

FINANCE, PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 30, 2016

DRAFT AGENDA - SUBJECT TO CHANGE

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. Privilege of the floor

- IV. **Action Agenda**
 - 1) **Privilege of the floor to any SUNY Adirondack representatives wishing to address the Committee.**
 - 2) **Request for transfers of funds as attached for Committee approval.**
 - 3) **Items to be Discussed by the Human Resources Director and/or Personnel Officer:**

Human Resources Director -
A) Review of report on tracking of vacancies filled.

Personnel Officer -
B) Request to amend the Table of Organization and Salary Schedule to delete the position of Personnel Aide (PT) and create the positions of Civil Service Technician I, *Annual Salary \$42,000*, and Test Administrator, *part-time \$18.00 per hour*, effective July 18, 2016, as well as for permission to fill both positions due to creation. The new position creations are part of a reorganization occurring due to an anticipated retirement.
 - 4) **Request from the County Treasurer:**
To fill the vacant position of Account Clerk #1 (19 hours), *Grade 4, Annual Base Salary pro-rated to \$12,838*, due to resignation.
 - 5) **Referrals from the Criminal Justice & Public Safety Committee:**

Sheriff's Office -
A) Request to appropriate \$9,500 from the *Computer Reserve Fund, A.895.00*, to Budget Code A.3110 220.1, Sheriff's Law Enforcement, Office Equipment-Reserve, for the purchase of computers and related equipment and software.
B) Request to amend the County Budget in the amount of \$31,750 to reflect the receipt of 2016 grant funds from the New York State Governor's Traffic Safety Committee. *Note: this request was not previously reviewed and approved by the Criminal Justice & Public Safety Committee because the need to amend the budget was identified after the Committee meeting was held. This item has been added to the current agenda with the approval of both Supervisor Wood, Chair of the Criminal Justice & Public Safety Committee, and Supervisor Conover, Chair of the Finance, Personnel & Higher Education Committee.*
 - 6) **Referrals from the Health, Human & Social Services Committee:**

Office for the Aging -
A) Request to amend the Table of Organization and Salary Schedule to create the new position of Specialist, Office for the Aging #2, *Grade 10, Annual Base Salary \$34,675*, and to delete the existing position of Nutrition Services Coordinator #2, *Base Salary \$42,038*, effective July 18, 2016, as well as to fill the new position of Specialist, Office for the Aging #2. This position will be fully funded by State and Federal grant funds.

Public Health -
B) Request to amend the County Budget in an amount totaling \$7,508 to reflect cost of living adjustment funds provided for various grants within the Disease Program.

Continued

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

Public Health -

C) Request to authorize enrollment in a job-related course: Jodi Brynes, RN, to enroll in "Leadership and Management for Nurses Core Competencies for Quality Care" course at Chamberlain College of Nursing (Course Term: May 2, 2016 - June 27, 2016; Cost: \$2,590). If this request is approved, Ms. Brynes will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Veterans' Services -

D) Request for a Contingent Fund transfer in the amount of \$1,002.95 to cover payout to the Director of Veterans' Services for 31.5 hours of unused vacation time accrued in 2015. Authority to make the payout was provided by Resolution No. 261 of 2016, however, the funds are not available within the existing Veterans' Services Budget.

7) Referrals from Park Operations & Management Committee:

A) Request to appropriate funding in the amount of \$2,642.21 from Budget Code A691.07, *Deferred Revenue Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Gaslight Village Property, Repair & Maintenance*, to reimburse the Village of Lake George for various maintenance expenses and equipment purchases for the Charles R. Wood Park Festival Commons and authorizing such reimbursement to the Village of Lake George.

B) Request to amend the County Budget in the amount of \$3,500.10 to reflect receipt of an insurance recovery for damages to a light post at the Charles R. Wood Park.

8) Referrals from the Public Works Committee:

DPW -

A) Request to authorize the County Treasurer to close Capital Project No. H298, *Stony Creek Projects*, and return the estimated remaining funds of \$1,224 to the General Fund.

B) Request to amend the County Budget in the amount of \$31,526.26 to reflect the receipt of an insurance recovery payment received June 20, 2016 for repairs to a 2000 Champion Grader.

9) Referral from the Support Services Committee:

County Attorney -

Request for a Contingent Fund transfer totaling \$52,400 to update Amicus Attorney client management software (\$2,400) and to provide funding for contracted legal fees which far exceed the amount budgeted for 2016 (\$50,000).

10) Referrals from the Tourism & Occupancy Tax Coordination Committee:

A) Request to appoint Joanne Conley as Director of Tourism effective July 18, 2016 at a salary of \$70,000 - \$75,000; the final salary amount is to be determine subsequent to a salary study.

B) Request to amend the Table of Organization and Salary Schedule to delete the existing position of Senior Tourism Specialist, *Grade 6, Annual Base Salary \$36,871*, and create and fill the new position of Communications Assistant, *Grade, Annual Base Salary and effective date to be determined by Personnel Officer pending review*.

C) Request to amend the Salary Schedule to reduce the salary of the Assistant Tourism Coordinator position from \$48,874 to a range of \$40,000 - \$45,000 effective July 18, 2016; the final salary amount is to be determined subsequent to a salary study.

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

Journal Report of transfers approved by County Administrator staff since the last meeting.

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

Introduction of proposed Local Law No. 5 of 2016 to extend the Additional Mortgage Recording Tax in Warren County and authorizing public hearing for same.

V. Pending Items:

Finance -

No items this month.

Personnel -

1) Proposed Resolution No. 146 of 2016, *concerning salary adjustments for Deputy Department Heads*

when filling in for a Department Head vacancy, was tabled at the March 18th Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision.

Higher Education -

No items this month.

VI. Vacancies Approved for Filling by Oversight Committee:

Dept. of Public Works **Highway Construction Supervisor II, Grade 16, Annual Base Salary \$39,979,**
due to resignation.

Employment & Training **Senior Employment & Training Counselor, Grade 15, Annual Base Salary**
\$38,828, due to retirement.

Office for the Aging **Coordinator, Office for the Aging, Grade 19, Annual Base Salary \$43,787,** due
to retirement.

Tourism **Assistant Tourism Coordinator, Annual Salary range of \$40,000 - \$45,000**
pending salary study, due to promotion.

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 6/27/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110	110 Co. Roads, Maintenance, Salaries - Reg	D.5112.8245 110	Co Roads, Gore Mtn, Salaries - Reg	\$ 589.60
	130 Co. Roads, Maintenance, Salaries - Temp	130	Co Roads, Gore Mtn, Salaries - Temp	\$ 194.40
	830 Co. Roads, Maintenance, Social Security	830	Co Roads, Gore Mtn, Social Security	\$ 48.63
	831 Co. Roads, Maintenance, Medicare	831	Co Roads, Gore Mtn, Medicare	\$ 11.38
	865 Co. Roads, Maintenance, Dental	865	Co Roads, Gore Mtn, Dental	\$ 2.96
	860 Co. Roads, Maintenance, Hospital	860	Co Roads, Gore Mtn, Hospital	\$ 163.36
	810 Co. Roads, Maintenance, Retirement	810	Co Roads, Gore Mtn, Retirement	\$ 78.41
D.5110	110 Co. Roads, Maintenance, Salaries - Reg	D.5112.8239 110	Co Roads, Murray Rd, Salaries - Reg	\$ 139.36
	830 Co. Roads, Maintenance, Social Security	830	Co Roads, Murray Rd, Social Security	\$ 8.64
	831 Co. Roads, Maintenance, Medicare	831	Co Roads, Murray Rd, Medicare	\$ 2.02
	865 Co. Roads, Maintenance, Dental	865	Co Roads, Murray Rd, Dental	\$ 1.12
	860 Co. Roads, Maintenance, Hospital	860	Co Roads, Murray Rd, Hospital	\$ 52.80
	810 Co. Roads, Maintenance, Retirement	810	Co Roads, Murray Rd, Retirement	\$ 22.02

Please state reason for transfers requested:

Reclass 5/18/16 & 5/20/16 Paving Salaries from Maintenance to Gore Mtn.& Murray Road

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

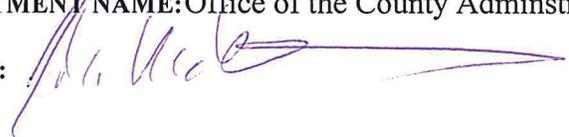
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Office of the County Administrator

SIGNED: 

DATE: 6/21/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4530 130	Public Nursing Home-Salaries PT	A.4530 120	Public Nursing Home OT	\$3,400

Please state reason for transfers requested: To move funds to overtime code from part time code so that we can pay the Principal Account Clerk to do Westmount billing.

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

ITEM 2

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: Patricia Allen

DATE: June 22, 2016

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1	A.4010.110	Health Services-Full Time Salary Expense	A.4010.130	Health Services-Part Time Salary Expense	\$35,000.00

Total Transfers

\$35,000.00

1 To transfer funds from Full time Salary to Part time Salary to cover Per Diem nursing staff. Due to nursing staff shortage, we have been utilizing per diem nurses throughout the year.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

Total

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

INTENT TO FILL VACANT POSITIONS

Personnel Cmtc. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/10/2016	Countryside	Cleaner (1881)	Holcomb	\$ 26,255.00	\$ 25,281.00	3/21/2016	Olden	\$25,281.00	\$0.00	-\$974.00
2/10/2016	Countryside	Food Service Helper (reclassified from Laborer-1872)	Goodness	\$ 24,664.00	\$ 25,281.00	3/21/2016	Anderson	\$25,281.00	\$0.00	\$617.00
2/10/2016	County Attorney	Legal Assistant #2 (1129)	VanNostrand	\$ 41,820.00	\$ 42,866.00	1/3/2016	Morgan	\$42,866.00	\$0.00	\$1,046.00
2/10/2016	OFA	Specialist Services for the Aging (1922)	Cabana	\$ 42,951.00	\$ 34,675.00	vacant				
2/10/2016	OFA	Meal Site Cook #9 (1945)	Rivers	\$ 21,719.00	\$ 18,861.00	3/25/2016	Mumblow	\$19,691.00	\$830.00	-\$2,028.00
2/10/2016	Public Defender	1st Assistant Public Defender (1073)	Tyce	\$69,544.00	\$69,544.00	2/26/2016	Goodspeed	\$81,000.00	\$11,456.00	\$11,456.00
2/10/2016	DPW	HEO #6 (1241)	Edmunds	\$40,183.00	\$32,238.00	4/11/2016	Harrington	\$34,493.00	\$2,255.00	-\$5,690.00
2/10/2016	Sheriff	Civil LE Officer #1 (1326, reclassified to Patrol Officer #62)	Girard	\$61,983.00	\$37,324.00	2/22/2016	Howse	\$66,001.00	\$28,677.00	\$4,018.00
2/10/2016	DSS	Sr. Account Clerk #5 (1692)	Binder	\$36,232.00	\$30,959.00	4/4/2016	Dolan	\$30,959.00	\$0.00	-\$5,273.00
2/29/2016	County Clerk/DMV	Motor Vehicle License Registration Clerk (PT) (2377)	Mulligan-Shaw	\$30,136.00	\$32,238.00	5/2/2016	Craig	\$32,238.00	\$0.00	\$2,102.00
2/29/2016	County Clerk/DMV	Motor Vehicle License Registration Clerk (FT) (1117)	Jockimo	\$33,908.00	\$32,238.00	3/21/2016	Leacock	\$32,237.00	-\$1.00	-\$1,671.00
2/29/2016	County Clerk/DMV	Recording Clerk #3 (1286)	Carr	\$30,204.00	\$30,959.00	vacant				
2/29/2016	Public Health	Asst. Director of Patient Services (1326)	Schalldone	\$78,292.00	\$76,000.00	5/2/2016	Whisenant	\$76,000.00	\$0.00	-\$2,292.00
2/29/2016	Public Works	HEO #5 (1226)	Waters	\$42,183.00	\$32,238.00	4/11/2016	Kennedy	\$34,493.00	\$2,255.00	-\$7,690.00
2/29/2016	Public Works	MEO (L) #17 (1250)	Muskus	\$35,508.00	\$28,121.00	4/11/2016	Combs	\$28,121.00	\$0.00	-\$7,387.00
2/29/2016	Real Property	Real Property Clerk (1105)	Carrera	\$28,034.00	\$27,027.00	vacant				
2/29/2016	Sheriff	Civil Law Enforcement Sergeant (1325)	Scellen	\$66,952.00	\$43,604.00	1/30/2016	Girard	\$66,952.00	\$23,348.00	\$0.00
2/29/2016	Sheriff	Investigator #4 (1357)	Conine	\$67,213.00	\$45,014.00	1/11/2016	Jeffords	\$71,800.00	\$26,786.00	\$4,587.00
2/29/2016	Sheriff	Patrol Officer #35 (1343)	Fidd	\$66,001.00	\$39,214.00	1/11/2016	Schrocek	\$51,378.00	\$12,164.00	-\$14,623.00
2/29/2016	Sheriff	Patrol Officer #49 (1349)	Anuszewski	\$66,001.00	\$39,214.00	2/29/2016	Kinderman	\$51,378.00	\$12,164.00	-\$14,623.00
2/29/2016	Sheriff	Patrol Sergeant #10 (1360)	Jeffords	\$73,201.00	\$46,414.00	1/11/2016	Fidd	\$73,201.00	\$26,787.00	\$0.00
2/29/2016	Sheriff	Senior Account Clerk #2	Caruso	\$44,098.00	\$36,151.00	2/1/2016	Smith	\$38,014.00	\$1,863.00	-\$6,084.00
3/31/2016	District Attorney	6th Assistant District Attorney (1063)	Place	\$53,833.00	\$53,833.00	4/11/2016	Shkolnik	\$53,833.00	\$0.00	\$0.00
3/31/2016	OFA	Meal Site Manager #5 (1925)	Potash	\$19,360.00	\$18,961.00	5/16/2016	Tennant	\$18,961.00	\$0.00	-\$399.00
3/31/2016	Public Health	CHN #36 (1527)	Racicot	\$57,424.00	\$45,661.00	6/12/2016	Eicher	\$53,185.00	\$7,524.00	-\$4,239.00
3/31/2016	Public Health	PHN #1 (1528)	Dufour	\$60,182.00	\$46,821.00	vacant				
3/31/2016	Public Works	St. Engineering Technician (2321)	Bessaw	\$45,689.00	\$35,767.00	5/31/2016	Baker	\$35,767.00	\$0.00	-\$9,922.00
3/31/2016	Sheriff	Communication Officer #19 (2185)	Habshi	\$47,332.00	\$37,393.00	4/18/2016	Kilmartin	\$37,393.00	\$0.00	-\$9,939.00
3/31/2016	Sheriff	Patrol Officer #24 (1334)	Bapp	\$66,001.00	\$39,214.00	4/11/2016	Leonardo	\$51,378.00	\$12,164.00	-\$14,623.00
3/31/2016	Countryside	Account Clerk #3 (20 hours/week) (2197)	Hess	\$16,536.00	\$13,513.00	vacant				
4/29/2016	County Attorney	1st Assistant County Attorney (1126)	Bartlett	\$70,092.00	\$70,029.00	5/2/2016	Kissane	\$70,029.00	\$0.00	-\$63.00
4/29/2016	Sheriff	Communications Officer #6 (1422)	Davies	\$52,045.00	\$37,393.00	5/18/2016	Moyer	\$42,362.00	\$4,969.00	-\$9,683.00
4/29/2016	Sheriff	Patrol Officer #44 (1356)	Gould	\$66,001.00	\$39,214.00	vacant				
6/3/2016	County Clerk/DMV	Recording Clerk PT (2214)	Moynihan	\$14,883.00	\$14,888.00	vacant				
6/3/2016	Planning	Office Specialist (1963)	Benware	\$39,232.00	\$30,595.00	6/25/2016	Tucker	\$38,732.00	\$8,137.00	-\$500.00
6/3/2016	DSS	Caseworker #29 (1671)	Schmidt	\$39,979.00	\$39,979.00	vacant				
6/3/2016	DSS	Social Welfare Examiner #39 (2102)	Rathbun	\$34,493.00	\$32,238.00	vacant				

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Civil Service Administration****DATE:**

- (a) Title of Requested Position: **Civil Service Technician I**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$42,000**
- (c) Effective Date for New Position:* **July 18, 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): **Personnel Aide (P-T)**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.1430.110**
- (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**

RESOLUTION REQUEST FORM NO. 12

ITEM 3B

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: A. 1430 Payroll Dept. No.: 17

Title of Position: Civil Service Technician I Base Salary of Position: \$42,000 Grade:

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

Budget code and title: A.1430.110 Union Non-Union

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

Employee No: 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.

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. 11***Request to Create New Position*****DEPARTMENT NAME: Civil Service Administration****DATE:**

- (a) Title of Requested Position: **Test Administrator**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$18.00/Hr. per Testing Schedule**
- (c) Effective Date for New Position:* **July 18, 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): **Personnel Aide (P-T)**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.1430.110**
- (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**

RESOLUTION REQUEST FORM NO. 12

ITEM 3B

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: A. 1430 Payroll Dept. No.: 17

Title of Position: Test Administrator Base Salary of Position: \$18.00/hr. per Saturday Test Schedule Grade:

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

Budget code and title: A.1430.110 Union Non-Union

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

Employee No: 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 Pending

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

ITEM 4

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Treasurer Payroll Dept. No.: 11
Title of Position: Account Clerk #1 (19 hrs) Base Salary of Position: 12,838 Grade: 4
Filling at Step # (If Known): Request to Back Due to Promotion: [] Yes [X] No
Budget code and title: A.1325 130 Salaries - Part Time Union [] Non-Union [X]
This position is vacated due to: [] Retirement [X] Resignation (7-1-16) [] Termination [] Promotion [] Other
Employee No.: 12831 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

[X] 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. [Signature] 6-20-16

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 6/20/16

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 [Signature] Date 6/22/16

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 _____ Date _____

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: Sheriff

DATE: June 22, 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: **A3110.220.1 Office Equipment \$9,500**
- (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 Rund**

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: Sheriff

DATE: June 24, 2016

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from NYS GTSC 2016 Traffic grants.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|------------|-----------------------------------|-------------|
| A.3110.120 | Law Enforcement Salaries Overtime | \$30,750.00 |
| A.3110.410 | Law Enforcement Supplies | \$1,000.00 |
- (c) **Revenue Code (with title), and Amount:**
- | | | |
|-------------|-------------------------|-------------|
| A.3110.3384 | Sheriff Other State Aid | \$31,750.00 |
|-------------|-------------------------|-------------|

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

RESOLUTION REQUEST FORM NO. 11*Request to Create New Position*

DEPARTMENT NAME: Office for the Aging

DATE: 6/22/16

- (a) Title of Requested Position: Specialist, Office for the Aging #2
- (b) Annual Base Salary (and Grade if Applicable): \$34,675 Grade 10
- (c) Effective Date for New Position:* ~~7/16/16~~ 7/18/16
*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):
Deleting Nutrition Services Coord #2, \$42,038, grade not applicable
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6783 110 Home Energy Asst Prog \$28,663 A6988 110 OFA HIICAP \$40,747
- (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:
This position is currently funded by HEAP which receives revenues from DSS based on their administrative allocation (varies year to year) and the HIICAP program which is 100% funded

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: OFA Payroll Dept. No.: 57:00

Title of Position: Specialist, Office for the Aging #2 Base Salary of Position: \$34,675 Grade: 10

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

Budget code and title: A6783 HEAP A6988 HIICAP Union [X] Non-Union []

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

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

Source of reimbursement: [X] Federal varies, HEAP % of DSS admin dollars% [X] State 100% [] 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. _____

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. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services-Disease and Family Health Programs

DATE: June 22, 2016

Purpose of Amendment: To amend the 2016 budget to adjust the Disease Program to reflect the COLA (Cost of Living Adjustment) funds given for the IAP Grant (\$2,707), the Lead Grant (\$1,895), and the Rabies Grant (\$1,389) and also adjust the Family Health Program to reflect the COLA for the CSHCN (Children with Special Health Care Needs) Grant in the amount of (\$1,517.00).

Appropriation Code (with title), Object Code (with title) and Amount:
A.4018.0030.469 Disease Program- Other Payments \$2,707.00

Revenue Code (with title), and Amount:
A.4018.0030. 3407 Disease Program-Public Health Revenue \$2,707.00

Appropriation Code (with title), Object Code (with title) and Amount:
A.4018.0030.469 Disease Program- Other Payments \$1,895.00

Revenue Code (with title), and Amount:
A.4018.0030.4457 Disease Program –Lead Revenue \$1,895.00

Appropriation Code (with title), Object Code (with title) and Amount:
A.4018.0030.469 Disease Program- Other Payments \$1,389.00

Revenue Code (with title), and Amount:
A.4018.0030.3407 Disease Program-Public Health Revenue \$1,389.00

Appropriation Code (with title), Object Code (with title) and Amount:
A.4018.0020.469 Family Health –Other Payments \$1,517.00

Revenue Code (with title), and Amount:
**A.4018.0020.4452 Family Health–Children with Special Health Care Needs
Revenue \$1,517.00**

ATTACHMENT #5

RESOLUTION REQUEST FORM NO. 19

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

1. Employee's Name: Jodi Brynes
2. Position: RN
3. Department: Public Health Home Care
4. Course Title: Leadership and Management for Nurses: Core Competencies for Quality Care
5. Institution or School: Chamberlain College of Nursing
6. How Course Relates to Current Position:
7. Starting Date: 05/02/2016
8. Completion Date: 6/27/2016
9. Cost: \$ 2,590.00
10. Employee's Signature: Jodi Brynes Date: 05/13/2016
11. Supervisor's Comments (Approval/Denial):
 Supervisor's Signature: LoDene W. Lawrence Date: 5/13/16
12. Department Head's Comments (Approval/Denial):
 Department Head's Signature: Patricia Date: 5/26/16
13. Committee's Recommendation:
 Committee Chairman's Signature: Matt Date: June 22, 2016
 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. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Veterans' Services

SIGNED:

DATE: June 22, 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfers requested:

Resolution No. 261 of 2016 approved payout to Director of Veterans' Services for payout of 31.5 hours of unused vacation time earned in 2015 however these funds are not available within the existing Veterans' Services Budget.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.6510 110	Veterans Services, Salaries-Regular	\$794.42
		A.6510 810	Veterans Services, Retirement	\$49.25
		A.6510 830	Veterans Services, Social Security	\$11.52
		A.6510 831	Veterans Services, Medicare Contribution	\$147.76

Please state reason for transfer request:

See above

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

Warren County Board of Supervisors

RESOLUTION NO. 261 OF 2016

Resolution introduced by Supervisors Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt and Braymer

**AUTHORIZING PAYMENT TO AN EMPLOYEE IN THE VETERANS SERVICES
DEPARTMENT OF THIRTY-ONE AND ONE HALF (31.5) HOURS OF UNUSED VACATION
TIME DUE TO INABILITY TO TAKE VACATION**

WHEREAS, an employee of the Veterans Services Department was not able to take thirty-one and one half hours of vacation due to work loads and staffing coverage in the Department, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the payment of thirty-one and one half hours (31.5) of unused vacation time to an employee in the Veterans Services Department at the 2015 rate of pay to be paid from Budget Code A.6510 110 - Veterans Services, Salaries - Regular.

Veterans' Services Agenda

June 22, 2016

Additional supporting information to Resolution Request Form No. 20

31.50 (vacation hours) x 25.2198 (rate) =

Salary	\$794.42	A.6510 110
FICA	\$49.25	A.6510 830
Medicare	\$11.52	A.6510 831
Retirement	\$147.76	A.6510 810

Total: \$1,002.95

1 of 2

WARREN COUNTY
 Report Date: 05/17/2016
 Report Time: 1:23:06 PM

Accrual - Balance Report.ACC
 Primary Sort By: Dept(G1);Sub-Dept(G2)
 Date:12/31/2015

Employee	Paycode	Last Post Date	Accrual Code	Last Post Type	Available Hours
Dept: VETERANS SERVICE [Veterans Service]					
Sub-Dept: 100 [DEFAULT - UNASSIGNED]					
10928 [DIRESTA, DENISE]	2[VACA]	09/04/2015	VAC7	T	* 66.50
	3[SICK]	12/14/2015	SICK7	T	607.00
	4[FHOL]	08/31/2015	FH7	T	0.00
	5[PERS]	12/31/2015	PER8	T	0.00
	8[CSCR]	12/17/2015	CSCR	T	0.50
	86[VCAR]	06/01/2015	VC7	*	0.00
	903[COMP]	01/01/2015	COMP	*	0.00

END OF REPORT

Accrual - Balance Report.ACC

* 66.50 - 2015 Balance
 * 35.00 - Rolled over

 31.50 - 2015 Remaining vacation

2 of 2

WARREN COUNTY
 Report Date: 05/17/2016
 Report Time: 1:33:45 PM

Accrual - Balance Report.ACC

Primary Sort By: Dept(G1);Sub-Dept(G2)
 Date:01/01/2016

Employee	Paycode	Last Post Date	Accrual Code	Last Post Type	Available Hours
Dept: VETERANS SERVICE [Veterans Service]					
Sub-Dept: 100 [DEFAULT - UNASSIGNED]					
10928 [DIRESTA, DENISE]	2[VACA]	01/01/2016	VAC7	S	133.00
	3[SICK]	01/01/2016	SICK7	S	614.00
	4[FHOL]	01/01/2016	FH7	S	7.00
	5[PERS]	01/01/2016	PER8	S	21.00
	8[CSCR]	01/01/2016	CSCR	S	4.00
	86[VCAR]	01/01/2016	VC7	U	* 35.00
	903[COMP]	01/01/2015	COMP	.	0.00

END OF REPORT

Accrual - Balance Report.ACC

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, Park O & M

DATE: June 27, 2016

- (a) Purpose of Request: To Reimburse Village of Lake George for Property Maintenance costs on Gaslight Village Property

- (b) Details: Appropriation Code is A.691.07 Deferred Revenue Gaslight Village to A.1625 413 Gaslight Village Property, Repair and Maintenance, \$757.94 ProPet Distributors and \$ 1,884.27 for Various Maintenance Work 4/28/16 through 6/11/16 provided by the Village of LG & Mini Light Bar for Golf Cart.

- (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

Statement
VILLAGE OF LAKE GEORGE
P.O. Box 791
Lake George, New York 12845
518-668-5771

TO: JEFF TENNYSON
SUPT
WARREN CO DEPT OF PUBLIC WORKS
4028 MAIN ST
WARRENSBURG NY 12885

APRIL 21, 2016
DATE

FOR: TWO COMPLETE DOGGY STATIONS FOR WOOD PARK WITH LINERS

Total Amount Due \$757.94

Very truly yours,
DAVE HARRINGTON, SUPT.

VILLAGE OF LAKE GEORGE

26 OLD POST ROAD
 PO BOX 791
 LAKE GEORGE, NY 12845-0791
 PHONE # (518) 668-5771 FAX # (518) 668-3735

PO Number : 161637
 Date : 03/21/2016
 Page: 1 of 1

Purchase Order

Vendor : 0000160040
 PROPET DISTRIBUTORS
 2100 PRINCIPAL ROW
 SUITE 405
 ORLANDO, FL 32837

Ship To:
 VILLAGE OF LAKE GEORGE
 26 OLD POST ROAD
 LAKE GEORGE, NY 12845

Bill To:
 VILLAGE OF LAKE GEORGE
 PO BOX 791
 LAKE GEORGE, NY 12845

PHONE # (866) 364-4768 FAX #

Description: DOGI POT

Qty.	Unit	Description	Unit Price	Amount
5.0000		SMALL DOGGY BAGS 30 RLS OF 200 EA A.5110.0400	189.0000	945.00
2.0000	CASES	LARGE TRASH CAN LINERS 4 PKG PER CASE A.5110.0400	70.0000	140.00
6.0000		DOGGY STATIONS POLY @ 225.00 ea.	225.0000	1,350.00
1.0000		SHIPPING A.5110.0400	139.83 134.0000	134.00
Total:				\$2,569.00

VOUCHERS MUST BE RECEIVED BY 10TH OF MONTH
 FOR PAYMENT TO BE MADE AT MONTHLY AUDIT
 TAX EXEMPT 14-6002271

\$2,574.83

For Wood Park Ino# 111928

2 complete doggy stations = \$450.00
 1 case small doggy bags = 189.00
 1 case large can liners = 70.00
 Shipping costs @ 35% = 48.94
 Warren Co. owes = 757.94

APPROVED
 D J MCKINNEY
 PURCHASING AGENT

APR 18 2016

Ordered By: KL Approved By:

Authorized Official	Date	Authorized Official	Date
Authorized Official	Date	Authorized Official	Date

ProPet Distributors, Inc.
D/B/A ProPet Distributors

2100 Principal Row
 Suite # 405
 Orlando, FL 32837
 Tel. 407-240-0953



ITEM 7A

DATE	INVOICE #
3/22/2016	111928

BILL TO
Village of Lake George Deb McKinney P.O. Box 791 Lake George, NY 12845

SHIP TO
Village of Lake George Deb McKinney 26 Old Post Road Lake George, NY 12845 518-668-5771 x24

P.O. NUMBER	TERMS	DUE DATE	REP	SHIP	VIA	FOB.
161637	Net 30	4/21/2016	SV	3/22/2016	UPS	Orlando, FL

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
6	1010	Poly DOGIPOT Pet Station, including Poly DOGIPOT Junior Bag Dispenser, 10 Gallon Poly DOGIPOT Trash Receptacle w/attached Lid, DOGIPOT Pet Sign, two (2) rolls DOGIPOT SMART Litter Pick Up Bags - installed, 200 count, one (1) box DOGIPOT SMART Liner Trash Bags - 50 count, and mounting hardware	165.05	990.30
6	1304	4'-8" Poly Composite Square Telescopic DOGIPOT Post - Forest Green	59.95	359.70
5	1402-30	DOGIPOT SMART Litter Pick Up Bags, 200 Opaque Green, 8" x 13" bags per boxed roll - 30 Roll Case	189.00	945.00
8	1404	DOGIPOT SMART Liner Trash Bags, 50 Count, heavy duty 1.5 Mil., drawtape, individually-dispensed bags	17.50	140.00
	S & H	Shipping & Handling	139.83	139.83

TERMS: A late charge of 1.5% per month will be added on all overdue amounts. Fed TID# 20-4635153	Subtotal	\$2,574.83
	Sales Tax (0.0%)	\$0.00
	Payments/Credits	\$0.00
	Balance Due	\$2,574.83

Employee	Date	Location	per hour cost	hours	cost
Ron Goodspeed	4/28/2016	Wood Park	\$ 18.77	5	\$ 93.85
Ron Goodspeed	5/18/2016	festival space	\$ 18.77	6.5	\$ 122.01
Ron Goodspeed	5/19/2016	south parcel	\$ 18.77	7	\$ 131.39
dale perry	5/27/2016	festival space	\$ 18.25	3	\$ 54.75
jeff shaduck	5/27/2016	festival space	\$ 15.00	3	\$ 45.00
Ron Goodspeed	6/1/2016	south parcel	\$ 18.77	6	\$ 112.62
gas					\$ 50.00
Total					\$ 609.62

Wood Park festival workers			Roots & Rock Festival		
date	attendent	cost per hour	hours worked	cost	
5/20/2016	Al Turcot	\$ 11.25	8	\$ 90.00	
5/21/2016	Al Turcot	\$ 11.25	8	\$ 90.00	
Total Due				\$ 180.00	

No 2318

**Statement
VILLAGE OF LAKE GEORGE
P.O. Box 791
Lake George, New York 12845
518-668-5771**

TO: ATTN JEFF TENNYSON
DPW SUPT.
WARREN COUNTY DPW
4028 MAIN ST
WARRENSBURG NY 12885

6-15-2016
DATE

FOR:	MOWING SOUTH PARCEL AND FESTIVAL SPACE: 4/28-6/1/2016 PLUS GAS	\$609.62
	FESTIVAL WORKER FOR 5/21-5/21/2016 ROOTS & ROCK FESTIVAL	\$180.00
	WOOD PARK ATTENDENTS: 5/27-6/6/2016	\$654.75
	FESTIVAL WORKER FOR 6/10-6/11/2016 AMERICADE EVENT	\$180.00
	MINI LIGHT BAR FOR GOLF CART	\$259.90

Total Amount Due \$1,884.27

Very truly yours,
 DAVID HARRINGTON, VILLAGE SUPT

Wood park attendents/ Americade					
Date	attendent	cost per hour	hours worked	cost	
5/27/2016	Al Katz	\$ 10.75	3	\$ 32.25	
5/28/2016	Al Katz	\$ 10.75	3	\$ 32.25	
5/29/2016	Al Katz	\$ 10.75	3	\$ 32.25	
5/30/2016	Al Katz	\$ 10.75	3	\$ 32.25	
5/31/2016	Al Katz	\$ 10.75	3	\$ 32.25	
5/27/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
5/28/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
5/29/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
5/30/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
6/2/2016	Al Katz	\$ 10.75	3	\$ 32.25	
6/3/2016	Al Katz	\$ 10.75	3	\$ 32.25	
6/4/2016	Al Katz	\$ 10.75	3	\$ 32.25	
6/5/2016	Al Katz	\$ 10.75	3	\$ 32.25	
6/6/2016	Al Katz	\$ 10.75	3	\$ 32.25	
6/7/2016	Al Katz	\$ 10.75	3	\$ 32.25	
6/1/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
6/2/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
6/3/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
6/4/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
6/5/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
6/6/2016	Jenkin Schmidt	\$ 10.00	3	\$ 30.00	
				sub-total \$ 654.75	
6/10/2016	Al Turcot	\$ 11.25	8	\$ 90.00	Americade
6/11/2016	Al Turcot	\$ 11.25	8	\$ 90.00	Americade
Total Due				\$ 834.75	

VILLAGE OF LAKE GEORGE

26 OLD POST ROAD
PO BOX 791
LAKE GEORGE, NY 12845-0791
PHONE # (518) 668-5771 FAX # (518) 668-3735

PO Number : 161759
Date : 05/18/2016
Page: 1 of 1

Purchase Order

Vendor : 0000120008
LAKE GEORGE AUTO/MARINE
1827 STATE RTE 9
LAKE GEORGE, NY 12845

Ship To:
VILLAGE OF LAKE GEORGE
26 OLD POST ROAD
LAKE GEORGE, NY 12845

Bill To:
VILLAGE OF LAKE GEORGE
PO BOX 791
LAKE GEORGE, NY 12845

PHONE # (518) 668-3800 FAX #

COPY

Description: FOR THE WOOD PARK GATOR

Qty.	Unit	Description	Unit Price	Amount
2.0000		MINI LIGHT BAR A.7110.0420	129.9500	259.90
			Total:	\$259.90

for golf cart

VOUCHERS MUST BE RECEIVED BY 10TH OF MONTH
FOR PAYMENT TO BE MADE AT MONTHLY AUDIT
TAX EXEMPT 14-6002271

Inv # 83692

APPROVED
D J MCKINNEY
PURCHASING AGENT

MAY 25 2016

Ordered By: DH Approved By:

Authorized Official _____ Date _____

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

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

DEPARTMENT NAME: Department of Public Works, Joint Park O & M

DATE: June 27, 2016

- (a) Purpose of Amendment: To Amend 2016 budget \$3,500.10 dollars to reflect Insurance Recovery payment received June 20, 2016, for repairs of CR Wood Park Light Post Damage June 9, 2016.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.1625 422 General, Gaslight Village Park, Repair/Maint – Equipment.

- (c) Revenue Code (with title), and Amount: A.1625 2680 General, Gaslight Village Park, Insurance Recovery \$3,500.10.

THE TRAVELERS - UPSTATE NEW YORK BI
TRAVELERS
P.O. BOX 4614
BUFFALO NY 14240-4614

SA08066

891A 87404168 **ITEM 7B**

TRAVELERS 

DATE: 06/16/16
LOSS DATE: 06/09/16
FILE NUMBER: 015 AD E5N5678 P

WARREN COUNTY ATTORNEY
1340 STATE ROUTE 9
LAKE GEORGE NY 12845

CLAIMANT:
/WARREN COUNTY TREASURER

ACCOUNT NAME:
BOULEVARD PRODUCTIONS

THE TRAVELERS INDEMNITY COMPANY

EXPLANATION OF PAYMENT

Property Damage Liability \$3500.10
TOTAL PAID \$3500.10

PD CLAIM FOR POLE FROM 6/9/16 LOSS

FOR ADDITIONAL INFORMATION, CONTACT: RYAN MCDONALD AT (518)454-4720

168008084
DETACH CHECK

UNSUM 2:12123
DETACH CHECK

THIS DOCUMENT HAS A RED BACKGROUND - BORDER CONTAINS MICRO PRINTING AND AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

Citibank, N.A.
One Penns Way
New Castle DE 19720

TRAVELERS 

891A 87404168

P.O. BOX 4614
BUFFALO NY 14240-4614
(518)454-4720

DATE: 06/16/16 ACCOUNT NUMBER: J99 FILE NUMBER: 015 AD E5N5678 P

VOID IF NOT PRESENTED WITHIN ONE YEAR AFTER DATE OF ISSUE

PAY: \$***3,500.10

PAY TO THE ORDER OF: WARREN COUNTY TREASURER
1340 STATE ROUTE 9
LAKE GEORGE NY 12845

Maria Olive
AUTHORIZED SIGNATURE

016150 SA08066

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW

DATE: 6/22/16

- (a) Purpose of Request: To authorize closure of the following capital project and return any remaining funds to the funding source:

Project	Estimated Funds	Funding Source
H298 - Stony Creek Bridge Projects	\$1,224.00	General Fund

- (b) Details: The project listed is complete.

- (c) Previous Resolution Number:

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Department of Public Works

DATE: June 22, 2016

- (a) Purpose of Amendment: To Amend 2016 budget \$31,526.26 dollars to reflect Insurance Recovery payment received June 20, 2016, for repairs of 2000 Champion Grader.

- (b) Appropriation Code, Object Code, Full Title and Amount: DM.5130 441 Road Machinery, Machinery, Auto – Supplies & Repairs

- (c) Revenue Code (with title), and Amount: DM.5130 2680 Road Machinery, Machinery, Insurance Recovery \$31,526.26

THE HANOVER INSURANCE COMPANY
P O BOX 15149
WORCESTER, MA 01615-0149

0744289 ITEM 8B

WARREN COUNTY, AMY CLUTE C/O S
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845

Notes:



DETACH AND RETAIN TOP SECTION FOR YOUR RECORDS

THE ORIGINAL DOCUMENT CONTAINS A VOID PANTOGRAPH AND A MICROPRINT BORDER.

THE HANOVER INSURANCE COMPANY

Deutsche Bank Trust Company Delaware, Wilmington, Delaware

62-38
311

Date Issued: 06132016

Insured: WARREN COUNTY

CHECK 07442890

997

For: SETTLEMENT FOR REPAIRS TO 2000 CHAMPION GRADER LESS
\$1,000 DEDUCTIBLE

Not Valid After 6 MONTHS

Pay: ***31526.26

Pay To:

WARREN COUNTY
AMY CLUTE C/O SELF INSURANCE
1340 STATE ROUTE 9
LAKE GEORGE NY 12845

Authorized By:

Claim Number 1559091501

Adjuster 054

Policy Number: IHS A512815

Claimant WARREN COUNTY, AMY CLUTE C/O S

THE ORIGINAL DOCUMENT HAS A REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.

07442890 1031100380 00535320

8939106 09457 (11/05)

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME:
1420 Law (County Attorney)

SIGNED: 

DATE: 6/16/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account-	A.1420 428	Data Processing & Internet Fees	2400.00
	Other Payments/Contributions	A.1420 440	Legal/Transcript Fees	50,000.00

Please state reason for transfer request:

- 1.) Our Client Management Software has been exhibiting consistent dysfunction and our support recommends upgrading to the newest version to eliminate unexplained errors and missing data. If we update now, we can take advantage of the current 25% off discount.
- 2.) Contracted legal fees far exceed budgeted amounts and our projections show a substantial shortage.

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



QUOTE

June 06, 2016

Prepared for:

David Kenyon (External IT)
Warren County Attorney's Office
1340 State Route 9
Warren County Municipal Center
Lake George, New York 12845-9803
USA

Prepared by:

Mike Campbell
Practice Management Advisor
Gavel & Gown Software Inc.
*Developers of Amicus Attorney - the world's leading
Practice Management Software for lawyers*
www.amicusattorney.com
T: 1 800 472 2289 ext 243 ext. 243
E: mcampbell@amicusattorney.com

Dear David,

Amicus Quote # **QUO-09292-Z2F5X6**

Thank you for asking us to give you a proposal for an Amicus solution. We are pleased to set out for you details on the products and services that you asked us about.

Products

Product Description	Qty Ordered	Unit Price	Customer Discount	Extended Price
Upgrade to Amicus Attorney Small Firm 2016 License	6	\$499.00	20.00%	\$2,395.20
Subtotal				\$2,395.20
Savings				\$598.80
Total				\$2,395.20
Grand Total				\$2,395.20

All prices are in US Dollars

Summary

The above Amicus solution will provide Warren County Attorney's Office with a terrific improvement to your practice, at the best possible value. The discounts that we have offered you provide a total savings of **\$598.80**

The pricing in this proposal is in effect until **June 30, 2016**. All prices are in US dollars. Please note that local taxes would be your responsibility. The use of all software referred to in this quote is subject to the terms of its License Agreement.

Please do not hesitate to contact me if you have any questions. I look forward to hearing from you.

Sincerely,

Mike Campbell

Practice Management Advisor

Amicus Attorney*Developers of Amicus Attorney - the world's leading Practice Management Software for lawyers*

T: 1 800 472 2289 ext 243 ext. 243

E: mcampbell@amicusattorney.com

Law Firm	Matter	2015	YTD 2016	Projected shortage	
Bartlett Pontiff	Cogen	\$ 14,693.75	\$ 5,496.00	\$ 9,197.75	Same as last year
Bartlett Pontiff	Labor Relations	16,281.39	18,936.00	26,250.00	Per contract
Lemire Johnson	Litigation	31,323.31	830.00	14,831.65	1/2 of last year
Total		\$ 64,313.45	\$ 25,262.00	\$ 50,279.40	

RESOLUTION REQUEST FORM NO. 2

Request to Appoint or Reappoint County Department Head

DEPARTMENT NAME: Tourism Department

DATE: 06.27.2016

- (a) Name of Employee: **Joanne Conley**
- (b) If this is a Reappointment, list Employee No.:
- (c) If this is a Reappointment, please list the Resolution No. of the last appointment of this individual:
- (d) Address of Employee: **16 Oak Tree Circle
Queensbury, NY 12804**
- (e) Title of Appointment:
Director of Tourism
- (f) Effective Date of Appointment:
July 18, 2016
- (g) Termination Date of Appointment:
- (h) Annual Base Salary:
70,000 - 75,000 range as per Personnel Officer, pending salary review.
- (i) If this is a New Appointment, Name of Person Being Replaced:
Catherine (Kate) Johnson
- (j) If this is a New Appointment, Reason for Replacement:
Retirement

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 SECTIONDepartment: **Tourism**Payroll Dept. No: **53.03**Title of Position: **Director of Tourism**

Base Salary of Position: \$70-75,000 pending salary review Grade:

Filling at Step # (If Known):

Request to Backfill Due to Promotion: Yes NoBudget code and title: **A.6417 110 Salaries- Regular**Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No.: **5808**Is this position mandated? Yes No Is the position reimbursable? Yes NoSource 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.** _____**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. 11***Request to Create New Position*****DEPARTMENT NAME: Tourism Department****DATE: 06.27.2016**

- (a) Title of Requested Position: **Communications Assistant**
- (b) Annual **Base** Salary (and Grade if Applicable): **TBD by Personnel Officer**
- (c) Effective Date for New Position:* **TBD by Personnel Officer**
*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):
Sr Tourism Specialist, Grade 6; \$36,871
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
Budget Code A.6417 110 Salaries - Regular; Communications Ass't; Amount TBD
- (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

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: Tourism Payroll Dept. No: 53.03
Title of Position: Communications Assistant Base Salary of Position: TDB Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: A.6417 110 Salaries- Regular Union [] Non-Union [X]
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [X] Other-NEW position
Employee No.: Is this position mandated? [] 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 [X] 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. [Signature] 6-27-16

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 6/27/16

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 [Signature] Date 6/27/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Tourism & Occupancy Tax Coordination
[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 6/27/16

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Tourism Department

DATE: 06.27.2016

- (a) Employee Name, Title and Employee No.: **Assistant Tourism Coordinator**

- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$40-45,000 pending salary survey**

- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$48,874**

- (d) Effective Date for Salary Change:* **July 18, 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:

- (f) Justification of Request:

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: TOURISM Payroll Dept. No: 53.03
Title of Position: Assistant Tourism Coordinator Base Salary of Position: \$40,000-\$45,000 Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: A.6417 110 Salaries-Regular Union [] Non-Union [X]
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No.: 5805 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 [X] 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. [Signature] 6-27-16

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 6/27/16

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 [Signature] Date 6/27/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Tourism & Occupancy Tax Coordination
[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 6/27/16

WARREN COUNTY
Journal Report - May 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
5/2/2016	A.4530 470	Contract	Out of code transfer from A.4530 850	\$ 1,000.00	
5/2/2016	A.4530 850	Unemployment Insurance	Out of code transfer to A.4530 470		\$ 1,000.00
County Attorney - County Attorney					
5/10/2016	A.1420 426	Subscriptions	from A.1420 426 to A.1420 444		\$ 660.00
5/10/2016	A.1420 444	Travel/Education/Conference	from A.1420 426 to A.1420 444	\$ 660.00	
County Clerk - County Clerk					
5/17/2016	A.1410 410	Supplies	Transfer of Funds W/in Obj Code to A 1410 439		\$ 250.00
5/17/2016	A.1410 439	Misc Fees & Expenses	Transfer of Funds W/in Obj Code from A 1410 410	\$ 250.00	
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
5/2/2016	A.1165 220	Office Equipment	Transfer out of budget code from A. 1165 410	\$ 473.00	
5/2/2016	A.1165 410	Supplies	Transfer out of budget code to A. 1165 220		\$ 473.00
DPW_DPW Admin - DPW,DPW Administration					
5/2/2016	A.1628 410	Supplies	Transfer Within Budget Code from A.1628 421	\$ 2.00	
5/2/2016	A.1628 421	Equipment Rental	Transfer Within Budget Code to A.1628 410		\$ 2.00
5/2/2016	A.5610 220	Office Equipment	Transfer Within Budget Code to A.5610 260		\$ 53.00
5/2/2016	A.5610 260	Other Equipment	Transfer Within Budget Code from A.5610 220	\$ 53.00	
5/2/2016	A.5610 453	Uniforms & Clothing	Transfer Within Budget Code from A.5610 470		\$ 180.00
5/2/2016	A.5610 470	Contract	Transfer Within Budget Code to A.5610 453	\$ 180.00	
5/4/2016	A.7110 250	Technical Equipment	Transfer Out of Budget Code from A.7110 410	\$ 91.00	
5/4/2016	A.7110 410	Supplies	Transfer Out of Budget Code to A.7110 250		\$ 91.00
5/4/2016	A.7110 410	Supplies	Transfer Within Budget Code to A.7110 470		\$ 5,000.00
5/4/2016	A.7110 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.7110 422	\$ 2,000.00	
5/4/2016	A.7110 465	Road/Bridge Materials	Transfer Within Budget Code to A.7110 465	\$ 8,000.00	
5/4/2016	A.7110 470	Contract	Transfer Within Budget Code from 410 422 465	\$ 15,000.00	

WARREN COUNTY
Journal Report - May 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/12/2016	DM.5130 418	Ins-General Liability	Transfer Within Budget Code from DM.5130 422	\$ 419.00	
5/12/2016	DM.5130 422	Repair/Maint-Equipment	Transfer Within Budget Code to DM.5130 418		\$ 419.00
5/16/2016	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 428		\$ 1,500.00
5/16/2016	A.1490 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.1490 410	\$ 1,500.00	
Legal Def-Indgnt - Legal Defense - Indigents					
5/2/2016	A.1170 440	Legal/Transcript Fees	From Legal Fees to Travel/Education/Conference		\$ 93.84
5/2/2016	A.1170 444	Travel/Education/Conference	From Legal Fees to Travel/Education/Conference	\$ 93.84	
OFA - Office for the Aging					
5/2/2016	A.6771 260	Other Equipment	Outside object code transfer from A6771422	\$ 159.99	
5/2/2016	A.6771 422	Repair/Maint-Equipment	Outside object code transfer to A6771260		\$ 159.99
5/3/2016	A.6774 413	Repair & Maint.-Bldg/Property	within object code transfer from A6774444	\$ 400.00	
5/3/2016	A.6774 444	Travel/Education/Conference	within object code transfer to A6774413		\$ 400.00
5/11/2016	A.6773 260	Other Equipment	outside object code transfer from A6773413	\$ 106.60	
5/11/2016	A.6773 413	Repair & Maint.-Bldg/Property	outside object code transfer to A6773260		\$ 106.60
5/25/2016	A.6785 444	Travel/Education/Conference	within object code transfer from A6785470	\$ 54.54	
5/25/2016	A.6785 470	Contract	within object code transfer to A6785444		\$ 54.54
5/31/2016	A.6773 260	Other Equipment	outside object code transfer from A6773423	\$ 106.60	
5/31/2016	A.6773 423	Telephone	outside object code transfer to A6773260		\$ 106.60
Office of EMS - Office of Emergency Services					
5/2/2016	A.4022 410	Supplies	Budget transfer within object code to A.4022 418		\$ 81.00
5/2/2016	A.4022 418	Ins-General Liability	Budget transfer within object code from A.4022 410	\$ 81.00	
5/4/2016	A.3640 453	Uniforms & Clothing	Budget transfer within object code from A.3640 455	\$ 100.00	
5/4/2016	A.3640 455	Safety Equipment	Budget transfer within object code to A.3640 453		\$ 100.00
5/23/2016	A.3640 422	Repair/Maint-Equipment	Budget transfer within object code from A.3640 441	\$ 500.00	
5/23/2016	A.3640 441	Auto-Supplies & Repair	Budget transfer within object code to A.3640 422		\$ 500.00
5/24/2016	A.3640 418	Ins-General Liability	Budget transfer within object code to A.3640 422		\$ 500.00

WARREN COUNTY
Journal Report - May 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/24/2016	A.3640 422	Repair/Maint-Equipment	Budget transfer within object code from A.3640 418	\$ 500.00	
5/31/2016	A.3410 422	Repair/Maint-Equipment	Budget transfer within object code from A.3410 444	\$ 300.00	
5/31/2016	A.3410 444	Travel/Education/Conference	Budget transfer within object code to A.3410 422		\$ 300.00
Public Health_Health Services - Public Health, Health Services					
5/11/2016	A.4010 410	Supplies	Budget Trans to A.4010.411 from A.4010.410 CHHA		\$ 1.00
5/11/2016	A.4010 411	Rent-Building/Property	Budget Trans to A.4010.411 from A.4010.410 CHHA	\$ 1.00	
5/11/2016	A.4018.0020 210	Furniture/Furnishings	Budget transfer Family Hlth from A4018.0020.260	\$ 165.00	
5/11/2016	A.4018.0020 260	Other Equipment	Budget transfer Family Hlth to A4018.0020.210		\$ 165.00
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement					
5/4/2016	A.3020.4031 410	Supplies	Budget Amendment Within Object Code To A.3020.4031 470	\$ 93,100.00	
5/4/2016	A.3020.4031 470	Contract	Budget Amendment Within Object Code From A.3020.4031 410	\$ 93,100.00	
5/23/2016	A.3020.4031 220	Office Equipment	Out of Object Code Transfer From A.3020.4031 410	\$ 2,623.00	
5/23/2016	A.3020.4031 410	Supplies	Out of Object Code Transfer To A.3020.4031 220		\$ 2,623.00
Social Services - Social Services					
5/5/2016	A.6010 470	Contract	Out of Budget Code Transfer to A.6050 469	\$ 5,000.00	
5/5/2016	A.6050 469	Other Payments/Contributions	Out of Budget Code Transfer from A.6010 470	\$ 5,000.00	
5/9/2016	A.6010 418	Ins-General Liability	Out of Budget Code Transfer to A.6050 469	\$ 1,591.82	
5/9/2016	A.6050 469	Other Payments/Contributions	Out of Budget Code Transfer from A.6010 418	\$ 1,591.82	
5/11/2016	A.6030 432	Special Project Supply	Budget Transfer from A. 6030 432 to A. 6030 437	\$ 500.00	
5/11/2016	A.6030 437	Consulting Fees	Budget Transfer to A. 6030 437 from A. 6030 439	\$ 1,000.00	
5/11/2016	A.6030 437	Consulting Fees	Budget Transfer to A. 6030 437 from A. 6030 444	\$ 500.00	
5/11/2016	A.6030 437	Consulting Fees	Budget Transfer to A. 6030 437 from A. 6030 432	\$ 500.00	
5/11/2016	A.6030 439	Misc Fees & Expenses	Budget Transfer from A. 6030 439 to A. 6030 437	\$ 1,000.00	
5/11/2016	A.6030 444	Travel/Education/Conference	Budget Transfer from A. 6030 444 to A. 6030 437	\$ 500.00	

Tourism - Tourism

WARREN COUNTY
Journal Report - May 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/12/2016	A.6417 470	Contract	Transfer from A.6417 481	\$ 1,589.00	
5/12/2016	A.6417 481	Tourism Promotion	Transfer to A.6417 470		\$ 1,589.00
5/16/2016	A.6417 441	Auto-Supplies & Repair	Transfer from A. 6417 481	\$ 740.12	
5/16/2016	A.6417 481	Tourism Promotion	Transfer to A.6417 441		\$ 740.12
5/26/2016	A.6417 426	Subscriptions	Transfer to A.6417 481	\$ 3,033.66	
5/26/2016	A.6417 481	Tourism Promotion	Transfer from A.6417 426		\$ 3,033.66
5/26/2016	A.6417 470	Contract	Transfer from A. 6417 481	\$ 25.00	
5/26/2016	A.6417 481	Tourism Promotion	Transfer to A.6417 470		\$ 25.00
Treasurer Disb - Treasurer Departmental Activity					
5/19/2016	A. 1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 439		\$ 20.00
5/19/2016	A. 1325 439	Misc Fees & Expenses	Budget Transfer from A.1325 410 to A.1325 439	\$ 20.00	

Warren County Board of Supervisors

RESOLUTION NO. 146 OF 2016

Resolution introduced by Supervisors Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt, and Braymer

AMENDING THE WARREN COUNTY, NEW YORK PLANS AND POLICIES TO ADD A PROVISION CONCERNING A SALARY ADJUSTMENT FOR DEPUTY DEPARTMENT HEAD SERVICE WHEN DEPARTMENT HEAD POSITION IS VACANT OR THE DEPARTMENT HEAD IS ABSENT OR UNABLE TO SERVE

RESOLUTION TABLED

WHEREAS, the Finance, Personnel & Higher Education Committee of the Warren County Board of Supervisors has recommended adding a new subparagraph (D) to Section VI.045 of the Warren County, New York Plans and Policies concerning the payment of a salary adjustment for Deputy Department Head service when a Department Head position is vacant or the Department Head is absent or unable to serve, now, therefore, be it

RESOLVED, that Section VI.045 of the Warren County, New York Plans and Policies is hereby amended to add a new subparagraph (D) concerning the payment of a salary adjustment for Deputy Department Head service when a Department Head position is vacant or the Department Head is absent or unable to serve to read as follows:

- (D) A Deputy Department Head who acts on the part of the Department Head during a time when the position is vacant or when the Department Head is absent or unable to act shall receive the same salary budgeted and set forth in the Salary and Wage Schedule of the County for the Department Head provided that the deputy serves during 1) a time of a vacancy or 2) a time period commencing the 31st consecutive day of a Department Head's absence or inability to act and continuing until Department Head returns to work.

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 Works
Title of Position: Highway Construction Supervisor II #5
Base Salary of Position: \$39,979.00' Grade: 16
Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: D.5110 110 Highway Constr. Supr. #5 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other 6/12/2016
Employee No.: 11277 Is this position mandated? [] Yes [] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal % [] State % [] Other %

Jeffrey E. Ferguson 6/13/16

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other PCW
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] 6-13-16

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 6/13/16

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 [Signature] Date 6/14/16

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 6/22/2016

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: Employment and Training Payroll Dept. No: 40.6293
Title of Position: Senior Employment & Training Counselor Base Salary of Position: \$38,828 Grade: 15
Filling at Step # (If Known): 30 Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: 40.6293.0310 Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other
Employee No.: 8132 Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 100% [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other PCW 6/14/16
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. [X] 10-13-16

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 6/15/16

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 [Signature] Date 6/15/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

[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 June 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: OFA Payroll Dept. No.: 57:00

Title of Position: Coordinator, Office for the Aging Base Salary of Position: \$43,787 Grade: 19

Filling at Step # (If Known): Request to Back Due to Promotion: Yes NoBudget code and title: A6778 CSE (W), A6988 HIICAP, various Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No: Is this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal 100% 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

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: TOURISM Payroll Dept. No: 53.03
Title of Position: Assistant Tourism Coordinator Base Salary of Position: \$40,000 - \$45,000 pending approval Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: A.6417 110 Salaries-Regular Union [] Non-Union [X]
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No.: 5805 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 [X] 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. [Signature] 6-27-16

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 6/27/16

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 [Signature] Date 6/27/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Tourism & Occupancy Tax Coordination
[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 6/27/16