

**AGENDA  
FINANCE COMMITTEE  
MARCH 11, 2015**

***Committee Members: Conover, Taylor, Sokol, Monroe, Wood, Kenny, Merlino, Frasier and Dickinson.***

- 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:**

Mr. Swan will discuss a request for a loan to Westmount Health Facility for cash flow to pay a bill from the New York State Retirement System.

3) **Referrals from the County Facilities Committee:**

***Airport -***

A) Request to authorize an appropriation from the Airport Reserve Account, A.892.00, to Budget Code A.9950 910, *Transfers-Capital Projects*, in the amount of \$38,000. These funds will be used to increase Capital Project No. H306.9550 280, *Land/Avigation Easement Forest Enterprises*, as outlined in Agenda Item 3B.

B) Request to increase Capital Project No. H306.9550 280, *Land/Avigation Easement Forest Enterprises*, in the amount of \$38,000 with the source of funding to be a transfer from Budget Code A.9950 910, *Transfers-Capital Projects*.

4) **Referral from the Criminal Justice Committee:**

***Public Defender -***

Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$44,205 in relation to funding provided by the Office of Indigent Legal Services.

5) **Referral from the Economic Growth & Development Committee:**

***Planning & Community Development -***

Request to amend the 2015 County Budget in the amount of \$28,203 to appropriate funds and increase GIS staffing hours to fulfill grant awards.

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

***Office of Community Services -***

A) Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$14,400 in relation to funding received from the New York State Office of Mental Health. These are pass-through funds for the Warren-Washington Association for Mental Health which are meant to cover the 2% Direct Care Cost of Living Adjustment for non-profit agencies.

B) Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$19,799 in relation to funding received from the New York State Office of Mental Health. These are pass-through funds for the Glens Falls Hospital Behavioral Health Service unit which are meant to cover the 2% Direct Care Cost of Living Adjustment for non-profit agencies.

C) Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$6,093 in relation to funding received from the New York State Office of Mental Health. These are pass-through funds for the Liberty House Foundation, Inc. which are meant to cover the 2% Direct Care Cost of Living Adjustment for non-profit agencies.

D) Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$1,193 in relation to funding received from the New York State Office of Mental Health. These are pass-through funds for the Council for Prevention, Inc. which are meant to cover the 2% Direct Care Cost of Living Adjustment for non-profit agencies.

***Referrals from the Health Services Committee, Office of Community Services, continued***

- E) Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$4,208 in relation to funding received from the New York State Office of Mental Health. These are pass-through funds for 820 River St. which are meant to cover the 2% Direct Care Cost of Living Adjustment for non-profit agencies.
  - F) Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$6,516 in relation to Workshop Transformation funds received from the New York State Office of Mental Health. These are pass-through funds for the Community, Work and Independence, Inc. organization.
- 7) **Referral from the Public Safety Committee:**  
***Office of Emergency Services -***  
Request to establish Capital Project No. H358.9550 280, *Hazard Mitigation Grant Program*, in the amount of \$150,000 to update the Warren County Multi-Jurisdictional Hazard Mitigation Plan.
- 8) **Referral from the Public Works Committee:**  
***DPW -***  
A) Request to amend the County Budget in the amount of \$7,740 to appropriate funding in the correct budget codes for the time one Buildings & Grounds employee spends working on the fuel farm sites.  
***Parks, Recreation & Railroad -***  
B) Request to amend the 2015 County Budget to reflect the receipt of unanticipated revenues and expenditures in the amount of \$5,935 for grant funding received from The Glens Falls Foundation for the creation of a handicapped accessible community sensory garden at Up Yonda Farm.
- 9) **Referral from the Real Property Tax Services Committee:**  
Request to approve the Phase 2 Preliminary Assessments with Clark Patterson Lee for three parcels (*Town of Hague Tax Map Parcel No. 25.31-1-8, Town of Johnsbury Tax Map Parcel No. 133.85-1-27 and Town of Queensbury Tax Map Parcel No. 302.8-1-2*), as well as to request an appropriation in the amount of \$30,900 from the Environmental Testing Reserve Fund, A.893.00, to Budget Code A.1355 470, *Real Property Tax Service Agency, Contract*, to fund the assessment work.
- 10) **Referral from the Support Services Committee:**  
***Information Technology -***  
Request to determine a source of funding for the purchase of a DVR machine and four cameras to be installed in the Board Room to enable video recording of Board Meetings at an approximate cost of \$500.
- 11) **Referral from the Tourism Committee:**  
Request to appropriate funds in the amount of \$6,510 from the Occupancy Tax Reserve, A.881.00, to Budget Code A.6417 470, *Tourism Occupancy, Contract*, to fund the County's 62% share of the costs of a conceptual planning study to be performed by Elan Planning, Design and Landscape Architecture, PLLC relative to the construction of a performance stage on the Festival Space at the Wood Park.
- 12) **Requests/Items to be Discussed by the County Administrator:**  
A) Journal Report identifying transfers authorized by the County Administrator.  
B) Request to appropriate funds in the amount of \$5,730 from the Computer Reserve Fund, A.895.00, to Budget Code A.1680 220.1, *Information Technology, Office Equipment Reserve*, for the purchase of computers and related equipment and software.

***Requests/Items to be Discussed by the County Administrator, continued***

- C) Request to appropriate funds in the amount of \$21,000 from the Vehicle Reserve Fund, A.896.00, to Budget Code A.8021 230.1, *Planning (and Comm. Dev.), Automotive Equipment Reserve*, for the purchase of a vehicle.
- D) Request to amend the existing agreement with National Business Equipment & Supply LLC, as authorized by prior Resolution No. 234 of 2012 and amended by Resolution No. 712 of 2013, to replace a County-owned all-in-one printer with a unit from National Business Equipment & Supply LLC and add this unit to the current lease agreement. The lease cost for the new printer unit is \$35.20 per month, increasing the total contract cost to an amount not to exceed \$9,928.30.
- E) Discussion on funding for legal and environmental work in preparation for the sale of the County-owned Route 9 property (*located adjacent to Great Escape*).

**13) Request/Item to be Discussed by the County Attorney:**

Mr. Auffredou to address the Committee regarding the continued retention of J. Lawrence Paltowitz as special counsel relating to the sale of the Westmount Health Facility.

- 14) Finance Committee action is required on the following items as approved by the Personnel Committee: Personnel Agenda Items 2B-D, 4, and 5.

## REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED:  DATE: 3/9/2015

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
	<b><u>General</u></b>			
	<b><u>Building &amp; Grounds</u></b>			
A.1620	110 Salaries, Regular	A.9901.0182 910	Transfers- Road Machinery	\$ 5,000.00
A.1620	120 Salaries, Over Time	A.9901.0182 910	Transfers- Road Machinery	\$ 200.00
A.1620	810 Retirement	A.9901.0182 910	Transfers- Road Machinery	\$ 500.00
A.1620	830 Social Security	A.9901.0182 910	Transfers- Road Machinery	\$ 300.00
A.1620	831 Medicare Contribution	A.9901.0182 910	Transfers- Road Machinery	\$ 100.00
A.1620	860 Hospitalization	A.9901.0182 910	Transfers- Road Machinery	\$ 1,600.00
A.1620	865 Dental Insurance	A.9901.0182 910	Transfers- Road Machinery	\$ 40.00

Please state reason for transfers requested:

To allocate a portion of Buildings and Grounds Salaries to Road Machinery, Fuel Farms for the portion that one Buildings and Ground's employee spends working on the fuel farm sites.

### CONTINGENT FUND TRANSFER REQUESTS

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

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

FROM: DPW

Name of Department

SIGNED: *[Signature]* DATE: 3/2/15

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A7110.110	P&R Salaries - Regular	A1490.110	DPW Admin Salaries - Regular	\$4,400

Please state reason for transfers requested: To fund salary adjustment of Fiscal Manager

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

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. 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: Airport**

**DATE: 02/04/2015**

- (a) Purpose of Request: To authorize an appropriation from the Airport Reserve Account (A.892.00) To transfers - Capital Projects (A.9950 910) To Increase Airport Capital Project H306 9550 280 Land/Avigation Easement Forest Enterprises.
- (b) Details: Project H306 Land/Avigation Easement Forest Enterprises requires additional Funding and a transfer from Airport Reserve account is requested for this purpose
- (c) Previous Resolution Number: 2013/244
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.892.00 Airport Reserve Account.

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

\* as listed in budget and LOGOS

## ***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: Airport**

**DATE: 3/3/2015**

- (a) Exact Title and Number of Project\*: H306, Forest Enterprises Land/Acquisition
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable): \$38000
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): A.9950  
910 Transfers to Capital Projects General Funds
- (g) Changes in Funding (if Amendment): Transfers
- (h) Purpose of Increase or Decrease or Amendment:

# 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**

**DATE: February 5, 2015**

(a) Purpose of Amendment: **To authorize expenditure of 2014 and 2015 portion of Distribution #4 from Office of Indigent Legal Services. Reference: Contract C000552, Resolution 58 of 2014.**

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

<b>A1171 110 Public Defender-Salaries-Regular</b>	<b>36,000.00</b>
<b>A1171 830 Social Security</b>	<b>2,232.00</b>
<b>A1171 831 Medicare</b>	<b>522.00</b>

<b>A1171 210 Furniture</b>	<b>2,522.00</b>
<b>A1171 220 Office Equipment</b>	<b>2,929.00</b>

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

<b>A1171.3045 Public Defender-Office of Indigent Legal Services Distribution</b>	<b>44,205.00</b>
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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: Planning and Community Development

DATE: 4 March 2015

(a) Purpose of Amendment:

Increase GIS staffing hours to fulfill grant awards

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

A.8022 130 Planning GIS Program, Part time salaries \$22,920

A.8022 830 Social Security \$1,480

A.8022 831 Medicare \$346

A.8022 810 Retirement \$3,457

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

A.8022 1289 Planning GIS Program, Other General Governmental Income \$28,203

**GIS Technician Changes:** The request is to increase hours for this position from 3 months to 15 months as a result of a grant award. The rate for this position is \$20 per hour. Funds listed in Section (c) cover from 4/1/15-12/31/15.

**GIS Coordinator Change:** The request is to increase hours for this position from 20 per week to 28 per week as a result of increased workload. The current rate for this position will not change. Funds listed in Section (c) cover 4/1/15-12/31/15.

## **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: 2/27/15**

- (a) Purpose of Amendment: To amend the 2015 budget to accept funds (100% State Aid - NYS Office of Mental Health) in the amount of \$14,400 for pass through of 2% Direct Care COLA for Non-Profit Agencies to the Warren-Washington Association for Mental Health.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.4320.0120.470 - (Mental Health Programs-Mental Health Association), increase by \$14,400.
  
- (c) Revenue Code (with title), and Amount: A.4320.0120.3490 (State Aid-Mental Health-Mental Health Association), increase by \$14,400.

## **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: 2/27/15**

- (a) Purpose of Amendment: To amend the 2015 budget to accept funds (100% State Aid - NYS Office of Mental Health and NYS OASAS) in the amount of \$19,799 for pass through of 2% Direct Care COLA for Non-Profit Agencies to the Behavioral Health Services of the Glens Falls Hospital.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.4320.0080.470 - (Mental Health Programs-Comm. MH Center GF Hospital), increase by \$19,799.
  
- (c) Revenue Code (with title), and Amount: A.4320.0080.3490 (State Aid-Mental Health-Comm.MH Center GF Hospital), increase by \$19,799.

# **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: 2/27/15**

- (a) Purpose of Amendment: To amend the 2015 budget to accept funds (100% State Aid - NYS Office of Mental Health) in the amount of \$6,093 for pass through of 2% Direct Care COLA for Non-Profit Agencies to the Liberty House Foundation, Inc.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.4320.0090.470 - (Mental Health Programs-Liberty House), increase by \$6,093.
  
- (c) Revenue Code (with title), and Amount: A.4320.0090.3490 (State Aid-Mental Health-Liberty House), increase by \$6,093.

# **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: 2/27/15**

(a) Purpose of Amendment:

**To amend the 2015 budget to accept funds (100% State Aid - NYS Office of Alcoholism and Substance Abuse Services) in the amount of \$1,193 for pass through of 2% Direct Care COLA for Non-Profit Agencies to the Council for Prevention, Inc.**

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

**A.4320.0110.4710 - (Mental Health Programs-Alcohol Prevention Education Program), increase by \$1,193**

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

**A.4320.0110.3490 (State Aid-Mental Health-Alcohol Prevention), increase by \$1,193**

# ***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: 2/27/15**

(a) Purpose of Amendment: To amend the 2015 budget to accept funds (100% State Aid - NYS Office of Alcoholism and Substance Abuse Services) in the amount of \$4,208 for pass through of 2% Direct Care COLA for Non-Profit Agencies to 820 River St.

(b) Appropriation Code, Object Code, Full Title and Amount:  
A.4320.0150.470 - (Mental Health Programs-820 River St.-Mental Health)  
increase by \$4,208.

(c) Revenue Code (with title), and Amount: A.4320.0150.3490 (State Aid-Mental Health-820 River St.), increase by \$4,208.

## **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:** 2/27/15

- (a) Purpose of Amendment: To amend the 2015 budget to accept funds (100% State Aid - NYS Office of Mental Health) in the amount of \$6,516 for pass through of Workshop Transformation funds to Community, Work and Independence, Inc.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.4320.0070.470 - (Mental Health Programs-Mental Health Association), increase by \$6,516.
  
- (c) Revenue Code (with title), and Amount: A.4320.0070.3490 (State Aid-Mental Health-Mental Health Association), increase by \$6,516.

## ***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: Office of Emergency Services**

**DATE: March 2, 2015**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office): **H358.9550 280 Hazard Mitigation Grant Program**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Project: **\$150,000**
- (e) Source of Funding (including name & title of codes, etc.):  
  
**H358.9550 4308 - Hazard Mitigation \$112,500**  
**H358.9550 5031 - Interfund Transfers \$37,500**
- (f) Purpose of Establishment: **Updating the Warren County Multi-Jurisdictional Hazard Mitigation Plan.**

**\*Title should reflect department if possible:**

**i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport *Replace VASI with PAPI*.**

# **RESOLUTION REQUEST FORM NO. 7**

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

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

**DEPARTMENT NAME: Department of Public Works**

**DATE: 03/09/2015**

- (a) Purpose of Amendment: To Increase the DM5140 Appropriation accounts for a portion of Salaries and Benefits of the Building and Grounds Salaries and Benefits Accounts for employee's work on the Road Machinery Fuel Farms Sites and to Increase the Inter-fund Transfer Account for the entire amount transferred from The Transfers Road Machinery Account.
  
- (b) Appropriation Code, Object Code, Full Title and Amount DM.5140 110 Road Machinery, Fuel Farms Salaries, Regular \$5000.00 DM.5140 120 Road Machinery, Fuel Farms, Salaries, Overtime \$ 200.00, DM.5140 810 Road Machinery, Retirement \$500, DM5140 830 Road Machinery, Fuel Farms Social Security \$ 300.00, DM.5140 831 Road Machinery, Fuel Farms, Medicare Contribution \$100, DM.5140 860 Road Machinery, Fuel Farms, Hospitalization \$1600.00, DM.5140 865 Road Machinery Fuel Farms, Dental Insurance \$40
  
- (c) Revenue Code (with title), and Amount: DM.5140 5031 \$ 7,740.00 Road Machinery, Fuel Farm, Inter-fund Transfers.

**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, Recreation & Railroad**

**DATE: 3/2/15**

(a) Purpose of Amendment:

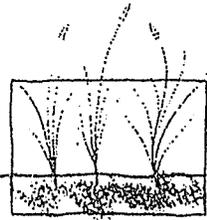
**To amend the county budget for Up Yonda Farm as the result of the The Glens Falls Foundation Grant.**

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

**A.7111 General Fund , Up Yonda Farm, .410 Supplies \$3,200.00, .413 Repair & Maint. Bldg/Property \$1,975.00, .470 Contract \$750.00.**

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

**A.7111 .2714 General Fund, Up Yonda Farm, Grants from Local Businesses.  
\$5,935.00**



# THE GLENS FALLS FOUNDATION

January 30, 2015

Mr. Peter Olesheski  
Up Yonda Farm  
P.O. Box 1453  
Bolton Landing, New York 12814

Dear Mr. Olesheski,

On behalf of the Distribution Committee of the Glens Falls Foundation I thank you for your recent grant request application. The Committee carefully reviewed your application in the context of the current funds available, the other grant requests received, and the grant criteria for funding. I am pleased to report that the Committee approved your grant request of \$5,935 to create a handicap accessible community sensory garden. I have enclosed a check for the grant award and the Committee wishes you every success with this project.

The Committee would be pleased if you would acknowledge the grant from the Glens Falls Foundation in any future publicity about this initiative. In addition, at a future time they would greatly welcome your feedback as to how the funds made an effective difference to the success of your organization.

Thanks very much.

Sincerely,

D. Michael Niles  
Business Administrator



Up Yonda Farm Community Sensory Garden  
Project Budget

Expenses

**Materials**

Lumber	\$1,000.00
Paint , Varnish & Brushes	\$450.00
Split Rail Fence	\$350.00
Metal Fencing	\$125.00
Screws, Bolts & Other Hardware	\$250.00
Quickcrete	\$110.00
Pre-Fabricated Arbors & Benches	\$800.00
Topsoil, Stone, Mulch & Manure	\$350.00
Pavers & Base	\$500.00
Plants	\$1,000.00
Sign Creation/Printing	\$750.00
Misc.	\$250.00

**Total Expenses**                      **\$5,935.00**

# **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: Real Property Tax Services**

**DATE: March 3, 2015**

- (a) Purpose of Request: **To approve the Phase 2 Preliminary Assessments with Clark Patterson Lee and request for appropriation from the environmental testing Reserve Fund A.893.00 to Real Property Tax Services A.1355.470**
- (b) Details: **Hague 25.1-1-8, Johnsburg 133.8-1-27 and Queensbury 302.8-1-2**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **from A.893.00 to A1355.470 in the amount of \$30,900.**

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

\* as listed in budget and LOGOS

# Hague Phase 2 Site Assessment

## Cost Estimate

	Field Labor		Field Expenses		Test Pits		Drilling		Lab Analysis*		Report Preparation		Task Total
	Hour	\$	Direct Cost	Each	Each	Ft	Each	Each	Each	LS	\$		
<b>Preliminary Assessment</b>	125	\$	1	\$ 1,000	30	\$	400	\$	2,400				
Task 1 - Test Pitting	12		200	5			4						\$8,300
Task 2 - Preliminary Report			100						1				\$2,500
<b>Preliminary Assessment Cost Estimate</b>													<b>\$10,800</b>

<b>Site Characterization****</b>													
Task 1 - Soil Borings / Wells	16		100		270								\$10,200
Task 2 - Well Sampling	16		100				3						\$3,300
Task 3 - Site Characterization Report			100						1				\$2,500
<b>Site Characterization Cost Estimate</b>													<b>\$16,000</b>

\* Lab analysis cost of \$400 per sample includes Volatile Organic Compounds (VOCs) and Semi-Volatile Organic Compounds SVOCs. If preliminary assessment phase identifies that any additional analyses be required (Metals, pesticides, PCB's, etc.) then laboratory costs will be billed as direct costs.

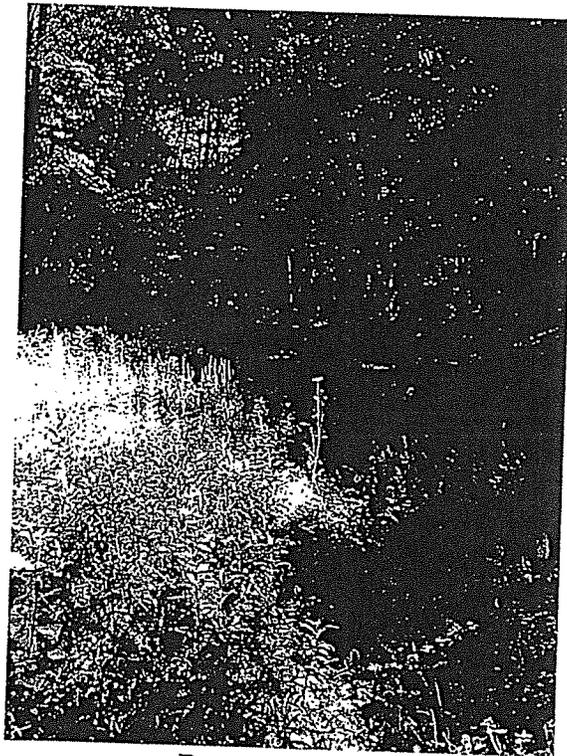
\*\* Site Characterization Costs assume three wells are to be installed.

**PHASE 2  
ENVIRONMENTAL SITE  
ASSESSMENT**

for

**Sawyer Parcel, West Hague Road**

Town of Hague, Warren County, New York



Prepared For:  
County of Warren

**September 2014**

Clark Patterson Lee (CPL) was retained by the County of Warren (County), to develop a Work Plan for the Phase 2 Environmental Site Assessment for the Sawyer parcel located West Hague Road, Warren County, New York, also known as Tax Parcel Number #25.1-1-8. A Phase 1 Environmental Site Assessment completed at the site identified the following Recognized Environmental Condition:

- The documented past land uses of this parcel indicate it was previously utilized as primarily a “dump”. There is significant surface debris, including drums, throughout the parcel. There is significant evidence that there is a significant quantity of materials buried on the site of unknown origin.

The Scope of Work for project is broken into two phases, a Preliminary Assessment and a more comprehensive Site Characterization phase. This phased approach will allow the County to make decisions as the project proceeds based upon results identified in the field.

### Preliminary Assessment

#### Task 1 – Test Pitting

A track-mounted excavator should be used to excavate test pits around the waste mass areas of the site. The test pit sampling program has the capability to rapidly assess the surface debris and subsurface soil conditions for evidence of residual environmental contamination while in the field. In addition, the soil samples collected from the excavator can be field screened providing real time decisions to be made on how to proceed with the project. Test pit locations will be selected based upon field conditions observed and located utilizing GPS coordinates. The samples will be reviewed in the field for evidence of soil staining, odors or free product, as evidence for residual contamination. Photoionization Detector (PID) will be utilized for screening subsurface soils for volatile organic contamination.

Representative soil samples will be collected from the test pit sampling program. Samples will be sent to laboratory to confirm field screening results. The samples will be analyzed for TCL volatile organic compounds, semi-volatile compounds, PCB's and RCRA metals. A minimum of three soil samples will be submitted. The actual number of samples submitted for laboratory analysis will be determined in the field, based upon field screening and visual observations of the subsoil.

#### Task 2 – Preliminary Report

Once the preliminary field investigation is completed and any laboratory sampling results obtained, a preliminary Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss how to / if to proceed with the project. Cost estimates will be prepared for additional work to be performed during following Site Characterization Phase, as necessary.

## Site Characterization

Once the preliminary phase is completed and a decision made to proceed, a more comprehensive characterization of the site will be completed. The Scope of Work will be determined from the results of the preliminary phases and include further soil borings, ground water monitoring well installation / sampling, as described in the following tasks.

### Task 1 – Soil Borings / Ground Water Monitoring Well Installation

This Phase will install soil borings / ground water monitoring wells around the site to identify groundwater contamination. The number, depths and locations of the monitoring wells will be determined as a result of the preliminary field activities and designed to further assess the hydrogeologic setting of the site.

### Task 2 – Well Sampling

Should ground water monitoring wells be installed as part of the site characterization, sampling and laboratory analysis will be completed. The analytical parameters for the laboratory analysis will be determined based upon the results of the preliminary site characterization.

### Task 3 – Site Characterization Report

Once the site characterization field investigation is completed and any laboratory sampling results obtained, a final Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss the results.

# Johnsburg Phase 2 Site Assessment

## Cost Estimate

Field Labor Hour	Field Expenses Direct Cost	GPR Survey Day	Geoprobe Sampling Day	Drilling Ft	Lab Analysis* Each	Waste Inventory Day	Report preparation LS	Task Total
125	\$ 1	\$ 1,500	\$ 1,500	\$ 30	\$ 400	\$ 750	\$ 2,400	
<b>Preliminary Assessment:</b>								
6	100	1						\$2,350
10	100		1		3			\$4,050
4						1		\$1,250
							1	\$2,400
Preliminary Assessment Cost Estimate								\$10,050

<b>Site Characterization **</b>								
12				220				\$8,100
12					3			\$2,700
8					4			\$2,600
							1	\$2,400
Site Characterization Cost Estimate								\$15,800

\* Lab analysis cost of \$400 per sample includes Volatile Organic Compounds (VOCs) and Semi-Volatile Organic Compounds SVOCs. If preliminary assessment phase identifies that any additional analyses be required (Metals, pesticides, PCB's, etc.) then laboratory costs will be billed as direct costs.

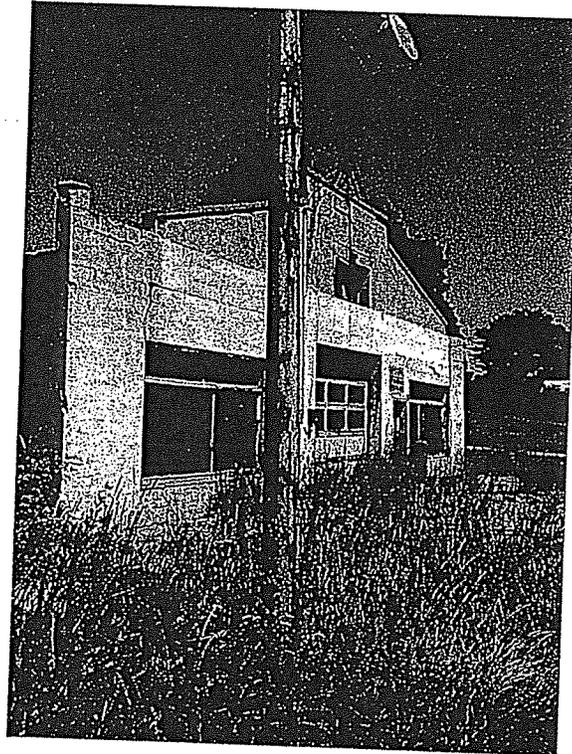
\*\* Site Characterization Costs assume three wells are to be installed.

**PHASE 2  
ENVIRONMENTAL SITE  
ASSESSMENT**

for

**3485 State Route 8**

Town of Johnsburg, Warren County, New York



Prepared For:  
County of Warren

**September 2014**

### Task 3 – Waste Inventory

There are numerous unidentified containers in the building containing various quantities of liquids and other unknown products. An inventory of all containers will be performed. Each container will be inventoried with its estimated contents, quantity and condition. No waste profiling or sampling will be completed during this phase.

### Task 4 – Preliminary Report

Once the preliminary field investigation is completed and any laboratory sampling results obtained, a preliminary Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss how to / if to proceed with the project. Cost estimates will be prepared for additional work to be performed during following Site Characterization Phase, as necessary.

## Site Characterization

Once the preliminary phase is completed and a decision made to proceed, a more comprehensive characterization of the site will be completed. The Scope of Work will determined from the results of the preliminary phases and include further soil borings, ground water monitoring well installation / sampling, and interior floor drain assessments, as described in the following tasks.

### Task 1 – Soil Borings / Ground Water Monitoring Well Installation

This Phase will install soil borings / ground water monitoring wells around the site to identify groundwater contamination. The number, depths and locations of the monitoring wells will be determined as a result of the preliminary field activities and designed to further assess the hydrogeologic setting of the site.

### Task 2 – Well Sampling

Should ground water monitoring wells be installed as part of the site characterization, sampling and laboratory analysis will be completed. The analytical parameters for the laboratory analysis will be determined based upon the results of the preliminary site characterization.

### Task 3 – Floor Drain Assessment

The building has several internal floor drains. The floor drain sumps will be sampled and include laboratory analysis, with the number and locations based upon the internal utility assessment.

### Task 4 – Site Characterization Report

Once the site characterization field investigation is completed and any laboratory sampling results obtained, a final Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss the results.

## Queensbury Phase 2 Site Assessment Cost Estimate

	Field Labor	Field Expenses	GPR Survey	Geoprobe Sampling	Drilling	Lab Analysis*	Waste Inventory	Report Preparation	Task Total
	Hour	Direct Cost	Day	Day	Ft.	Each	Day	LS	
\$	125	\$	\$ 1,500	\$ 1,500	\$ 30	\$ 400	\$ 750	\$ 2,400	
<b>Preliminary Assessment</b>									
Task 1 - Ground Penetrating Radar	6	100	1						\$2,350
Task 2 - Geoprobe Sampling	10	100		1		3			\$4,050
Task 3 - Waste Inventory	4						1		\$1,250
Task 4 - Preliminary Report								1	\$2,400
Preliminary Assessment Cost Estimate									\$10,050

<b>Site Characterization ****</b>									
Task	Field Labor	Field Expenses	GPR Survey	Geoprobe Sampling	Drilling	Lab Analysis*	Waste Inventory	Report Preparation	Task Total
	Hour	Direct Cost	Day	Day	Ft.	Each	Day	LS	
Task 1 - Soil Borings / Wells	12				220				\$8,100
Task 2 - Well Sampling	12					3			\$2,700
Task 3 - Floor Drain Assessment	8					3			\$2,200
Task 4 - Site Characterization Report								1	\$2,400
Preliminary Assessment Cost Estimate									\$15,400

\* Lab analysis cost of \$400 per sample includes Volatile Organic Compounds (VOCs) and Semi-Volatile Organic Compounds SVOCs. If preliminary assessment phase identifies that any additional analyses be required (Metals, pesticides, PCB's, etc.) then laboratory costs will be billed as direct costs.

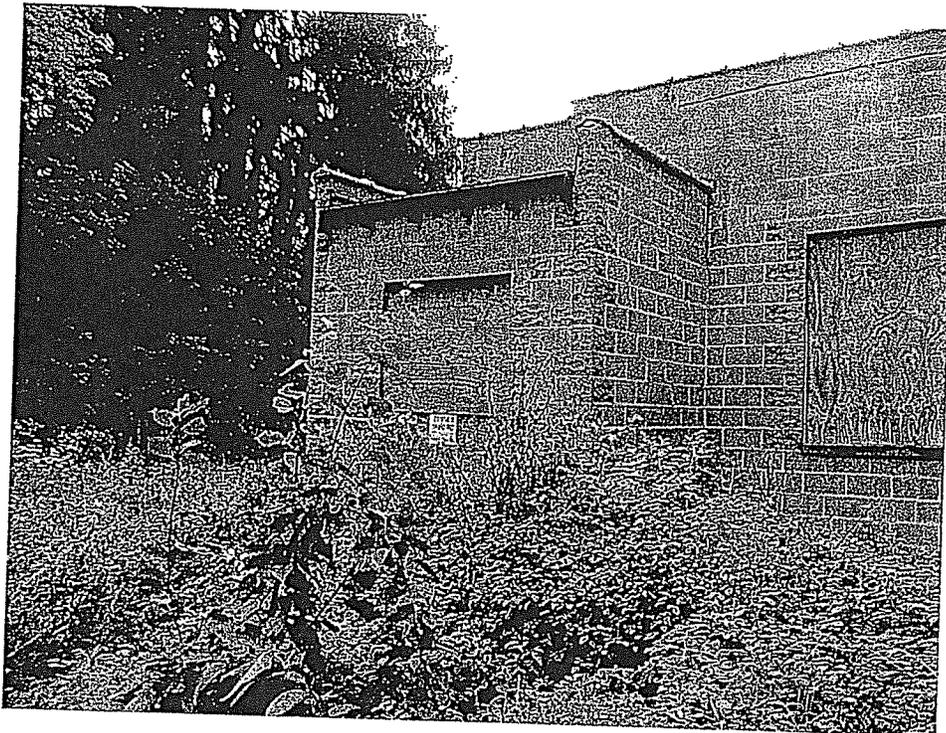
\*\* Site Characterization Costs assume three wells are to be installed.

**PHASE 2  
ENVIRONMENTAL SITE  
ASSESSMENT**

for

**275 Bay Road**

Town of Queensbury, Warren County, New York



Prepared For:  
County of Warren

**September 2014**

Clark Patterson Lee (CPL) was retained by the County of Warren (County), to develop a Work Plan for the Phase 2 Environmental Site Assessment for the parcel located at 275 Bay Road in the Town of Queensbury, Warren County, New York, also known as Tax Parcel Number 302.8-1-2. A Phase 1 Environmental Site Assessment completed at the site identified the following **Recognized Environmental Conditions**:

- Residual surface soil staining around the site exterior / perimeter;
- Floor drains within the building interior without a sanitary sewer connection;
- Significant existing hazardous and petroleum materials storage within building interior.

The Scope of Work for project is broken into two phases, a Preliminary Assessment and a more comprehensive Site Characterization phase. This phased approach will allow the County to make decisions as the project proceeds based upon results identified in the field.

### **Preliminary Assessment**

#### **Task 1 – Ground Penetrating Radar**

It is not known if an underground storage tank(s) exists at the site. There were no records of any tank removals. A ground penetrating radar (GPR) survey will be completed to identify the presence of underground storage tank(s) on the building exterior. In addition, underground utility information will also be obtained with the GPR. This information will be necessary for provide locations for further subsurface sampling. The site utility mapping will also include an assessment of the internal floor drain system, to the extent feasible given the structural condition of the building and amount of internal debris in the building.

#### **Task 2 – Geoprobe Sampling**

A direct-push geoprobe sampling program will be completed around the perimeter of the building. The geoprobe sampling has the capability to rapidly assess the subsurface soil conditions for evidence of residual environmental contamination while in the field without significant surface disturbance. In addition, the geoprobe soil samples can be field screened providing real time decisions to be made on how to proceed with the project. Geoprobe locations will be selected following the GPR survey to evaluate any potential tank areas or other utility anomalies identified by the GPR survey. The samples will be reviewed in the field for evidence of soil staining, odors or free product, as evidence for residual petroleum contamination. Photoionization Detector (PID) will be utilized for screening subsurface soils for volatile organic contamination.

Representative soil samples will be collected from the geoprobe sampling program. Samples will be sent to laboratory to confirm field screening results. The samples will be analyzed for NYSDEC STARS volatile organic compounds, semi-volatiles and RCRA metals. A minimum of three soil samples will be submitted. The actual number of samples submitted for laboratory analysis will be determined in the field, based upon field screening and visual observations of the subsoil.

#### Task 3 – Waste Inventory

There are numerous unidentified containers in the building containing various quantities of liquids and other unknown products. An inventory of all containers will be performed. Each container will be inventoried with its estimated contents, quantity and condition. No waste profiling or sampling will be completed during this phase.

#### Task 4 – Preliminary Report

Once the preliminary field investigation is completed and any laboratory sampling results obtained, a preliminary Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss how to / if to proceed with the project. Cost estimates will be prepared for additional work to be performed during following Site Characterization Phase, as necessary.

### **Site Characterization**

Once the preliminary phase is completed and a decision made to proceed, a more comprehensive characterization of the site will be completed. The Scope of Work will determined from the results of the preliminary phases and include further soil borings, ground water monitoring well installation / sampling, and interior floor drain assessments, as described in the following tasks.

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#### Task 4 – Site Characterization Report

Once the site characterization field investigation is completed and any laboratory sampling results obtained, a final Site Assessment Report will be prepared describing the findings and environmental condition of the site. Site location mapping will be completed during this phase identifying locations sampled and areas of concern requiring further assessment. This report will be presented to the County, and include meeting with the County to discuss the results.

# **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: Tourism**

**DATE: 3/5/15**

- (a) Purpose of Request:  
**to appropriate funds from the Occupancy Tax Reserve to A.6417 470, Contract, to pay for the Performance Stage Conceptual Planning Study at the Charles R. Wood Lake George Environmental Park; to be completed by Elan Planning, Design, and Landscape Architecture, PLLC.**
  
- (b) Details:  
**The total cost of this study is \$10,500; the Village of Lake George will pay 38% or \$3,990 ; the County portion is 62% or \$6,510.**
  
- (c) Previous Resolution Number:  
**none**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.881.00 Reserve, Occupancy Tax, \$6,510**

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

\* as listed in budget and LOGOS

**WARREN COUNTY**  
Journal Report - February 2015

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
<b>Clk of Legislati - Clerk of the Legislative Board</b>					
	2015-00000429 Posted				
2/6/2015	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 440		700.00
2/6/2015	A.1010 440	Legal/Transcript Fees	Budget Transfer within Object Code from A.1010 410	700.00	
	2015-00000430 Posted				
2/6/2015	A.1040 410	Supplies	Out-of-Code Transfer from A.1340 410	20.00	
2/6/2015	A.1340 410	Supplies	Out-of-Code Transfer to A.1040 410		20.00
<b>DPW_DPW Admin - DPW,DPW Administration</b>					
	2015-00000458 Posted				
2/10/2015	A.5610 210	Furniture/Furnishings	Budget Transfer within Object Code from A.5610 250	100.00	
2/10/2015	A.5610 250	Technical Equipment	Budget Transfer within Object Code to A.5610 210		100.00
<b>DPW_DPW Admin - DPW,DPW Administration</b>					
	2015-00000503 Posted				
2/11/2015	D.5010 410	Supplies	Budget Transfer within Object Code to D.5010.436		329.24
2/11/2015	D.5010 436	Advertising Fees	Budget Transfer within Object Code from D.5010 410	329.24	
2/11/2015	DM.5130 410	Supplies	Budget Transfer within Object Code to DM.5130 435		200.00
2/11/2015	DM.5130 435	Medical Fees	Budget Transfer within Object Code from DM.5130 410	200.00	

**WARREN COUNTY**  
Journal Report - February 2015

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/11/2015	DM.5130 436	Advertising Fees	Budget Transfer within Object Code From DM.5130 439	329.24	
2/11/2015	DM.5130 439	Misc Fees & Expenses	Budget Transfer within Object Code to DM.5130 436		329.24
<b>DPW_DPW Admin - DPW,DPW Administration</b>					
2/26/2015	2015-00000728 Posted A.1625 413	Repair & Maint.- Bldg/Property	Budget Transfer within Object Code to A.1625 415		500.00
2/26/2015	A.1625 415	Electricity	Budget Transfer within Object Code from A.1625 413	500.00	
<b>Mental Health - Mental Health</b>					
2/4/2015	2015-00000400 Posted A.4310 424	Postage	Budget transfer within object code to A.4310 426 from A.4310 424		168.00
2/4/2015	A.4310 426	Subscriptions	Budget transfer within object code to A.4310 426 from A.4310 424	168.00	
<b>OFA - Office for the Aging</b>					
2/6/2015	2015-00000431 Posted A.6771 413	Repair & Maint.- Bldg/Property	within object code transfer from A6771445	200.00	
2/6/2015	A.6771 445	Foods	within object code transfer to A6771413		200.00
<b>OFA - Office for the Aging</b>					
2/11/2015	2015-00000495 Posted A.6771 260	Other Equipment	Out of code transfers from A6771445	3300.00	
2/11/2015	A.6771 445	Foods	Out of code transfers to A6771260		3300.00

**WARREN COUNTY**  
Journal Report - February 2015

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/11/2015	A.6774 260	Other Equipment	Out of code transfers from A6774445	227.71	
2/11/2015	A.6774 445	Foods	Out of code transfers to A6774260		227.71
<b>Office of EMS - Office of Emergency Services</b>					
	2015-00000482 Posted				
2/11/2015	A.3410 422	Repair/Maint-Equipment	Budget transfer within object code from A.3410 444	334.00	
2/11/2015	A.3410 444	Travel/Education/Conference	Budget transfer within object code to A.3410 422		334.00
<b>Office of EMS - Office of Emergency Services</b>					
	2015-00000729 Posted				
2/27/2015	A.3640 426	Subscriptions	Budget transfer within object code from A.3640 455	168.00	
2/27/2015	A.3640 455	Safety Equipment	Budget transfer within object code to A.3640 426		168.00
<b>Office of EMS - Office of Emergency Services</b>					
	2015-00000731 Posted				
2/27/2015	A.3645.4010 423	Telephone	Budget transfer within object code to A.3645.4010 428		800.45
2/27/2015	A.3645.4010 428	Data Processing & Internet Fees	Budget transfer within object code from A.3645.4010 423	800.45	
<b>Office of EMS - Office of Emergency Services</b>					
	2015-00000732 Posted				
2/27/2015	A.3645.4009 423	Telephone	Budget transfer within object code to A.3645.4009 428		4182.56

**WARREN COUNTY**  
Journal Report - February 2015

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/27/2015	A.3645.4009 428	Data Processing & Internet Fees	Budget transfer within object code from A.3645.4009 423	4182.56	
<b>Office of EMS - Office of Emergency Services</b>					
	2015-00000739 Posted				
2/27/2015	A.3645.4009 260	Other Equipment	Out of code transfer from A.3645.4009 410	2500.00	
2/27/2015	A.3645.4009 410	Supplies	Out of code transfer to A.3645.4009 260		2500.00
<b>Public Defender - Public Defender</b>					
	2015-00000533 Posted				
2/13/2015	A.1171 437	Consulting Fees	Budget Transfer within Object Code to A. 1171 440		66.00
2/13/2015	A.1171 440	Legal/Transcript Fees	Budget Transfer within Object Code to A. 1171 440	66.00	
<b>Public Defender - Public Defender</b>					
	2015-00000719 Posted				
2/26/2015	A.1171 439	Misc Fees & Expenses	Budget Transfer within Object Code to A.1171 440		500.00
2/26/2015	A.1171 440	Legal/Transcript Fees	Budget Transfer within Object Code to A.1171 440	500.00	
<b>Public Health_Health Services - Public Health,Health Services</b>					
	2015-00000638 Posted				
2/24/2015	A.4013 410	Supplies	WIC budget transfer to A4013.427		75.00
2/24/2015	A.4013 427	Memberships & Dues	WIC budget transfer from A4013.410	75.00	



**WARREN COUNTY**  
Journal Report - February 2015

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
<b>Social Services - Social Services</b>					
	2015-00000530 Posted				
2/13/2015	A.6030 410	Supplies	Budget Trasfer to A. 6030 426 from A. 6030 410		16.00
2/13/2015	A.6030 426	Subscriptions	Budget Trasfer from A. 6030 410 to A. 6030 426	16.00	
<b>Tourism - Tourism</b>					
	2015-00000419 Posted				
2/6/2015	A.6417 470	Contract	Transfer to A.6417 481		1237.00
2/6/2015	A.6417 481	Tourism Promotion	Transfer from A.6417 470	1237.00	
<b>Tourism - Tourism</b>					
	2015-00000450 Posted				
2/9/2015	A.6417 418	Ins-General Liability	Transfer from A. 6417 481	3.01	
2/9/2015	A.6417 481	Tourism Promotion	Transfer to A.6417 418		3.01
<b>Westmount_Administration - Westmount_Administration</b>					
	2015-00000393 Posted				
2/4/2015	EF.82100.5906 410	Supplies	Within Object Code Transfer From EF.82100.6300 422	900.00	
2/4/2015	EF.82100.6300 422	Repair/Maint-Equipment	Within Object Code Transfer To EF.82100.5906 410		900.00
<b>Westmount_Administration - Westmount_Administration</b>					
	2015-00000401 Posted				
2/4/2015	EF.82200.3700 439	Misc Fees & Expenses	Within Object Code Transfer From EF.82200.5906 410	7.00	
2/4/2015	EF.82200.5906 410	Supplies	Within Object Code Transfer To EF.82200 3700 439		7.00



# ***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: 3/11/2015**

- (a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.
- (b) Details: To appropriate funds in the amount of \$5,730 from the Computer Reserve (A.895.00) to codes:  
  
A.1680 220.1 Information Technology Office Equipment Reserve \$5,730
- (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. 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: 3/11/2015**

- (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 \$21,000 from the Vehicle Reserve (A.896.00) to codes:  

A.8021 230.1 Planning Auto Equip Reserve	21,000
--	--------
- (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. 4***

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

**DEPARTMENT NAME: Office of the County Administrator**

**DATE: 3/11/2015**

- (a) Purpose of Contract Change: **To replace a County owned All-In-One Printer and add to lease agreement with National Business Equipment & Supply LLC.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **234 of 2012, amended by 712 of 2013**
- (c) Name of Contractor: **National Business Equipment & Supply LLC**
- (d) Address of Contractor: **505 Bradford Street, Albany, NY 12206**
- (e) Contractor's Contact Person and Telephone Number: **Bryan Mueller 859-5299**
- (f) Commencement Date of Extension: **4/1/2015**
- (g) Termination Date of Extension: **5/31/2017**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$9,928.30**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **monthly**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.1671 421 Print Shop Equipment Rental \$9,928.30**

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

\*as listed in budget and LOGOS



505 Bradford Street  
Albany, NY 12206  
Phone: (518) 724-6455  
Fax: (518) 438-0493  
www.nationalbes.com

To: Warren County  
Attn: JoAnn McKinstry  
From: Bryan Mueller/ Vice President  
Date: February 11<sup>th</sup>, 2015

Quote Valid for 30 Days

\*\*\*\*\*

Manufacturer KYOCERA MITA  
Model Ecosys M2535MFP

SEE BROCHURE FOR FULL SPECIFICATIONS LIST

Output Sizes	5.5" x 8.5" → 8.5" x 14"
Paper Sources	250 Sheet Drawer 50 Sheet Bypass
Total Paper Supply	300 Sheet
Document Processor	50 Sheet Reversed Document Feeder
Duplex	Automatic, Unlimited
Warm Up Time	20 seconds
First Copy Out Time	6.9 seconds
Multi Copy Speed	37 copies per minute
Image Modes	Text, Photo, Text /Photo
Exposure Controls	Auto, Manual
Reduction & Enlargement	Pre-Set Ratios plus 25 - 400% Zoom
Memory	1GB
Printing	Standard Printing & Network Interface Included
Scanning	Standard Color Network Scanning
Faxing	Fax/Network Fax

**Retail Price (\$1771)**

**\$943 Includes Additional 1GB of Memory (New York State Contract #PT66608)**

**Lease: FMV Co-Terminous Lease with \$0 Down Payment**

**28 Months: \$35.20 per month**

**Service:**

**Add to the current master service contract**



505 Bradford Street, Albany NY 12206

518.724.6455 518.438.0493 Fax

[national1927.com](http://national1927.com)

SHIP TO			BILL TO		
Name County of Warren		Customer #	Name		Customer #
Address 1340 State Route 9			Address		
Address			Address		
City Lake George	State NY	Zip 12845	City	State	Zip
Contact JoAnn		E-mail	Contact		E-mail
Phone 518-761-6538		Check Box if Ship to is SAME as Bill to <input type="checkbox"/>	Phone		Fax

ITEM #	ID #	MAKE	MODEL/DESCRIPTION	SERIAL #	PRICE
South End Shop		Kyocera	Ecosys M2535MFP	(Suggested Retail Price \$1,771)	\$943
			Additional 1GB of Memory		Inc
			Connectivity		Inc
			New York State Contract# PT66608		

<input type="checkbox"/>	OTHER - List Below (INCLUDING TRADES)	SUMMARY	\$943
Add to the master service contract		DELIVERY	
		SUBTOTAL	\$943
		TAX	N/A
		TOTAL	\$943

**GOLD ALLIANCE PROGRAM – Priority Service Guaranteed** (Covers all parts, labor, travel and supplies except paper and staples)

**MFP SERVICE AGREEMENT –** Covers all parts, labor, travel and supplies except paper and staples.

Billed at \$ \_\_\_\_\_ per month, includes \_\_\_\_\_ B & W copies per month. Excess at \$ \_\_\_\_\_ per copy

Billed at \$ \_\_\_\_\_ per month, includes \_\_\_\_\_ COLOR copies per month. Excess at \$ \_\_\_\_\_ per copy

**STANDARD SERVICE AGREEMENT:** Billed at \$ \_\_\_\_\_. Covers all parts, labor and travel. Excludes all consumables (toner, image units, fusers, stamps, trays, etc.).

ORDER ACCEPTANCE		Account Manager
NATIONAL Authorized Signature		Date
Customer Authorized Signature		Date
Print Name of Authorized Signor		Purchase Order

9/1/2014  
Sales MG

**AGENDA  
PERSONNEL COMMITTEE  
MARCH 11, 2015**

*Committee Members: Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda
  - 1) **Requests/Items to be discussed by the Human Resources Director:**
    - Report on tracking of salary implications for positions filled.
  - 2) **Referrals from the Criminal Justice Committee:**

*District Attorney -*

    - A) Request to retain the services of Kevin Donlon, *former Second Assistant District Attorney*, on a consultant basis subsequent to resignation for a term not to exceed six months. There will be no cost to the County for these consultant services as Asset Forfeiture monies will be used.
    - B) Request to decrease the salary of the Second Assistant District Attorney position, from \$81,633.92 to \$78,477.04 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
    - C) Request to increase the salary of the Third Assistant District Attorney position, from \$70,300.05 to \$77,456.93 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
    - D) Request to decrease the salary of the Fourth Assistant District Attorney position, from \$69,279.94 to \$65,279.94 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
  - 3) **Referral from the Economic Growth & Development Committee:**

*Planning & Community Development -*

Request to amend the Table of Organization and Salary Schedule to increase the hours for the part-time GIS Coordinator from not to exceed 20 hours to 28 hours per week and to authorize the temporary position of GIS Technician for a sixteen month project occurring over the term of April 1, 2015 to June 1, 2016 as the result of a grant award.
  - 4) **Referral from the Public Works Committee:**

*DPW -*

Request to amend the Table of Organization and Salary Schedule to set the salary of the DPW Fiscal Manager position at \$56,966. Approval was previously provided to fill this position with a salary to be determined based upon review by the Human Resources Director, who subsequently recommended a salary range of up to \$61,750. The Superintendent of Public Works has completed the selection and hiring process and is recommending the 2015 salary for the DPW Fiscal Manager position be set at \$56,966, effective March 16, 2015.
  - 5) **Referral from the Support Services Committee:**

*Clerk of the Board -*

Request to create and fill the new position of Legislative Office Specialist, *Annual Salary \$34,000*, effective March 23, 2015. This will begin the reorganization of the Office of the Clerk of the Board due to the upcoming retirement of Joan Sady, Clerk of the Board, and will allow the department to hire and begin training a new employee.

*Continued*

**IV. Vacancies Filled:**

***District Attorney's Office -***

1. Second Assistant District Attorney, *Annual Salary \$81,633.92*, due to resignation, as well as any vacancies created by promotion. This is a non-Union position which is not mandated and receives no reimbursement.

***Public Health Division -***

1. Public Health Nurse, *Grade 21, Annual Base Salary \$45,679*, due to retirement. This is a non-mandated, Union position which receives 100% insurance reimbursements.

***Department of Social Services -***

1. Keyboard Specialist #7, *Annual Salary \$25,193*, due to resignation. This is a non-mandated, Union position which receives 50% Federal and 25% State reimbursements.