***BE IT FURTHER RESOLVED***, that the Clerk of the Board of Supervisors is hereby instructed to send copies of this resolution to Governor Andrew Cuomo, Superintendent of the New York State Police, New York State Association of Counties; Senator Elizabeth O'C. Little, Assemblyman Daniel Stec and Adirondack Association of Towns and Villages.

This resolution was duly seconded by Supervisor Whitson, and adopted with Supervisor, Montgomery-Corey opposed.

# 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: 1/28/14**

(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): \$176,463.56

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

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

\$158,817.20 NYS Environmental Facilities Corp. (90%)

\$ 17,646.36 Local Match Share (10% local match from in-kind services)

\$176,463.56 Total

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To increase the capital project  
for the NYS Environmental Facilities Corp. funding

## 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:** Warren County Health Services-Family Health Program

**DATE:** January 23, 2014

- (a) **Purpose of Amendment:** To amend the 2014 budget to adjust the Family Health Program to reflect the COLA (Cost of Living Adjustment) funds given for the Lead Grant in the amount of \$1,797.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**  
**A.4018.0020.469 Family Health Other Payments \$1,797.00**

Revenue Code (with title), and Amount:

**A.4018.0020.4457 Family Health –Lead Revenue \$1,797.00**

**RESOLUTION REQUEST FORM NO. 7**

**Request to Amend County Budget\***

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

**DEPARTMENT NAME:** Warren County Health Services-WIC Program

**DATE:** January 23, 2014

- (a) **Purpose of Amendment:** To amend the 2014 budget to adjust the WIC Program to reflect the COLA (Cost of Living Adjustment) funds given in the amount of \$36,596.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
**A.4013.469 WIC-Other Payments \$36,596.00**

Revenue Code (with title), and Amount:  
**A.4013.4403 WIC Revenue \$36,596.00**

## **RESOLUTION REQUEST FORM NO. 7**

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

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

**DEPARTMENT NAME: Employment and Training**

**DATE: January 23, 2014**

(a) Purpose of Amendment: add federal funds to county budget to reimburse training for 8 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) \$55,421.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791- WIA Dislocated Worker - \$55,421.

# **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: OFA**

**DATE: 1/23/14**

- (a) Purpose of Amendment: To fund the MIPPA grant
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A6986 OFA MIPPA/ADRC 110 Salaries Reg \$8400 / 410 Supplies \$362 / 470 Contract \$5500 / 810 Retirement \$521 / 830 Social Security \$122 / 831 Medicare Contribution \$1114 / 860 Hospitalization \$1180 / 865 Dental \$65
  
- (c) Revenue Code (with title), and Amount: A6986 4774 OFA MIPPA/ADRC Federal Aid \$17,264

## ***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: Mental Health / Office of Community Services**

**DATE: For Board of Supervisors Meeting 2/21/14**

- (a) Purpose of Amendment: To increase the 2014 budget appropriation for the Warren - Washington Association for Mental Health, Inc. by \$136,013.00, (100% State Aid).
- (b) Appropriation Code (with title), Object Code (with title) and Amount: A.4320.0120.470 (Mental Health Programs-Mental Health Association Contract) to increase by \$136,013.00.
- (c) Revenue Code (with title), and Amount: A.4320.0120.3490 (Mental Health Programs-Mental Health Association-Mental Health) to increase by \$136,013.00

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

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

DEPARTMENT NAME: Office of Emergency Services

DATE: January 24, 2014

(a) Purpose of Amendment: Increase both sides of the budget to accommodate grant award.

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3641 220 – Local Emergency Planning – Office Equipment	\$2,500
A.3641 410 – Local Emergency Planning – Supplies	\$1,000
A.3641 423 – Local Emergency Planning – Telephone	\$ 726

(c) Revenue Code (with title), and Amount:

A.3641 4306 – Local Emergency Planning –  
Local Emergency Plan – Fed \$4,226

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

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

**DEPARTMENT NAME:** Office of Emergency Services

**DATE:** January 24, 2014

(a) Purpose of Amendment: Increase both sides of the 2014 budget

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3641 220 – Local Emergency Planning – Office Equipment	\$ 329
A.3641 410 – Local Emergency Planning – Supplies	\$ 615
A.3641 423 – Local Emergency Planning – Telephone	\$ 367
A.3641 424 – Local Emergency Planning – Postage	\$ 14
A.3641 428 – Local Emergency Planning – Data Processing/Internet	\$ 321
A.3641 444 – Local Emergency Planning – Travel/Education/Conference	\$1117
A.3641 445 – Local Emergency Planning – Foods	\$ 6

(c) Revenue Code (with title), and Amount:

A.3641 4306 – Local Emergency Planning –  
Local Emergency Plan – Fed \$2,769

# ***RESOLUTION REQUEST FORM NO. 7***

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

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

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: January 24, 2014**

(a) Purpose of Amendment: Increase both sides of the 2014 budget

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3645.4003 470 – FY11 State Homeland Security Program – Contract \$520

(c) Revenue Code (with title), and Amount:

A.3645.4003 4380 – FY11 State Homeland Security Program –  
State Homeland Security Program \$520

# RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

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

DEPARTMENT NAME: Office of Emergency Services

DATE: January 24, 2014

(a) Purpose of Amendment: Increase both sides of the 2014 budget

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3645.4004 250 – FY12 State Homeland Security Program – Technical Equipment	\$ 953
A.3645.4004 260 – FY12 State Homeland Security Program – Other Equipment	\$1695
A.3645.4004 422 – FY12 State Homeland Security Program – Repair/Maint. Equipment	\$ 15
A.3645.4004 423 – FY12 State Homeland Security Program – Telephone	\$7017

(c) Revenue Code (with title), and Amount:

A.3645.4004 4380 – FY12 State Homeland Security Program –  
State Homeland Security Program \$9,680

# ***RESOLUTION REQUEST FORM NO. 7***

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

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

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: January 24, 2014**

(a) Purpose of Amendment: Increase both sides of the 2014 budget

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3645.4005 250 – FY12 Hazmat Grant Program – Technical Equipment	\$7,161
A.3645.4005 422 – FY12 Hazmat Grant Program – Repair/Maint Equipment	\$55,372

(c) Revenue Code (with title), and Amount:

A.3645.4005 4382 – FY12 Hazmat Grant Program – Hazmat Grant Program	\$62,533
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# ***RESOLUTION REQUEST FORM NO. 7***

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

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

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: January 24, 2014**

(a) Purpose of Amendment: Increase both sides of the 2014 budget

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3645.4007 240 – FY13 State Homeland Security Program – Highway Equipment	\$17,000
A.3645.4007 250 – FY13 State Homeland Security Program – Technical Equipment	\$24,600
A.3645.4007 260 – FY13 State Homeland Security Program – Other Equipment	\$17,630
A.3645.4007 410 – FY13 State Homeland Security Program – Supplies	\$ 770

(c) Revenue Code (with title), and Amount:

A.3645.4007 4380 – FY13 State Homeland Security Program –  
State Homeland Security Program \$60,000

# ***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: Public Safety Sheriff & Communications**

**DATE: January 24, 2014**

- (a) Purpose of Request: Radio Tower Installation was not completed at the end of 2013 and funds were returned to surplus. Request to appropriate the funds to be expended in 2014 to complete the project.
  
- (b) Details: Appropriate funds from the general fund unappropriated surplus to Budget Code A.3020 260 Sheriff's 911 Center, Other Equipment in an amount not to exceed \$12,566
  
- (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:** Parks and Recreation

**DATE:** 01/28/2014

- (a) Purpose of Amendment: To amend the County budget for Up Yonda Farm as the result of the additional Warren County Tourism Donation, Bed Tax Donation for 2014.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:
  - A.7111.0198.410 , General Fund, Up Yonda Farm, Supplies - \$ 500.00
  - A.7111.0198.436 , General Fund, Up Yonda Farm, Advertising \$ 500.00
  
- (c) Revenue Code (with title), and Amount:
  - A.7111.0198 2002 General Fund, Up Yonda Farm, Up Yonda Bed Tax. \$1,000.00

# ***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: 2/12/2014**

- (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 \$130,000 from the Vehicle Reserve (A.896.00) to codes:  

A.3110 230.1 Sheriff Law Enforcement Auto Equip Reserve	130,000
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- (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: 2/12/2014**

- (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 \$2,814.00 from the Computer Reserve (A.895.00) to codes:
  - A.1430 220.1 Human Resources/Civil Svs Office Equip Reserve \$2,372.00
  - A.1320 220.1 Auditor Office Equipment Reserve \$322.00
  - A.1011.220.1 Office of County Administrator Office Equip Reserve \$120.00
- (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: 2/12/2014**

(a) Purpose of Amendment: To increase revenue and appropriations for the Railroad to fund increased insurance premium.

(b) Appropriation Code, Object Code, Full Title and Amount:

A.7113 418 – Railroad G/L Insurance      \$1,000.00

(c) Revenue Code (with title), and Amount:

A.7113 1789 – Railroad \$1,000.00

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

DEPARTMENT NAME: Office of the County Administrator

SIGNED:

DATE: 2/12/2014

### GENERAL FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.5610 418	Airport-G/L Insurance	A.3110 418	Sheriff-G/L Insurance	600.00
A.3620 418	Building Codes G/L Insurance	A.3110 418	Sheriff-G/L Insurance	300.00
A.6510 418	Veteran's G/L Insurance	A.3110 418	Sheriff-G/L Insurance	100.00
A.8021 418	Planning G/L Insurance	A.3110 418	Sheriff-G/L Insurance	100.00
A.6610 418	Weights & Meas. G/L Insurance	A.3110 418	Sheriff-G/L Insurance	100.00
A.4220 418	Dist. Attorney G/L Insurance	A.3110 418	Sheriff-G/L Insurance	400.00
A.3140 418	Probation G/L Insurance	A.3110 418	Sheriff-G/L Insurance	450.00

**Please state reason for transfers requested:** To increase Sheriff's G/L Insurance due to the addition of 8 Officers that were omitted from previous insurance policies (increase of \$15,516) and for the increase in premium due to claims experience ( increase of \$12,845).

### 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.3110 418 A.1910 418	Law Enforcement-G/L Ins. Unallocated Ins.-G/L Ins.	24,957 1,389

**Please state reason for transfer request:** Additional Privacy and Security Insurance (increase \$14,699) and the remainder of funds needed for insurance increase for Sheriff Dept. as noted above.

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

# ***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: Purchasing Dept.**

**DATE: 2/10/14**

- (a) Purpose of Request: Authorization to enter into an agreement, and any other necessary documents, to implement a P-Card program
  
- (b) Details: Authorization to enter into an agreement, and any other necessary documents, to implement a P-Card program
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**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: County Administrator**

**DATE: 2/10/14**

- (a) Purpose of Request: Approving Fleet Policy
  
- (b) Details: Approving Fleet Policy
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. \_\_\_ OF 2014

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

## **APPROVING THE FLEET POLICY**

WHEREAS, the County Administrator has submitted the Fleet Policy, attached hereto as Schedule "A", to the Warren County Board of Supervisors for approval, now, therefore, be it

RESOLVED, that the Fleet Policy as presented to the Warren County Board of Supervisors be, and hereby is, accepted and approved, and that there is hereby approved, and shall be, budget adjustments as provided for in the policy for reimbursements, sale and/or insurance recoveries in connection with vehicles covered by this policy.

# Fleet Policy

2014

**This policy excludes vehicles assigned to the Department of Public Works.**

## **Criteria for assigning cars to each department**

- A. The current fleet is evaluated based on the age of vehicles. Any vehicle 10 years or older will be replaced unless the vehicle is in good condition and has low maintenance costs or if Vehicle Reserve funds are depleted.
- B. Each year an analysis will be done by the County Administrator's Office to look at departmental usage of the fleet vehicles. If the analysis shows that a department frequently borrows fleet vehicles that are not assigned to their department, we will consider adding a vehicle to that department's inventory.
  - a. To determine whether to add a fleet vehicle to a department a formula ( $\frac{\text{\#of vehicles borrowed}}{\text{number of workdays}}$ ) to determine a percentage of departmental need. The number of days is calculated based on the amount of workdays in a 6 month period.

## **Expenditure of Funds for budgeted (reserve) fleet vehicles**

- A. From time to time, during any fiscal year, the County Administrator will submit a resolution request to the Finance Committee to transfer funds from the Vehicle Reserve Fund to the departmental budgets to allow the department to replace or buy a vehicle.
  - a. In the instance when a department can receive reimbursement for the purchase of a vehicle, advanced funds will be allocated to the departmental budget. Once reimbursement is received, the revenue will be transferred to the vehicle reserve. The department shall send a memo to the County Treasurer to transfer the funds to the Vehicle Reserve Fund.

- B. Once the resolution is approved by the Board of Supervisors and funds are posted to the appropriate departmental budget, the department head or other designated employee can proceed to do a Purchase Order and order the vehicle.

#### **Receipt of the Vehicle (exception – Sheriff Vehicles)**

- A. All vehicles will be delivered to the DPW Shop in Warrensburg where they will be inspected by the DPW Shop employees to ensure that it is the correct vehicle and there is no damage or issues with the vehicle.
- B. The DPW Shop employee will contact the Fleet Manager (Frank Morehouse) when the vehicle is ready for licensing. The Fleet Manager will process the required paperwork for licensing and insuring the vehicle.
- C. The Fleet Manager will contact the department head to arrange for delivery of the vehicle to the respective department.

#### **Sale or surrender of vehicles**

- A. If a vehicle is surrendered, the department shall transfer the vehicle to the County Fleet.
- B. The Fleet Manager will assess the useful life of the vehicle and will make the final determination if the vehicle has value to the County or should be sold at auction.
- C. If a vehicle is sold and belonged to a department that received reimbursements from state, federal or other agency funds, the department must follow the agency's regulations for disposing of assets.
- D. If a vehicle is sold for any other department all funds are to be deposited in the general fund and the County Treasurer is directed to deposit these funds into the Vehicle Reserve fund.

#### **Insurance Recoveries**

- A. If a vehicle is in an accident and the damages are repairable, the departmental budget shall be amended by the County Treasurer to include any insurance recoveries for that vehicle.

- B. If the vehicle is totaled, the Department Head shall transfer the vehicle to the Fleet Manager and the Fleet Manager will dispose of the vehicle.

**Borrowing a vehicle from the County's Pool of Fleet Vehicles**

- A. If authorization to travel is needed in accordance with the Warren County Travel Policy, the Department Head shall complete Schedule "A" Authorization to Attend Meeting or Convention (attached). Instructions for requesting a fleet vehicle appears at the bottom of the form.
- B. If there is no authorization needed, the department head shall send the request for a vehicle by email to the Fleet Manager. The request must include dates of travel, destination, purpose and the employee(s) who will be traveling.
- C. Vehicles will be assigned on a first come, first serve basis.

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

**Check one:**

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

The \_\_\_\_\_ hereby authorizes \_\_\_\_\_  
(Supervisory Committee) (Employee Name)

to attend \_\_\_\_\_  
(Name of meeting or organization)

at \_\_\_\_\_  
(Address)

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

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

\_\_\_\_\_

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

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

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

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

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

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

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

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

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

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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

**Filing Instructions:**

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

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

## ***MISCELLANEOUS***

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

**DEPARTMENT NAME: County Administrator**

**DATE: 2/10/14**

- (a) Purpose of Request: Authorizing the County of Warren to renew mortgage recording tax
  
- (b) Details: Home Rule Request by Warren County for the enactment of Senate and Assembly bills amending the tax law relating to authorizing the County of Warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof
  
- (c) Previous Resolution Number: 272 of 2011
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 272 OF 2011

**Resolution introduced by Supervisors McDevitt, Strainer, Belden, Loeb and Wood**

**HOME RULE REQUEST BY WARREN COUNTY FOR THE ENACTMENT OF SENATE BILL NO. S.5075 AND ASSEMBLY BILL NO. A.7364 ENTITLED "AN ACT TO AMEND CHAPTER 368 OF THE LAWS OF 2008 AMENDING THE TAX LAW RELATING TO AUTHORIZING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX, IN RELATION TO EXTENDING THE EFFECTIVENESS THEREOF"**

WHEREAS, the Warren County Board of Supervisors, on behalf of the County, desires to request enactment of Senate Bill No. S.5075 and Assembly Bill No. A.7364, entitled "An Act to amend chapter 368 of the laws of 2008 amending the tax law relating to authorizing the county of warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof", a copy of Assembly Bill No. A.7364 and Senate Bill No. S.5075 being on file with the Clerk of the Board of Supervisors, and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, hereby requests the Legislature to enact Senate Bill No. 5075 and Assembly Bill No. 7364, said bills entitled "An Act to amend chapter 368 of the laws of 2008 amending the tax law relating to authorizing the county of warren to impose an additional mortgage recording tax, in relation to extending the effectiveness thereof", and a copy of Assembly Bill No. A.7364 and Senate Bill No. S.5075 being on file with the Clerk of the Warren County Board of Supervisors and also being available at this meeting of the Board of Supervisors, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation in that the local government, Warren County, does not have the power to enact such legislation by local law, and be it further

**RESOLUTION NO. 272 OF 2011**

**PAGE 2 OF 2**

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors has voted in favor of the Municipal Home Rule Request stated therein, and transmit the same together with this resolution to the Senate and the Assembly.

# ***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: County Administrator**

**DATE: 2/10/14**

- (a) Purpose of Request: Amend health insurance premium contributions for eligible Warren County retirees from the PBA bargaining unit
  
- (b) Details: Amend health insurance premium contributions for eligible Warren County retirees from the PBA bargaining unit
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**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: County Administrator**

**DATE: 2/10/14**

- (a) Purpose of Request: Amend Resolution No. 254 of 2013; appoint a new member to the reallocation committee pursuant to the terms of the CSEA Agreement
  
- (b) Details: Amend Resolution No. 254 of 2013; appoint a new member to the reallocation committee pursuant to the terms of the CSEA Agreement
  
- (c) Previous Resolution Number: 254 of 2013
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 254 OF 2013

**Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Montesi, Strainer, Dickinson, Girard and Mason**

### **ESTABLISHING AND APPOINTING MEMBERS TO THE REALLOCATION COMMITTEE PURSUANT TO THE TERMS OF THE CSEA AGREEMENT**

RESOLVED, that pursuant to the CSEA Agreement, the Warren County Board of Supervisors hereby establishes and appoints the following members to the Reallocation Committee:

Paul B. Dusek, County Administrator

Kathleen Barrie, Personnel Officer

Harold "Bud" Taylor, Supervisor

# ***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: County Administrator**

**DATE: 2/11/14**

- (a) Purpose of Request: Authorization to terminate coverage on the North Creek and Riparius Stations (NYMIR) for an approximate savings of \$530
  
- (b) Details: Authorization to terminate coverage on the North Creek and Riparius Stations (NYMIR) for an approximate savings of \$530
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**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: Dept. of Public Works**

**DATE: 2/11/14**

- (a) Purpose of Request: Authorize Treasurer to pay four (4) invoices to Cargill Deicing Technology for road salt ordered without a Purchase Order
  
- (b) Details: Authorize Treasurer to pay four (4) invoices to Cargill Deicing Technology for road salt ordered without a Purchase Order
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: \$10,140.42 - D5142 410 Snow Removal - County - Supplies

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

\* as listed in budget and LOGOS



Exhibit N

# INVOICE

2901464149

Cargill Deicing Technology  
A business of CARGILL, INCORPORATED  
15407 MCGINTY ROAD WEST  
WAYZATA MN 55391  
USA

Remit To: Cargill, Incorporated  
PO Box 415927  
Boston MA 02241-5927  
USA



Bill-To: WARREN COUNTY NY DPW  
4028 MAIN ST  
WARRENSBURG NY 12885-1100  
USA

Ship-To: WARREN CO MUNICIPLE CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE NY 12845-3434  
USA

Sold-To: WARREN COUNTY NY DPW  
WARREN, COUNTY OF

Billing Date: 12/20/2013  
Sales Order: 1338572  
Reference Date: 12/20/2013  
Your Purchase Order: none  
Payment Terms: NET 30 DAYS FROM DATE OF INVOICE

Inco Terms: DLD DESTINATION  
Shipment Date: 12/20/2013  
Gross Weight: 69,000.000 LB  
Cargill Delivery No.: 802202767

Currency:	USD
Due Amt:	1,884.73
Due Date:	01/19/2014

(All date format in MM/DD/YYYY)

Line No	Product Code	Sales Contract	Product Description	Priced Quantity	UoM	Price	Extended Amount
1	100011135	400031587	DEICER SALT ICE CNTRL BLK DR	34.500	ST	54.72 USD/ST	1,887.84
			Net Weight: 69,000.000 LB	34.500	ST		
			Fuel Surcharge/Item			-0.09 USD/1 ST	-3.11
			Bill of Lading: 2AJU00002168				

Place of Loading	6605 ST HWY 5 FORT PLAIN NY 13339-1707 USA	Subtotal	1,884.73
		Sales Tax	0.00

<b>INVOICE TOTAL:</b>
USD 1,884.73

This sale may be subject to applicable discounts, allowances or rebates which are not reflected in the price shown.

All invoices must be paid within the terms quoted. We reserve the right to charge interest on overdue accounts.

For ACH(non CTX) and wire transfers, remittance advice should be emailed to [remitdetail@cargill.com](mailto:remitdetail@cargill.com) or faxed to 952-367-1672 in order to ensure accurate & timely allocation of funds.

*gt*  
*Dec*  
*1-6-14*

Billing Enquiries Telephone: 800-600-7258  
Fax: 440-716-0610

Email:  
Internet:



Exhibit 0

**INVOICE**  
2901464148

Cargill Deicing Technology  
A business of CARGILL, INCORPORATED  
15407 MCGINTY ROAD WEST  
WAYZATA MN 55391  
USA

Remit To: Cargill, Incorporated  
PO Box 415927  
Boston MA 02241-5927  
USA



Bill-To : WARREN COUNTY NY DPW  
4028 MAIN ST  
WARRENSBURG NY 12885-1100  
USA

Ship-To : WARREN CO SOUTH END SHOP  
140 WARREN ST  
QUEENSBURY NY 12801-4514  
USA

Sold-To : WARREN COUNTY NY DPW  
WARREN, COUNTY OF

Billing Date: 12/20/2013  
Sales Order: 1338560  
Reference Date: 12/20/2013  
Your Purchase Order: none  
Payment Terms: NET 30 DAYS FROM DATE OF INVOICE  
Inco Terms: DLD DESTINATION  
Shipment Date: 12/20/2013  
Gross Weight: 69,980.000 LB  
Cargill Delivery No.: 802202762

Currency:	USD
Due Amt :	1,911.50
Due Date:	01/19/2014

(All date format in MM/DD/YYYY.)

Line No:	Product Code	Sales Contract	Product Description	Priced Quantity Shipped Quantity	UoM	Price	Extended Amount
1	100011135	400031587	DEICER SALT ICE CNTRL BLK DR	34.990	ST	54.72 USD/ST	1,914.65
			Net Weight: 69,980.000 LB	34.990	ST		
			Fuel Surcharge/Item			-0.09 USD/1 ST	-3.15
			Bill of Lading:2AJU00002167				

Place of Loading 6605 ST HWY 5  
FORT PLAIN NY 13339-1707 USA  
Subtotal 1,911.50  
Sales Tax 0.00

**INVOICE TOTAL**  
USD 1,911.50

This sale may be subject to applicable discounts, allowances or rebates which are not reflected in the price shown.

All invoices must be paid within the terms quoted. We reserve the right to charge interest on overdue accounts.

For ACH(non CTX)and wire transfers, remittance advice should be emailed to remitdetail@cargill.com or faxed to 952-367-1672 in order to ensure accurate & timely allocation of funds.

*Handwritten signature and date: 1-6-14*

Billing Enquiries Telephone: 800-600-7258  
Fax: 440-716-0610

Email:  
Internet:



Exhibit P

# INVOICE

2901469349

Cargill Deicing Technology  
A business of CARGILL, INCORPORATED  
15407 MCGINTY ROAD WEST  
WAYZATA MN 55391  
USA

Remit To: Cargill, Incorporated  
PO Box 415927  
Boston MA 02241-5927  
USA

Bill-To : WARREN COUNTY NY DPW  
4028 MAIN ST  
WARRENSBURG NY 12885-1100  
USA

Ship-To : WARREN CO SOUTH END SHOP  
140 WARREN ST  
QUEENSBURY NY 12801-4514  
USA

Sold-To : WARREN COUNTY NY DPW  
WARREN, COUNTY OF

Billing Date: 12/23/2013  
Sales Order: 1343819  
Reference Date: 12/23/2013  
Your Purchase Order: Todd  
Payment Terms: NET 30 DAYS FROM DATE OF INVOICE

Inco Terms: DLD DESTINATION  
Shipment Date: 12/23/2013  
Gross Weight: 77,360.000 LB  
Cargill Delivery No.: 802217494

Currency:	USD
Due Amt:	2,113.09
Due Date:	01/22/2014

(All date format in MM/DD/YYYY)

Product Code	Sales Contract	Product Description	Priced Quantity	UoM	Price	Extended Amount
100011135	400031587	DEICER SALT ICE CNTRL BLK DR	38.680	ST	54.72 USD/ST	2,116.57
		Net Weight: 77,360.000 LB	38.680	ST		
		Fuel Surcharge/Item			-0.09 USD/1 ST	-3.48
		Bill of Lading: 2AJU00002331				

Place of Loading	6605 ST HWY 5 FORT PLAIN NY 13339-1707 USA	Subtotal	2,113.09
		Sales Tax	0.00

**INVOICE TOTAL**  
USD 2,113.09

This sale may be subject to applicable discounts, allowances or rebates which are not reflected in the price shown.

All invoices must be paid within the terms quoted. We reserve the right to charge interest on overdue accounts.

For ACH(non CTX) and wire transfers, remittance advice should be emailed to [remtdetail@cargill.com](mailto:remtdetail@cargill.com) or faxed to 952-367-1672 in order to ensure accurate & timely allocation of funds.

*OK Res  
per  
12-23-13*

Billing Enquiries Telephone: 800-600-7258  
Fax: 440-716-0610

Email:  
Internet:



Exhibit Q

# INVOICE

2901469394

Cargill Deicing Technology  
A business of CARGILL, INCORPORATED  
15407 MCGINTY ROAD WEST  
WAYZATA MN 55391  
USA

Remit To: Cargill, Incorporated  
PO Box 415927  
Boston MA 02241-5927  
USA

Bill-To: WARREN COUNTY NY DPW  
4028 MAIN ST  
WARRENSBURG NY 12885-1100  
USA

Ship-To: WARREN CO NORTH CREEK SHOP  
SKI BOWL ROAD  
NORTH CREEK NY 12853  
USA

Sold-To: WARREN COUNTY NY DPW  
WARREN, COUNTY OF

Billing Date: 12/23/2013  
Sales Order: 1343863  
Reference Date: 12/23/2013  
Your Purchase Order: Todd  
Payment Terms: NET 30 DAYS FROM DATE OF INVOICE

Inco Terms: DLD DESTINATION  
Shipment Date: 12/23/2013  
Gross Weight: 154,900.000 LB

Currency:	USD
Due Amt:	4,231.10
Due Date:	01/22/2014

(All date format in MM/DD/YYYY)

Product Code	Sales Contract	Product Description	Priced Quantity Shipped Quantity	UoM	Price	Extended Amount
100011135	400031587	DEICER SALT ICE CNTRL BLK DR	38.370 38.370	ST ST	54.72 USD/ST	2,099.61
		Net Weight: 76,740.000 LB				
		Fuel Surcharge/Item				
		Bill of Lading:2AJU00002332			-0.09 USD/1 ST	-3.45
100011135	400031587	DEICER SALT ICE CNTRL BLK DR	39.080 39.080	ST ST	54.72 USD/ST	2,138.46
		Net Weight: 78,160.000-LB				
		Fuel Surcharge/Item				
		Bill of Lading:2AJU00002333			-0.09 USD/1 ST	-3.52

Place of Loading 6605 ST HWY 5  
FORT PLAIN NY 13339-1707 USA

Subtotal 4,231.10  
Sales Tax 0.00

**INVOICE TOTAL**  
USD 4,231.10

This sale may be subject to applicable discounts, allowances or rebates which are not reflected in the price shown.

All invoices must be paid within the terms quoted. We reserve the right to charge interest on overdue accounts.

For ACH(non CTX) and wire transfers, remittance advice should be emailed to remitdetail@cargill.com or faxed to 952-367-1672 in order to ensure accurate & timely allocation of funds.

*Handwritten signatures and initials:*  
CJH  
JAG  
WSS  
1-6-14

Billing Enquiries Telephone: 800-600-7258  
Fax: 440-716-0610

Email:  
Internet:

**AGENDA**  
**PERSONNEL COMMITTEE**  
**FEBRUARY 12, 2014**

- 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 Human Resources/Civil Service/Personnel Office:**

**Human Resources -**

- A) Kathy Barrie, Personnel Officer, to address the Committee to announce her retirement.
- B) Request from County Human Resources Director to temporarily retain the services of the Personnel Officer, post retirement, for up to 20 hours per week to assist with the transition in duties.
- C) Request to ratify the actions of the County Human Resources Director in acquiring the services of an unpaid intern to assist with Human Resources/Personnel operations.

2) **Referrals from the Criminal Justice Committee:**

**Probation -**

- A) ~~Request to fill the vacant position of Probation Officer, Grade 19, Annual Base Salary of \$41,881, due to termination. This position is not mandated, but receives 12% State reimbursement; funding for this position is included in the 2014 Budget. Mr. Iusi has withdrawn the request to fill the vacant Probation Officer position as he is in the process of exploring alternative ways to supervise low risk Probation cases that may not require an additional Probation Officer. He has advised he will present his findings at the March Personnel Committee meeting.~~

**Public Defender -**

- B) Request to create and fill the new position of Confidential Secretary to the First Assistant Public Defender, Base Salary of \$34,500, effective February 24, 2014, thereby amending the Departmental Table of Organization. Grant funding has been awarded to support the cost of this position.

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

**Public Health -**

Request to fill the vacant position of WIC Nutrition Aide #2, Grade 6, Annual Base Salary of \$28,046, due to retirement. This is a Union position which is not mandated, but receives 100% State reimbursement.

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

**Office for the Aging**

Request to create and fill the new position of Nutrition Services Coordinator #2, Annual Salary of \$40,209, effective February 24, 2014, thereby amending the Departmental Table of Organization. This is a non-Union position that is mandated and receives 10% Federal, 25% State and 25% Hamilton County reimbursements; there will be a \$7,347 impact to the County Budget which the Director of the Office for the Aging has proposed to address through a transfer of funds within the existing budget. *Note: the duties to be performed by the Nutrition Services Coordinator were previously provided on a contractual basis.*

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

**Sheriff & Communications -**

Request to fill the vacant position of Patrol Officer #28, Annual Base Salary of \$36,414, due to retirement. This is a non-mandated, Union position which receives no reimbursements; the filling of this position will result in a \$13,578 savings to the County due to a reduction in longevity pay.

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

**Department of Public Works -**

- A) Request to fill the vacant position of Highway Construction Supervisor II #2, *Grade 16, Annual Base Salary of \$38,239*, due to resignation, as well as any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements, but is already funded in the 2014 County Budget.
- B) Request to fill the vacant position of Highway Construction Supervisor II #5, *Grade 16, Annual Base Salary of \$38,239*, due to retirement, as well as any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements, but is already funded in the 2014 County Budget.

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

**Department of Social Services -**

- A) Request to create and fill the new position of Supervising Support Investigator #2, *Grade 15, Annual Base Salary of \$37,138*, and abolish the existing position of Director of Child Support & Fraud, *Grade 17, Annual Base Salary of \$40,059, position vacated due to retirement*, effective February 21, 2014, thereby amending the Departmental Table of Organization. Authorization to fill any vacancies resulting from promotion has also been requested. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. Creation of the Supervising Support Investigator position will result in a budgetary savings of \$13,260 due to a decrease in longevity pay and experience based grade step increases.
- B) Request to create and fill the new position of Keyboard Specialist #7, *Grade 3, Annual Base Salary of \$24,669*, and abolish the existing position of Senior Typist #1, *Grade 4, Annual Base Salary of \$25,851, position vacated due to retirement*, effective February 21, 2014, thereby amending the Departmental Table of Organization. Authorization to fill any vacancies resulting from promotion has also been requested. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. Creation of the Keyboard Specialist position will result in a budgetary savings of \$8,966 due to a decrease in longevity pay and experience based grade step increases.
- C) Request to fill the vacant position of CPS Caseworker #7, *Grade 14, Annual Base Salary of \$36,093*, due to retirement, as well as any vacancies created by promotion. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. The filling of this position will result in a budgetary savings of \$6,033 due to a decrease in longevity pay and experience based grade step increases.
- D) Request to fill the vacant position of Senior Social Welfare Examiner #5, *Grade 11, Annual Base Salary of \$33,687*, due to retirement. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. The filling of this position will result in a budgetary savings of \$8,986, due to a decrease in longevity pay and experience based grade step increases.
- E) Request to fill the vacant position of Keyboard Specialist #2, *Grade 3, Annual Base Salary of \$24,699*, due to resignation. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements and is already funded in the 2014 Budget. The filling of this position will not incur a budgetary savings because the person resigning from the position was employed for less than one year and had not earned any longevity pay or experience rated grade step increases.

8) **Referral from the Support Services Committee:**  
**Information Technology -**

Request to amend Resolution No. 732 of 2013, *Waiving the Rules of the Board That Require Prior Authorization by the Personnel Committee and Finance Committee in Authorizing a Temporary Part-time Position for the Warren County Information Technology Department*, to extend the period of employment for the temporary part-time Computer Help Desk Aide from 60 days to an employment period not to exceed 90 days.

9) **Requests from the County Administrator:**

- A) Request to authorize Gretchen Steffan, County Human Resources Director, to hold the position of President of the Adirondack Human Resource Association (ADKHRA) and to attend meetings and training. *A draft resolution is attached.*
- B) Request for authorization to withdraw from the New York State Health Insurance Program (NYSHIP).
- C) Request to amend Resolution No. 609 of 2013, *Authorizing the Execution of an Amendment Agreement with the Civil Service Employees Association (CSEA) Regarding the Establishment of a New Grade Tier to Provide an Additional Sum to the Pay Rate of Nurses That Participate in the Program Quality Assurance Initiative and Perform Certain Duties Outlined in the Specific Nursing Job Duties Statement*, to include per diem nurses.

10) **Items to be Discussed by the County Administrator:**

- A) Proposed revisions to County policies - Ethics Law update.
- B) Establishment of policy regarding intern agreements with SUNY Adirondack or any State four-year or community college for various County Departments, subject to County Administrator's review and approval, in a form approved by the County Attorney.

IV. **Pending Items:**

None.