

FINANCE, PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

FEBRUARY 10, 2016

DRAFT AGENDA - SUBJECT TO CORRECTION

Committee Members: Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt and Braymer.

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. **Action Agenda**
 - 1) **Request from SUNY Adirondack** - to authorize a lease agreement for placement of a telecommunication antenna on the Residence Hall at Adirondack Community College. *Draft Resolution Attached.*
 - 2) **Human Resources Director** to review report on tracking of salary implications for positions filled.
 - 3) **Request for transfer of funds as attached for Committee approval.**
 - 4) **Request from the Clerk of the Board** - to waive section I.B.3 of the Warren County Travel Policy relating to the GSA Rate for Amanda Allen, *Clerk of the Board*, and Samantha Hogan, *Senior Legislative Office Specialist*, to attend the New York State Association of Clerks of County Legislature Boards Conference which will take place on May 18-20, 2016. This travel will exceed the GSA Rate by a total of \$22 for both attendees.
 - 5) **Proposed amendment to Warren County Travel Policy** as proposed by Supervisor Conover to allow for travel by members of the Board of Supervisors.
 - 6) **Referrals from the County Facilities Committee:**

Airport -

 - A) Request to increase Capital Project H306, *Land/Avigation Easement Forest Enterprises*, in the amount of \$20,000. Note: Item 5B below pertains to funding for this increase.
 - B) Request to amend the 2016 County Budget in the amount of \$20,000 to allocate reserve funds for Capital Project H306, *Land/Avigation Easement Forest Enterprises*, to appropriate monies from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.9950 910, *Transfers*.
 - C) Request to reclassify 2015 expenditures totaling \$4,749.57 which were paid prior to establishing the appropriate Capital Projects.
 - 7) **Referrals from the Criminal Justice & Public Safety Committee:**

Public Defender-

 - A) Request to amend the 2016 County Budget in the amount of \$36,147 to reflect the receipt of grant funds from the New York State Office of Indigent Legal Services.
 - B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the First Assistant Public Defender from \$71,283 to \$81,000 effective February 26, 2016, as well as to identify a source of funding for the additional \$9,717 in salary cost which is not available within the existing Public Defender budget.

Office of Emergency Services (OES) -

 - C) Request to amend the 2016 County Budget to carry over unused 2015 funds in the amount of \$8,862.80 from the FY14 State Homeland Security Program.
 - D) Request to amend the 2016 County Budget to carry over unused 2015 funds in the amount of \$54,450.45 from the FY14 Hazmat Grant Program.
 - E) Request to amend the 2016 County Budget to carry over unused 2015 funds in the amount of \$1,879.91 from the FY14 State Homeland Security Program.
 - F) Request to amend the 2016 County Budget to reflect the receipt of funds in the amount of \$7,925 from the FY15 Hazmat Emergency Preparedness Grant Program.

Continued

Referrals from the Criminal Justice & Public Safety Committee - OES, continued

- G) Request from the Criminal Justice & Public Safety Committee to identify a source of funding in an amount not to exceed \$150,000 for the construction of a storage building to house Office of Emergency Services equipment - the Criminal Justice & Public Safety Committee desires for the storage building to be constructed in 2016.

Sheriff-

- H) Request to amend the 2016 County Budget to carry over unused 2015 public donations in the amount of \$2,154 for K-9 care and equipment.
- I) Request to amend the 2016 County Budget to carry over unused 2015 funds in the amount of \$20,000 from the 2014 SLETPP Grant.
- J) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Civil Law Enforcement Officer # 1, *Annual Salary of \$61,983 including longevity*, to a Patrol Officer #62, *Annual Salary of \$66,001 including longevity*, effective February 22, 2016, as well as to fill the vacant reclassified position.
- K) Request for authorization to appropriate and expend funds for updates/improvement to the Sheriff's Public Safety Answering Point (PSAP) based on: 1) a letter from Homeland Security announcing that the County has been awarded a grant in the amount of \$168, 835 and 2) the Planning Department's need to expend a \$30,000 New York State Department of Archives grant by June 30, 2016 for a project that will provide first responders with tablets and access to enhanced e- 911 map data in the field but necessitates improvements in the Sheriff Departments PSAP covered by the grant for which the letter of award has been issued but for which the County has not yet received a grant agreement. The Sheriff's award letter is attached. A narrative from the Director of Planning concerning the time sensitivity of expending the state archives grant is also attached. Undersheriff Lamouree and Planning Director LaMothe will be present to review this request and provide any additional information that may be needed by the Committee.

8) Referral from the Economic Growth & Development Committee:

Planning -

Request to establish Capital Project No. H367, *First Wilderness 2015*, in the amount of \$871,976 to administer the grant award from the Local Waterfront Revitalization Program.

9) Referrals from the Health, Human & Social Services Committee:

Health Services-

- A) Request to amend the 2016 County Budget in the amount of \$2,000 to reflect the receipt of grant funds provided by the Adirondack Rural Health Network.
- B) Request to amend the 2016 County Budget in the amount of \$1,769.95 to reflect the receipt of insurance recovery funds for repairs related to a vehicle accident.
- C) Request to authorize Lynne Rodriguez, *Community Health Nurse*, to enroll in a job-related course at Bryant and Stratton College for which 50% reimbursement of course costs will be due upon completion with a grade of "C" or better.
- D) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Long Term Care Coordinator position from \$67,291 to \$68,974 effective January 1, 2016; due to a budgeting error this position was inadvertently excluded from the listing of non-bargaining unit positions and did not receive a 2.5% salary increase for 2016. *Note: this request was not reviewed by the Health, Human & Social Services Committee as the discrepancy was detected after their meeting was held. The Committee Chairman, Supervisor Sokol, was consulted on this matter and agreed that it should be brought to the Finance, Personnel & Higher Education Committee for review in order to correct the error as quickly as possible.*

Department of Social Services (DSS) -

- E) Request to temporarily increase the salary of Cynthia Schrock Seeley, *Deputy Commissioner of Social Services/Chief Legal Counsel*, from \$80,421 to \$87,125, effective January 25, 2016 and continuing on a weekly basis while acting as the full-time Commissioner of Social Services for a term not to exceed three months.

Referrals from the Health, Human & Social Services Committee - DSS, continued

- F) Request to temporarily appoint Tammy Breen, *Child Protective Services Case Supervisor B, Annual Base Salary \$55,924*, to Child Protective Services Case Supervisor A, *Annual Base Salary \$59,000*, effective January 25, 2016 for a term not to exceed three months.

10) Referrals from the Public Works Committee:

DPW -

- A) Request to increase Capital Project H354, *County Highway Preservation Project (CR 17, 52 & 79)* in the amount of \$633,280.
- B) Request to amend the 2016 County Budget in the amount of \$120,954 to include surplus local match funds from H354 County Highway Preservation Project.
- C) Request to amend the 2016 County Budget in the amount of \$109,000 to establish the appropriate revenue and appropriation codes for the purchase of a vacuum excavator through the Warren County Soil & Water Conservation District.
- D) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Assistant Engineer #2 position retroactive to October 5, 2015 (*from \$45,569 to \$43,000 for 2015 and from \$45,569 to \$44,075 for 2016*) to correct a budgeting error.
- E) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Confidential Assistant to the Superintendent of Public Works from \$39,270 to \$40,252 effective retroactive to January 1, 2016 to correct a budgeting error.
- F) Request to authorize Maja Tlokinska-Scroggins, *Confidential Assistant to the Superintendent of Public Works*, to enroll in job-related courses at SUNY Adirondack for which 50% reimbursement of course costs will be due upon completion with a grade of "C" or better. *Note: the Public Works Committee approved this request and asked that the County Administrator research and determine whether there was a policy in place which required non-Union employees to maintain continuous employment with the County for a certain term following completion of a job-related course in order to avoid having to repay the County for their contribution. The County Administrator has determined that there is no such policy for non-bargaining unit employees, except those employed by the Sheriff's Office; a copy of the current policy is included in the agenda packet.*

Parks, Recreation & Railroad-

- G) Request to amend the 2016 County Budget and create a Temporary Help line in the amount of \$14,000 for the Parks, Recreation & Railroad Division.

11) Referrals from the Tourism, Occupancy Tax Coordination & Wood Park Committee:

Occupancy Tax Coordination -

- A) Request to appropriate funding in the amount of \$210,000 from the Occupancy Tax Reserve (A.881.00), to various Budget Codes, to make a distributions based upon the 2016 Occupancy Tax Spending Plan.
- B) Request to appropriate funding in the amount of \$58,500 from the Occupancy Tax Reserve (A.881.00), to Budget Code A.6417 480, *Tourism Occupancy - Special Events*, to fund additional events approved at the December 3, 2015 Occupancy Tax Workshop meeting.
- C) Request to amend the 2016 County Budget in the amount of \$7,440 to reduce Warren County Project Code A.6417 480.04 to account for additional funds taken out of the Occupancy Tax Reserve (A.881.00) in December 2015 for the Charles R. Wood Park Festival Commons Perimeter Fence.
- D) Request to appropriate funds in the amount of \$150,000 from the Occupancy Tax Reserve (A.881.00) to Budget Code A.6417 480.04, *Warren County Projects*, to provide funding for the water feature at the Charles R. Wood Park Festival Commons.

12) Requests/Items to be Discussed by the County Administrator:

- A) Request to appropriate funds totaling \$164,000 from the Vehicle Reserve, A.896.00, to various budget codes for the purchase of vehicles.
- B) Request to appropriate funds totaling \$12,000 from the Computer Reserve, A.895.00, to various budget codes for the purchase of computers and related equipment software.

Continued

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

- C) Resolution requesting extension of existing mortgage recording tax set to expire in December of 2016; this will need to go to the State Legislature for authorization. The prior resolution and local law are attached.
- D) Request from the Open Door for a modification to their contract with the County allowing use of the former Detention Building to house homeless when the temperature falls below 20 degrees; their request is to amend the contract to allow the Building to be used when the temperature falls below 32 degrees in accordance with the Governor's new executive order.
- E) Journal Report of transfers approved by the County Administrator since the last Finance Committee meeting.

13) Requests from the County Attorney:

- A) Request to ratify the actions of the County Attorney in hiring a Temporary Legal Assistant at the rate of \$25 per hour starting February 9, 2016 and extending for a period not to exceed 12 weeks. Funding for this expense is available within the 2016 Budget.
- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Secretary to the County Attorney, *Annual Salary of \$45,000*, and delete the position of Legal Assistant #1, *Annual Base Salary of \$42,866*, effective February 24, 2016. The County Attorney has indicated that there is funding available within the existing departmental budget to fund the difference in salary for this change.

14) County Administrator position vacancy - Notice of retirement received from Paul Dusek, *County Administrator*.

IV. Pending Items:

- 1) Committee to consider the appropriation of funds to the Board of Elections Department Budget to replace monies removed in the budgeting process.

V. Vacancies Filled:

- Countryside Adult Home-** Cleaner, *Grade 2, Annual Base Salary \$25,281* due to resignation
Laborer, *Grade 2, Annual Base Salary \$25,281* due to resignation
- County Attorney:** Legal Assistant #2, *Annual Base Salary \$42,866*, due to resignation
- Office for the Aging:** Specialist Services for the Aging, *Grade 10, Annual Base Salary \$34,675* due to retirement
Meal Site Cook #9, *Grade 2, Annual Base Salary \$18,961* due to promotion
- Office of
Emergency Services:** Building Maintenance Helper, *Base Salary \$5,000*, - salary is to be split with Washington County as this position is for the Warren & Washington Counties
Emergency Services Training Center
- Public Defender:** 1st Assistant to the Public Defender, *Annual Base Salary \$69,544* due to retirement
- Public Works:** HEO#6, *Grade 8, Annual Base Salary \$32,238* due to retirement
- Social Services:** Sr. Account Clerk #5, *Grade 7, Annual Base Salary \$30,959* due to a transfer

**AUTHORIZING LEASE AGREEMENT BETWEEN
THE ADIRONDACK HOUSING
ASSOCIATION, LLC WITH CELLCO
PARTNERSHIP D/B/A VERIZON WIRELESS TO
ATTACH A TELECOMMUNICATIONS ANTENNA
ON THE RESIDENCE HALL AT ADIRONDACK
COMMUNITY COLLEGE**

WHEREAS, on July 15, 2011, Warren County and Washington County passed a Local Law authorizing a ground lease with the Adirondack Housing Association, LLC. respecting real property owned by Warren and Washington Counties held in trust for Adirondack Community College for a period not to exceed 49 years for the purpose of constructing a residence hall for students attending the College; and

WHEREAS, it has been proposed that the Adirondack Housing Association, LLC enter into a lease agreement with Cellco Partnership d/b/a Verizon Wireless for a lease area of forty-four (44) square feet to attach a telecommunications antenna on its residence hall for an initial term commencing upon the first day of the month following the day that Verizon commences installation of the equipment and expiring five (5) years from said date, with an option to extend the lease agreement up to four (4) additional five (5) year terms, at an initial rate of Six Thousand Dollars (\$6,000) for the first year as rent and Six Hundred Dollars (\$600) for the first year for electrical service and all lease and utility payments paid to Adirondack Housing Association, LLC, said lease agreement can be terminated in writing upon three (3) months notice prior to the end of the then current term and the Community College Committee recommends that Warren County permit the Adirondack Housing Association, LLC to enter into said lease agreement, now, therefore, be it

RESOLVED, that the Board of Supervisors hereby authorizes the Adirondack Housing Association, LLC to enter into a lease agreement with Cellco Partnership d/b/a

Verizon Wireless for a lease area of forty-four (44) square feet to attach a telecommunications antenna on the residence hall at Adirondack Community College for an initial term commencing upon the first day of the month following the day that Verizon commences installation of the equipment and expiring five (5) years from said date, with an option to extend the lease agreement up to four (4) additional five (5) year terms, at an initial rate of Six Thousand Dollars (\$6,000) for the first year as rent and Six Hundred Dollars (\$600) for the first year for electrical service and all lease and utility payments paid to Adirondack Housing Association, LLC, said lease agreement can be terminated in writing upon three (3) months notice prior to the end of the then current term. Said lease agreement shall be in the same form as the lease agreement entered into between the Counties and approved by their respective County Attorneys, and be it further

RESOLVED, that this resolution shall not take effect or be binding on the County of _____ until a similar resolution has been adopted by the Board of Supervisors of the County of _____.

Memorandum

Date: February 1, 2016
 To: Personnel Committee
 From: Jackie Figueroa - County Director of Human Resources
 Re: Tracking of Notice of Intent to Fill Position Feb. - December 2015

Personnel Cmte. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/11/2015	DPW	Fiscal Manager	Kloss	\$ 51,537.00	\$ 51,537.00	3/16/2015	Henkel	\$56,966.00	\$5,429.00	\$5,429.00
2/11/2015	Employment & Training	Employment & Training Counselor #1 (24 hrs/week)	Tarantino	\$ 22,833.00	\$ 19,531.00	3/25/2015	Booth	\$19,531.00	\$0.00	-\$3,302.00
2/11/2015	Emergency Services	2nd Deputy EMS Coordinator	Ordway	\$ 5,028.00	\$ 5,028.00	4/1/2015	Howe	\$5,028.00	\$0.00	\$0.00
2/11/2015	Treasurer	Account Clerk #1	Gross	\$ 12,279.00	\$ 12,279.00	1/5/2015	Stark	\$12,524.00	\$245.00	\$245.00
3/11/2015	District Attorney	2nd Assistant District Attorney	Donlon	\$ 81,633.00	\$ 81,633.00	3/30/2015	Burin	\$78,477.00	-\$3,156.00	-\$3,156.00
3/11/2015	Public Health	Public Health Nurse #25 (1559)	Rainville	\$52,102.00	\$44,783.00	5/4/2015	Saville	\$51,888.00	\$7,105.00	-\$214.00
3/11/2015	DSS	Keyboard Specialist #7 (2306)	Kilmartin	\$ 27,495.00	\$ 25,193.00	5/4/2015	Lorrain	\$25,193.00	\$0.00	-\$2,302.00
4/8/2015	DPW	Sign Maint. Worker #2 (1204)	Sady	\$40,453.00	\$32,553.00	6/15/2015	Monroe	\$40,453.00	\$7,900.00	\$0.00
4/8/2015	DPW	Auto Mechanic #6 (1267)	Dingman	\$42,454.00	\$32,553.00	6/1/2015	Cole	\$32,553.00	\$0.00	-\$9,901.00
4/8/2015	DPW	Assistant Engineer #2 (1215)	Piekarz	\$44,675.00	\$43,000.00	10/5/2015	Holmes	\$43,000.00	\$0.00	-\$1,675.00
4/8/2015	Public Health	Public Health Liaison (1619)	Meade (PT)	\$38,045.00	\$30,204.00	12/8/2015	Wallace	\$30,204.00	\$0.00	-\$7,841.00
4/8/2015	Clerk of the Board	Deputy Clerk of the Board	Allen	\$50,000.00	\$44,500.00	5/1/2015	McLenithan	\$44,500.00	\$0.00	-\$5,500.00
4/8/2015	County Clerk/DMV	Senior Account Clerk (1115)	Corkins	\$37,786.00	\$30,204.00	5/18/2015	S. Smith	\$39,287.00	\$9,083.00	\$1,501.00
5/6/2015	Sheriff	Senior Account Clerk #6 (1492)	Lail	\$41,935.00	\$35,269.00	7/2/2015	J. Smith	\$37,087.00	\$1,818.00	-\$4,848.00
5/6/2015	DSS	Caseworker #29 (1671)	Johnson	\$45,493.00	\$39,004.00	6/15/2015	Schmidt	\$39,004.00	\$0.00	-\$6,489.00
6/10/2015	Public Health	CHN #16	Moehringer	\$51,888.00	\$41,547.00	6/15/2015	Saville	\$51,888.00	\$10,341.00	\$0.00
6/10/2015	Mental Health	Deputy Director - Clinical (1622)	Johnson	\$65,234.00	\$65,234.00	8/10/2015	Coutu	\$62,700.00	-\$2,534.00	-\$2,534.00
6/10/2015	Public Defender	1st Assistant Public Defender	Flores	\$56,838.00	\$69,544.00	7/1/2015	Tyree	\$69,544.00	\$0.00	\$12,706.00
6/10/2015	Public Defender	2nd Assistant Public Defender	Tyree	\$54,195.00	\$59,538.00	7/1/2015	Halloran	\$59,538.00	\$0.00	\$5,343.00
6/10/2015	Public Defender	3rd Assistant Public Defender	Halloran	\$52,443.00	\$56,770.00	7/1/2015	Racino	\$56,770.00	\$0.00	\$4,327.00
6/10/2015	Public Defender	4th Assistant Public Defender	Racino	\$51,637.00	\$54,934.00	7/1/2015	Liebert	\$54,934.00	\$0.00	\$3,297.00
6/10/2015	Westmount	Director of Nursing	Baker	\$88,434.00	\$88,434.00	6/12/2015	Gallo	\$88,434.00	\$0.00	\$0.00
6/10/2015	Westmount	In-Service Coordinator (2057)	Gallo	\$55,357.00	\$55,357.00	6/30/2015	Reed	\$65,000.00	\$9,643.00	\$9,643.00
6/10/2015	Westmount	Health Facility Office Records Specialist	S. Smith	\$39,287.00	\$36,815.00	6/15/2015	Clarke	\$36,815.00	\$0.00	-\$2,472.00
6/10/2015	Westmount	Health Facility Office Specialist	J. Smith	\$37,344.00	\$36,815.00	6/19/2015	W. Smith	\$36,815.00	\$0.00	-\$529.00
7/8/2015	County Clerk	Recording Clerk #3 (1286)	Carr	\$31,253.00	\$30,204.00	Vacant				
7/8/2015	DPW	MEO Medium #4 (1254)	Adams	\$37,787.00	\$30,204.00	8/24/2015	Kennedy	\$31,790.00	\$1,586.00	-\$5,997.00
7/8/2015	DPW	MEO Light #16 (1260)	Lehman	\$27,435.00	\$27,345.00	7/20/2015	Perrone	\$27,435.00	\$90.00	\$0.00
7/8/2015	DPW	MEO Medium #22 (2192)	D'Angelico	\$35,349.00	\$30,204.00	8/24/2015	Ashline	\$31,790.00	\$1,586.00	-\$3,559.00
7/27/2015	Treasurer	Payroll Technician	Reagan	\$33,829.00	\$33,829.00	7/27/2015	Durett-Clapper	\$33,829.00	\$0.00	\$0.00
8/12/2015	Treasurer	Senior Account Clerk	O'Hara	\$32,338.00	\$30,204.00	8/3/2015	Stark	\$30,204.00	\$0.00	-\$2,134.00
8/12/2015	Public Health	Infant Feeding Advocate - PT (2081)	Long	\$12,596.00	\$12,596.00	9/10/2015	Graham	\$12,596.00	\$0.00	\$0.00

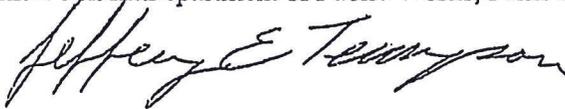
Personnel Cmtc. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
8/12/2015	Public Health	RPN #21 (1534)	Hay	\$51,888.00	\$42,719.00	10/5/2015	Dwyer	\$43,239.00	\$520.00	-\$8,649.00
8/12/2015	Office for the Aging	Supervisor of Volunteers (1940)	Jarrell	\$28,959.00	\$24,664.00	10/20/2015	Scott	\$24,664.00	\$0.00	-\$4,295.00
8/12/2015	Public Defender	5th Assistant Public Defender	Liebert	\$54,934.00	\$54,091.00	9/8/2015	Bruhns	\$54,091.00	\$0.00	-\$843.00
9/9/2015	Employment & Training	Employment & Training Counselor (1899)	Metcalf	\$34,223.00	\$32,553.00	11/9/2015	Bourdeau	\$32,553.04	\$0.04	-\$1,669.96
9/9/2015	Probation	Probation Assistant #2 (2266)	Mason	\$30,724.00	\$30,204.00	11/9/2015	Hawkins	\$30,204.00	\$0.00	-\$520.00
9/9/2015	Public Health	RPN II #5 (2114-reduced to PT in 2016 budget)	Carpenter	\$51,888.00	\$42,719.00	Vacant				
9/9/2015	DPW	Confidential Assistant to the Superintendent DPW	Wolfe	\$41,770.00	\$41,770.00	11/16/2015	Tlokiska-Scroggins	\$39,500.00	-\$2,270.00	-\$2,270.00
9/9/2015	DSS	Social Welfare Examiner #41 (2129)	Stewart	\$31,972.00	\$31,452.00	11/16/2015	Record II	\$31,452.00	\$0.00	-\$520.00
10/7/2015	Clerk of the Board	Sr. Legislative Office Specialist #1 (1041)	DiResta	\$39,270.00	\$39,270.00	10/5/2015	Hogan	\$39,270.00	\$0.00	\$0.00
10/7/2015	Countryside Adult Home	Building Maintenance Mechanic (1896)	Rush	\$37,110.00	\$35,690.00	11/23/2015	Mosher	\$35,960.00	\$270.00	-\$1,150.00
10/7/2015	County Attorney	Legal Assistant #3 (Not filled, no overlap)	McGarr	\$41,820.00	\$41,820.00	Vacant				
10/7/2015	DSS	Social Welfare Examiner #6 (1632)	Record	\$31,452.00	\$31,452.00	10/26/2015	Deamelia	\$31,972.00	\$520.00	\$520.00
11/10/2015	DPW	Senior Engineering Technician (2321)	Holmes	\$35,414.00	\$34,895.00	1/1/2016	Bessaw	\$45,689.00	\$10,794.00	\$10,275.00
11/10/2015	Sheriff	Custodian	Lambert	\$37,693.00	\$31,633.00	11/16/2015	Bates	\$31,633.00	\$0.00	-\$6,060.00
11/10/2015	DSS	Caseworker #1 (1696)	Donohue	\$44,531.00	\$39,004.00	Vacant				
12/9/2015	Clerk of the Board	Secretary to the Clerk of the Board (1040)	Hogan	\$37,000.00	\$34,000.00	1/19/2016	Lovelace	\$34,000.00	\$0.00	-\$3,000.00
12/9/2015	County Clerk	Deputy County Clerk (1109)	Trombley	\$49,665.00	\$49,665.00	1/1/2016	Linehan	\$49,665.00	\$0.00	\$0.00
12/9/2015	Probation	Senior Probation Officer #1 (1301, upon retirement)	Greco	\$55,571.00	\$45,661.00	Vacant				
12/9/2015	Probation	Senior Probation Officer #3 (1300, upon retirement)	Corcoran	\$55,571.00	\$45,661.00	Vacant				
12/9/2015	Probation	Probation Supervisor #1 (1302)	Sager	\$63,256.00	\$60,000.00	1/19/2016	Secor	\$60,000.00	\$0.00	-\$3,256.00
12/9/2015	Public Defender	1st Assistant Public Defender (1073)	Tyree	\$69,544.00	\$69,544.00	Vacant				
12/9/2015	DPW	Auto Mechanic #6 (1267)	Cole	\$32,553.00	\$32,553.00	Vacant				
12/9/2015	DPW	HEO #1 (1236)	Hunt	\$39,703.00	\$32,238.00	Vacant				
12/9/2015	DPW	Sign Maintenance Worker #1(1202-Ret.1/30/16)	Cleavland	\$42,454.00	\$33,367.00	Vacant				
								TOTALS	\$58,970.04	-\$41,399.96

②

RESOLUTION REQUEST FORM NO. 10**Request for Transfer of Funds**TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Department of Public Works, Parks & Rec

SIGNED:



DATE: January 25, 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 470	Building & Grounds, Contracts	A.7110 130	Parks & Rec, Salaries - Part Time	\$14,000.00

Please state reason for transfers requested: To fund Temporary Help for Parks & Rec

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: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Information Technology

SIGNED: Michael Colvin

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.895.00	Computer Reserve Fund	A.1680.220.i	Office Equipment Reserve	\$8,000
A 1680.110	Salaries	A 1680.444	Travel/Education/Conference	\$8,000
A 1680.110	Salaries	A1680.422	Repair/Maint-Equipment	\$9,000

Please state reason for transfers requested: Departmental needs that arose after 2016 budget process was completed.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Planning and Community Development
Name of Department

SIGNED: _____ **DATE:** 22 January 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8029.470	Contract	A9950 910	Transfers	\$20,000.00
A8022.840	Workmans Comp	A8021.860	Hospitalization	\$170.80

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

Please state reason for transfers requested:

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request: To transfer to Capital funds as matching/supplemental funds and to correct workman comp balances

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: Clerk of the Board

DATE: February 10, 2016

(a) Purpose of Request:

For a resolution waiving Section I.B.3 of the Warren County Travel Policy relating to the GSA Rate for travel which will take place on May 18-20, 2016 (registration deadline is March 18, 2016)

(b) Details:

Amanda Allen and Samantha Hogan would like to attend the NYS Association of Clerks of County Legislative Boards Conference - the cost of attendance (registration, training, meals & lodging) is \$400 per person, \$300 of which is for training and meals. The remaining \$100 for lodging is \$11 more than the GSA rate of \$89; the GSA rate would be exceeded by a total of \$22 for this travel.

(c) Previous Resolution Number:

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

\$800; Budget Code A.1010 444

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

* as listed in budget and LOGOS

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Support Services Committee hereby authorizes Amanda Allen and Samantha Hogan
(Supervisory Committee) (Employee Name)

to attend the New York State Association of Clerks of County Legislative Boards
(Name of meeting or organization)

at Otesaga Resort Hotel - 60 Lake Street Cooperstown, NY 13326
(Address)

On May 18-20, 2016. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

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

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

- [X] Room rate \$ 100 GSA* Rate \$ 89

- [X] Meal costs - GSA*per diem rate \$ 51

*www.gsa.gov

Date: 2/1/2016

[Signature]
Department Head Signature

Date:

Committee Chairman Signature

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

Please check to request a fleet vehicle.

- [X] REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

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



**NEW YORK STATE ASSOCIATION OF CLERKS OF
COUNTY LEGISLATIVE BOARDS
64th ANNUAL TRAINING SCHOOL AND CONFERENCE
MAY 18-20, 2016
OTESAGA RESORT HOTEL
60 LAKE STREET
COOPERSTOWN, NY 13326
www.otesaga.com**

Please complete this form for each person attending (copy as needed) and return to the address below by March 18th with your check or voucher made payable to the NYS Association of Clerks of County Legislative Boards. Due to Association expenses that have to be met at the time of the conference, your payment must be received before May 14. Please call with any questions.

Name: Amanda Allen Title: Clerk of the Board
 County: Warren Address: 1340 State Route 9
Lake George N.Y. ZIP 12845
 Telephone: 518-761-7156 Fax: 518-761-7152 E-mail: allena@warrencountyny.gov
 Arrival Date 5/18 Departure Date 5/20

LODGING & MEALS: (includes meals, training and registration)

ASSOCIATION MEMBERS:

\$450 per person single occupancy _____
 \$400 per person double occupancy , sharing with Samantha Hogan

NON-MEMBERS: (rate includes Association membership plus a revised Clerks Guide valued at \$50)

\$550 per person single occupancy _____
 \$500 per person double occupancy _____, sharing with _____

This amount covers 3 days, 2 nights, dinner-Wednesday and Thursday, breakfast on Thursday and Friday and lunch on Thursday.

Non-smoking Smoking _____ Special dietary or assistance needs _____

ONE DAY REGISTRANTS: (includes lunch, snacks, dinner, training and registration)

\$150 for Wednesday; \$150 for Thursday (if you attend either of those days, Friday is included)

**PLEASE RETURN THIS FORM BY MARCH 18th
WITH CHECK OR VOUCHER PAYABLE TO:
NYS Association of Clerks of County Legislative Boards
Nadine Hanlon, Association Treasurer
Orleans County Legislature
3 South Main Street, Suite 2
Albion, NY 14411-1495 – Ph. 585-589-7053/fax 585-589-1618**

*Questions? Please contact Cheryl Ketchum, President at 585-786-8800
e-mail cketchum@wyomingco.net*



**NEW YORK STATE ASSOCIATION OF CLERKS OF
COUNTY LEGISLATIVE BOARDS**
64th ANNUAL TRAINING SCHOOL AND CONFERENCE
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Please complete this form for each person attending (copy as needed) and return to the address below by March 18th with your check or voucher made payable to the NYS Association of Clerks of County Legislative Boards. Due to Association expenses that have to be met at the time of the conference, your payment must be received before May 14. Please call with any questions.

Name: Samantha Hogan Title: St. Legislative Office Specialist
 County: Warren Address: 1340 State Route 9
Lake George, NY ZIP 12845
 Telephone: 518-761-1535 Fax: 518-761-7652 E-mail: hogan.s@otseagacounty.ny.gov
 Arrival Date 5/18 Departure Date 5/20

LODGING & MEALS: (includes meals, training and registration)

ASSOCIATION MEMBERS:

\$450 per person single occupancy _____

\$400 per person double occupancy , sharing with Amanda Allen

NON-MEMBERS: (rate includes Association membership plus a revised Clerks Guide valued at \$50)

\$550 per person single occupancy _____

\$500 per person double occupancy _____, sharing with _____

This amount covers 3 days, 2 nights, dinner-Wednesday and Thursday, breakfast on Thursday and Friday and lunch on Thursday.

Non-smoking Smoking _____ Special dietary or assistance needs _____

ONE DAY REGISTRANTS: (includes lunch, snacks, dinner, training and registration)

\$150 for Wednesday; \$150 for Thursday (if you attend either of those days, Friday is included)

PLEASE RETURN THIS FORM BY MARCH 18th
WITH CHECK OR VOUCHER PAYABLE TO:
NYS Association of Clerks of County Legislative Boards
Nadine Hanlon, Association Treasurer
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3 South Main Street, Suite 2
Albion, NY 14411-1495 – Ph. 585-589-7053/fax 585-589-1618

*Questions? Please contact Cheryl Ketchum, President at 585-786-8800
 e-mail cketchum@wyomingco.net*

Warren County Board of Supervisors

RESOLUTION NO. OF 2016

Resolution introduced by Supervisors

FURTHER AMENDING THE WARREN COUNTY TRAVEL POLICY AND COUNTY VEHICLE USE REGULATIONS

WHEREAS, the Warren County Board of Supervisors adopted the revised Warren County Travel Policy and County Vehicle Use Regulations (hereinafter the "Travel Policy") by Resolution No. 495 of 2004, most recently amended by Resolution No. 366 of 2014, and

WHEREAS, the Finance, Personnel & Higher Education Committee of the Warren County Board of Supervisors has recommended revising Section I(B) to add Item 4, and in doing so provide a mechanism for approving travel by the members of the Warren County Board of Supervisors, and

WHEREAS, it has been determined a secondary authorization form is required for submission of travel requests by members of the Warren County Board of Supervisors, now, therefore, be it

RESOLVED, that Section I(B) under the Travel Policy be, and hereby is, amended as set forth in the revised policy presented at this meeting and a secondary authorization form is created for submission of travel requests by members of the Warren County Board of Supervisors as attached hereto as Schedule "A".

RESOLUTION NO. OF 2016

PAGE 2 OF 10

Schedule "A"

**WARREN COUNTY TRAVEL POLICY AND
COUNTY VEHICLE USE REGULATIONS**I. COUNTY TRAVEL POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Manager's absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Chairman of the Board to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board or Chairman may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

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B. TRAVEL APPROVAL REQUIRED

- 1) Unless travel is excepted herein, or by separate Resolution by the Board, each supervisory committee shall review and approve *all* travel requests, both in-state and out-of-state. Out-of-state travel requires approval by a board resolution, and in-state travel that necessitates overnight accommodations, require committee approval only. The number of people traveling to an event from one department shall be limited and set by the supervisory committee. Department Heads shall submit all paperwork describing travel and expenses for review by the committee. A Travel Form (Schedule "A") shall be signed by the supervisory committee chairman if travel is approved and must be attached to any Purchase Order or Voucher submitted for reimbursement.
- 2) Travel by officers and employees of Warren County does NOT need approval by the supervisory committee or Board of Supervisors if all of the following conditions apply:
 - a. the travel does not require overnight accommodations;
 - b. there is no more than \$100 in costs (to the County) per person per trip for travel and meal costs;
 - c. the travel is part of the normal course of business, which includes, but is not limited to, travel to perform the duties of the officer's and/or employee's position or travel is for attendance at seminars, training, and/or other classes or meetings where such is at no cost to the County or where such is mandated by state law, rule, or regulation.
- 3) Travel by County Supervisors, County Administrator, Assistant County Administrator and Department Heads to attend the New York State Association of Counties' conferences held twice per year do NOT need approval by the supervisory committee or Board of Supervisors, provided that the Department has budget appropriations for the same and there is compliance with the GSA policy.
- 4) **The Chairman of the Board of Supervisors is authorized to approve travel by County Supervisors in an amount not to exceed \$1,500 provided all of the following conditions are met:**
 - a. **travel is for County-related business;**
 - b. **funds are budgeted and available for travel in the Legislative Board's budget;**
 - c. **a written request is made and approved by the Chairman;**

RESOLUTION NO. OF 2016

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- d. reimbursement will be made in accordance with the GSA rate unless otherwise approved by the Chairman
- e. all travel approved by the Chairman will be reported to the Finance, Personnel & Higher Education Committee as part of the regular agenda for public disclosure purposes.

C. FUNDING FOR TRAVEL

If payment of travel expenses require fund transfers, the Department Head must provide information on where the funds are coming from.

D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov on the internet.

E. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Director/Fire Coordinator, Deputy Director of the Emergency Services Office, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this subparagraph 2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.
- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use

RESOLUTION NO. OF 2016

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personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles.

- A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be 1) considered any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or customary County job function or 2) an employee who is authorized to operate the vehicle by a) the County Administrator or b) the County Department Head to whom the vehicle has been assigned.
- B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees and unpaid interns who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for: 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs; 2) for programs offered to Westmount Health Facility residents or persons participating in Countryside Adult Home programs whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity; and 3) unpaid interns working at the Department of Social Services. Picking up hitchhikers is prohibited.
- C. County vehicles shall be utilized for official purposes only. Persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. In addition, officials or employees from governmental entities other than Warren County, such as from the federal, state or local governments (e.g.; other counties, towns, cities, villages, school districts, etc.) may ride in County vehicles when accompanying County officials to a meeting, event, destination, or similar place, and such will be considered using the vehicle for official purposes or in furtherance of County business, since it fosters communication, shared governmental services and supports intergovernmental relationships. Examples of circumstances where non-County personnel may ride in County vehicles include but are not limited to: 1) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience; 2) Veterans who ride in the Veterans' Services' van pursuant to program identified in subparagraph II. B. hereof; 3) persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services; 4) residents of Westmount Health Facility or Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity

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for the general benefit of Westmount Health Facility residents; 5) Office for the Aging may transport advisory council members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director; 6) District Attorney personnel transporting witnesses; 7) department employees who wish to carpool with other County Officials not from Warren County when the purpose is furthering County business; 8) Youth being transported to various programs and seminars by the Youth Bureau Director; (9) Children being transported in County vehicles by DSS staff; and (10) Officials or employees from governmental entities other than Warren County, such as from federal, state or local governmental entities. Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chairman of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.

- D. Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:
1. Department of Public Works:
 - a. Highway Construction Supervisors (5)
 - b. Superintendent of Public Works
 - c. Deputy Superintendent of Public Works; and
 - d. Department of Public Works General Highway Foreman
 2. Health Services:
 - a. Nurses, upon approval of the Director of Public Health/Patient Services
 3. Sheriff's Office:
 - a. Sheriff;
 - b. Undersheriff;
 - c. Chief Deputy
 - d. Lieutenant- Criminal Investigators
 - e. Lieutenant-Law Enforcement
 - f. K-9 Officer;

*RESOLUTION No. OF 2016**PAGE 7 OF 10*

- g. Narcotics Officers (5); and
 - h. Civil Officer (1)
4. Fire Prevention & Building Code Enforcement:
- a. Fire Coordinator
 - b. Building Inspectors (2)

Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used for the quarter reported.

- E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the County Administrator. In the event that a Department Head desires to take a County vehicle to a private residence overnight, approval must be obtained from the County Administrator. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:
- 1. A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this paragraph, the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
 - 2. The log or record kept pursuant to subparagraph 1 hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
 - 3. If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
 - 4. An exemption is made for the Warren County Sheriff to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the Administrator/Clerk's Office.
- F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be

RESOLUTION No. OF 2016

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expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected to be housed or stored, respectively, at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this paragraph shall be as follows: (1) the General Highway Foreman who may be permitted to house or store his vehicle at the Town of Johnsburg Highway Garage; (2) the District Attorney vehicle assigned to the investigators shall be housed at the Town of Chester Town Hall or Warren County Municipal Center; (3) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff; and (4) Five vehicles assigned to the Health Services Department for use by the nurses in northern part of the County shall be housed as follows: one in Hague, one in North Creek, and three in Chester; (5) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed in the area with the largest amount of Planning Activity for use on an as-needed basis; and (6) the Superintendent of Buildings vehicle to be housed in Warrensburg DPW shop.

- G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work, the Social Services Department and the Health Services Department.
- H. No County vehicles shall be used for private or personal use.
- I. In addition to the log that must be kept on overnight usage (see subparagraph II-E. 2.), daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy except for Sheriff's Office and Health Services Department Nurse's vehicles. Department Heads shall be responsible for this item.
- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be deemed revoked.
- K. All vehicles that are assigned to specific employees or groups of employees must be returned to the fleet for use by other County employees when an employee is on vacation or not otherwise using the same.
- L. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.

RESOLUTION NO. OF 2016

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Schedule "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION (Department Head/Staff)

Check one:

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

The _____ hereby authorizes _____
(Supervisory Committee) (Employee Name)
to attend _____
(Name of meeting or organization)
at _____
(address)
on _____ Mode of transportation to be used _____
(Dates) (County Vehicle or Mass Transportation)

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

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

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

*www.gsa.gov

Date: _____ Department Head Signature

Date: _____ Committee Chairman Signature

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

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

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

RESOLUTION No. OF 2016

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Schedule "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION
(Member of the Board of Supervisors)

Check one:

- In-State
Out-Of State

I (Chairman of the Board) hereby authorize (Supervisor Name)

to attend (Name of meeting or organization)

at (address)

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

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

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

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

*www.gsa.gov

Exceeding GSA Rate is approved / not approved for this travel. (Chairman please circle one)

Date: Supervisor Signature

Date: Chairman of the Board Signature

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

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original form to be filed with the Clerk of the Board
- Clerk will forward to Auditor for payment
- Clerk will forward to Buildings & Grounds if a fleet vehicle is requested
- Clerk will ensure form is included in Finance, Personnel & Higher Education Committee agenda for reporting purposes

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW - Airport

DATE: 01/26/2016

- (a) Exact Title and Number of Project*: **Land/Avigation Easement Forest Enterprises - H306**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Increase (if applicable):
\$20,000 - H306.9550 280 (expense code)
\$20,000 - H306.9550 5031 (revenue code)
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): **A 892.00 Reserve, Airport Repair & Projects**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: **EDPL Legal Fees**

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: 1/26/2016

- (a) **Purpose of Amendment: Allocate airport reserve funds for capital project Land/Easement Acquisition Forest Enterprises - H306 and appropriate \$20,000 from A 892.00 Reserve, Airport Repair & Projects.**

- (b) **Appropriation Code, Object Code, Full Title and Amount: A.9950 910 Transfers - Capital Projects: \$20,000**

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

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: Department of Public Works, Facilities - Airport

DATE: January 26, 2016

- (a) Purpose of Request: The authorization to reclass 2015 expenditures paid prior to a Capital Project was established or a Capital Project budget was increased.
- (b) Details: The authorization to reclass 2015 expenditures paid prior to a Capital Project was established or a Capital Project budget was increased.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
- (e) r/c to H364.9550 280 \$2,200.00 Passero Associate, IFE paid from A.5610 470
- (f) r/c to H325.9550 280 \$2,200.00 Passero Associate, IFE paid from A.5610 470
- (g) r/c to H362.9550 280 \$349.57 Edward & Thomas O'Connor, Inc pd from A.5610 410

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

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

DEPARTMENT NAME: Public Defender

DATE: 1/20/2016

(a) **Purpose of Amendment: To authorize expenditure of the funds from Office of Indigent Legal Services. Reference #C000252, Resolution No. 541 of 2012, Resolution No. 291 of 2015; #C000352, Resolution No. 374 of 2013**

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

A1171 210 Furniture	3,000.00
A1171 427 Membership & Dues	1,300.00
A1171 110 Salaries-Regular	29,584.00
A1171 830 Social Security	1,834.00
A1171 831 Medicare	429.00

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

A1171.3045 Public Defender Indigent Legal Services Distribution	36,147.00
--	------------------

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Public Defender****DATE: 1-25-16**

- (a) Employee Name, Title and Employee No.: **1st Assistant Public Defender**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$81,000.00 Exempt Position**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$71,283.00 Exempt Position**
- (d) Effective Date for Salary Change:* **2-26-16**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
This is an increase in salary. There are not funds in the Public Defender's current budget for this increase. The amount of the increase is \$9,717.00.
- (f) Justification of Request:
This increase is based on the recommendation of the Criminal Justice- Public Safety Committee due to the qualifications of the employee who will be appointed to this position.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Office of Emergency Services

DATE: January 25, 2016

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

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

A.3645.4010 250 – FY14 State Homeland Security Program – Technical Equipment	\$3,252.41
A.3645.4010 260 – FY14 State Homeland Security Program – Other Equipment	\$ 493.74
A.3645.4010 423 – FY14 State Homeland Security Program – Telephone	\$3,281.24
A.3645.4010 428 – FY14 State Homeland Security Program – Data/Internet	\$1,835.41

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

A.3645.4010 4380 – FY14 State Homeland Security Program – State Homeland Security Program	\$8,862.80
---	------------

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

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

DEPARTMENT NAME: Office of Emergency Services

DATE: January 25, 2016

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

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

A.3645.4011 220 – FY14 Hazmat Grant Program – Office Equipment	\$ 4.44
A.3645.4011 250 – FY14 Hazmat Grant Program – Technical Equipment	\$ 8,400.00
A.3645.4011 260 – FY14 Hazmat Grant Program – Other Equipment	\$20,434.81
A.3645.4011 410 – FY14 Hazmat Grant Program – Supplies	\$ 5,948.45
A.3645.4011 422 – FY14 Hazmat Grant Program – Repair/Maint. Equipment	\$ 8,193.41
A.3645.4011 428 – FY14 Hazmat Grant Program – Data Processing/Internet	\$ 3,618.88
A.3645.4011 444 – FY14 Hazmat Grant Program – Travel/Edu/Conference	\$ 7,850.46

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

A.3645.4011 4382 – FY14 Hazmat Grant Program – Hazmat Grant Program	\$54,450.45
---	-------------

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget********If this is the result of a grant award, also complete and submit Form No. 5 or 6*****DEPARTMENT NAME: Office of Emergency Services****DATE: January 25, 2015****(a) Purpose of Amendment: Increase both sides of the budget to accommodate grant funds.****(b) Appropriation Code, Object Code, Full Title and Amount:**

A.3645.4014 230 – FY15 State Homeland Security Program – Auto. Equipment	\$1,708.00
A.3645.4014 250 – FY15 State Homeland Security Program – Technical Equipment	\$ 135.00
A.3645.4014 260 – FY15 State Homeland Security Program – Other Equipment	\$ 36.91

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

A.3645.4014 4380 – FY15 State Homeland Security Program – State Homeland Security Program	\$1,879.91
---	------------

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Office of Emergency Services

DATE: January 25, 2016

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

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

A.3645.4017 470 – FY15 HazMat Emerg Preparedness Grant Program - Contract \$7,925.00

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

**A.3645.4017 4382 – FY15 HazMat Emerg Preparedness Grant Program –
Hazmat Grant Program \$7,925.00**

Warren County Office of Emergency Services
 1340 State Route 9
 Warren County New York

Proposed structure: ~~6,071 square feet~~ 4,875 square feet (65' x 75')

Excavation	\$ 75,000	\$ 40,000 (County Forces)
Rebar/Wire mesh	\$ 7,800	\$ 7,800
Concrete footing	\$113/L.F. \$ 35,708	\$ 32,000 (Based on reduced footprint)
Rigid insulation	\$ 39/L.F. \$ 12,324	\$ 11,000 (Based on reduced footprint)
Concrete floors	\$ 4/L.F. \$ 24,284	\$ 19,500 (Based on reduced footprint)
Steel building	\$200,000	\$100,000 (Reduced size, change specs)
Man doors	(2)@ \$2,200 \$ 4,400	(included in building price)
O/H doors	(6) @ \$2,000 + (2) @ \$2,600 \$ 18,000	(included in building price)
Bollards	35 @ \$200 \$ 7,000	\$ 7,000
Sprinkler system	with municipal water \$ 40,000	(add for pump/tank \$90,000) (not required < 5,000 sf)
Electrical	\$ 38,000	lighting \$10,000 interior lighting \$ 3,000 exterior fire alarm \$ 5,000 panels/conductors \$15,000 misc. \$ 5,000 \$ 18,000 (Total Electrical, County Forces)
Mechanical	(assumes gas on site) \$ 25,000	(no mechanical required per Brian)
G.C./M.E.P.	\$487,516	with municipal water

Site (assumes basic site)

Setup	\$ 3,000	\$ 3,000
Fencing	\$ 17,000	(not required per Brian)
Landscaping	\$ 10,000	(not required per Brian)
Blacktop	\$100,000	\$ 30,000 (County forces, reduced paved area)
Site concrete	\$ 10,000	(not required per Brian)

\$140,000

Construction Total \$627,516 \$268,300

~~Escalation costs: \$ 58,186~~

General Conditions	\$ 75,000	Provide Construction cost estimate only per Brian.
Bonds	\$ 18,886	
Allowance	\$ 60,000	
Soft cost total	\$153,886	
Total	\$781,402	

Allen, Amanda

From: Ricky Provost <RProvost@co.franklin.ny.us>
Sent: Wednesday, December 16, 2015 5:36 PM
To: LaFlure, Brian
Subject: Re: Storage building

Brian,

The building is 36X90 and it has 16' walls. It is a wood framed building on a floating concrete slab with a metal roof and siding. The cost includes 7 12X16 insulated doors with openers. Our County Highway Department provided the labor for the project. The total cost was \$75,000.

Rick

Sent from my Verizon Wireless 4G LTE DROID

"LaFlure, Brian" <laflureb@warrencountyny.gov> wrote:

Rick, can you give me any information on the storage building you just did? Approximate costs, maybe a picture or two.

Thanks, Brian

Chief Brian A. LaFlure, Director/Fire Coordinator
Warren County Office of Emergency Services
1340 State Rt. 9
Lake George, N.Y. 12845
KD2HVY / COML-COMT
Office: 518-761-6537
Cell: 518-361-0132
laflureb@co.warren.ny.us



[Warren County Office of Emergency Services | Facebook](#)

[Twitter](#)



ITEM 7G



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: January 25, 2016

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies being transferred from K-9 Gifts / Donations 2015 Budget.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 410 \$2,154.00
- (c) **Revenue Code (with title), and Amount:**
A.3110 2711 \$2,154.00

*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: January 25, 2016

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies being transferred from 2014 SLETPP grant.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110.4028 260 Law Enforcement Other Equipment \$20,000.00
- (c) **Revenue Code (with title), and Amount:**
A.3110.4028 4381 NY State Terrorism Prevention Program \$20,000.00

*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 14***Request to Reclassify Position***

DEPARTMENT NAME: Warren County Sheriff's Office

DATE: 01-25-2016

- (a) Title of Reclassified Position: **Patrol Officer #62**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position. **\$66,001.00**)
- (c) Title and Employee Number of Position to be Deleted: **Civil Law Enforcement Officer #1**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position. **\$61,983.00**)
- (e) Effective Date:* **February 22, 2016**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3110 110**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees. **Yes**

RESOLUTION REQUEST FORM NO. 12

ITEM 7J

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: Sheriff, Payroll Dept. No: 30.00

Title of Position: Patrol Officer #02 Base Salary of Position: \$ 37,324.50 Grade:

Filling at Step # (If Known): Request to Back Due to Promotion: [X] Yes [] No

Budget code and title: A.3110 Union [X] Non-Union []

This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other

Employee No: 4119 Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No

Source of reimbursement: [] Federal % [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] Other Changing Pat to Patrol Officer Title, we will eliminate Civil LE Officer #1. Reclassification

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. [Signature] 1-4-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.

[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/22/16

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.

[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/25/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 1/25/16

Allen, Amanda

From: Dusek, Paul
Sent: Thursday, February 04, 2016 4:04 PM
To: Allen, Amanda
Cc: Shawn Lamouree; LaMothe, Wayne
Subject: FW: E911 grant funds
Attachments: New World Software Upgrade Time Sensitivity.docx

Importance: High

Amanda,

Attached please find Wayne LaMothe's narrative concerning the time limitations with regard to expending a grant the County has received from the New York State Archives Department. This relates to Undersheriff Lamouree's information that he sent to you concerning the Sheriff's Public Safety answering point grant award letter.

A suggested Finance agenda summary is as follows:

Request for authorization to appropriate and expend funds for updates/improvement to the Sheriff's Public Safety Answering Point (PSAP) based on 1) a letter from Homeland Security announcing that the County has been awarded a grant in the amount of \$168, 835 and 2) the Planning Department's need to expand a \$30,000 New York State Department of Archives grant by June 30, 2016 for a project that will provide first responders with tablets and access to enhanced e-911 map data in the field but necessitates improvements in the Sheriff Departments PSAP covered by the grant for which the letter of award has been issued but for which the County has not yet received a grant agreement. The Sheriff's award letter is attached. A narrative from the Director of Planning concerning the time sensitivity of expending the state archives grant is also attached. Undersheriff Lamouree and Planning Director LaMothe will be present to review this request and provide any additional information that may be needed by the Committee.

I have copied both Undersheriff Lamouree and Planning Director LaMothe with the request that they review the above proposed summary to be sure I have summed it up correctly.

Thanks,

Paul

Paul B. Dusek, Warren County Administrator
 Warren County Municipal Center
 1340 State Route 9
 Lake George, New York 12845
 518-761-6539
dusekp@warrencountyny.gov

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From: LaMothe, Wayne
Sent: Wednesday, January 27, 2016 11:18 AM

To: Dusek, Paul
Subject: E911 grant funds

Paul,

Here is our position on the New World update and how it affects our grant award. If you need anything else please let me know.

Wayne



*Wayne E LaMothe, AICP
County Planner/Director
Warren County Planning
1340 State Route 9
Lake George, NY 12845
tele. 518.761.6410
fax: 518.761.6411*

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Homeland Security
and Emergency Services

ANDREW M. CUOMO
Governor

JOHN P. MELVILLE
Commissioner

December 28, 2015

The Honorable Kevin B. Geraghty
Warren County Board of Supervisors
Municipal Center
1340 State Route 9
Lake George, New York 12845-9803

Dear Mr. Geraghty,

I am pleased to announce that Warren County has been awarded \$168,835 under the New York State 2015-16 Public Safety Answering Points Operations Grant Program (2015-16 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2015-16 PSAP grant will be 12 months, beginning calendar year 2016 (January 1, 2016 – December 31, 2016). Expenses that you wish to claim must occur within that period. No extensions beyond that period will be allowed. In order to provide these funds to you as quickly as possible, our program office will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Andrew Cuomo, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Robert Barbato, at 518-322-4911.

Thank you for your cooperation in this public safety endeavor.

Sincerely,



John P. Melville
Commissioner

cc: ✓ Mr. C. Shawn Lamouree, Undersheriff



ANDREW M. CUOMO
Governor

JOHN P. MELVILLE
Commissioner, DHSES

**2015-16
Public Safety Answering Points (PSAP)
Operations Grant**

BUDGET

Revision Instructions

DUE BY January 20, 2016

Grant Performance Period 1/1/2016-12/31/2016

Budgets should be submitted by e-mail to: Grant.Info@dhSES.ny.gov

REVISION 0, JANUARY 5, 2016

REVISION HISTORY

Revision #	Date	Description	Pages Affected
Original	01/05/2016	Original Document	Cover, 1-9

CONTENTS

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Grant Performance Period 4

Submission of Budget Form 4

Permissible Costs 4

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Questions 5

2015-16 PSAP Operations Grant Awards 6

Budget Information Form 7

2015-16 PSAP Operations Grant BUDGET

General Information

Purpose

2015-16 PSAP Operations Grant is a non-competitive grant program where funding is distributed by formula.

On December 30, 2015, Governor Cuomo announced \$10 million in PSAP Operations grant awards to municipalities across New York State.

All counties and New York City as a single entity, submitted their applications by December 11, 2015. Due to information and statistics provided by counties in applications, amounts awarded to counties differ from the previous year.

In order for DHSES to develop and execute Contractual Agreements for 2015-16 PSAP Operations Grant, we must receive a revised Budget Form from each county and New York City as a single entity, reflecting the actual award amount, as soon as possible but no not later than January 20, 2016.

Award amounts can be found on Page 6 of this document.

Grant Performance Period

The period of performance for contracts supported by 2015-16 PSAP Operations Grant Program funds will be from January 1, 2016 until December 31, 2016. Contract extensions will not be considered.

Submission of Budget Form

Budget Form (this document) must be submitted via e-mail to Grant.Info@dhses.ny.gov. Please, submit the budget as a word document, do not convert it to pdf.

Permissible Costs

Examples of permissible costs:

- Personal service
- Next Generation 9-1-1 technologies

2015-16 PSAP Operations Grant Budget

- New 9-1-1 telephone equipment for the exclusive use of the PSAP, including Automatic Location Information (ALI) displays or intelligent workstations, ALI controllers
- Computer Aided Dispatch (CAD) upgrades or replacement, including software and hardware that will perform integrated mapping functionality through a CAD interface at each call taker position, utilizing the coordinates received via the ALI database link
- Geographic Information System (GIS) enhancements for the purpose of preparing for the implementation of the FCC wireless E9-1-1 requirements.
- Records Management Systems that will provide statistical analysis of wired line and wireless 9-1-1 calls
- PSAP operating expenses (examples: network connectivity, software licensing, etc.)
- Call accounting equipment
- Microwave backhaul connectivity for PSAPs
- Fit-up and installation of equipment in existing facilities that meets the above intent and purpose of the grant
- Funds may be used for the purpose of developing, conducting and attending 9-1-1 in-service training
- Basic Certification Training
- Dispatch workstations

Costs Not Permissible

Examples of non- permissible costs:

- Equipment or system with proprietary technology that is non-compliant with standards listed in this document
- Vehicles
- Land Mobile Radio subscriber equipment
- Mobile data networks (infrastructure, user equipment, service fees)
- New construction projects, such as new building constructions and capital projects
- Furniture (dispatch workstation excluded)
- Food and beverages
- Out-of-State conferences
- Debt Service

Questions

All questions must be submitted in writing to Grant.Info@dhses.ny.gov .

After receipt of document, DHSES will e-mail notification of receipt to the project contact e-mail address listed on the *Application Cover Page of 2015-16 PSAP Operations Grant Application.*

2015-16 PSAP Operations Grant Awards

2015-16 PSAP Operations Grant Awards						
##	County	Award Amount		##	County	Award Amount
1	Albany	\$233,382		30	Niagara	\$195,149
2	Allegany	\$161,547		31	Oneida	\$207,580
3	Broome	\$209,703		32	Onondaga	\$206,016
4	Cattaraugus	\$172,605		33	Ontario	\$158,945
5	Cayuga	\$170,907		34	Orange	\$177,823
6	Chautauqua	\$178,323		35	Orleans	\$133,385
7	Chemung	\$188,222		36	Oswego	\$180,103
8	Chenango	\$170,855		37	Otsego	\$157,260
9	Clinton	\$141,883		38	Putnam	\$126,883
10	Columbia	\$160,509		39	Rensselaer	\$177,913
11	Cortland	\$151,001		40	Rockland	\$227,942
12	Delaware	\$154,732		41	Saratoga	\$148,969
13	Dutchess	\$165,211		42	Schenectady	\$170,290
14	Erie	\$209,112		43	Schoharie	\$149,001
15	Essex	\$166,248		44	Schuyler	\$165,569
16	Franklin	\$170,387		45	Seneca	\$166,635
17	Fulton	\$206,892		46	St. Lawrence	\$178,002
18	Genesee	\$187,377		47	Steuben	\$185,710
19	Greene	\$151,052		48	Suffolk	\$153,970
20	Hamilton	\$127,582		49	Sullivan	\$155,289
21	Herkimer	\$197,534		50	Tioga	\$160,339
22	Jefferson	\$198,520		51	Tompkins	\$149,235
23	Lewis	\$179,053		52	Ulster	\$154,511
24	Livingston	\$167,362		53	Warren	\$168,835
25	Madison	\$158,368		54	Washington	\$185,509
26	Monroe	\$219,607		55	Wayne	\$171,874
27	Montgomery	\$147,163		56	Westchester	\$165,620
28	Nassau	\$137,286		57	Wyoming	\$155,000
29	New York City	\$214,199		58	Yates	\$170,021

2015-16 PSAP Operations Grant Budget

BUDGET INFORMATION FORM

Complete this Budget Information Form using the actual amount awarded to your County listed on Page 6 of this document. Total of all costs on Budget Information Form must equal the award amount.

COUNTY NAME: Warren		
BUDGET INFORMATION FORM		
<i>Refer Permissible and Non-Permissible Costs</i>		
SELECT APPLICABLE BUDGET CATEGORY	COST CLASSIFICATION / GENERAL DESCRIPTION	COST
Installation and Testin	Upgrading our existing CAD system to the latest version and improving map/call plotting abilities	\$108,000.00
Equipment	Upgrade radio console PC's to latest version from Motorola	\$40,909.00
Equipment	Integrated text to 911 for six positions	\$11,500.00
Training and Exercise	EMD Re-certification for 21 people (\$395 x 21)	\$8,295.00
Choose a Category		
Total Cost (on this page only):		\$168,835.00

2015-16 PSAP Operations Grant Budget

BUDGET INFORMATION FORM <i>Refer to RFA Section III for Permissible and Non-Permissible Costs</i>		
SELECT APPLICABLE BUDGET CATEGORY	COST CLASSIFICATION / GENERAL DESCRIPTION	COST
Choose a Category		
Total Cost (on this page only):		

2015-16 PSAP Operations Grant Budget

BUDGET INFORMATION FORM <i>Refer to RFA Section III for Permissible and Non-Permissible Costs</i>		
SELECT APPLICABLE BUDGET CATEGORY	COST CLASSIFICATION / GENERAL DESCRIPTION	COST
Choose a Category		
Total Cost (on this page only):		

New World Software Upgrade Time Sensitivity

The Warren County Planning Department applied for and was awarded a \$30,000 grant from the New York State Archives for a project which will result in First Responders acquiring tablets and having access to enhanced e-911 map data in the field. Part of the new data they will be able to access includes information about truss-roofed structures, as required by a new state law that went into effect January 1, 2015. This is a non-matching grant.

In order to complete this project, we need to import newly developed address point data, as well as the truss roof data, into the New World dispatch software. This will require a major reconfiguration of the New World software, which will in turn require substantial technical support from New World. It should be noted that this data upgrade will need to take place regardless of whether or not we complete the grant project; it's a requirement for nex-gen e-911.

The current version of the New World software is very out of date. The Sheriff's Department has received grant funding to proceed with a planned update to the software. From both a cost savings and an efficiency standpoint, it makes sense to do the upgrade to the software at the same time we reconfigure the system and import the new data. If we don't do that, we'd have to pay New World to completely reconfigure the system so we can complete the grant project, and then we'd have to pay them to do the same thing over again when they upgrade the software.

Our State Archives grant project must be completed by June 30, 2016, or we will lose the funds. We need at least four months of development and testing time to complete the project. If we wait for the e-911 funds to come in from the state, we will not have time to install the New World upgrade, test, and complete our project by the June 30 deadline.

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: Planning and Community Development

DATE: 21 January 2016

(a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
H367 – First Wilderness 2015

(b) Is this a Capital Project?

(c) Is this a Capital Reserve Project?
No

(d) Amount of Project:
H367.9550 280 - \$871,976,

(e) Source of Funding (including name & title of codes, etc.):
368,488
H367.9550 2790 - ~~\$425,988~~ – Share of Joint Activity, Local, H367.9550 3897 - \$425,988 – Culture & Recreation, H367 9950 5031 Transfers -~~\$20,000~~

(f) Purpose of Establishment: **77,500**
Administer grant award from Local Waterfront Revitalization Program

***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: Warren County Health Services-Health Education Program

DATE: January 22, 2016

- (a) **Purpose of Amendment:** To amend the 2016 budget to adjust the Health Education Program to reflect the funds given from the Adirondack Rural Health Network to support the Prevention agenda project of **\$2,000.00.**
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4018.0040.410 Health Education Program- Office Supplies \$2,000.00
- Revenue Code (with title), and Amount:**
A.4018.0040.1617 Health Education Program-Revenue \$2,000.00

ATTACHMENT #5

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 - Health Services CHHA Program

DATE: January 22, 2016

(a) Purpose of Amendment:

To amend the 2016 budget to reflect payment received by Health Services (CHA) from and insurance company for repairs related to a vehicle accident which totaled \$1,769.95

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

A.4010.441 Health Services-Auto Repair Expense \$1,769.95

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

A.4010.2680 Health Services-Insurance Recovery Revenue \$1,769.95

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

- 1. Employee's Name: Lynne Rodriguez
- 2. Position: Community Health Nurse (CN) 3. Department: Health Services
- 4. Course Title: Medical Coding Physician Certificate Program
- 5. Institution or School: Bryant and Stratton College
- 6. How Course Relates to Current Position: Medical Coding Specialist Certification required to finalize all medical orders to ~~maximize~~ ^{assure the highest} reimbursement rate
- 7. Starting Date: _____ 8. Completion Date: 12/28/15
- 9. Cost: 3,750.00 County share 50% or \$1,875 for services provided.
- 10. Employee's Signature: Lynne Rodriguez CN Date: 12/28/15
- 11. Supervisor's Comments (Approval/Denial):
Supervisor's Signature: Shawn Richardson ADPS Date: 12/28/15
- 12. Department Head's Comments (Approval/Denial):
Department Head's Signature: [Signature] Date: 12/28/15
- 13. Committee's Recommendation:
Committee Chairman's Signature: _____ Date: _____
Signature: _____ Date: _____
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course if adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.

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: Health Services

DATE: 02/04/2016

- (a) Purpose of Request: Salary for employee #8444 (Long Term Care Coordinator) is currently at the 2015 rate. Was inadvertently not placed on non-bargaining employee list to allow for 2.5% increase for 2016 salary effective January 1, 2016.
- (b) Details: Salary should be reflected as follows:
- Current 2015 rate \$67,291
Should be effective 01/01/2016 rate \$68,974
Should be distributed between CHHA @ 80% or should be \$55,179 and within Long Term Care @20% or \$13, 795
- (c) Previous Resolution Number: Not applicable

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: SOCIAL SERVICES

DATE: 01.25.16

- (a) Purpose of Request: **Request to Temporarily Increase the Salary of Cynthia Schrock Seeley, Deputy Commissioner/Chief Legal Counsel, from \$80,421, to \$87,125, for the period beginning 01.25.16, on a weekly basis while Acting as Full-Time Commissioner.**
- (b) Details: **Source of Reimbursement: Federal 38%, State 24%**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 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: SOCIAL SERVICES

DATE: 01.22.16

- (a) Purpose of Request: **Request to Temporarily Appoint Tammy Breen: From Child Protective Services Case Supervisor B - Salary \$55,924, to Case Supervisor A - Salary \$59,000, for the period from 01.25.16 to 04.24.16.**
- (b) Details: **Source of Reimbursement: Federal 38%, State 24%**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project********If this is the result of a grant award, also complete and submit Form No. 5 or 6*****DEPARTMENT NAME: DPW****DATE: 1/25/16**

- (a) Exact Title and Number of Project*:
H354 County Highway Preservation Project (CR 17, 52 & 79)
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Increase (if applicable):
\$633,280.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
See below
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
To allocate federal, state and local share funds for the construction and construction inspection phase of the project in accordance with the State-Local Agreement with NYSDOT
- | | |
|----------------------|--|
| \$635,144.00 | Federal Share |
| \$0.00 | State Marchiselli Share (Actual Available) |
| \$119,090.00 | State Marchiselli Share (Assumed Available) To be advanced by Treasurer |
| -\$120,954.00 | Local Match Share (return surplus funds to fund source -County Road Fund) |

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: 1/25/16

- (a) Purpose of Amendment: Amend D.9950 910 budget to include surplus local match funds from H354 County Highway Preservation Project

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
D.9950 910 - Interfund Transfers (\$120,954.00)

- (c) Revenue Code (with title), and Amount:
D.5010 5031 - Interfund Transfers (\$120,954.00)

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: DPW

DATE: 1/25/16

- (a) Purpose of Amendment: Amend the 2016 Budget for the purchase of a Vacuum Excavator. Warren County Soil and Water District has received a grant from NYSDEC and with this grant will reimburse the County for the purchase Vacuum Ecacavator. This will establish the appropriate Revenue and Appropriation Codes.
- (b) Appropriation Code (with title), Object Code (with title) and Amount: DM.5130 240 Road Machinery, Machinery, Highway and Street Equipment \$109,000
- (c) Revenue Code (with title), and Amount: DM.5130 2716 Road Machinery, Machinery, Grants from Other Sources \$109,000

(12)

Warren County Board of Supervisors

RESOLUTION NO. 581 OF 2015

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

AMENDING WARREN COUNTY BUDGET FOR 2015 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2015 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT OF PUBLIC WORKS		
<u>ESTIMATED REVENUE</u>		
DM.5130 2716	Road Machinery, Machinery, Grants from Other Sources	\$109,000.00
<u>APPROPRIATIONS</u>		
DM.5130 240	Road Machinery, Machinery, Highway & Street Equipment	109,000.00
EMPLOYMENT AND TRAINING		
<u>ESTIMATED REVENUE</u>		
41.6293.0305 4791	Workforce Innovat & Opport Act, WIA/WIOA, Dislocated Worker, Workforce Invest Act/Workforce Innovation & Opportunity Act	43,826.00
<u>APPROPRIATIONS</u>		
41.6293.0305 433	Workforce Innovat & Opport Act, WIA/WIOA, Dislocated Worker, Training-Client	43,826.00
PUBLIC DEFENDER		
<u>ESTIMATED REVENUE</u>		
A.1171.3045	Public Defender, Office of Indigent Legal Services Distribut	4,300.00
<u>APPROPRIATIONS</u>		
A.1171 210	Public Defender, Furniture/Furnishing	3,000.00
A.1171 427	Public Defender, Membership & Dues	1,300.00

Warren County Board of Supervisors

RESOLUTION NO. 418 OF 2015

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

**AUTHORIZING ADVANCE OF FUNDS FROM THE GENERAL FUND
UNAPPROPRIATED SURPLUS TO PURCHASE A VACUUM EXCAVATOR AND
AUTHORIZING AN INTERMUNICIPAL AGREEMENT BETWEEN WARREN COUNTY
AND THE WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT FOR
REIMBURSEMENT TO WARREN COUNTY FOR THE PURCHASE OF THE VACUUM
EXCAVATOR FROM FUNDS RECEIVED BY THE DISTRICT UNDER A GRANT FROM
THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

WHEREAS, the Warren County Soil & Water Conservation District ("District") has been awarded funding in the amount of One Hundred Eighty Thousand Dollars (\$180,000) from the New York State Department of Environmental Conservation (NYSDEC), of which, One Hundred Nine Thousand Dollars (\$109,000) would be used to purchase a vacuum excavator which will increase the maintenance capability of stormwater structures for the County's Department of Public Works and other municipalities, and

WHEREAS, the District has advised that the grant award requires the District to expend the aforementioned funds to purchase the vacuum excavator for projects and then await reimbursement for the funds expended by the District, and

WHEREAS, the District has been informed by the NYSDEC that if the County purchases the vacuum excavator directly, the District may reimburse the County for the purchase upon receipt of the grant funds, now, therefore, be it

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized to advance the sum of One Hundred Nine Thousand Dollars (\$109,000) to the Warren County Department of Public Works from the General Fund Unappropriated Surplus, for the purpose of purchasing a vacuum excavator in accordance with the County's purchasing policy, and be it further

RESOLVED, that Warren County enter into an Intermunicipal Agreement with the District for the purpose of formalizing reimbursement by the District to Warren County for the purchase of the vacuum excavator upon receipt by the District of grant funds from the Department of Environmental Conservation in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 614 OF 2015

Resolution introduced by Supervisors Merlino, Conover, Wood, Taylor, Frasier, Dickinson, Simpson, Sokol and Vanselow

AMENDING RESOLUTION NO. 418 OF 2015 - CHANGING THE SOURCE OF FUNDING AND AUTHORIZING AN INTERMUNICIPAL AGREEMENT BETWEEN WARREN COUNTY AND THE VARIOUS MUNICIPALITIES LOCATED WITHIN WARREN COUNTY FOR THE PURCHASE AND USE OF A VACUUM EXCAVATOR

WHEREAS, Resolution No. 418 of 2015 authorized an Intermunicipal Agreement between Warren County and the Warren County Soil & Water Conservation District for the advancement of funds to purchase a vacuum excavator with a source of funding from the General Fund Unappropriated Surplus, and

WHEREAS, the Superintendent of the Department of Public Works is requesting (upon notice from the Warren County Treasurer's office) to change the source of funding from the General Fund Unappropriated Surplus to the Road Machinery Fund and is also requesting that the County enter into an Intermunicipal Agreement between the County, the Warren County Soil & Water Conservation District and the various Municipalities located within Warren County for the storage and use of the vacuum excavator, now, therefore, be it

RESOLVED, that other than the above amendments to Resolution No. 418 of 2015, said resolution shall remain in full force and effect, and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute an Intermunicipal Agreement between the County, the Warren County Soil & Water Conservation District and the various Municipalities located within Warren County for the storage and use of the vacuum excavator in a form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Public Works****DATE: 1/22/2016**

- (a) Employee Name, Title and Employee No.: **Maiken Holmes, Assistant Engineer #2**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$43,000 (2015), \$44,075 (2016)**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$45,569 (2015)**
- (d) Effective Date for Salary Change:* **10/5/2015**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
To correct an error; employee has been paid correctly since the date of appointment.

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***

DEPARTMENT NAME: Public Works

DATE: 1/22/2016

- (a) Employee Name, Title and Employee No.: Maja Tlokinska-Scroggins, Confidential Assistant to the Superintendent of Public Works
- (b) Current Annual Base Salary (and Grade if Applicable): \$40,252
- (c) Former Annual Base Salary (and Grade if Applicable): \$39,270
- (d) Effective Date for Salary Change:* 1/1/2016
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1490 Confidential Assistant to the Superintendent of Public Works, \$40,252
- (f) Justification of Request: to correct an error; the position was vacant during budget process, so 2.5% increase was not applied to the salary.

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee=s Name: Maja Tlokinska-Scroggins

2. Position: Conf. Asst. to the Supr. of Public Works
DPW

3. Department:

4. Course Title: Business Internship, Small Bus Financial, Business Ethics, Prin of Economics II, Writing/Technical

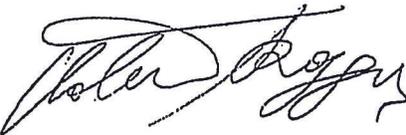
5. Institution or School: SUNY Adirondack

6. How Course Relates to Current Position: Improve Accounting Efficiency

7. Starting Date: 1/2016

8. Completion Date: 5/2016

9. Cost: 50% of \$2,769.50

10: Employee=s Signature:  Date: 1/22/16

11. Supervisor=s Comments (Approval/Denial)

Supervisor=s Signature:  Date: 1/22/16

12. Department Head=s Comments (Approval/Denial)

Department Head=s Signature:  Date: 1/22/16

13. Committee=s Recommendation:

Committee Chairman=s Signature: Date:

Signature: Date:

Chairman of the Board of Supervisors

Account Detail for Term

500152829 Maja A. Tlokinska-Scroggins
Jan 22, 2016 02:11 pm

 Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

201520 Spring 2016 Term Detail

Detail Code	Description	Charge	Payment	Balance
ACCF	Accident Insurance	\$2.00		
ACTF	Activity Fee	\$90.00		
BKAD	Bookstore Advance	\$498.50		
IDCD	ID Card	\$4.00		
PFEE	Parking Fee	\$15.00		
TECF	Technology Replacement Fee	\$127.50		
TUIT	Tuition	\$1,992.00		
WELF	Wellness Fee	\$15.00		
	Net Term Balance			\$2,744.00
	Net Balance for Other Terms:			\$0.00
	Account Balance:			\$2,744.00

 No Authorized Financial Aid exists on your record for the selected term.

Authorized Financial Aid as of Jan 25, 2016

Account Balance net of Authorized Financial Aid: \$2,744.00
Current Due net of Authorized Financial Aid: \$2,744.00

 No pending transactions exist on your record for the selected term.

RELEASE: 8.5.4.4

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verification of jury service and time discharged by the Commissioner of Jurors. Immediately upon being discharged from jury duty the employee shall obtain a verification and time discharged form from the Personnel Department or the Commissioner of Jurors and request that the Commissioner of Jurors or designee sign the same. The employee shall be required to give a copy of the verification form to the Department Head prior to returning to work.

(H) *Training programs.* County employees shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 50% of the cost for tuition and fees incidental to taking the course.

(I) *Job-related course benefit.*

(1) County employees who are not represented by a union or collective bargaining agreement, with the exception of the Sheriff's Office employees and elected officials, shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 50% of the cost for tuition and fees incidental to taking the course.

(2) Non-bargaining employees of the Sheriff's Office shall be allowed to take job-related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employees for 50% of the cost of tuition and fees incidental to taking the course. If an employee does not work for at least 18 consecutive months after completing a course for which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee.

(J) *Employee indemnification.* The indemnification benefits of N.Y. Pub. Off. Law § 18 has been conferred upon all County employees,

provided such employee complies with all of the requirements of N.Y. Pub. Off. Law § 18.

(K) *Americans with Disabilities Act.* The County shall comply with the applicable provisions of the Americans with Disabilities Act. See §§ VI.065 through VI.071.

(Res. 308 of 1996, passed - -1996; Local Law 4 of 2008, passed 3-21-2008)

AMERICANS WITH DISABILITIES ACT

§ VI.065 POLICY STATEMENT.

As provided by § 504 of the Rehabilitation Act of 1973, being 29 U.S.C. § 794, the Americans with Disabilities Act of 1990 (ADA), being 42 U.S.C. §§ 12101 et seq. and ADA Title II Regulations, being 28 C.F.R. Part 35:

(A) *Warren County programs, services and activities.*

(1) Warren County, New York ("Warren County") will ensure that no qualified disabled individual shall, solely on the basis of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, services or activities. Warren County further ensures that every effort will be made to provide nondiscrimination in all of its programs or activities regardless of the funding source.

(2) Warren County shall maintain in operable working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities by the Act or this part. This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.

(3) Warren County shall generally permit the use of a service animal (including miniature horses, to the extent any particular facility can

①

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: Department of Public Works, Parks & Recs

DATE: January 25, 2016

- (a) Purpose of Request: To Create a Temporary Help line for Parks & Recreation (A.7110 130) in the amount of \$14,000.00 and Amend the Table of Organization to reflect the same.
- (b) Details: To Create a Temporary Help line for Parks and Recreation (A.7110 130) in the amount of \$14,000.00 and Amend the Table of Organization ro reflect the same.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.7110 130 General, Parks and Recreation, Salaries - Part Time \$14,000.00

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: Tourism

DATE: 1/29/16

(a) Purpose of Request:

to appropriate additional funds from A.881, Reserve to the following codes based upon the proposed 2016 Occupancy Tax Spending Plan:

- WCProjects A.6417 480.04 \$50,000; WC Discretionary Fund- 480.03 ~~\$50,000~~ \$25,000
- Other Payments/Contributions, A.6417 469 \$135,000 (pmts to towns, city, village)

(b) Details:

The amounts approved for 2015 are included in the 2016 budget, so only the additional amounts need to be appropriated.

(c) Previous Resolution Number:

Res# 17 of 2015

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

A.881.00 Reserve, Occupancy Tax, \$210,000

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: Tourism

DATE: 1/29/16

- (a) Purpose of Request:
to appropriate \$58,500 from the Occupancy Tax Reserve to A.6417 480,
Tourism-Special Events to fund additional events approved at the 12/3/15
Occupancy Tax Workshop.
- (b) Details:
\$175,000 originally budgeted for Occupancy Tax sponsored events in 2016
- (c) Previous Resolution Number:
Res# 618 of 2015
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and
Amount:
A.881, Reserve- Occupancy Tax \$58,500

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Tourism/Occupancy Tax

DATE: 1/29/16

- (a) Purpose of Amendment:
to reduce Warren County Project Code A.6417 480.04 by \$7,440 for additional funds taken out of A.881 Reserve-Occupancy Tax in December 2015 for the Charles R. Wood Park Festival Space Perimeter Fence

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.6417 480.04 Warren County Projects \$7,440

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

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: 1/29/16

- (a) Purpose of Request:
to appropriate \$150,000 from A.881, Occupancy Tax Reserve to A.6417 480.04, Warren County Projects to pay for the water feature at the Festival Commons at Charles R. Wood Park

- (b) Details:
Estimate came in higher than anticipated. Village of Lake George is short this money to pay for the water feature.

- (c) Previous Resolution Number:
Res # 525 of 2015 - Cost sharing of Park expenses (not grant related)

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.881, Reserve- Occupancy Tax \$150,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Office of the County Administrator

DATE: 2/10/2016

- (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 \$164,000 from the Vehicle Reserve (A.896.00) to codes:
- | | |
|---|--------|
| A.1610 230.1 Fleet Management Auto Equip Reserve | 37,000 |
| A.3410 230.1 Fire Prevention & Control Auto Equip Reserve | 57,000 |
| A.4010 230.1 Health Services Auto Equip Reserve | 30,000 |
| A.3620 230.1 Building Codes Auto Equip Reserve | 25,000 |
| A.6010 230.1 Social Services Auto Equip Reserve | 15,000 |
- (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. 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: 02/10/2016

- (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:
- | | |
|--|----------------|
| A.1011 220.1 Office of County Admin Equip Reserve | \$600 |
| A.8022 220.1 Planning GIS Equipment Reserve | \$3,400 |
| A.1680 220.1 Information Technology Equipment Reserve | \$8,000 |
- (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

Allen, Amanda

From: Dusek, Paul
Sent: Tuesday, February 02, 2016 3:00 PM
To: Allen, Amanda
Cc: Geraghty, Kevin; Conover, Ronald; Thomas, Frank; Reichenbach, Brian; McKinstry, JoAnn; Lynch, Rob; Vogel, Pam
Subject: Resolution to request NYS Legislature to renew 1/4 percent Mortgage recording tax
Importance: High

Amanda,

By State law (Tax Law Section 253-w), Warren County is authorized to impose an additional mortgage recording tax of 25 cents for each \$100 and each remaining major fraction thereof of principal debt or obligation which is or may be (per a contingency) secured by a mortgage on real property in the county... see Tax Law Section 253-w for other details (this is in addition to the 1% mortgage recording tax provided for under Tax Law section 253). Unless the County requests, by resolution, that the State Legislature extend this legislative authorization, the current authorization for this additional mortgage recording tax will expire this December 2016.

According to the Deputy Treasurer, this additional mortgage recording tax raised \$919,735.38 in revenue for the County in 2015. Therefore this revenue has a significant impact on the County's Financial condition and this office is recommending that the Board request an extension of the tax.

I recommend that this matter be placed on the Finance Committee Agenda for the upcoming meeting under the topic of "Resolution requesting extension of existing mortgage recording tax set to expire in December of 2016 – this will need to go to the State Legislature for authorization – prior resolution and local law attached". As I am sure you will note from the title, I am recommending that you also include in the packet a copy of the prior resolution adopted by the Board requesting and extension and a copy of the local law. I also recommend that you include this email so that the Committee is aware of the background and financial impact of this tax.

Regards,

Paul B. Dusek, Warren County Administrator
 Warren County Municipal Center
 1340 State Route 9
 Lake George, New York 12845
 518-761-6539
dusekp@warrencountyny.gov

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Warren County Board of Supervisors

RESOLUTION NO. 497 OF 2014

Resolution introduced by Supervisors McDevitt, Wood, Vanselow, Beaty and Brock

TO ENACT LOCAL LAW NO. 5 OF 2014

WHEREAS, a proposed Local Law was duly presented to the Board of Supervisors and considered by them, said proposed Local Law entitled, "A Local Law Amending Local Law No. 10 of 2011 in Relation to the Imposition of an Additional Mortgage Recording Tax in Warren County to Amend SECTION 3 to provide that the Local Law shall Remain in Effect Until December 1, 2016", and

WHEREAS, the Board of Supervisors adopted Resolution No. 451 of 2014 on September 19, 2014, authorizing a public hearing to be held by the Board of Supervisors on the 17th day of October, 2014, at 10:00 a.m. in the Supervisors' Room in the Warren County Municipal Center on the matter of the proposed Local Law, and notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at said public hearing desiring to be heard, having been heard, now, therefore, be it

RESOLVED, the Board of Supervisors of the County of Warren, New York, on this 17th day of October, 2014, does hereby enact and adopt Local Law No. 5 of 2014 as set forth in Schedule "A" annexed hereto, and be it further

RESOLVED, that the Chairman of the Board of Supervisors, Clerk of the Board of Supervisors, County Administrator and County Attorney are hereby authorized to make such minor modifications to the Local Law as deemed necessary, and are authorized to execute, file and publish the Local Law and take all necessary actions for the promulgation thereof.

RESOLUTION No. 497 OF 2014

PAGE 2 OF 3

COUNTY OF WARREN**LOCAL LAW NO. 5 OF 2014****A LOCAL LAW AMENDING LOCAL LAW NO. 10 OF 2011 IN RELATION TO THE IMPOSITION OF AN ADDITIONAL MORTGAGE RECORDING TAX IN WARREN COUNTY TO AMEND SECTION 3 TO PROVIDE THAT THE LOCAL LAW SHALL REMAIN IN EFFECT UNTIL DECEMBER 1, 2016**

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York as follows:

SECTION 1. Title and Statement of Intent: This Local Law shall be titled "A Local Law Amending Local Law No. 10 of 2011 in Relation to the Imposition of an Additional Mortgage Recording Tax in Warren County to amend SECTION 3 to provide that the Local Law shall Remain in Effect Until December 1, 2016". The intent is to allow such Local Law to remain in full force and effect for two additional years until December 1, 2016. The authority to amend SECTION 3 of this Local Law exists by virtue of Chapter 224 of the Laws of 2014, enacted to amend Chapter 397 of the Laws of 2011 relating to authorizing the County of Warren to impose an additional mortgage recording tax in relation to extending the effectiveness thereof.

SECTION 2. Amendment of Local Law: SECTION 3 of Local Law No. 10 of 2011 is amended to delete an ending date of December 1, 2014 and extending the effectiveness of the Local Law until December 1, 2016 and shall read as follows:

"Imposition of tax for the period commencing December 1, 2014 and ending December 1, 2016, unless further extended by Local Law of the Board of Supervisors, there is hereby imposed, in the County of Warren, a tax of twenty-five cents (\$0.25) for each one hundred dollars (\$100) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the County of Warren and recorded on or after December 1, 2014, and a tax of twenty-five cents (\$0.25) on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than one hundred dollars (\$100).

*RESOLUTION NO. 497 OF 2014**PAGE 3 OF 3*

SECTION 3. Effective Local Law: This Local Law shall remain in full force and effect until December 1, 2016.

SECTION 4. Severability: If any provisions of this Local Law or the application thereof to any person or circumstances shall be held invalid the remainder of this Local Law and the application of such provision to other persons or circumstances shall not be affected thereby.

SECTION 5. Effective Date: This Local Law shall take effect upon filing in the Office of the Secretary of State, but more specifically on December 1, 2014 as prescribed by New York State Tax Law §253-w(6).

Allen, Amanda

From: Dusek, Paul
Sent: Wednesday, February 03, 2016 3:25 PM
To: Allen, Amanda
Subject: Open Door request for contract modification

Importance: High

Amanda,

This is to advise that Committee Chairs Conover and Girard have agreed that the Open Door request for a modification to their contract with the County may be placed on the Finance Committee agenda. Committee Chair Conover, however, conditioned his approval on the approval of Chairman Geraghty.

Would you contact Chairman Geraghty with regard to Supervisor Conover's conditional approval and if the Chairman approves, add the above referred to matter to the Finance agenda? The agenda topic could be as follows :

The Open Door is requesting a modification to their contract with the County that allows them to use the former Detention Building to house homeless when the temperature falls below 20 degrees. The Open Door is requesting that their contract with the County be modified to allow use of the former Detention Center when the temperature is below 32. This is due to the Governor's new executive order that homeless shelters provide accommodations when the temperature is below 32 degrees and inquiries the Open Door has received. No other changes are requested. The original contract and letter from the Open Door's Attorney are included with the attachments to the agenda.

I previously provided you with a copy of the letter and the County Attorney's Office should be able to provide you with a copy of the original contract. If you have any questions or concerns, please don't hesitate to contact me.

Regards,

Paul

Paul B. Dusek, Warren County Administrator
Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
518-761-6539
dusekp@warrencountyny.gov

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MILLER, MANNIX, SCHACHNER & HAFNER, LLC

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February 2, 2016

Paul Dusek, Esq.
County Administrator
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

Re: Open Door – Code Blue Shelter

Dear Mr. Dusek:

As you know, Open Door and the County executed a License Agreement pursuant to which we are operating our Code Blue Emergency Shelter at the County's Gurney Lane facility. You will recall that the Agreement provides for our operation to take place under limited weather conditions including a temperature threshold (absolute or with wind chill) of 20 degrees.

As you are also likely aware, the Governor has issued an Executive Order pursuant to which emergency homeless shelters are supposed to be open whenever the temperature drops below 32 degrees. We have received numerous inquiries from Departments of Social Services and others seeking to confirm that our Code Blue Shelter will be open whenever this new threshold is met. However, we did not wish to provide this assurance without first obtaining confirmation of consent by the County.

For obvious reasons, we seek such confirmation, in some form or another, as soon as possible. We recognize that the Facilities Committee and/or Board of Supervisors may not be meeting for several weeks, but request that you please contact us to indicate the County's consent as soon as possible. We understand if such consent may be subject to formal ratification when the meetings do occur.



Paul Dusek, Esq.
Re: Warren County Legal Representation
February 2, 2016
Page 2 of 2

Thank you very much for your assistance in this matter.

Very truly yours,
MILLER, MANNIX, SCHACHNER & HAFNER, LLC



Mark Schachner

MS/mlb
cc: Kim Cook, Executive Director
Warren County Attorney's Office

N:\Clients\OPEN DOOR\Code Blue\Dusek County Letter.docx



WARREN COUNTY
Journal Report - December 2015

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
12/9/2015	A.1671 421	Equipment Rental	Out of Object Code Transfer from A.1671 861	\$ 200.00	
12/9/2015	A.1671 861	Retirees Hospitalization	Out of Object Code Transfer to A.1671 421		\$ 200.00
Clk of Legislati - Clerk of the Legislative Board					
12/7/2015	A.1010 423	Telephone	Budget Transfer within Object Code to A.1010 436		\$ 237.19
12/7/2015	A.1010 436	Advertising Fees	Budget Transfer from Object Code A.1010 423	\$ 237.19	
12/7/2015	A.1010 437	Consulting Fees	Budget Transfer from Object Code A.1010 440	\$ 1,500.00	
12/7/2015	A.1010 440	Legal/Transcript Fees	Budget Transfer within Object Code to A.1010 437		\$ 1,500.00
Clk of Legislati - Clerk of the Legislative Board					
12/30/2015	A.1010 439	Misc Fees & Expenses	Budget Transfer from Object Code A.1010 440	\$ 558.40	
12/30/2015	A.1010 440	Legal/Transcript Fees	Budget Transfer within Object Code to A.1010 439		\$ 558.40
County Attorney - County Attorney					
12/9/2015	A.1420 410	Supplies	Budget Transfers within Object Code to A.1420 436		\$ 560.00
12/9/2015	A.1420 436	Advertising Fees	Budget Transfers within Object Code from A.1420 410	\$ 560.00	
County Clerk - County Clerk					
12/10/2015	A.1410 210	Furniture/Furnishings	Transfer of Funds from A1410210 to A1410220		\$ 300.00
12/10/2015	A.1410 220	Office Equipment	Transfer of Funds within budget code to A1410220 from A1410210	\$ 300.00	
County Clerk - County Clerk					
12/16/2015	A.7510 410	Supplies	Transfer of Funds w/in Object Code to A7510410 from A7510444	\$ 300.00	
12/16/2015	A.7510 444	Travel/Education/Conference	Transfer of Funds within the Object Code from A7510444 to A7510		\$ 300.00
County Clerk - County Clerk					
12/31/2015	A.1410 424	Postage	Transfer of Funds w/in Budget Code from A1410424 to A11410444		\$ 50.00
12/31/2015	A.1410 444	Travel/Education/Conference	Transfer of Funds w/in Budget Code to A1410444 from A1410424	\$ 50.00	

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
12/21/2015	A.1165 424	Postage	Transfer within budget code to A.1165 444		\$ 500.00
12/21/2015	A.1165 426	Subscriptions	Transfer within budget code to A. 1165 440		\$ 246.00
12/21/2015	A.1165 440	Legal/Transcript Fees	Transfer within budget code from A.1165 426	\$ 246.00	
12/21/2015	A.1165 440	Legal/Transcript Fees	Transfer within budget code from A. 1165 445	\$ 100.00	
12/21/2015	A.1165 444	Travel/Education/Conference	Transfer within budget code from A.1165 424	\$ 500.00	
12/21/2015	A.1165 445	Foods	Transfer within budget code to A.1165 440		\$ 100.00
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
12/23/2015	A.1165 440	Legal/Transcript Fees	Transfer within budget code from A.1165 860	\$ 2,000.00	
12/23/2015	A.1165 860	Hospitalization	Transfer within budget code to A.1165 440		\$ 2,000.00
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
12/30/2015	A.1165 410	Supplies	Transfer out of budget code from A.1165 810	\$ 500.00	
12/30/2015	A.1165 444	Travel/Education/Conference	Transfer out of budget code from A. 1165 810	\$ 1,000.00	
12/30/2015	A.1165 810	Retirement	Transfer out of budget code to A.1165 410		\$ 500.00
12/30/2015	A.1165 810	Retirement	Transfer out of budget code to A. 1165 444		\$ 1,000.00
DPW_DPW Admin - DPW, DPW Administration					
12/2/2015	A.5610 410	Supplies	Transfer Within Object Code From A.5610 413	\$ 496.00	
12/2/2015	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Object Code to A.5610 410		\$ 496.00
12/2/2015	A.5610 439	Misc Fees & Expenses	Transfer Within Object Code from A.5610 444	\$ 110.00	
12/2/2015	A.5610 444	Travel/Education/Conference	Transfer Within Object Code to A.5610 439		\$ 110.00
12/2/2015	A.7110 439	Misc Fees & Expenses	Transfer Within Object Code from A.7110 453	\$ 71.00	
12/2/2015	A.7110 453	Uniforms & Clothing	Transfer Within Object Code to A.7110 439		\$ 71.00
DPW_DPW Admin - DPW, DPW Administration					
12/3/2015	A.5610 465	Road/Bridge Materials	Transfer Within Object Code to A.5610 470		\$ 3,000.00
12/3/2015	A.5610 470	Contract	Transfer Within Object Code from A.5610 465	\$ 3,000.00	

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
DPW_DPW Admin - DPW,DPW Administration					
12/4/2015	A.7110 413	Repair & Maint.-Bldg/Property	Transfer Within Object Code from A.7110 415	\$ 16.00	
12/4/2015	A.7110 415	Electricity	Transfer Within Object Code to A.7110 413		\$ 16.00
12/4/2015	A.7111.0198 410	Supplies	Transfer Within Object Code to A.7111.0198 436		\$ 370.00
12/4/2015	A.7111.0198 436	Advertising Fees	Transfer Within Object Code from A.7111.0198 410	\$ 370.00	
12/4/2015	D.5110 410	Supplies	Transfer Within Object Code from D.5110 416	\$ 204.00	
12/4/2015	D.5110 416	Oil & Gas-Heating	Transfer Within Object Code to D.5110 410		\$ 204.00
12/4/2015	DM.5130 455	Safety Equipment	Transfer Within Object Code to DM.5130 470		\$ 394.00
12/4/2015	DM.5130 470	Contract	Transfer Within Object Code from DM.5130 455	\$ 394.00	
DPW_DPW Admin - DPW,DPW Administration					
12/7/2015	D.5110 421	Equipment Rental	Transfer Within Object Code from D.5110 470	\$ 8,100.00	
12/7/2015	D.5110 470	Contract	Transfer Within Object Code to D.5110 421		\$ 8,100.00
DPW_DPW Admin - DPW,DPW Administration					
12/8/2015	A.1620 416	Oil & Gas-Heating	Transfer Within Object Code from A.1620 470	\$ 2,500.00	
12/8/2015	A.1620 470	Contract	Transfer Within Object Code to A.1620 416		\$ 2,500.00
12/8/2015	DM.5130 250	Technical Equipment	Transfer Within Object Code to DM.5130 260		\$ 1,750.00
12/8/2015	DM.5130 260	Other Equipment	Transfer Within Object Code from DM.5130 250	\$ 1,750.00	
DPW_DPW Admin - DPW,DPW Administration					
12/10/2015	A.7111 439	Misc Fees & Expenses	Transfer Within Object Code to A.7111 444		\$ 60.00
12/10/2015	A.7111 444	Travel/Education/Conference	Transfer Within Object Code from A.7111 439	\$ 60.00	
DPW_DPW Admin - DPW,DPW Administration					
12/18/2015	A.1610 421	Equipment Rental	Transfer Within Object Code to A.1610 441		\$ 300.00
12/18/2015	A.1610 441	Auto-Supplies & Repair	Transfer Within Object Code from A.1610 421	\$ 300.00	
DPW_DPW Admin - DPW,DPW Administration					
12/21/2015	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 444		\$ 166.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/21/2015	A.1490 444	Travel/Education/Conference	Transfer Within Budget Code from A.1490 410	\$ 166.00	
12/21/2015	A.7111.0198 410	Supplies	Transfer Within Budget Code to A.7111.0198 436		\$ 142.00
12/21/2015	A.7111.0198 436	Advertising Fees	Transfer Within Budget Code from A.7111.0198 410	\$ 142.00	
12/21/2015	D.5010 410	Supplies	Transfer Within Budget Code to D.5010 444		\$ 402.00
12/21/2015	D.5010 444	Travel/Education/Conference	Transfer Within Budget Code from D.5010 410	\$ 402.00	
12/21/2015	D.5110 410	Supplies	Transfer Within Budget Code from D.5110 465	\$ 303.00	
12/21/2015	D.5110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from D.5110 455	\$ 158.00	
12/21/2015	D.5110 453	Uniforms & Clothing	Transfer Within Budget Code from D.5110 465	\$ 349.00	
12/21/2015	D.5110 455	Safety Equipment	Transfer Within Budget Code to D.5110 413		\$ 158.00
12/21/2015	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code to D.5110 410		\$ 303.00
12/21/2015	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code to D.5110 453		\$ 349.00
DPW_DPW Admin - DPW,DPW Administration					
12/22/2015	A.7110 423	Telephone	Transfer Within Budget Code to A.7110 428		\$ 120.00
12/22/2015	A.7110 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.7110 423	\$ 120.00	
12/22/2015	DM.5130 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from DM.5130 414	\$ 200.00	
12/22/2015	DM.5130 414	Gas-Natural	Transfer Within Budget Code to DM.5130 413		\$ 200.00
DPW_DPW Admin - DPW,DPW Administration					
12/28/2015	A.1626 417	Water/Sewer/Taxes	Transfer Within Budget Code from A.1626 465	\$ 154.00	
12/28/2015	A.1626 465	Road/Bridge Materials	Transfer Within Budget Code to A.1626 417		\$ 154.00
DPW_DPW Admin - DPW,DPW Administration					
12/29/2015	DM.5140 422	Repair/Maint-Equipment	Transfer Within Budget Code from DM.5140 470	\$ 150.00	
12/29/2015	DM.5140 470	Contract	Transfer Within Budget Code to DM.5140 422		\$ 150.00
DPW_DPW Admin - DPW,DPW Administration					
12/29/2015	A.5610 410	Supplies	Transfer Within Budget Code from A.5610 413	\$ 930.00	
12/29/2015	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.5610 410		\$ 930.00

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
DPW_DPW Admin - DPW,DPW Administration					
12/30/2015	A.5610 410	Supplies	Transfer Within Budget Code from A.5610 413	\$ 16.00	
12/30/2015	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.5610 410		\$ 16.00
DPW_DPW Admin - DPW,DPW Administration					
12/31/2015	D.3310 220	Office Equipment	Transfer Within Budget Code to D.3310 260		\$ 7.00
12/31/2015	D.3310 260	Other Equipment	Transfer Within Budget Code from D.3310 220	\$ 7.00	
Mental Health - Mental Health					
12/2/2015	A.4310 410	Supplies	Budget Transfer within Object Code to A.4310-439		\$ 300.00
12/2/2015	A.4310 439	Misc Fees & Expenses	Budget Transfer within Object Code from A.4310-410	\$ 300.00	
OFA - Office for the Aging					
12/1/2015	A.6774 413	Repair & Maint.-Bldg/Property	within object code transfer from A6774416	\$ 121.00	
12/1/2015	A.6774 416	Oil & Gas-Heating	within object code transfer to A6774417 & A6774413		\$ 173.20
12/1/2015	A.6774 417	Water/Sewer/Taxes	within object code transfer from A6774416	\$ 52.20	
OFA - Office for the Aging					
12/11/2015	A.6772 423	Telephone	within object code transfer from A6772424	\$ 12.43	
12/11/2015	A.6772 424	Postage	within object code transfer to A6772423		\$ 12.43
OFA - Office for the Aging					
12/14/2015	A.6771 415	Electricity	within object code transfers from A6771416	\$ 100.00	
12/14/2015	A.6771 416	Oil & Gas-Heating	within object code transfers to A6771415, A6771423 and A6771444		\$ 800.00
12/14/2015	A.6771 422	Repair/Maint-Equipment	within object code transfers to A6771432 & A6771445		\$ 614.50
12/14/2015	A.6771 423	Telephone	within object code transfers from A6771416	\$ 146.00	
12/14/2015	A.6771 424	Postage	within object code transfers to A6771445		\$ 84.45
12/14/2015	A.6771 432	Special Project Supply	within object code transfers from A6771422	\$ 541.10	
12/14/2015	A.6771 444	Travel/Education/Conference	withinoject code transfers from A6771416	\$ 550.00	
12/14/2015	A.6771 445	Foods	within and outside object code transfers from A6787470, A6780470	\$ 8,855.33	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/14/2015	A.6780 470	Contract	outside object code transfers to A6771445	\$	4,000.00
12/14/2015	A.6787 470	Contract	outside object code transfers to A6771445	\$	4,693.48
OFA - Office for the Aging					
12/15/2015	A.6772 410	Supplies	within object code transfers to A6772423		\$ 300.00
12/15/2015	A.6772 423	Telephone	within object code transfers from A6772410	\$ 300.00	
12/15/2015	A.6773 432	Special Project Supply	outside object code transfers from A6778410	\$ 380.37	
12/15/2015	A.6778 410	Supplies	within and outside object code transfers to A6778444, A6773432		\$ 600.00
12/15/2015	A.6778 418	Ins-General Liability	within object code transfers to A6778444		\$ 188.02
12/15/2015	A.6778 444	Travel/Education/Conference	within object code transfers from A6778418 and A6778410	\$ 407.65	
OFA - Office for the Aging					
12/17/2015	A.6773 260	Other Equipment	within object code transfers to A6773444		\$ 15.01
12/17/2015	A.6773 411	Rent-Building/Property	within object code transfers from A6773413	\$ 210.00	
12/17/2015	A.6773 413	Repair & Maint.-Bldg/Property	within object code transfers to A6773411		\$ 321.15
12/17/2015	A.6773 415	Electricity	within object code transfers to A6773444		\$ 8.75
12/17/2015	A.6773 422	Repair/Maint-Equipment	within object code transfers to A6773444		\$ 8.00
12/17/2015	A.6773 423	Telephone	within object code transfers to A6773444		\$ 70.00
12/17/2015	A.6773 444	Travel/Education/Conference	outside object code transfer from A6787470, A6773423, A6773260,	\$ 3,000.00	
12/17/2015	A.6773 445	Foods	outside object code transfes from A6787470	\$ 6,000.00	
12/17/2015	A.6787 470	Contract	outside object code transfers to A6773445 & A6773444		\$ 8,787.09
OFA - Office for the Aging					
12/17/2015	A.6774 422	Repair/Maint-Equipment	within object code transfer to A6774445		\$ 766.10
12/17/2015	A.6774 424	Postage	within object code transfer to A6774445		\$ 50.00
12/17/2015	A.6774 445	Foods	within and outside object code transfers from A6787470, A6774422	\$ 6,197.74	
12/17/2015	A.6787 470	Contract	outside object code transfer to A6774445		\$ 5,381.64
OFA - Office for the Aging					
12/18/2015	A.6771 413	Repair & Maint.-Bldg/Property	within object code transfer from A6771416	\$ 87.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/18/2015	A.6771 416	Oil & Gas-Heating	within object code transfer to A6771413		\$ 87.00
OFA - Office for the Aging					
12/30/2015	A.6772 410	Supplies	within object code transfer to A6772424		\$ 400.00
12/30/2015	A.6772 424	Postage	within object code transfer from A6772410	\$ 400.00	
OFA - Office for the Aging					
12/31/2015	A.6771 413	Repair & Maint.-Bldg/Property	within object code transfer from A6771432	\$ 40.00	
12/31/2015	A.6771 415	Electricity	within object code transfer from A6771432	\$ 40.00	
12/31/2015	A.6771 423	Telephone	within object code transfer from A6771432	\$ 109.70	
12/31/2015	A.6771 432	Special Project Supply	within and outside object code transfers to A6771413, 415, 423 A		\$ 410.82
12/31/2015	A.6771 437	Consulting Fees	outside object code transfer to A6774445 & A6774415		\$ 765.00
12/31/2015	A.6771 444	Travel/Education/Conference	within object code transfer from A6771432	\$ 140.03	
12/31/2015	A.6771 445	Foods	outside object code transfer to A6773445		\$ 2,800.00
12/31/2015	A.6773 411	Rent-Building/Property	outside object code transfer to A6774445		\$ 125.00
12/31/2015	A.6773 415	Electricity	within object code transfer to A6773445		\$ 3,296.25
12/31/2015	A.6773 416	Oil & Gas-Heating	within object code transfers to A6773423 & A6773445		\$ 145.82
12/31/2015	A.6773 423	Telephone	within object code transfer from A6773437	\$ 62.40	
12/31/2015	A.6773 432	Special Project Supply	outside object code transfers to A6774445		\$ 1,126.41
12/31/2015	A.6773 437	Consulting Fees	within and outside object code transfer to A6773423, A6774415,		\$ 1,036.67
12/31/2015	A.6773 444	Travel/Education/Conference	within object code transfer from A6774437	\$ 1,725.94	
12/31/2015	A.6773 445	Foods	within and outside object code transfers from A6773415 & A6771445	\$ 6,618.67	
12/31/2015	A.6774 415	Electricity	within object code transfer from A6774437 ,432 & A6773437	\$ 1,153.80	
12/31/2015	A.6774 423	Telephone	within object code transfer from A6774437	\$ 14.38	
12/31/2015	A.6774 432	Special Project Supply	within object code transfers to A6774423, A6774444,		\$ 878.20
12/31/2015	A.6774 437	Consulting Fees	within and outside object code transfers to A6773444, A6774415, 437		\$ 1,753.33
12/31/2015	A.6774 444	Travel/Education/Conference	within object code transfer from A6774432	\$ 481.98	
12/31/2015	A.6774 445	Foods	within and outside object code transfers from A6773411, A6771437	\$ 1,950.60	
12/31/2015	A.6778 444	Travel/Education/Conference	within object code transfer from A6778470	\$ 50.00	
12/31/2015	A.6778 470	Contract	within object code transfer to A6778444		\$ 50.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/31/2015	A.6780 410	Supplies	within object code transfer to A6780444		\$ 50.00
12/31/2015	A.6780 444	Travel/Education/Conference	within object code transfers from A6780470 & A6780410	\$ 573.86	
12/31/2015	A.6780 470	Contract	within object code transfer to A6780444		\$ 523.86
Office of EMS - Office of Emergency Services					
12/8/2015	A.3410 410	Supplies	Budget transfer within object code from A.3410 442	\$ 1,500.00	
12/8/2015	A.3410 442	Automotive - Gas & Oil	Budget transfer within object code to A.3410 410		\$ 1,500.00
12/8/2015	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 455	\$ 102.77	
12/8/2015	A.3410 455	Safety Equipment	Budget transfer within object code to A.3410 453		\$ 102.77
Office of EMS - Office of Emergency Services					
12/10/2015	A.3410 424	Postage	Budget transfer within object code to A.3410 445		\$ 25.60
12/10/2015	A.3410 445	Foods	Budget transfer within object code from A.3410 424	\$ 25.60	
12/10/2015	A.3642 410	Supplies	Budget transfer within object code to A.3642 416		\$ 280.00
12/10/2015	A.3642 416	Oil & Gas-Heating	Budget transfer within object code from A.3642 410	\$ 280.00	
Office of EMS - Office of Emergency Services					
12/11/2015	A.3640 230	Automotive Equipment	Out of code transfer to A.3640 410		\$ 1,200.00
12/11/2015	A.3640 410	Supplies	Out of code transfer from A.3640 230	\$ 1,200.00	
Office of EMS - Office of Emergency Services					
12/14/2015	A.3410 410	Supplies	Budget transfer within object code from A.3410 444	\$ 200.00	
12/14/2015	A.3410 444	Travel/Education/Conference	Budget transfer within object code to A.3410 410		\$ 200.00
12/14/2015	A.3640 422	Repair/Maint-Equipment	Budget transfer within object code from A.3640 455	\$ 132.00	
12/14/2015	A.3640 455	Safety Equipment	Budget transfer within object code to A.3640 422		\$ 132.00
12/14/2015	A.3645.4010 423	Telephone	Budget transfer within object code to A.3645.4010 428		\$ 2,100.00
12/14/2015	A.3645.4010 428	Data Processing & Internet Fees	Budget transfer within object code from A.3645.4010 423	\$ 2,100.00	
12/14/2015	A.4022 422	Repair/Maint-Equipment	Budget transfer within object code from A.4022 410	\$ 50.00	
12/14/2015	A.4022 442	Automotive - Gas & Oil	Budget transfer within object code to A.4022 422		\$ 50.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Office of EMS - Office of Emergency Services					
12/14/2015	A.3410 260	Other Equipment	Out of code transfer from A.3410 444	\$ 2,300.00	
12/14/2015	A.3410 444	Travel/Education/Conference	Out of code transfer to A.3410 260		\$ 2,300.00
12/14/2015	A.3640 230	Automotive Equipment	Out of code transfer from A.3640 410	\$ 100.00	
12/14/2015	A.3640 410	Supplies	Out of code transfer to A.3640 230		\$ 100.00
Office of EMS - Office of Emergency Services					
12/17/2015	A.3410 260	Other Equipment	Out of code transfer to A.3410 410		\$ 450.00
12/17/2015	A.3410 410	Supplies	Out of code transfer from A.3410 260	\$ 450.00	
12/17/2015	A.3640 230	Automotive Equipment	Out of code transfer to A.3640 427		\$ 137.00
12/17/2015	A.3640 230	Automotive Equipment	Out of code transfer to A.3640 410		\$ 273.72
12/17/2015	A.3640 410	Supplies	Out of code transfer from A.3640 230	\$ 273.72	
12/17/2015	A.3640 427	Memberships & Dues	Out of code transfer from A.3640 230	\$ 137.00	
Office of EMS - Office of Emergency Services					
12/17/2015	A.3640 410	Supplies	Budget transfer within object code from A.3640 422	\$ 81.20	
12/17/2015	A.3640 422	Repair/Maint-Equipment	Budget transfer within object code to A.3640 410		\$ 81.20
Office of EMS - Office of Emergency Services					
12/21/2015	A.3640 423	Telephone	Budget transfer within object code to A.3640 453		\$ 30.00
12/21/2015	A.3640 424	Postage	Budget transfer within object code to A.3640 453		\$ 21.35
12/21/2015	A.3640 453	Uniforms & Clothing	Budget transfer within object code from A.3640 423	\$ 30.00	
12/21/2015	A.3640 453	Uniforms & Clothing	Budget transfer within object code from A.3640 424	\$ 21.35	
12/21/2015	A.4022 423	Telephone	Budget transfer within object code to A.4022 453		\$ 30.00
12/21/2015	A.4022 442	Automotive - Gas & Oil	Budget transfer within object code to A.4022 453		\$ 100.00
12/21/2015	A.4022 453	Uniforms & Clothing	Budget transfer within object code from A.4022 442	\$ 100.00	
12/21/2015	A.4022 453	Uniforms & Clothing	Budget transfer within object code from A.4022 423	\$ 30.00	
Office of EMS - Office of Emergency Services					
12/21/2015	A.4022 250	Technical Equipment	Out of code transfer to A.4022 453		\$ 188.71

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12/21/2015	A.4022 453	Uniforms & Clothing	Out of code transfer from A.4022 250	\$ 188.71	
Office of EMS - Office of Emergency Services					
12/28/2015	A.3640 410	Supplies	Budget transfer within object code from A.3640 441	\$ 250.00	
12/28/2015	A.3640 441	Auto-Supplies & Repair	Budget transfer within object code to A.3640 444		\$ 185.00
12/28/2015	A.3640 441	Auto-Supplies & Repair	Budget transfer within object code to A.3640 410		\$ 250.00
12/28/2015	A.3640 444	Travel/Education/Conference	Budget transfer within object code from A.3640 441	\$ 185.00	
12/28/2015	A.3642 410	Supplies	Budget transfer within object code from A.3642 421	\$ 50.00	
12/28/2015	A.3642 421	Equipment Rental	Budget transfer within object code to A.3642 410		\$ 50.00
Office of EMS - Office of Emergency Services					
12/31/2015	A.3410 260	Other Equipment	Out of code transfer from A.3410 444	\$ 195.00	
12/31/2015	A.3410 444	Travel/Education/Conference	Out of code transfer to A.3410 260		\$ 195.00
Personnel - Civil Service					
12/4/2015	A.1430 427	Memberships & Dues	Budget Transfers within Object Code to A.1430427	\$ 40.00	
12/4/2015	A.1430 444	Travel/Education/Conference	Budget Transfers within Object Code		\$ 40.00
Personnel - Civil Service					
12/4/2015	A.1430 436	Advertising Fees	Budget Transfers within Object Code fom A.1430.444	\$ 70.00	
12/4/2015	A.1430 444	Travel/Education/Conference	Budget Transfers within Object to Code A.1430.436		\$ 70.00
Personnel - Civil Service					
12/18/2015	A.1430 427	Memberships & Dues	Budget Transfers within Object Code A.1430444	\$ 215.00	
12/18/2015	A.1430 444	Travel/Education/Conference	Budget Transfers within Object Code to 1430427		\$ 215.00
Planning_Planning - Planning,Planning					
12/21/2015	A.8021 444	Travel/Education/Conference	Budget Transfer within Object Code from A.8021 445	\$ 67.32	
12/21/2015	A.8021 445	Foods	Budget Transfer within Object Code to A.8021 444		\$ 67.32

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Public Health_Health Services - Public Health,Health Services					
12/1/2015	A.4010 210	Furniture/Furnishings	Budget transf To A.4010.210 fm A4010.260 & 220 to buy furniture	\$ 1,058.00	
12/1/2015	A.4010 220	Office Equipment	Budget transf To A.4010.210 fm A4010.260 & 220 to buy furniture		\$ 342.00
12/1/2015	A.4010 260	Other Equipment	Budget transf To A.4010.210 fm A4010.260 & 220 to buy furniture		\$ 716.00
Public Health_Health Services - Public Health,Health Services					
12/1/2015	A.4018.0020 210	Furniture/Furnishings	Budget trans to A4018.0020.210 from A.4018.0020.220 buy furnitur	\$ 205.00	
12/1/2015	A.4018.0020 220	Office Equipment	Budget trans to A4018.0020.210 from A.4018.0020.220 buy furnitur		\$ 205.00
Public Health_Health Services - Public Health,Health Services					
12/2/2015	A.4010 470	Contract	Out of Code Tran To A4010.470 fmA4016.470cover contract for CHHA	\$ 120,000.00	
12/2/2015	A.4016 470	Contract	Out of Code TranTo A4010.470 fmA4016.470 cover contract for CHHA		\$ 120,000.00
Public Health_Health Services - Public Health,Health Services					
12/2/2015	A.4013 469	Other Payments/Contributions	Out of Code Tran toA4013.860 from A.4013.469 New Emee Hlth added		\$ 1,890.00
12/2/2015	A.4013 860	Hospitalization	Out of Code Tran toA4013.860 from A.4013.469 New Emee Hlth added	\$ 1,890.00	
Public Health_Health Services - Public Health,Health Services					
12/2/2015	A.4010 210	Furniture/Furnishings	Out of Code Trans to A.4010.210 fm A.4018.0030.435 FOR CHHA furn	\$ 2,000.00	
12/2/2015	A.4018.0030 435	Medical Fees	Out of Code Trans to A.4010.210 fm A.4018.0030.435 FOR CHHA furn		\$ 2,000.00
Public Health_Health Services - Public Health,Health Services					
12/3/2015	A.4018.0030 435	Medical Fees	Dis Prog budget transfer to A4018.0030.437		\$ 493.00
12/3/2015	A.4018.0030 437	Consulting Fees	Dis Prog budget transfer from A4018.0030.435	\$ 493.00	
Public Health_Health Services - Public Health,Health Services					
12/3/2015	A.4010 436	Advertising Fees	Budget transfer Chha advertising from A4010.442	\$ 1,540.00	
12/3/2015	A.4010 442	Automotive - Gas & Oil	Budget transfer Chha advertising to A4010.436		\$ 1,540.00
Public Health_Health Services - Public Health,Health Services					

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/3/2015	A.4013 444	Travel/Education/Conference	WIC budget transfer from A4013.469	\$ 208.00	
12/3/2015	A.4013 469	Other Payments/Contributions	WIC budget transfer A4013.444		\$ 208.00
Public Health_Health Services - Public Health,Health Services					
12/7/2015	A.4018 444	Travel/Education/Conference	Preventive budget transfer to A4018.445		\$ 110.00
12/7/2015	A.4018 445	Foods	Preventive budget transfer from A4018.444	\$ 110.00	
Public Health_Health Services - Public Health,Health Services					
12/9/2015	A.4018.0055 410	Supplies	budget transfer Tob Ent promo items from A4018.0055.436+469	\$ 900.00	
12/9/2015	A.4018.0055 436	Advertising Fees	budget transfer Tob Ent promo items to A4018.0055.410		\$ 100.00
12/9/2015	A.4018.0055 469	Other Payments/Contributions	budget transfer Tob Ent promo items to A4018.0055.410		\$ 800.00
Public Health_Health Services - Public Health,Health Services					
12/9/2015	A.4018.0055 260	Other Equipment	Out of code transfer TobEnt promo items to A4018.0055.410		\$ 300.00
12/9/2015	A.4018.0055 410	Supplies	Out of code transfer TobEnt promo items from A4018.0055.260	\$ 300.00	
Public Health_Health Services - Public Health,Health Services					
12/10/2015	A.4010 210	Furniture/Furnishings	Budget tranfer chha office equip to A4010.220		\$ 1,000.00
12/10/2015	A.4010 220	Office Equipment	Budget tranfer chha office equip from A4010.210	\$ 1,000.00	
Public Health_Health Services - Public Health,Health Services					
12/17/2015	A.4010 220	Office Equipment	Budget Transfer CHHA to A4010.260 from A4010.220		\$ 60.00
12/17/2015	A.4010 260	Other Equipment	Budget Transfer CHHA to A4010.260 from A4010.220	\$ 60.00	
Public Health_Health Services - Public Health,Health Services					
12/24/2015	A.4190 260	Other Equipment	Out of Code Trans to A.4190.422 fm A.4190.260 for Maint on Equip		\$ 525.00
12/24/2015	A.4190 422	Repair/Maint-Equipment	Out of Code Trans to A.4190.422 fm A.4190.260 for Maint on Equip	\$ 525.00	
Public Health_Health Services - Public Health,Health Services					
12/24/2015	A.4010 860	Hospitalization	Out of Code Tran toA.4018.860&865 fr A4010.860&865 empee add ins		\$ 1,003.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/24/2015	A.4010 865	Dental Insurance	Out of Code Tran to A.4018.860&865 fr A4010.860&865 empee add ins		\$ 13.00
12/24/2015	A.4018 860	Hospitalization	Out of Code Tran to A.4018.860&865 fr A4010.860&865 empee add ins	\$ 1,003.00	
12/24/2015	A.4018 865	Dental Insurance	Out of Code Tran to A.4018.860&865 fr A4010.860&865 empee add ins	\$ 13.00	
Public Health_Health Services - Public Health,Health Services					
12/31/2015	A.4018.0020 810	Retirement	Budget Trans to A.4018.0020.810 frm A.4018.0020.860 cover retir	\$ 1,000.00	
12/31/2015	A.4018.0020 860	Hospitalization	Budget Trans to A.4018.0020.810 frm A.4018.0020.860 cover retir		\$ 1,000.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
12/1/2015	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer Within Object Code From A.3110 414	\$ 2,500.00	
12/1/2015	A.3110 414	Gas-Natural	Budget Transfer Within Object Code To A.3110 413		\$ 2,500.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
12/2/2015	A.3110 427	Memberships & Dues	Budget Transfer Within Object Code From A.3110 439	\$ 40.00	
12/2/2015	A.3110 439	Misc Fees & Expenses	Budget Transfer Within Object Code To A.3110 427		\$ 40.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
12/3/2015	A.3020.4029 210	Furniture/Furnishings	Budget Transfer Within Object Code From A.3020.4029 260	\$ 20,706.00	
12/3/2015	A.3020.4029 210	Furniture/Furnishings	Budget Transfer Within Object Code From A.3020.4029 250	\$ 11.00	
12/3/2015	A.3020.4029 220	Office Equipment	Budget Transfer Within Object Code From A.3020.4029 250	\$ 22,043.00	
12/3/2015	A.3020.4029 250	Technical Equipment	Budget Transfer Within Object Code To A.3020.4029 210		\$ 11.00
12/3/2015	A.3020.4029 250	Technical Equipment	Budget Transfer Within Object Code To A.3020.4029 220		\$ 22,043.00
12/3/2015	A.3020.4029 260	Other Equipment	Budget Transfer Within Object Code To A.3020.4029 210		\$ 20,706.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
12/8/2015	A.3110 441	Auto-Supplies & Repair	Budget Transfer Within Object Code From A.3110 442	\$ 8,000.00	
12/8/2015	A.3110 442	Automotive - Gas & Oil	Budget Transfer Within Object Code To A.3110 441		\$ 8,000.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
12/16/2015	A.3110 210	Furniture/Furnishings	Budget Transfer Within Object Code From A.3110 260	\$ 1,254.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/16/2015	A.3110 260	Other Equipment	Budget Transfer Within Object Code To A.3110 210		\$ 1,254.00
Social Services - Social Services					
12/7/2015	A.6010 427	Memberships & Dues	Budget Transfer within Object Code to A.6010 428		\$ 39.00
12/7/2015	A.6010 428	Data Processing & Internet Fees	Budget Transfer within Object Code from A.6010 427	\$ 39.00	
Social Services - Social Services					
12/7/2015	A.6010 210	Furniture/Furnishings	Budget Transfer within Object Code from A.6010 220	\$ 1,155.00	
12/7/2015	A.6010 220	Office Equipment	Budget Transfer within Object Code to A.6010 210		\$ 1,155.00
Social Services - Social Services					
12/8/2015	A.6010 424	Postage	Budget Transfer within Object Code from A.6010 441	\$ 3,000.00	
12/8/2015	A.6010 441	Auto-Supplies & Repair	Budget Transfer within Object Code to A.6010 424		\$ 3,000.00
Social Services - Social Services					
12/15/2015	A.6010 410	Supplies	Budget Transfer within Object Code from A.6010 418	\$ 5,000.00	
12/15/2015	A.6010 418	Ins-General Liability	Budget Transfer within Object Code to A.6010 410		\$ 5,000.00
Social Services - Social Services					
12/15/2015	A.6010 418	Ins-General Liability	Budget Transfer within Object Code to A.6010 440		\$ 2,906.00
12/15/2015	A.6010 440	Legal/Transcript Fees	Budget Transfer within Object Code from A.6010 418	\$ 2,906.00	
Social Services - Social Services					
12/16/2015	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer to A. 6030 413 from A. 6030 415	\$ 5,000.00	
12/16/2015	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer to A. 6030 413 from A. 6030 415	\$ 20,000.00	
12/16/2015	A.6030 415	Electricity	Budget Transfer from A. 6030 415 to A. 6030 413		\$ 5,000.00
12/16/2015	A.6030 416	Oil & Gas-Heating	Budget Transfer from A. 6030 416 to A. 6030 413		\$ 20,000.00
Social Services - Social Services					
12/16/2015	A.6030 260	Other Equipment	Budget Transfers Out of Code to A. 6030 260 from A. 6030 451	\$ 1,000.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/16/2015	A.6030 451	Medical Supply Expense	Budget Transfers Out of Code from A. 6030 451 to A. 6030 260		\$ 1,000.00
Social Services - Social Services					
12/22/2015	A.6010 210	Furniture/Furnishings	Budget Transfer within Object Code from A.6010 220	\$ 356.00	
12/22/2015	A.6010 220	Office Equipment	Budget Transfer within Object Code to A.6010 210		\$ 356.00
Social Services - Social Services					
12/29/2015	A.6030 260	Other Equipment	Transfer Out of Object Code to A. 6030 260 from A. 6030 413	\$ 1,000.00	
12/29/2015	A.6030 413	Repair & Maint.-Bldg/Property	Transfer Out of Object Code from A. 6030 413 to A. 6030 260		\$ 1,000.00
Social Services - Social Services					
12/31/2015	A.6010 470	Contract	Out of Budget Code Transfer to A.6140 470		\$ 20,000.00
12/31/2015	A.6140 470	Contract	Out of Budget Code Transfer from A.6010 470	\$ 20,000.00	
Social Services - Social Services					
12/31/2015	A.6050 469	Other Payments/Contributions	Budget Transfer within Object Code from A.6050 470	\$ 2,176.00	
12/31/2015	A.6050 470	Contract	Budget Transfer within Object Code to A.6050 469		\$ 2,176.00
Social Services - Social Services					
12/31/2015	A.6010 410	Supplies	Budget Transfer within Object Code from A.6010 422	\$ 2,813.15	
12/31/2015	A.6010 422	Repair/Maint-Equipment	Budget Transfer within Object Code to A.6010 410		\$ 2,813.15
Tourism - Tourism					
12/3/2015	A.6417 470	Contract	Transfer from A. 6417 481	\$ 853.00	
12/3/2015	A.6417 481	Tourism Promotion	Transfer to A.6417 470		\$ 853.00
Tourism - Tourism					
12/9/2015	A.6417 428	Data Processing & Internet Fees	Tranfer from A.6417 481	\$ 20.00	
12/9/2015	A.6417 481	Tourism Promotion	Transfer to A.6417 428		\$ 20.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Treasurer Disb - Treasurer Departmental Activity					
12/4/2015	A.1325 210	Furniture/Furnishings	Out of Code Transfer from A.1325 422 to A.1325 210	\$ 348.00	
12/4/2015	A.1325 422	Repair/Maint-Equipment	Out of Code Transfer from A.1325 422 to A.1325 210		\$ 348.00
Treasurer Disb - Treasurer Departmental Activity					
12/9/2015	A.1325 210	Furniture/Furnishings	Budget Transfer from A.1325 220 to A.1325 210	\$ 43.94	
12/9/2015	A.1325 220	Office Equipment	Budget Transfer from A.1325 220 to A.1325 210		\$ 43.94
Treasurer Disb - Treasurer Departmental Activity					
12/11/2015	A.1325 210	Furniture/Furnishings	Budget Transfer from A.1325 220 to A.1325 210	\$ 43.94	
12/11/2015	A.1325 220	Office Equipment	Budget Transfer from A.1325 220 to A.1325 210		\$ 43.94
Treasurer Disb - Treasurer Departmental Activity					
12/29/2015	A.1325 410	Supplies	Budget Transfer from A.1325 422 to A.1325 410	\$ 2,000.00	
12/29/2015	A.1325 422	Repair/Maint-Equipment	Budget Transfer from A.1325 422 to A.1325 410		\$ 2,000.00
Veterans Service - Veterans Service					
12/10/2015	A.6510 441	Auto-Supplies & Repair	transfer funds from Auto Gas A.6510 442	\$ 762.00	
12/10/2015	A.6510 442	Automotive - Gas & Oil	transfer funds to Auto Repair A.6510 441		\$ 762.00
Westmount_Administration - Westmount,Administration					
12/3/2015	EF.60200.4900 435	Medical Fees	Within Budget Code Transfer From EF.83500.9105 469	\$ 1,000.00	
12/3/2015	EF.60200.6801 470	Contract	Within Budget Code Transfer From EF.83500.9105 469	\$ 2,000.00	
12/3/2015	EF.82200.5906 410	Supplies	Within Budget Code Transfer From EF.83500.9105 469	\$ 500.00	
12/3/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.6801 470		\$ 2,000.00
12/3/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.82200.5906 410		\$ 500.00
12/3/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.4900 435		\$ 1,000.00
Westmount_Administration - Westmount,Administration					

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/4/2015	EF.72700.4400 435	Medical Fees	Within Budget Code Transfer To EF.72700.4500 435		\$ 10,000.00
12/4/2015	EF.72700.4500 435	Medical Fees	Within Budget Code Transfer From EF.72700.4400 435	\$ 10,000.00	
12/4/2015	EF.72700.4500 435	Medical Fees	Within Budget Code Transfer From EF.73300.6802 470	\$ 10,000.00	
12/4/2015	EF.73300.6802 470	Contract	Within Budget Code Transfer To EF.72700.4500 435		\$ 10,000.00
Westmount_Administration - Westmount,Administration					
12/9/2015	EF.60200.4900 435	Medical Fees	Within Budget Code Transfer From EF.83500.9105 469	\$ 3,000.00	
12/9/2015	EF.60200.6801 470	Contract	Within Budget Code Transfer From EF.83500.9105 469	\$ 5,000.00	
12/9/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.6801 470		\$ 5,000.00
12/9/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.4900 435		\$ 3,000.00
Westmount_Administration - Westmount,Administration					
12/10/2015	EF.82200.5906 410	Supplies	Within Budget Code Transfer From EF.83500.9105 469	\$ 1,000.00	
12/10/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.82200.5906 410		\$ 1,000.00
Westmount_Administration - Westmount,Administration					
12/15/2015	EF.60200.6801 470	Contract	Within Budget Code Transfer From EF.83500. 9105 469	\$ 10,000.00	
12/15/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.6801 470		\$ 10,000.00
Westmount_Administration - Westmount,Administration					
12/15/2015	EF.72600.9100 439	Misc Fees & Expenses	Within Budget Code Transfer From 83500.9105 469	\$ 10.00	
12/15/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.72600.9100 439		\$ 10.00
Westmount_Administration - Westmount,Administration					
12/22/2015	EF.60200.4900 435	Medical Fees	Within Budget Code Transfer From EF.83500.9105 469	\$ 5,000.00	
12/22/2015	EF.73800.2900 437	Consulting Fees	Within Budget Code Transfer From EF.83500.9105 469	\$ 350.00	
12/22/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer tO ef.73800.2900 437		\$ 350.00
12/22/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.4900 435		\$ 5,000.00
Westmount_Administration - Westmount,Administration					

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/22/2015	EF.60100.100 861	Retirees Hospitalization	Within Budget Code Transfer From EF.83110.100 860	\$ 20.00	
12/22/2015	EF.73800.200 861	Retirees Hospitalization	Within Budget Code Transfer From EF.83110.100 860	\$ 220.00	
12/22/2015	EF.83110.100 860	Hospitalization	Within Budget Code Transfer To EF.73800.200 861		\$ 220.00
12/22/2015	EF.83110.100 860	Hospitalization	Within Budget Code Transfer To EF.60100.100 861		\$ 20.00
Westmount_Administration - Westmount,Administration					
12/28/2015	EF.60200.3700 444	Travel/Education/Conference	Within Budget Code Transfer From EF.83500.9105 469	\$ 74.00	
12/28/2015	EF.60200.6801 470	Contract	Within Budget Code Transfer From EF.83500.9105 469	\$ 3,000.00	
12/28/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.6801 470		\$ 3,000.00
12/28/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.3700 444		\$ 74.00
Westmount_Administration - Westmount,Administration					
12/30/2015	EF.60200.5803 260	Other Equipment	Within Budget Code Transfer To EF.82200.5803 260		\$ 59.00
12/30/2015	EF.72600.5906 410	Supplies	Within Budget Code Transfer From EF.83500.9105 469	\$ 55.00	
12/30/2015	EF.82200.5803 260	Other Equipment	Within Budget Code Transfer From EF.60200.5803 260	\$ 59.00	
12/30/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.72600.5906 410		\$ 55.00
Westmount_Administration - Westmount,Administration					
12/31/2015	EF.60200.6801 470	Contract	Within Budget Code Transfer From EF.83500.9105 469	\$ 3,803.00	
12/31/2015	EF.82100.5000 445	Foods	Within Budget Code Transfer From EF.83500.9105.469	\$ 10,197.00	
12/31/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.82100.5000 445		\$ 10,197.00
12/31/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.6801 470		\$ 3,803.00
Westmount_Administration - Westmount,Administration					
12/31/2015	EF.60200.4900 470	Contract	Within Budget Code Transfer From EF.83500.9105 469	\$ 1,074.00	
12/31/2015	EF.72700.4400 435	Medical Fees	Within Budget Code Transfer From EF.83500.9105 469	\$ 2,833.00	
12/31/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.60200.4900 470		\$ 1,074.00
12/31/2015	EF.83500.9105 469	Other Payments/Contributions	Within Budget Code Transfer To EF.72700.4400 435		\$ 2,833.00

WARREN COUNTY
Journal Report - January 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
1/26/2016	A.4530 440	Legal/Transcript Fees	Out of Code Transfer from A.4530 850	3,750.00	
1/26/2016	A.4530 850	Unemployment Insurance	Out of Code Transfer to A.4530 440		3,750.00
Brd. of Election - Board of Elections					
1/21/2016	A.1450 410	Supplies	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 418		19.61
1/21/2016	A.1450 418	Ins-General Liability	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 410	19.61	
Building & Fire - Building & Fire Code					
1/4/2016	A.3620 426	Subscriptions	Budget Transfer Within Object Code from A.3620 442	5	
1/4/2016	A.3620 442	Automotive - Gas & Oil	Budget Transfer Within Object Code to A.3620 426		5
Building & Fire - Building & Fire Code					
1/20/2016	A.3620 418	Ins-General Liability	Budget Transfer Within Object Code from A.3620 442	277	
1/20/2016	A.3620 442	Automotive - Gas & Oil	Budget Transfer Within Object Code to A.3620 418		277
Clk of Legislati - Clerk of the Legislative Board					
1/13/2016	A.1010 428	Data Processing & Internet Fees	Budget Transfer from Object Code to A.1010 440	1,169.00	
1/13/2016	A.1010 440	Legal/Transcript Fees	Budget Transfer within Object Code to A.1010 428		1,169.00
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
1/4/2016	A.1165 410	Supplies	Transfer within budget code to A.1165 840		0.21
1/4/2016	A.1165 840	Workmen's Compensation	Transfer within budget code from A.1165 410	0.21	
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
1/26/2016	A.4220 418	Ins-General Liability	Transfer within budget code from A.4220 423	270	
1/26/2016	A.4220 423	Telephone	Transfer within budget code to A. 4220 418		270

WARREN COUNTY
Journal Report - January 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
DPW_DPW Admin - DPW,DPW Administration					
1/4/2016	A.5610 422	Repair/Maint-Equipment	Transfer Within Budget Code from A.5610 470	3,214.00	
1/4/2016	A.5610 470	Contract	Transfer Within Budget Code to A.5610 422		3,214.00
DPW_DPW Admin - DPW,DPW Administration					
1/5/2016	D.5110 427	Memberships & Dues	Transfer Within Budget Code from D.5110 439	390	
1/5/2016	D.5110 439	Misc Fees & Expenses	Transfer Within Budget Code to D.5110 427		390
DPW_DPW Admin - DPW,DPW Administration					
1/11/2016	D.3310 455	Safety Equipment	Transfer Within Budget Code from D.3310 470	20	
1/11/2016	D.3310 470	Contract	Transfer Within Budget Code to D.3310 455		20
DPW_DPW Admin - DPW,DPW Administration					
1/15/2016	A.7110 417	Water/Sewer/Taxes	Transfer Within Budget Code from A.7110 470	46	
1/15/2016	A.7110 470	Contract	Transfer Within Budget Code to A.7110 417		46
1/15/2016	D.5020 421	Equipment Rental	Transfer Within Budget Code to D.5020 439		500
1/15/2016	D.5020 439	Misc Fees & Expenses	Transfer Within Budget Code from D.5020 421	500	
DPW_DPW Admin - DPW,DPW Administration					
1/26/2016	A.1620 418	Ins-General Liability	Transfer Within Budget Code from A.1620 470	6,558.77	
1/26/2016	A.1620 470	Contract	Transfer Within Budget Code to A.1620 418		6,558.77
DPW_DPW Admin - DPW,DPW Administration					
1/28/2016	A.1625 416	Oil & Gas-Heating	Transfer Within Budget Code from A.1625 470	600	
1/28/2016	A.1625 470	Contract	Transfer Within Budget Code to A.1625 416		600
Infotech - Information Technology					
1/25/2016	A.1680 830	Social Security	Budget Transfer within Object Code to A.1680 840		445

WARREN COUNTY
Journal Report - January 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
1/25/2016	A.1680 840	Workmen's Compensation	Budget Transfer within Object Code from A.1680 830	445	
Legal Def-Indgnt - Legal Defense - Indigents					
1/14/2016	A.1170 440	Legal/Transcript Fees	Out of Code Transfer to A.1170 840		0.49
1/14/2016	A.1170 840	Workmen's Compensation	Out of Code Transfer from A.1170 440	0.49	
Mental Health - Mental Health					
1/6/2016	A.4310 410	Supplies	Budget Transfer out of Object Code to 4310.840 from 4310 410		0.08
1/6/2016	A.4310 840	Workmen's Compensation	Budget Transfer out of Object Code from A.4310 410 to A.4310 840	0.08	
OFA - Office for the Aging					
1/22/2016	A.6785 426	Subscriptions	within object code transfer from A6785470	406.64	
1/22/2016	A.6785 470	Contract	within object code transfer to A6785426		406.64
OFA - Office for the Aging					
1/25/2016	A.6773 260	Other Equipment	Outside object code transfer from A6773432	660	
1/25/2016	A.6773 432	Special Project Supply	Outside object code transfer to A6773260		660
OFA - Office for the Aging					
1/27/2016	A.6771 260	Other Equipment	outside object code transfer from A6771432	129.99	
1/27/2016	A.6771 432	Special Project Supply	outside object code transfer to A6771260		129.99
1/27/2016	A.6773 260	Other Equipment	outside object code transfer from A6773432	129.99	
1/27/2016	A.6773 432	Special Project Supply	outside object code transfer to A6773260		129.99
Office of EMS - Office of Emergency Services					
1/5/2016	A.3410 250	Technical Equipment	Out of code transfer from A.3410 444	195	
1/5/2016	A.3410 444	Travel/Education/Conference	Out of code transfer to A.3410 250		195

WARREN COUNTY
Journal Report - January 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Office of EMS - Office of Emergency Services					
1/20/2016	A.3410 410	Supplies	Budget transfer within object code to A.3410 418		74.01
1/20/2016	A.3410 418	Ins-General Liability	Budget transfer within object code from A.3410 410	74.01	
1/20/2016	A.3642 418	Ins-General Liability	Budget transfer within object code from A.3642 421	319.51	
1/20/2016	A.3642 421	Equipment Rental	Budget transfer within object code to A.3642 418		319.51
1/20/2016	A.4022 410	Supplies	Budget transfer within object code to A.4022 418		372.23
1/20/2016	A.4022 418	Ins-General Liability	Budget transfer within object code from A.4022 410	372.23	
Office of EMS - Office of Emergency Services					
1/21/2016	A.3410 410	Supplies	Budget transfer within object code to A.3410 427		54
1/21/2016	A.3410 427	Memberships & Dues	Budget transfer within object code from A.3410 410	54	
Planning_Planning - Planning,Planning					
1/14/2016	A.8021 840	Workmen's Compensation	Budget Transfer within Object Code from A.8021 860	170.99	
1/14/2016	A.8021 860	Hospitalization	Budget Transfer within Object Code to A.8021 840		170.99
Planning_Planning - Planning,Planning					
1/20/2016	A.8021 418	Ins-General Liability	Budget transfer within object code from A.8021 441	149.21	
1/20/2016	A.8021 441	Auto-Supplies & Repair	Budget transfer within object code to A.8021 418		149.21
Probation_Probation - Probation,Probation					
1/6/2016	A.3140 439	Misc Fees & Expenses	Budget Transfers within Object Code from A.3140.444	200	
1/6/2016	A.3140 444	Travel/Education/Conference	Budget Transfers within Object Code to A.3140.439		200
Social Services - Social Services					
1/19/2016	A.6010 428	Data Processing & Internet Fees	Budget Transfer within Object Code from A.6010 470	3,300.00	
1/19/2016	A.6010 470	Contract	Budget Transfer within Object Code to A.6010 428		3,300.00

WARREN COUNTY
Journal Report - January 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Social Services - Social Services					
1/25/2016	A.6010 435	Medical Fees	Budget Transfer within Object Code from A.6010 444	2,000.00	
1/25/2016	A.6010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.6010 435		2,000.00
Tourism - Tourism					
1/6/2016	A.6417 424	Postage	Transfer to A.6417 481		6,000.00
1/6/2016	A.6417 481	Tourism Promotion	Transfer from A.6417 424	6,000.00	
Tourism - Tourism					
1/20/2016	A.6417 418	Ins-General Liability	Transfer from A.6417 424	13.54	
1/20/2016	A.6417 424	Postage	Transfer to A.6417 418		13.54
Veterans Service - Veterans Service					
1/20/2016	A.6510 418	Ins-General Liability	transfer funds from Other Pay A.6510 469	277	
1/20/2016	A.6510 469	Other Payments/Contributions	transfer funds to Gen Liab A.6510 418		277
Weights & Meas - Weights & Measures					
1/26/2016	A.6610 418	Ins-General Liability	Budget Transfers within Object Code from A.6610 422	5	
1/26/2016	A.6610 422	Repair/Maint-Equipment	Budget Transfers within Object Code to A. 6610 418		5

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME:
County Attorney - Law

DATE: 2/4/2016

- (a) Purpose of Request: **Ratify the actions of the County Attorney in hiring a Temporary Legal Assistant at the rate of \$25 per hour starting February 9, 2016 and for a period not to exceed 12 weeks and to be paid for through Budget Code A.1420 130- Part-Time Salaries.**
- (b) Details: **Office is short of a Legal Assistants due to retirement and resignation. The former incumbent will assist in the workload and in training recently appointed incumbent.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1420 130- Part-Time Salaries
Part-Time Legal Assistant $\frac{1}{3}$
\$5400.00

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: County Attorney - Law****DATE: 02/05/2016**

- (a) Title of Requested Position: **Secretary to the County Attorney**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$45,000 (Exempt)**
- (c) Effective Date for New Position:* **02/24/2016**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Legal Assistant #1 (Competitive) \$42,866
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1420 110 - Salaries - Regular \$45,000
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No.
- (h) Is there expected revenue from this position? If so, please explain:
No.

PAUL B. DUSEK, ESQ.
24 MARIGOLD DRIVE
QUEENSBURY, NEW YORK 12804

January 27, 2016

Kevin Geraghty, Chairman
Warren County Board of Supervisors
1340 State Route 9
Lake George, New York 12845

Dear Chairman Geraghty and Members of the Board:

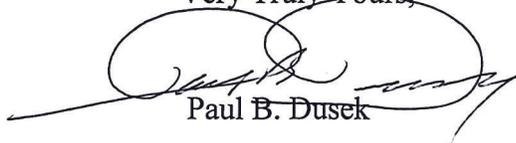
After approximately 27 ½ years of government service, I have decided to retire from County government service under the New York State Retirement System with my last day of work to be March 29, 2016 and a retirement effective date of March 30, 2016.

During my career, I have had the opportunity and good fortune to contribute to and be part of many projects, undertakings and accomplishments that have benefited the County and its residents and before that the Town of Queensbury and its residents. I have also gained a special appreciation for the tireless work of so many dedicated elected officials, Department Heads, and employees.

The residents and taxpayers of the County are truly blessed with the number of conscientious, hardworking and dedicated officers and employees working for the County whose work product is second to none. I am especially appreciative of the support that I have received over the years from the staff of the County Administrator's Office, Clerk of the Board and the County Attorney's Office while serving as County Attorney. I could not have succeeded without their invaluable help and dedication.

Over the next 2 months, I will continue to provide my best efforts and do whatever I can to work with the Board to provide for an efficient and orderly transition.

Very Truly Yours,



Paul B. Dusek

cc: Amanda Allen, Clerk of the Board of Supervisors

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to approve the request to fill the vacant position of Secretary to the Clerk of the Board on a full-time basis, as outlined above and to report same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mrs. Allen presented a request to amend the Table of Organization and Salary Schedule to decrease the salary of the Secretary of the Clerk of the Board from \$37,000 to \$34,000.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to amend the Table of Organization and Salary Schedule to decrease the salary of the Secretary to the Clerk of the Board to \$34,000 and forward same to the Personnel Committee. *A copy of the request is on file with the minutes.*

Privilege of the floor was extended to Mary Beth Casey, *Commissioner of the Board of Election (R)*, and Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. McLaughlin presented a request, for Board of Elections staff to attend the Election Commissioners Association of New York Winter Conference on January 14, 2016 in Albany, New York.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request to attend the Election Commissioners Association of New York Winter Conference. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Next Mrs. McLaughlin discussed budget changes for 2016; she informed her department's budget was decreased by \$65,000. She indicated \$45,000 was cut from Budget Code 410, Supplies, which she said was where ballots were purchased from and \$20,000 was cut from Budget Code 439, Inspectors. She said in an election year they would need to do Local Registration Days that would require staffing extra hours. Mrs. McLaughlin stated it was a surprise to see budget cuts and she stated she did not want to have to request additional funding later in the year. Ms. Wood mentioned there was the possibility of errors with ballots and asked if the money was restored to them, would it happen now or in January. Frank Thomas, Budget Officer, provided a breakdown of the budget and informed upon review of the budget over the last eight years there had always been a surplus, and rather than place a tax increase on taxpayers he decided to cut the budget and notified they could bring the issue back to Committee in January. A lengthy discussion ensued during which Mr. Vanselow noted after the first of the year the money could be allocated from the Fund Balance and he suggested referring the matter to the Finance Committee for review in 2016.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to refer the matter of restoring funds to the Board of Elections budget to the Finance Committee for review in 2016.

Privilege of the floor was extended to Paul Dusek, *County Administrator*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Dusek presented a request to renew the contract with Mailings Made Easy, Inc. for mail pickup and sorting services, to commence January 1, 2016 and terminate December 31, 2018.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the contract with Mailings Made Easy, Inc. and the necessary resolution was authorized for the December 17th Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

Next, Mr. Dusek discussed the changes to the Workplace Violence Prevention Plan and Program and indicated the changes were highlighted in red throughout. *A copy of the Workplace Violence Prevention Plan and Program is on file with the minutes.* He asked Martin Affredou, County Attorney, if the changes were legal and Mr. Affredou replied in the positive. Mr. McDevitt asked if there were any incidents and Mr. Dusek replied there were a few each year. Mr. Brock inquired if there were any unresolved threats and Mr. Dusek responded in the negative. Ms. Seeber suggested delaying action on the matter to allow the Committee time to review the documents. As the Committee was in agreement the matter was tabled for review at the next Support Services Committee meeting.

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 COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030
Title of Position CLEANER Annual Salary \$25,281.00 Grade 2
Budget code and title A6030.110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No. 12177
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 50 % [] Other %

Impact to Budget: APPROXIMATE SAVINGS OF \$900 [County Share].
Human Resources Director has approved this form when initialed. [Signature] 2/5/16
CIVIL SERVICE - LABOR CLASS DIV

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 2/5/16
[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date _____
[] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer 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.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair 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 COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030
Title of Position LABORER Annual Salary \$25,281.00 Grade 2
Budget code and title A6030.110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No. 12730

Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 50 % [] Other %

Impact to Budget: APPROXIMATE SAVINGS OF \$200 [County Share].
Human Resources Director has approved this form when initialed, [Signature] 2/5/16
CIVIL SERVICE - LABOR CLASS [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 2/5/16
[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date _____
[] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer 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.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

ITEM V

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: County Attorney Payroll Dept. No.: 16.0

Title of Position: Legal Assistant #2 Base Salary of Position: \$42,866 Grade: n/a

Filling at Step # (If Known): Request to Back Due to Promotion: Yes No

Budget code and title: A.1420/County Attorney Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No: 10522 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 12/23/15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

Date 12/24/15

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas

Date 12/28/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

Date 12-28-15

RESOLUTION REQUEST FORM NO. 12

ITEM V

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: OFA Payroll Dept. No.: 57:00

Title of Position: Specialist Services for the Aging Base Salary of Position: \$34,675 Grade: 10

Filling at Step # (If Known): \$34,675 Request to Back Due to Promotion: Yes No

Budget code and title: various Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No: 10851 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 75% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *pan*

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. *AD 1-20-16*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature *[Signature]* Date *1/21/16*

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature *Frank E. Thomas* Date *1/22/16*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Hereafter, Human + Social Services*

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature *[Signature]* Date *January 22, 2016*

RESOLUTION REQUEST FORM NO. 12

ITEM V

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: OFA Payroll Dept. No.: 57:07

Title of Position: Meal Site Cook #9 ^{step 2} Base Salary of Position: \$18,961' Grade: 2'

Filling at Step # (If Known): \$19,691 Request to Back Due to Promotion: Yes No

Budget code and title: A6774 130 SNAP PT Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No: 11427 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 75% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *PON*

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

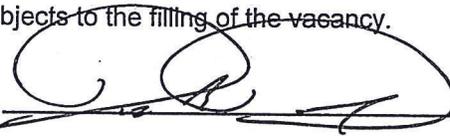
Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. *AD 1-20-16*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature 

Date *1/21/16*

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature *Frank E. Thomas*

Date *1/22/16*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

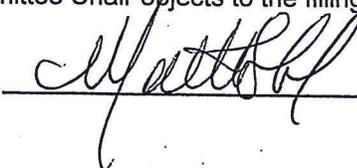
Name of Committee *Health, Human + Social Services*

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature 

Date *January 22, 2016*

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: **Office of Emergency Services** Payroll Dept. No: _____
 Title of Position: **Building Maintenance Helper** Base Salary of Position: **\$5,000.00** Grade: _____
 Filling at Step # (If Known): _____ Request to Backfill Due to Promotion: Yes No
 Budget code and title: **A.3642 Fire Training Center** Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other **Creation**
 Employee No.: _____ Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State % Other **50%** Share of Joint activity - Washington County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

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: Public Defender Payroll Dept. No.: A.1171

Title of Position: 1st Assistant Public Defender Base Salary of Position: \$69,544 Grade:

Filling at Step # (If Known): Request to Back Due to Promotion: [] Yes [X] No

Budget code and title: A.1171 110 Union [] Non-Union [X]

This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other

Employee No: 1093 Is this position mandated? [X] Yes [] No Is the position reimbursable? [] Yes [X] No

Source of reimbursement: [] Federal % [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] Non-Competitive [X] Other Exempt Pen

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. NJ 12-2-15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.

[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 12/10/15

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.

[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 12/18/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice Approved at 12/3/15 Committee Mtg.

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date

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

JET 1/4/16

Department: Public Works Payroll Dept. No.: 1900
Title of Position: HEO #6 Base Salary of Position: \$32,238 Grade: 8
Filling at Step # (If Known): Request to Back Due to Promotion: Yes No
Budget code and title: D.5110 HEO #6 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other 1/30/2016
Employee No: 10389 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other POW
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 1-5-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy

Administrator Signature [Signature] Date 1/22/16

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 1/22/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 1/22/16

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: SOCIAL SERVICES Payroll Dept. No: 40.02
Title of Position: SR. ACCOUNT CLERK #5 Base Salary of Position: \$30,959 Grade: 7
Filling at Step # (If Known): 0 Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: A.6010 110 - Salaries Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other Transfer
Employee No.: 11729 Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other [Handwritten initials]
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Handwritten initials and date]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Handwritten Signature] Date 2/2/16

BUDGET OFFICER COMPLETES THIS SECTION

[] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature _____ Date _____