

FINANCE, PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

JULY 29, 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 for an executive session to discuss matters leading to the possible appointment of a particular person.~~ - Request withdrawn.
 - 4) **Request from the County Treasurer:**

For a transfer of funds in the amount of \$94,000 from Budget Code A.1990 469.02, *Contingent Account, Other Payments/Projects*, to Budget Code A.9901.0181 910, *Transfers, Debt Service*, to transfer funds raised for SUNY Adirondack NSTEM Project debt service that are not needed in 2016 to the Debt Service Fund for future use.
 - 5) **Referral from the County Facilities Committee:**
 - Airport -***

Request to increase Capital Project No. H364, *Runway 30 Obstruction Removal*, in the amount of \$656,000 pending FAA grant award for final phase of obstruction removal and mitigation for Runway 30.
 - 6) **Referrals from the Health, Human & Social Services Committee:**
 - Countryside Adult Home -***
 - A) Request to amend Resolution No. 267 of 2015 to state that Countryside Adult Home will pay time and one-half to per diem employees who work a holiday, any hours over eight (8) each shift, or any hours over forty (40) per week. *Note: The Health, Human & Services Committee approved the request but referred the matter to the Finance, Personnel & Higher Education Committee for further review and consideration.*
 - Public Health -***
 - B) Request to amend the County Budget in an amount totaling \$1,274.37 to reflect receipt of an insurance recovery for damages to a Health Services fleet vehicle.
 - C) Request to authorize enrollment in a job-related course: Jodi Brynes, RN, to enroll in "Transcultural Nursing" course at Chamberlain College of Nursing (Course Term: July 4, 2016 - August 28, 2016; Cost: \$2,000). 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.

Continued

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

DPW -

- A) Request to increase Capital Project H343, *West Brook Sidewalk Project*, in the amount of \$74,686 to allocate State and Local Share funds for the construction phase of the project in accordance with the State-Local agreement.
- B) Request to decrease Capital Project H344, *Warren County Bikeway Improvements*, in the amount of \$5,864.72 to make adjustments in accordance with final project costs.
- C) Request to decrease Capital Project H345, *Warren County Bikeway Connections*, in the amount of \$997.40 to make adjustments in accordance with final project costs.
- D) Request to increase Capital Project H331, *County Bridge Projects*, in the amount of \$228,500 to include funds for 2016 bridge work.
- E) Request for authorization to establish various road project numbers to be funded using the additional \$376,348.83 in CHIPS funding to be provided through the PAVE NY Program.
- F) Request to amend the County Budget in the amount of \$20,348.83 to include \$20,348.83 in funding received for the Bay Road CR16 Project through the PAVE NY Program.
- G) Request to decrease the salary for the Assistant Engineer #1 position from \$49,690 to \$43,000 effective July 28, 2016 to establish the appropriate base salary for the position prior to hiring a new employee.
- H) Request to authorize enrollment in a job-related courses: Maja Tlokinska-Scroggins, to enroll in "Advanced Bookkeeping Applications; Principals of Economics I; Mathematical Functions; Introduction to Public Speaking" courses at SUNY Adirondack (Course Term: September 2016 - December 2016; Cost: \$2,346.50. If this request is approved, Ms. Tlokinska-Scroggins will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
- I) Request to increase Capital Project H352, *CR13 & 31 Bridge Painting Project*, in the amount of \$876,690 to allocate Federal, State and Local Share funds for the construction phase of the project.

Note: this request was not previously approved by the Public Works Committee, the item was forwarded to the Finance, Personnel & Higher Education Committee with the approval of the Committee Chairman, Supervisor Simpson.

8) **Referrals from the Tourism & Occupancy Tax Coordination Committee:**

Occupancy Tax Coordination -

- A) Request to appropriate \$83,393 from the Occupancy Tax Reserve to Budget Code A.6417 469, *Tourism-Occupancy, Other Payments/Contributions*, to pay the initial distribution of 2016 occupancy tax collections to other municipalities.

Tourism -

- B) Request to amend Resolution No. 272 of 2016 to identify an alternate source of funding for management of the Festival Commons website. *Note: this request was not previously approved by the Tourism & Occupancy Tax Coordination Committee, it was forwarded to the Finance, Personnel & Higher Education Committee with the approval of the Committee Chairman, Supervisor Merlino.*

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

- A) Journal Report of transfers approved by County Administrator staff since the last meeting.
- B) Request for a new contract with P&NP Computer Services, Inc. to provide annual historical license to access Westmount billing records.
- C) Request to appropriate funds in the amount of \$16,125 from the Vehicle Reserve Fund to the Health Services budget for the purchase of one car.

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

Request for an executive session to discuss collective bargaining negotiations - Attorney Paltrowitz, *Special Counsel*, to provide update.

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:

County Clerk

Motor Vehicle License Registration Clerk #7, Grade 8, Annual Base Salary \$32,238, due to resignation.

Dept. of Public Works

Assistant Engineer #1, Annual Salary \$43,000, due to resignation.

Sheriff

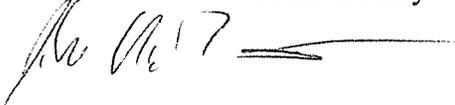
Cook #2, Annual Base Salary \$33,666.49 retirement.

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: 7/29/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1011 110	Office of Co. Admin Salaries Reg	A.1011 130	Office of Co. Admin PT Salaries	\$4,500.00

Please state reason for transfers requested: To move funds to cover the salary for Acting County Administrator.

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.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 7/20/2016

<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.5112.8248 110	Co Roads, Valley Woods Rd, Sal - Reg	\$ 816.58
	130 Co. Roads, Maintenance, Salaries - Temp	130	Co Roads, Valley Woods Rd, Sal - Temp	\$ 97.20
	830 Co. Roads, Maintenance, Social Security	830	Co Roads, Valley Woods Rd, Fica	\$ 56.65
	831 Co. Roads, Maintenance, Medicare	831	Co Roads, Valley Woods Rd, Medicare	\$ 13.25
	865 Co. Roads, Maintenance, Dental	865	Co Roads, Valley Woods Rd, Dental	\$ 3.38
	860 Co. Roads, Maintenance, Hospital	860	Co Roads, Valley Woods Rd, Hospital	\$ 237.93
	810 Co. Roads, Maintenance, Retirement	810	Co Roads, Valley Woods Rd, Retirement	\$ 98.62

Please state reason for transfers requested:

Reclass 6/9/16 & 6/10/16 Paving Salaries from Maintenance to Valley Woods 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: 1420 Law (County Attorney)

SIGNED: 

DATE: 7/14/16

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 110	Salaries - Regular	A.1420 130	Salaries - Part Time	30000.00

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request: To continue funding for Part Time Temporary Assistant County Attorney and Full Time Temporary Confidential Secretary to the County Attorney

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

INTENT TO FILL VACANT POSITIONS										
Personnel Cnte. 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)	Tyree	\$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 (1526)	Schaldone	\$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	7/25/2016	Chamberlin	\$27,027.00	\$0.00	-\$1,007.00
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	Schroek	\$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	Sr. 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				
4/20/2016	Public Health	Supervising PHN #4 (1533)	Whisenant	\$68,974.00	\$66,000.00	6/13/2016	Andre	\$66,000.00	\$0.00	-\$2,974.00
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	7/11/2016	DeCristofano	\$44,533.00	\$5,319.00	-\$21,468.00
4/29/2016	Sheriff	Patrol Officer #40 (1372)	Aldrich	\$66,001.00	\$39,214.00	6/27/2015	Campbell	\$51,378.00	\$12,164.00	-\$14,623.00
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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED: 

DATE: July 22, 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469.02	Contingent Account- Other Payments/ Contributions Projects	A.9901.0181 910	Transfers-Debt Service	\$94,000

Please state reason for transfer request: Transfer funds raised for SUNY Adirondack NSTEM project debt service that are not needed in 2016 to the Debt Service Fund for future use.

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

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: 7/20/2016

- (a) Exact Title and Number of Project*: **H364 - Runway 30 Obstruction Removal**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Increase (if applicable): **\$656,000**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): **90% FAA; 5% NYSDOT; 5% County \$32,800 A9950 910 Transfers - Capital Projects**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: **Pending FAA grant award, final phase of obstruction removal and mitigation for runway 30. Project includes tree removal in approach to runway 30, landscape mitigation, installation of two low intensity steady red obstruction lights to mark location of residential structions to remain, and Precision Approach Path Indicator (PAPI) installations for runway 30 & 12.**

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: COUNTRYSIDE ADULT HOME

DATE: 7/20/2016

- (a) Purpose of Request:
AMEND RESOLUTION 267 of 2015, TO STATE THAT COUNTRYSIDE ADULT HOME WILL PAY TIME AND ONE HALF TO PER DIEM EMPLOYEES WHO WORK A HOLIDAY, ANY HOURS OVER EIGHT (8) EACH SHIFT, OR ANY HOURS OVER FORTY(40) PER WEEK.
- (b) Details:
IN ORDER TO ENSURE ADEQUATE COVERAGE AT THE FACILITY AT ALL TIMES, THE FACILITY NEEDS TO EMPLOYEE PER DIEM AND PART TIME LESS THAN 24 HOURS/WEEK. THESE EMPLOYEES SHOULD BE PAID OVERTIME FOR WORKING HOLIDAYS, ANY HOURS OVER EIGHT (8) IN ONE DAY, OR ANY HOURS OVER FORTY (40) IN ONE WEEK.
- (c) Previous Resolution Number:
267 OF 2016
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A6030.120 OVERTIME

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 267 OF 2015

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

APPROVING THE WARREN COUNTY PAYROLL RULES POLICY

RESOLVED, that the Warren County Board of Supervisors hereby approves the Payroll Rules Policy as attached hereto as Schedule "A".

*RESOLUTION No. 267 OF 2015**PAGE 2 OF 2***SCHEDULE "A"****PAYROLL RULES POLICY****PURPOSE:**

The purpose of the Payroll Rules Policy is to provide clarification and standardization of rules that are not stipulated by union contracts or County policies. This Policy will identify payroll issues and create uniform written policies that will provide consistency and guidance to Warren County Departments.

POLICY RULES:

- 1) Sick leave will be earned and posted on the last Friday of the month.
- 2) Civil Service no longer will request a 426 form for an employee removed from the payroll for one day or less per pay period. Instead of the 426, the department head or designee must report any reduction in normal hours by email to the Payroll Supervisor and Payroll Technician in the Treasurer's Office, and Human Resources Executive Assistant before submission of payroll hours.
- 3) A lunch period will be paid after an employee completes at least a half day of work with the exception of half day vacation. For instance, if an employee normally works eight (8) hours, the employee must work four (4) hours in order to receive a paid lunch period. The hours worked during the day do not have to be consecutive. In the instance of half day vacation day, there will be no paid lunch hour since half is worked and half is vacation. (i.e. an eight (8) hour employee will work four (4) hours and take four (4) hours vacation.
- 4) Westmount Health Facility will continue to pay holiday plus time and one half to per diem employees who work the holiday. All other County departments will pay straight time for all per diem employees who work on holidays. Temporary and seasonal employees receive holiday pay provided that the holiday falls on their regularly scheduled workday.
- 5) An employee must hold a position as of January 1st of any given year in order to receive applicable annual accruals.

EFFECTIVE DATE:

This policy includes all employees, union and non-bargaining, excluding PBA members, and will be effective beginning May 18, 2015.

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: July 20, 2016

- (a) **Purpose of Amendment:** To amend the 2016 budget to reflect payment received by Health Services (CHHA) from an insurance company for repairs related to a vehicle accident which totaled **\$1,274.37**.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4010.2680 Health Services-Insurance Recovery Revenue \$1,274.37.

Revenue Code (with title), and Amount:

A.4010.441 Health Services-Auto Repair Expense \$1,274.37.

ATTACHMENT #5

RESOLUTION REQUEST FORM NO. 19

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

1. Employee's Name: Jodi Bynes
2. Position: Registered Nurse
3. Department: WCNC
4. Course Title: Transcultural Nursing
5. Institution or School: Chamberlain College of Nursing
6. How Course Relates to Current Position: Learning the concepts of global nursing on healthcare delivery and learning about theories, concepts, beliefs, + standards related to transcultural nursing.
7. Starting Date: 07/04/2016
8. Completion Date: 08/28/2016
9. Cost: \$ 2,000.00
10. Employee's Signature: Jodi Bynes Date: 06/28/2016
11. Supervisor's Comments (Approval/Denial):
Supervisor's Signature: Caroline Leisenant Date: 6/28/16
12. Department Head's Comments (Approval/Denial):
Department Head's Signature: Pats A Date: 6/29/16
13. Committee's Recommendation:
Committee Chairman's Signature: Matt Date: July 26, 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. 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: 7/25/16

- (a) Exact Title and Number of Project*: H343 West Brook Sidewalk Project
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$74,686.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

Amounts Already Funded (per Resolution 509 of 2013)

\$60,000.00 Federal Share

\$20,000.00 Local Match and Overmatch Share

Ineligible Costs Paid for from Capital Project

\$5,800.00 Phase 1A/1B Cultural Resources Study (Local funds only)

New Funding

\$0.00 Federal Share

\$0.00 State Marchiselli Share (Actual Available)

\$11,250.00 State Marchiselli Share (Assumed Available) Per Treasurer

\$63,436.00 Local Match Share (transfer from D.9950 910 Transfers - Capital Projects)

- (g) Changes in Funding (if Amendment):

- (h) Purpose of Increase or Decrease or Amendment: To allocate state and local share funds for the construction phase of the project in accordance with the State - Local Agreement

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: 7/25/16

- (a) Exact Title and Number of Project*: H344 Warren County Bikeway Improvements (PIN 1759.44)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable):
- (e) Amount of Decrease (if applicable): \$5,864.72
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
- | | |
|--------------|---|
| - \$8,000.00 | Federal Share |
| \$0.00 | State Marchiselli Share |
| \$2,135.28 | Local Match Share (transfer from D.9950 910 Transfers - Capital Projects) |
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To allocate local funds for the construction phase of the project

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: 7/25/16

- (a) Exact Title and Number of Project*: H345 Warren County Bikeway Connections (PIN 1795.45)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable):
- (e) Amount of Decrease (if applicable): \$997.40
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
- | | |
|--------------|---|
| - \$6,000.00 | Federal Share |
| \$0.00 | State Marchiselli Share |
| \$5,002.60 | Local Match Share (transfer from D.9950 910 Transfers - Capital Projects) |
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To allocate local funds for the construction phase of the project

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: 7/25/16

(a) Exact Title and Number of Project*: County Bridge Projects (H331.9550 280)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$228,500.00

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

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

\$228,500.00 (D.9950 910 Transfers - Capital Projects)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To increase the capital project for 2016 bridge work

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: Department of Public Works

DATE: 7/25/16

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
Establish D.5112.8251 2016 Diamond Point Road CR35 - \$100,000.00
Establish D.5112.8252 2016 Bolton Landing/Riverbank Road CR11 - \$183,000.00
Establish D.5112.8253 2016 Water Street CR45 - \$21,000.00
Establish D.5112.8254 2016 Schroon River Road CR10 - \$52,000.00
- (b) Is this a Capital Project?
No Road Projects
- (c) Is this a Capital Reserve Project?
No Road Projects
- (d) Amount of Project:
\$356,000.00
- (e) Source of Funding (including name & title of codes, etc.):
D.5010 3501 - Highway Administration, Consolidated Highway Aid
- (f) Purpose of Establishment:
To Establish Road Projects for the PAVE NY program with regards to Highway Resurfacing and Highway Reconstruction.

***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.



Department of
Transportation

ANDREW M. CUOMO
Governor

MATTHEW J. DRISCOLL
Commissioner

Cathy Calhoun
Chief of Staff

July 14, 2016

JEFF TENNYSON
SUPERINTENDENT OF PUBLIC
COUNTY OF WARREN
4028 MAIN ST
WARRENSBURG NY 12885

Dear Mr. Tennyson:

The enacted State fiscal year (SFY) 2016-17 Budget provides \$100 million in enhanced State assistance to local governments for the rehabilitation and reconstruction of local highways. This funding is provided pursuant to the PAVE NY Program included in the new five-year \$21 billion State Transportation Plan administered through the New York State Department of Transportation (NYSDOT).

NYSDOT will be making the first of three SFY 2016-17 PAVE NY reimbursements on September 16, 2016. Eligible PAVE NY expenses will be reimbursed retroactive to April 1, 2016. Additional information on PAVE NY apportionments, program guidelines, project eligibility, and the reimbursement request form are available at: <https://www.dot.ny.gov/programs/chips/PAVE-NY>.

The County of Warren has a SFY 2016-17 PAVE NY apportionment of \$376,348.83. Reimbursement requests for PAVE NY funds will require the same supporting documentation as the Consolidated Local Street and Highway Improvement Program (CHIPS), including proof of payment and photos of ADA-compliant curb ramps. Failure to submit the required documentation may delay the processing of your reimbursement request.

Instructions for the September PAVE NY reimbursement are included with this letter. In order to ensure September timely reimbursement, the NYSDOT Regional Office listed below must receive the original signed payment request no later than **August 8, 2016**. Your NYSDOT municipal code for entry on the forms is 170000.

Brian Kirch
NYSDOT Regional CHIPS Representative
New York State Department of Transportation
50 Wolf Rd., Suite 1S50
Albany, NY 12232

Please provide a copy of this letter to the Chief Financial Officer (CFO) for your municipality. If you have any questions regarding this reimbursement process, please contact Brian Kirch at 518-485-1379.

Respectfully yours,

Peter J. Ryan
Director
Local Programs Bureau

**APPLYING UNDER THE SEPTEMBER 16, 2016
PAVE NY PAYMENT FOR
SFY 16-17 FUNDS ONLY**

Any unreimbursed expenditures made between 04/01/16 and 08/01/16 will be eligible for the September 16, 2016 payment from the SFY 16-17 PAVE NY apportionment.

All expenditures which are eligible for payment from only SFY 16-17 PAVE NY funds should be listed together on the same CP75(s). At the bottom (Certification portion) of the CP75(s), select/enter the 04/01/16 – 08/01/16 expenditure eligibility period associated with this payment.

NOTE: THE CERTIFICATION SIGNATURE DATE ENTERED ON THE CP75(s) MUST FALL WITHIN OR AFTER THE EXPENDITURE DATES WHICH WERE ENTERED ON THE CP75(s).

Warren County Department of Public Works
2016 Pave NY

DRAFT DATE: July 2016

Road	CR#	Town	FROM	TO	Length (miles)	Type of Repair	Cost	ESL Miles
Diamond Point Road	35	Lake George	top of hill	.85 miles west	0.85	Reconstruct / Resurface	\$ 100,000.00	17
Bolton Landing Riverbank Road	11	Bolton	2013 construction	Turn Lane @ Valley Woods Rd	1	Reconstruct / Resurface	\$ 183,000.00	20
Water Street	45	Warrensburg	Richards Ave.	Rt 9	0.162	Reconstruct / Resurface	\$ 21,000.00	3
Schroon River Road	10	Warrensburg	2014 construction	County Home Bridge Rd	0.5	Restoration (Overlay)	\$ 52,000.00	4
*Bay Road	16	Lake Luzerne	School Street	Rt 9N	0.45	Reconstruct / Resurface	\$ 20,348.83	9
TOTAL							\$ 376,348.83	53

* additional work on existing 2016 project

OTHER ROADS CONSIDERED

Garnet Lake Road	72	Johnsburg	Coulter Rd	Rebate past Hudson St	0.6	Reconstruct/Resurface	\$ 165,000.00	13
Schroon River Road	30	Chester	Route 8	.66 miles south	0.66	Reconstruct/Resurface	\$ 170,000.00	15

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

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

DEPARTMENT NAME: Department of Public Works

- (a) Purpose of Amendment; To Amend Road Expenditure for 2016 Bay road CR 16 \$20,348.83 relating to new PAVE NY Grant.
- (b) Appropriation Code, Object Code, Full Title and Amount D.5112.8250 2016 Bay Road CR 16 \$20,348.83.
- (c) Revenue Code (with title), and Amount: D.5010 3501 Highway Administration, Consolidated Highway Aid \$20,348.83.

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Public Works****DATE: 7/12/2016**

- (a) Employee Name, Title and Employee No.: Assistant Engineer #1
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$43,000.00
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$49,690.00
- (d) Effective Date for Salary Change:* 7/28/2016
*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: to establish base salary prior to hiring a new employee.

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
3. Department: Public Works
4. Course Title: Advanced Bookkeeping Applications, Prin of Economics I, Mathematical Functions, Intro to Public Speaking
5. Institution or School: SUNY Adirondack
6. How Course Relates to Current Position: Improve Accounting Efficiency
7. Starting Date: 9/2016
8. Completion Date: 12/2016
9. Cost: 50% of \$2,346.50
10. Employee=s Signature:  Date: 7/12/16
11. Supervisor=s Comments (Approval/Denial)
 Supervisor=s Signature: _____ Date: _____
12. Department Head=s Comments (Approval Denial)
 Department Head=s Signature:  Date: 7/12/16
13. Committee=s Recommendation: Approved
 Committee Chairman=s Signature:  Date: 7/25/16
 Signature: _____ Date: _____



**SUNY
ADIRONDACK**

www.sunyacc.edu

Accounts Receivable
640 Bay Road
Queensbury, NY 12804
Phone: 518.743.2266

Date: 07/07/2016

Maja A. Tlokinska-Scroggins
4871 State Route 8
Chestertown, NY 12817-3603

Student ID: 500152829
Term: Fall 2016 (201610)

Due Date: 10-AUG-2016

Student Schedule and Bill

CRN	SUBJ	COURSE #	SECTION AND TITLE	CREDITS	DAYS	TIME	ROOM
11970	SPH	111	Intro to Public Spea	3.00	R	0545-0835pm	EFSN 207
12028	MAT	108	Mathematical Functio	3.00	TBA	TBA	ONLINE TBA
12378	BUS	231	Advanced Bookkeeping	3.00	TBA	TBA	ONLINE TBA
12561	ECO	201	Prin of Economics I	3.00	TBA	TBA	ONLINE TBA
TOTAL CREDITS:				12.00			

CURRENT TERM CHARGES	CURRENT TERM PAYMENTS
Accident Insurance 2.00	
Activity Fee 102.50	
ID Card 4.00	
Parking Fee 15.00	
Student Development Fee 15.00	
Technology Replacement Fee 120.00	
Tuition 2088.00	
+ Books	
NO CERT OF RESIDENCE ON FILE - 063Warren	
Current Term Charges Total: 2346.50	Current Term Payments Total: 0.00

Current Term Balance: 2346.50	AMOUNT DUE: 2346.50
Other Term Balance: 0.00	

Please pay by mail or online. Payment or payment arrangements must be made by 8/10 to retain this schedule. Late payment may result in loss of classes. A Certificate of Residence must be submitted by 9/29 for in state tuition rate. After 9/29 the out of state rate will apply.

If mailing payment, include this stub and send payment to:
(please do not send cash)
Adirondack Community College
Business Office
640 Bay Road
Queensbury, NY 12804

Term: Fall 2016 (201610)

Pay this amount: 2346.50

Amount Paid: \$ _____

Date: 07/07/2016

Student ID Number: 500152829

Student Name: Maja A. Tlokinska-Scroggins

Please contact the Registrars Office to update your address.

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: 7/28/16

(a) Exact Title and Number of Project*: H352 CR 13 & CR 31 Bridge Painting Project (PIN 1760.01)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$876,690.00

(e) Amount of Decrease (if applicable):

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

\$ 713,512.00 Federal Share

\$ 10,200.00 State Marchiselli Share (actually available)

\$ 133,783.50 State Marchiselli Share (assumed available per Treasurer)

\$ 19,194.50 Local Match (transfer from D.9950 910 Transfers - Capital Projects)

\$ 876,690.00 Total Increase

*\$ 15,200.00 Local Match already appropriated under Resolution 640 of 2015

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Allocate federal, state and local match funds for the construction / construction inspection phase of the project.

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: 7/25/16

- (a) Purpose of Request: **to appropriate funds from the Occupancy Tax Reserve to A.6417 469, Other Payments/Contributions to pay the initial distribution of 2016 Occupancy Tax collections to other municipalities.**
- (b) Details: **Occupancy Tax collections equaled \$4,148,376.97 in 2015. Twenty five percent was due back to the municipalities that collected it, or \$1,037,094.24; the first distribution of 2015 funds was made in October 2015 for \$390,000. Tourism budgeted \$953,702 for the final distribution of 2015 funds plus the first distribution of 2016 funds. An additional \$83,392.24 is needed to make the October payment of \$390,000, which is the first distribution of 2016 funds..**
- (c) Previous Resolution Number: **none**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.881, Reserve, Occupancy Tax, \$83,393**

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: 7/26/16

- (a) Purpose of Request:
To amend Res # 272 of 2016 to state that the \$5,000 will be funded from Budget Code A.6417 480.04, Warren County Projects, rather than A.6417 470, Contract.
- (b) Details:
The \$5,000 has not been budgeted in the internal Tourism budget, under Contract Code A.6417 470.
- (c) Previous Resolution Number:
Res# 272 of 2016
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.6417 480.04, Warren County Projects, \$5,000

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 272 OF 2016

Resolution introduced by Supervisors Merlino, Dickinson, Conover, Seeber, Simpson, Strough, Wood, Beaty, Frasier, Vanselow and Leggett

AUTHORIZING AGREEMENT WITH THE LAKE GEORGE REGIONAL CHAMBER OF COMMERCE TO PROVIDE MANAGEMENT OF FESTIVAL COMMONS WEBSITE AND SOCIAL MEDIA AND TO PROVIDE DEVELOPMENT, MARKETING, AND PROMOTIONAL SERVICES FOR THE FESTIVAL COMMONS

WHEREAS, Warren County currently has an agreement with the Lake George Regional Chamber of Commerce (“Lake George Chamber”) for sales, special event, convention agency, and association services for the Warren County Tourism Department, which includes development and marketing of community and business resources, development of sales and marketing campaigns to recruit new convention and special events, organizing and hosting event and convention planners, solicitation of requests for proposals, marketing and promotion of new and existing events, development of sales action plans specific to the Festival Commons, development and maintenance of convention and special events calendars and websites, creating and distributing marketing materials, facilitating inter-municipal communication, and communication between County departments, and management of reports and statistical information and attendance at meetings with tourism professionals; and

WHEREAS, Warren County has recently completed construction of the Festival Commons, a 2.5 acre Open-Space event venue; and

WHEREAS, the Lake George Chamber is requesting an additional agreement with Warren County to provide daily management of the Festival Commons website which would include daily management of the Festival Commons website, management of the Festival Commons social media sites, creation of content for the Festival Commons website and social media sites, design of press materials, design and development of marketing and advertising materials, and promotion of the Festival Commons and events actually taking place at the Festival Commons, and now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board to enter into an additional agreement with the Lake George Chamber, in a form approved by the County Attorney, to provide daily management of the Festival Commons website, and social media, and to provide development, marketing and promotional services for the Festival Commons, commencing June 1, 2016 and terminating December 31, 2016 for an amount not to exceed Five Thousand Dollars (\$5,000), to be funded from Budget Code A.6417 470, Tourism-Occupancy, Contract.

**WARREN COUNTY
Journal Report - June 2016**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
6/3/2016	A.4530 424	Postage	Out of Code Transfer from A.4530 850	\$ 20.00	
6/3/2016	A.4530 435	Medical Fees	Out of Code Transfer from A.4530 850	\$ 1,000.00	
6/3/2016	A.4530 850	Unemployment Insurance	Out of Code Transfer to A.4530 424, 435		\$ 1,020.00
6/8/2016	A.1011 436	Advertising Fees	Transfer within object code to A.1011 470		\$ 2,000.00
6/8/2016	A.1011 470	Contract	Transfer within object code from A.1011 436	\$ 2,000.00	
6/8/2016	A.4530 440	Legal/Transcript Fees	Out of Code Transfer From A.4530 850	\$ 10,000.00	
6/8/2016	A.4530 850	Unemployment Insurance	Out of Code Transfer to A.4530 440		\$ 10,000.00
6/13/2016	A.4530 850	Unemployment Insurance	Transfer within Object Code to A.4530 855		\$ 1,500.00
6/13/2016	A.4530 855	Disability	Transfer within Object Code from A.4530 850	\$ 1,500.00	
6/17/2016	A.4530 435	Medical Fees	Out of code transfer from A.4530 850	\$ 2,000.00	
6/17/2016	A.4530 850	Unemployment Insurance	Out of code Transfer to A.4530 435		\$ 2,000.00
6/30/2016	A.1671 410	Supplies	Transfer within Object Code from A.1671 421	\$ 100.00	
6/30/2016	A.1671 421	Equipment Rental	Transfer within Object Code to A.1671 410		\$ 100.00
County Attorney - County Attorney					
6/1/2016	A.1420 426	Subscriptions	Within Object Code Transfer from A.1420 426 to A.1420 444		\$ 491.20
6/1/2016	A.1420 444	Travel/Education/Conference	Within Object Code Transfer from A.1420 426 to A.1420 444	\$ 491.20	
DPW_DPW Admin - DPW,DPW Administration					
6/2/2016	A.1490 436	Advertising Fees	Transfer Within Budget Code to A.1490 444		\$ 8.00
6/2/2016	A.1490 444	Travel/Education/Conference	Transfer Within Budget Code from A.1490 436	\$ 8.00	
6/9/2016	A.1490 423	Telephone	Transfer Within Budget Code to A.1490 444		\$ 140.00
6/9/2016	A.1490 444	Travel/Education/Conference	Transfer Within Budget Code from A.1490 423	\$ 140.00	
6/13/2016	A.5610 810	Retirement	Transfer Within Budget Code to A.5610 855		\$ 714.00
6/13/2016	A.5610 855	Disability	Transfer Within Budget Code from A.5610 810	\$ 714.00	
6/13/2016	DM.5130 855	Disability	Transfer Within Budget Code from DM.5130 860		\$ 461.00
6/13/2016	DM.5130 860	Hospitalization	Transfer Within Budget Code to DM.5130 855	\$ 461.00	
6/23/2016	D.5142 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to D.5142 470		\$ 395.00

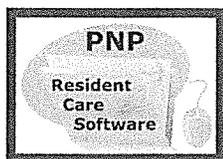
G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
6/23/2016	D.5142 470	Contract	Transfer Within Budget Code from D.5142 413	\$ 395.00	
6/27/2016	A.1625 423	Telephone	Transfer Within Budget Code from A.1625 470	\$ 400.00	
6/27/2016	A.1625 470	Contract	Transfer Within Budget Code to A.1625 423		\$ 400.00
6/27/2016	A.7111.0198 424	Postage	Transfer Within Budget Code from A.7111.0198 436	\$ 940.00	
6/27/2016	A.7111.0198 436	Advertising Fees	Transfer Within Budget Code to A.7111.0198 424		\$ 940.00
6/29/2016	A.1490 423	Telephone	Transfer Within Budget Code to A.1490 444		\$ 118.00
6/29/2016	A.1490 444	Travel/Education/Conference	Transfer Within Budget Code from A.1490 423	\$ 118.00	
6/29/2016	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 424		\$ 2.00
6/29/2016	A.7111 424	Postage	Transfer Within Budget Code from A.7111 410	\$ 2.00	
OFA - Office for the Aging					
6/21/2016	A.6771 432	Special Project Supply	within object code transfer from A6771444	\$ 150.00	
6/21/2016	A.6771 444	Travel/Education/Conference	within object code transfer to A6771432		\$ 150.00
6/29/2016	A.6771 260	Other Equipment	outside object code transfer from A6771422	\$ 200.00	
6/29/2016	A.6771 422	Repair/Maint-Equipment	outside object code transfer to A6771260		\$ 200.00
Office of EMS - Office of Emergency Services					
6/7/2016	A.3640 230	Automotive Equipment	Out of code transfer to A.3640 410	\$ 1,104.00	
6/7/2016	A.3640 410	Supplies	Outof code transfer from A.3640 230		\$ 1,104.00
6/13/2016	A.3640 210	Furniture/Furnishings	Budget transfer within object code to A.3640 250		\$ 1,500.00
6/13/2016	A.3640 250	Technical Equipment	Budget transfer within object code from A.3640 210	\$ 1,500.00	
Planning_Planning - Planning,Planning					
6/3/2016	A.8021 436	Advertising Fees	Budget Transfer within Object Code to A.8021 444		\$ 15.81
6/3/2016	A.8021 444	Travel/Education/Conference	Budget Transfer within Object Code from A.8021 436	\$ 15.81	
6/7/2016	A.8021 424	Postage	Budget Transfer within Object Code from A.8021 442	\$ 250.00	
6/7/2016	A.8021 442	Automotive - Gas & Oil	Budget Transfer within Object Code to A.8021 424		\$ 250.00
6/30/2016	A.8021 427	Memberships & Dues	budget transfer within object code to A.8021 444		\$ 85.00
6/30/2016	A.8021 444	Travel/Education/Conference	budget transfer within object code from A.8021 427	\$ 85.00	
Public Health_Health Services - Public Health,Health Services					
6/6/2016	A.4013 410	Supplies	budget transfer WIC to A4013.445		\$ 50.00

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
6/6/2016	A.4013 445	Foods	budget transfer WIC from A4013.410	\$ 50.00	
6/6/2016	A.4189 410	Supplies	budget transfer BT to 4189.444		\$ 5.60
6/6/2016	A.4189 444	Travel/Education/Conference	budget transfer BT from a4189.410	\$ 5.60	
6/9/2016	A.4018.0020 442	Automotive - Gas & Oil	Budget transfer FH to A4018.0020.444		\$ 16.00
6/9/2016	A.4018.0020 444	Travel/Education/Conference	Budget transfer FH from A4018.0020.442	\$ 16.00	
6/30/2016	A.4189 260	Other Equipment	BT Out of Code TranTo.260 \$1200 fm.410\$500,.435\$300,.423\$500	\$ 1,300.00	
6/30/2016	A.4189 410	Supplies	BT Out of Code TranTo .260\$1200 fm.410\$500,.435\$300,.423\$500		\$ 500.00
6/30/2016	A.4189 423	Telephone	BT Out of Code TranTo.260 \$1200 fm.410\$500,.435\$300,.423\$500		\$ 500.00
6/30/2016	A.4189 435	Medical Fees	BT Out of Code TranTo.260 \$1200 fm.410\$500,.435\$300,.423\$500		\$ 300.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
6/2/2016	A.3110 418	Ins-General Liability	Budget Amendment Within Object Code From A.3110 442	\$ 1,771.00	
6/2/2016	A.3110 442	Automotive - Gas & Oil	Budget Amendment Within Object Code To A.3110 418		\$ 1,771.00
Social Services - Social Services					
6/3/2016	A.6010 470	Contract	Out of Budget Code Transfer to A.6123 470		\$ 7,063.00
6/3/2016	A.6123 470	Contract	Out of Budget Code Transfer from A.6010 470	\$ 7,063.00	
Tourism - Tourism					
6/13/2016	A.6417 470	Contract	Transfer from A. 6417 481	\$ 2,000.00	
6/13/2016	A.6417 481	Tourism Promotion	Transfer to A.6417 470		\$ 2,000.00
6/15/2016	A.6417 426	Subscriptions	Transfer from A. 6417 481	\$ 3,800.00	
6/15/2016	A.6417 481	Tourism Promotion	Transfer for A.6417 426		\$ 3,800.00
Treasurer Disb - Treasurer Departmental Activity					
6/10/2016	A.1325 210	Furniture/Furnishings	Budget Transfer from A.1325 220 to A.1325 210	\$ 321.00	
6/10/2016	A.1325 220	Office Equipment	Budget Transfer from A.1325 220 to A.1325 210		\$ 321.00

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: Office of County Administrator****DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Annual Historical License to access Westmount billing records**
- (c) Name of Contractor: **P&NP Computer Services, Inc.**
- (d) Address of Contractor: **66 N. Main Street, Brockport, NY 14420**
- (e) Contractor's Contact Person and Telephone Number: **Curt Hamlin 585-637-3240**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **October 1, 2016**
- (h) Termination Date of Contract: **September 30, 2017**
- (i) Payment Provisions:
 - i) lump sum amount **\$1,500.00**
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. **monthly**, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount:
OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.4530 470 Public Nursing Home Contract \$1,500.00
 Sample: A.1010 470 Legislative Board – Contract \$xx.xx
 Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS



P&NP Computer Services, Inc.

66 N Main Street
 Brockport, New York 14420-1649
 (585) 637-3240
 Fax: (866) 670-2234

March 28, 2016

Annual Historical License and Agreement for October 1, 2016 through September 30, 2017

Client: 225 Westmount Health Facility
 42 Gurney Lane
 Queensbury, New York 12804-8250
 Facility Rep: Betsy Henkel

The above named client agrees to pay an annual maintenance fee to P&NP Computer Services, Inc. (hereafter referred to as the vendor) for the sole purpose of accessing historical data. The fee will be billed by the vendor on an annual basis and the fees are not subject to change for one (1) year from the execution of this agreement. The maintenance contract shall commence upon the due date of the prior support contract and shall terminate after one year but it can be renewed should the facility wish to do so.

Payment of the maintenance fee will provide for:

The creation of a system which makes reporting in all modules available for the term of the contract but no new data will be able to be entered. In order to do this the facility must grant access to the system so that the relevant update can be applied. No other software support will be available and there will be no need to apply updates for these modules in the future.

This agreement shall take effect upon receipt of the annual maintenance fee payment.

The following software is covered by this agreement:

Visual RMS Historical License (renewable annually)	\$1,500.00
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Curt J. Hamlin

Representative of P&NP Computer Services, Inc.

 Administrator of Client Facility

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: 7/29/2016

(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 \$16,125 from the Vehicle Reserve (A.896.00) to codes:

A.4010 230.1 Health Services Auto Equip Reserve (1 car)	16,125
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(c) Previous Resolution Number: 671 of 2012

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 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: County Clerk Payroll Dept. No.: 15

Title of Position: Motor Vehicle License Registration Clerk #7 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: A 1410 110 Union [x] Non-Union []

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

Employee No: 1135 Is this position mandated? [] Yes [x] No Is the position reimbursable? [] Yes [x] No

Source of reimbursement: [] Federal % [] State % [] Other % DMV transactions generate revenue for the county.

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] 7-15-16

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 7/18/16

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 7/18/16

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 _____

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: **Assistant Engineer #1**

Filling at Step # (If Known):

Budget code and title: **D.5020 Assistant Engineer #1**

This position is vacated due to: Retirement Resignation Termination Promotion Other **7/27/2016**

Employee No.: **11892**

Is this position mandated? Yes No

Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other %

[Signature] 7/12/16
Payroll Dept. No: **19.62**

Base Salary of Position: **\$43,000** Grade: **N/A**

Request to Backfill Due to Promotion: Yes No

Union Non-Union

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *[Signature]* 7/11/16

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. *[Signature]* 7-12-16

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 **7/15/16**

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 *[Signature]* Date **7/18/16**

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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 **7/25/16**

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: Sheriff Payroll Dept. No.: 31.00

Title of Position: Cook #2 Base Salary of Position: \$33,666.49 Grade:

Filling at Step # (If Known): Request to Back Due to Promotion: Yes NoBudget code and title: A.3150 Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No: 8396 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 Evelyn M Wood Date 7/20/16