

AGENDA
FINANCE COMMITTEE
MARCH 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 to fill vacant position of Accountant, (*Annual Salary \$65,000*) due to resignation. This is a non-Union, position that is not mandated and receives no reimbursement; there will be no impact to the 2014 Budget as this is a budgeted position.
 - B) Request to fill vacant position of Junior Accountant (*Annual Salary \$56,000*) due to promotion. This is a non-Union position that is not mandated and receives no reimbursement; there will be no impact to the 2014 Budget as this is a budgeted position.
 - C) Request to fill vacant position of Accounting Technician (*Grade 19, Annual Base Salary \$41,881*) due to promotion. This is a Union position that is not mandated and receives no reimbursements; there will be no impact to the 2014 Budget as this is a budgeted position.
 - D) Request to fill vacant position of Account Clerk #1 19 hours (*Grade 4, Annual Base Salary prorated to \$13,320*) due to resignation. This is a Union position that is not mandated and receives no reimbursements; there will be no impact to the 2014 Budget as this is a budgeted position. The County Treasurer has advised this position will not be filled immediately to allow funding for possible temporary staffing (*Item 5E*).
 - E) Request for a new contract with Heber Associates Inc. to obtain temporary staffing to help with accounting functions during maternity leave and while training new staff members.
Items 2A-E were included on the Personnel Agenda as Items 4A-E.
 - 3) **Referral from the Budget Committee:**

Recommending appropriation of an additional \$1 million from the General Fund Unappropriated Surplus to the DPW Budget for County Road improvements.
 - 4) **Referral from the County Facilities Committee:**

Airport -

 - A) Request to close Capital Project No. H330.9550 280, *Airport Terminal Roof*, and return the estimated remaining balance of \$58,530.70 to Budget Code A.892.00, *Reserve, Airport Repairs & Projects*.
 - B) Request to establish Capital Project No. H348.9550 280, *Airport Equipment Building Repairs*, in the amount of \$58,530.70 with the source of funding to be a transfer from Budget Code A.892.00, *Reserve, Airport Repairs & Projects*.
 - C) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$58,530.70 to provide the necessary funding to establish the aforementioned Capital Project No. H348.9550 280.

Buildings & Grounds -

 - D) Request for a transfer of funds in the amount of \$4,512.58 from the Contingent Account to Budget Code A.1640 470, *Municipal Center, Contracts*, to cover the cost of upgrading indoor and outdoor signage at the Municipal Center Building to meet Americans with Disabilities Act compliance codes.
 - E) Request to determine a source of funding to construct a 75' x 50' equipment and vehicle shelter building at an estimated cost of \$120,000 for the Office of Emergency Services.
 - 5) **Referrals from the Health Services Committee:**

Public Health -

Request to amend the County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$1,432 in association with a cost of living adjustment received for the Rabies Grant.

- 6) **Referrals from the Human Services Committee:**
Employment & Training Administration -
 - A) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$32,365 to reflect the receipt of Federal Trade Adjustment Act funding for the training of seven displaced workers.
 - B) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$11,421 to reflect the receipt of National Emergency Grant funds for the on-the-job training services provided for one displaced worker.

 - 7) **Referral from the Invasive Species Sub-Committee:**
Mr. Auffredou to address the Committee regarding authority to increase the allocation for the five boat wash stations from \$100,000 to \$112,731.

 - 8) **Referral from the Park Operations & Management Committee:**
Request to amend the County Budget in the amount of \$29,108.24 to make payment on outstanding property tax bills for the Lake George Environmental Park property.

 - 9) **Referrals from the Public Safety Committee:**
Sheriff -
 - A) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$37,750 to reflect the receipt of grant funding from the Governor's Traffic Safety Committee (GTSC).
 - B) Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$41,636 to reflect the carryover of 2011, 2012 and 2013 grant funding from the Law Enforcement Terrorism Prevention Program (LETPP)

 - 10) **Referral from the Public Works Committee:**
Request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$1,381.35 to reflect an increase in sewer rents and taxes for the term commencing October 16, 2012 and terminating March 1, 2014, payable to the Washington County Treasurer by March 1, 2014.

 - 11) **Requests from/Items to be discussed by the County Administrator:**
 - A) Request to appropriate funds totaling \$118,711 from the Vehicle Reserve Fund to various Departmental budgets to purchase vehicles.
 - B) Request to appropriate funds in an amount not to exceed \$10,000 from the Computer Reserve Fund to the Information Technology Department budget for the purchase of computers and related equipment.
 - C) Request to terminate coverage on railroad crossings at an approximate savings of \$4,272.

 - 12) **Items to be Discussed by the County Attorney:**
 - A) Request for approval to execute documents and receive Warren County's share of proceeds for the sale of the Hartford Landfill property.
 - B) Executive session to discuss pending litigation.

 - 13) Finance Committee action is required on the following items as approved by the Personnel Committee: Item No. 1, 3A and 6.
- 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: COUNTRYSIDE ADULT HOME

SIGNED:

DATE: 02/20/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030.413	REPAIR/MAINTENANCE BUIL	A.6030.210	FURNISHINGS	\$2,000.00

Please state reason for transfers requested: REQUEST TO TRANSFER FUNDS FROM REPAIR/MAINTENANCE OF BUILDING TO FURNISHINGS TO COVER THE COST OF PURCHASING A SECURITY CAMERA SYSTEM.

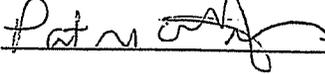
CONTINGENT FUND TRANSFER REQUESTS

<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			

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: 

DATE: 2/24/13

	<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.4010.130	Health Services-Part time Salary	\$8,000.00

Total Transfers

\$8,000.00

1. To transfer funds to cover part time salary (per dlem) coverage for Health Services(CHHA) for 2014 due to staffing shortage

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: March 3, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4005 422	FY12 Hazmat Grant Program - Repair/Maint-Equipment	A.3645.4005 260	FY12 Hazmat Grant Program - Other Equipment	\$13,000

Please state reason for transfers requested: To purchase equipment for the Adirondack Regional Hazmat Consortium

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: Nathan H. York Sheriff
Name of Department

SIGNED: 

DATE: February 28, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 455	Safety Equipment	A.3110 260	Other Equipment	\$3,904.00

Please state reason for transfers requested: Adjusting code to cover appropriation

*Please note: All amounts must be in whole dollars – no cents. !! FORMTEXT ¶ †

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: Keep code in black at end of year

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: _____

DATE: February 28, 2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.60200.500 130	Westmount, Nursing Nurses' Station Aides, Salaries – Part Time	EF.72600.100 120	Westmount, Activities Program, Man & Supervision, Salaries – Over Time	2000.00
EF.60200.500 130	Westmount, Nursing Nurses' Station Aides, Salaries – Part Time	EF.73300.500 120	Westmount, Physical Therapy, Aides, Salaries – Over Time	400.00
EF.82100.700 110	Westmount, Dietary Service, FSH, Salaries – Regular	EF.82100.200 120	Westmount, Dietary Service, Cooks, Salaries – Over Time	5,000.00
EF.60200.500 130	Westmount, Nursing Nurses' Station Aides, Salaries – Part Time	EF.82400.700 130	Westmount, Housekeeping Serv, HK, Salaries – Part Time	12,394.00

Please state reason for transfers requested: Budget adjustments.

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

(4)

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer _____ Payroll Dept. No. 1325
Title of Position Accountant Annual Salary \$ 65,000 Grade _____
Budget code and title A.1325 110 Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11118
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: None
Personnel Officer has approved this form when initialed. ES

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 2/10/14
 The Administrator has no objection to the filling of the vacancy. pending salary review
 The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer _____ Payroll Dept. No. 1325
Title of Position Junior Accountant Annual Salary \$56,000 Grade _____
Budget code and title A.1325 110 Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11936
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: None
Personnel Officer has approved this form when initialed. ES

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 3/10/14
 The Administrator has no objection to the filling of the vacancy. per pay salary review
 The Administrator objects to the filling of the vacancy
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer _____ Payroll Dept. No. 1325
Title of Position Accounting Technician Annual Salary \$ 41,881 Grade 19
Budget code and title A.1325 110 Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 12023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: None
Personnel Officer has approved this form when initialed. JS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 3/10/14
 The Administrator has no objection to the filling of the vacancy. *salary review*
 The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer Payroll Dept. No. 1325
Title of Position Account Clerk #19 Hrs Annual Salary \$13,320 Grade 4
Budget code and title A.1325 110 Salary Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No. 12093
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal % [] State % [] Other %
Impact to Budget: None
Personnel Officer has approved this form when initialed [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 3/16/14
[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
[] The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
[] The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature _____

Handwritten note: That this will not be filled if not allow funds for possible Tenn Post

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Treasurer

DATE: March 12, 2014

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: To bring in a Temp worker to help with Accounting functions during maternity leave and while training new staff members

- (c) Name of Contractor: Heber Associates Inc

- (d) Address of Contractor: 420 Quaker Road, Queensbury NY 12804

- (e) Contractor's Contact Person and Telephone Number: Mike Baxter 792 2727

- (f) Has or will the Contract be provided, if so, please attach: No

- (g) Commencement Date of Contract: May 1, 2014

- (h) Termination Date of Contract: December 31, 2014

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount \$ 20.00 plus 29% Agency fee
 - iii) total amount not to exceed \$ 24,940.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Every two weeks

- (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: A 1325 110 Salary

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

Warren County
 Treasurer
 Temporary Help Available Funding

<u>Gina Borkowski - Account Clerk</u>		<u>Amount Available For Temp Help</u>
Salary Budget (10 months)	11,100.00	
FICA/Medicare Budget (10 months)	<u>849.15</u>	
	11,949.15	
Amount used including final 2 weeks	<u>2,632.94</u>	9,316.21
<u>Kristen Shaw - Accountant</u>		
<u>6 weeks maternity leave</u>		
Salary - \$31.25/hr for 240 hours	7,500.00	
FICA/Medicare	573.75	
Retirement	<u>1,522.50</u>	9,596.25
<u>Yuliana Cummings - Junior Accountant</u>		
<u>12 weeks maternity leave</u>		
Salary - \$26.923/hr for 480 hours	12,923.04	
FICA/Medicare	988.61	
Retirement	<u>2,132.30</u>	16,043.95
Total available for Temp Help		34,956.42
<u>Accounting Technician level Temp Help</u>		
Salary - \$25.98 (includes 29% agency fee) for 960 hours		<u>24,940.80</u>
Balance Remaining		<u><u>10,015.62</u></u>

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: BUDGET COMMITTEE

DATE: MARCH 5, 2014

- (a) Purpose of Request: To appropriate an additional \$1 million from the General Fund Unappropriated Surplus to the DPW Budget for County Road improvements

- (b) Details:

- (c) Previous Resolution Number: N/A

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

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: DPW - Airport

DATE: 3/4/2014

(a) Purpose of Request: To close airport capital project H330.9550 280 Airport Terminal Roof. The balance shown below is the estimated projected balance at the time of closure, actual balance to be determined by the treasurers department.

(b) Details: The treasurers office has determined that all the remaining funds originated in the General A.892.00 Reserve, Airport Repair and Projects. A separate budget amendment request will be submitted to move the remaining cash balance into H348.9550 280, Airport Equipment Building Repairs.

(approx. balance \$58,530.70)

(c) Previous Resolution Number: 753 of 2011

RESOLUTION REQUEST FORM NO. 8

*Request to Establish Capital Project or Capital Reserve Project**

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

DEPARTMENT NAME: DPW - Airport

DATE: 3/4/2014

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office):
H348.9550 280 Airport Equipment Building Repairs.
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? Yes
- (d) Amount of Project: \$58,530.70
- (e) Source of Funding (including name & title of codes, etc.): County \$58,530.70 Code
A892.00 Reserve, Airport Repair & Projects
- (f) Purpose of Establishment: This project is to replace the roof and perform weatherization repairs on the county's airport snow removal equipment building. The existing roof has numerous leaks and is recommended to be replaced. Additional work will include masonry repairs, replacement windows and doors and insulation work. Due to the primary electrical service equipment being located within this building, the most cost effective solution is to perform the necessary repairs.

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 - Airport

DATE: 3/4/2014

- (a) Purpose of Amendment: To allocate remaining funds from capital project H330 Airport Terminal Roof.

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.9950 910 Interfund Transfers increase \$58,530.70

- (c) Revenue Code (with title), and Amount: A.1325 5031 Interfund Transfers increase \$58,530.70

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Buildings and Grounds

SIGNED: *Maud E. Mouchand*

DATE: March 4, 2014

<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.1640 470	Municipal Center Contracts	\$4,512.58

Please state reason for transfer request: *ADA COMPLIANCE SIGNAGE*

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

ENGINEERING SERVICES - ~ \$5,000

- Approximately 75-85 man hours for engineering. Includes review of plans, oversight, inspection, research, stake out/survey, etc..

SITE PREP - ~ \$15,000

- 2 days of prep work for full crew. Dozing, grading, rolling, etc..

FOOTERS - ~ \$25,000

- Includes cost of concrete, rebar, plywood, and other necessary lumber.

ERECTION OF STRUCTURE - ~ \$38,500

- Includes crane rental, man lift rental, and other necessary equipment. Approximate erection time of two weeks with full crew.

CLEAN UP OF JOB SITE - ~ \$2,500

- Figure one full day of site clean-up, post construction.

COST OF STRUCTURE/KIT - ~ \$34,000

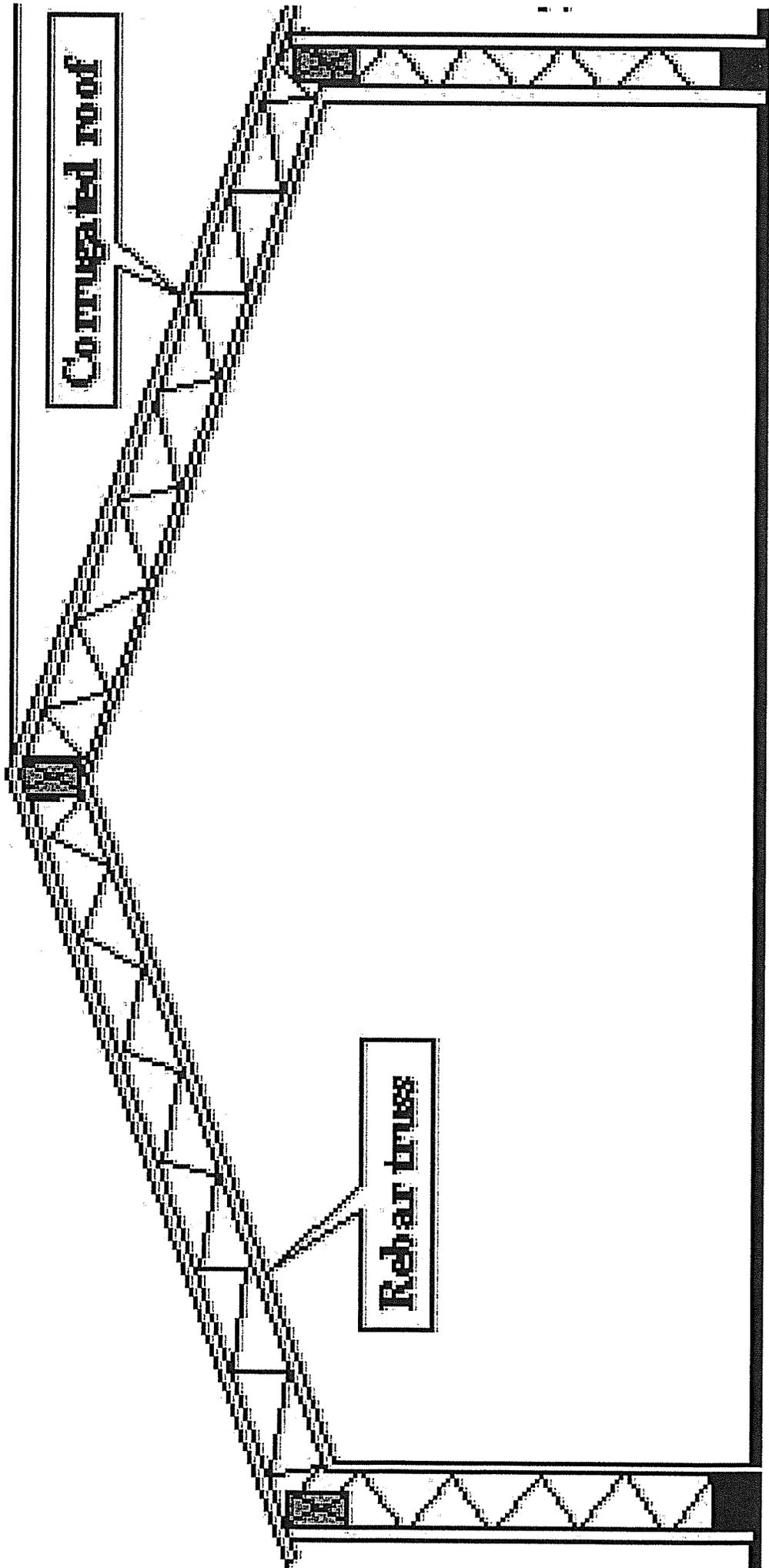
- Cost of pre-engineered roof only steel structure kit, delivered to site.

Job Sub-Total - \$120,000

TOTAL ESTIMATE - \$120,000

Cost not included

- Paint
- Gutters
- Electrical/Lighting
- Pavement



Composite roof

Rebar truss

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-Disease Program

DATE: February 28, 2014

- (a) **Purpose of Amendment:** To amend the 2014 budget to adjust the Disease Program to reflect the COLA (Cost of Living Adjustment) funds given for the Rabies Grant in the amount of **\$1,432.00**.

- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4018.0030.469 Disease Program- Other Payments \$1,432.00

Revenue Code (with title), and Amount:

A.4018.0030. 3407 Disease Program-Public Health Revenue \$1,432.00

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: March 3, 2014

(a) Purpose of Amendment: add federal funds to county budget to reimburse training for 7 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) \$32,365.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791- WIA Dislocated Worker - \$32,365.

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: March 3, 2014

(a) Purpose of Amendment: add federal funds to county budget to reimburse on the job training for 1 worker through a National Emergency Grant

(b) Appropriation Code (with title), Object Code (with title) and Amount: 40.6293.0305 433 - WIA Dislocated Worker (Training-Client) \$10,575 and 40.6293.0313 100 - WIA Admin (Salaries - Regular) \$846.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791- WIA Dislocated Worker - \$10,575 and 40.6293.0313 4791 - WIA Admin \$846.

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: March 10, 2014

- (a) Purpose of Amendment: To pay property taxes on former Gaslight Village Property for years 2009 – 2013 from A.691.07 Deferred Revenue - Gaslight Village

- (b) Appropriation Code, Object Code, Full Title and Amount A.1625 417 Gaslight Village Property – Water/Sewer/Taxes \$29,108.24

- (c) Revenue Code (with title), and Amount: A.1625 2566 Gaslight Village Property – Parking Fees \$29,108.24

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: Sheriff

DATE: February 28, 2014

(a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from GTSC Grants.

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

A.3110 120	L.E. OT	\$35,750.00
A.3110 410	Supplies	1,200.00
A.3110 444	Training	800.00

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

A.3110 3384	Other Sheriff's State Aid	\$37,750.00
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*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Sheriff

DATE: February 28, 2014

- (a) Purpose of Amendment: Amend the County Budget to increase revenues to reflect monies received from LETPP Grants
- (b) Appropriation Code, Object Code, Full Title and Amount:
A.3110 260 – Law Enforcement, Other Equipment \$41,636.00
- (c) Revenue Code (with title), and Amount:
A.3110 4023 4381 - \$ 1,886.00
Sheriff's Law Enforcement, FY11 SLETPP, State Law Enforcement Terrorism Prevention Program
A.3110 4026 4381 - \$19,750.00
Sheriff's Law Enforcement, FY12 SLETPP, State Law Enforcement Terrorism Prevention Program
A.3110 4027 4381 - \$20,000.00
Sheriff's Law Enforcement, FY13 SLETPP, State Law Enforcement Terrorism Prevention Program

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Department of Public Works, Warren County Industrial Park

DATE: 01/13/2014

- (a) Purpose of Amendment: To amend the County budget for increase Sewer Rents and Taxes for October 16, 2012 to October 15, 2013 payable March 1, 2014 to Washington County Treasurer.

- (b) Appropriation Code, Object Code, Full Title and Amount: GI.8197 417 Warren County Industrial Park Sewer Taxes \$1381.35.

- (c) Revenue Code (with title), and Amount: GI 8197 2122 Warren County Industrial Park Sewer Rents. \$1381.35.

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: March 11, 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 \$118,711 from the Vehicle Reserve (A.896.00) to codes:

A.6030 230.1 Countryside Auto Equip Reserve	\$ 22,282.00
A.6010 230.1 Social Services Auto Equip Reserve	40,829.00
A.3140 230.1 Probation Auto Equip Reserve	13,900.00
A.1171 230.1 Public Defender Auto Equip Reserve	13,900.00
A.4010 230.1 Public Health Auto Equip Reserve	27,800.00

(c) Previous Resolution Number: 103 of 2014

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.896.00 Vehicle Reserve Fund \$118,711

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: March 11, 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 an amount not to exceed \$10,000 from the Computer Reserve (A.895.00) to code:

A.1680 220.1 Information Technology Office Equip Reserve	Not to exceed \$10,000
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(c) Previous Resolution Number: 104 of 2014

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.895.00 Computer Reserve Fund in an amount not to exceed \$10,000

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

* as listed in budget and LOGOS

AGENDA
PERSONNEL COMMITTEE
MARCH 12, 2014

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda
 - 1) **Item to be addressed by the County Attorney:**
Executive session to discuss collective bargaining negotiations and proposed agreement with SUNY Adirondack faculty.
 - 2) **Amy Clute to address the Committee regarding:**
 - A) Powerpoint presentation by the Wellness Committee.
 - B) Request to authorize the Farm to Desk program.
 - 3) **Requests from the Human Resources/Civil Service/Personnel Office:**
Human Resources -
 - A) Request to reclassify the position of Human Resource Assistant (*Annual Salary \$38,300*) to County Human Resource Executive Assistant (*Annual Salary \$42,000*) effective March 24, 2014. This is a non-Union position that is not mandated and receives no reimbursements.
 - B) Request to fill vacant position of Human Resource Executive Assistant (*contingent upon approval of Item 2A, above*).
 - 4) **Requests from the County Treasurer:**
 - A) Request to fill vacant position of Accountant, (*Annual Salary \$65,000*) due to resignation. This is a non-Union, position that is not mandated and receives no reimbursement; there will be no impact to the 2014 Budget as this is a budgeted position.
 - B) Request to fill vacant position of Junior Account (*Annual Salary \$56,000*) due to promotion. This is a non-Union position that is not mandated and receives no reimbursement; there will be no impact to the 2014 as this is a budgeted position.
 - C) Request to fill vacant position of Accounting Technician (*Grade 19, Annual Base Salary \$41,881*) due to promotion. This is a Union position that is not mandated and receives no reimbursements; there will be no impact to the 2014 Budget as this is a budgeted position.
 - D) Request to fill vacant position of Account Clerk #1 *19 hours (Grade 4, Annual Base Salary pro-rated to \$13,320)* due to resignation. This is a Union position that is not mandated and receives no reimbursements; there will be no impact to the 2014 Budget as this is a budgeted position. The County Treasurer has advised this position will not be filled immediately to allow funding for possible temporary staffing (*Item 5E*).
 - E) Request for a new contract with Heber Associates Inc. to obtain temporary staffing to help with accounting functions during maternity leave and while training new staff members.
 - 5) **Referral from the Criminal Justice Committee:**
Probation -
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. ***This request was to be presented at the February Committee meeting, however Mr. Iusi withdrew the request in order explore alternative ways to supervise low risk Probation cases that may not require an additional Probation Officer. Mr. Iusi to provide an update on his findings.***

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

Westmount Health Facility -

Authorizing the Administrator of Westmount Health Facility to develop a plan to create part-time LPN positions to be presented at the March 12, 2014 Personnel Committee Meeting, contingent upon the utilization of funds budgeted in 2014 for per diem LPN's and with the approval of the County Administrator.

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

Fire Prevention & Building Code Enforcement -

A) Request to fill the vacant position of Fire Prevention & Building Code Enforcement Officer #1, *Grade 17, Annual Base Salary of \$40,059*, due to retirement, as well as to fill any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements; the filling of this position will result in a budgetary savings of approximately \$8,500 due to a decrease in longevity pay.

Sheriff & Communications -

B) Request to fill the vacant position of Computer Programmer, *Annual Base Salary of \$36,954*, due to promotion. This is a Union position which is not mandated and does not receive any reimbursements; the filling of this position will result in a budgetary savings of \$21,000 due to a decrease in longevity pay.

C) Request to increase the maximum accrual of sick leave days for non-Union employees of the Sheriff's Office from 180 to 200, but retain the 90-day limit for payout of sick days upon retirement.

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

Countryside Adult Home -

A) Request to fill the vacant position of Laborer #1, *Grade 2, Base Annual Salary of \$24,180*, due to retirement. This is a mandated, Union position which receives 50% State reimbursements; the filling of this position will result in a budgetary savings of \$8,198 due to a decrease in longevity pay.

Department of Social Services -

B) Request to fill the vacant position of Social Services Investigator #3, *Grade 11, Annual Base Salary of \$33,687*, due to resignation, as well as any vacancies created by promotion. This is a mandated, Union position which receives 77% Federal and State reimbursements; the filling of this position will result in a budgetary savings of \$8,967 due to a decrease in longevity pay.

C) Authorizing the Commissioner of the Department of Social Services to fill any future vacancies for Caseworker positions in the Child Protective, Adoption/Foster Care, Preventive and Adult Protective Units without Committee approval for the time period commencing retroactive to the February 28th Social Services Committee meeting and terminating March 28, 2014, and ratifying the actions of the Commissioner of the Department of Social Services in filling any vacancies prior to the March 21st Board Meeting.

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

A) Revised Code of Ethics.

B) Union negotiations.

10) Gretchen Steffan and Margit Lawrence to present 2013 Municipal Civil Service Agency Report.

IV. **Pending Items:**

None.