

FINANCE COMMITTEE

AGENDA

MAY 4, 2017

Committee Members: *Sokol, Seeber, Dickinson, Merlino, Strough, Beaty, Frasier, McDevitt, Simpson, Geraghty and Vacant*

- 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) **Request for transfer of funds as attached for Committee approval.**
 - 2) **Terry Comeau, County Coroner, to provide a presentation regarding the streamlining of coroner expenses.**
 - 3) **Referral from the County Facilities Committee:**
Buildings & Grounds-
Request for funding in the amount of \$47,700 to make upgrades to the Lower Warren Street Recycling Center to house Office of Emergency Services vehicles.
 - 4) **Referral from the Criminal Justice & Public Safety Committee:**
Sheriff -
Request for funding in the amount of \$274,883.31 to replace 100 Motorola portable radios and associated accessories purchased in 2004, with 93 new Harris portable radios and associated accessories.
 - 5) **Referrals from the Health, Human & Social Services Committee:**
Employment & Training Administration-
 - A) Request to amend the County Budget in the amount of \$53,842 to reflect the receipt of Federal Trade Investment Act funding as reimbursement for costs associated with the training of nine dislocated workers.**Health Services-**
 - B) Request to amend the County Budget in the amount of \$18,020 to reflect the receipt of funds from the Adirondack Health Institute to support the New York State Delivery Systems Reform Incentive Payment Program Project.
 - 6) **Referrals from the Public Works Committee:**
DPW-
 - A) Request for authorization to establish new County Road Project 2017 Warrensburg Road West, (CR3) in the amount of \$180,000.
 - B) Request to amend the County Budget in the amount of \$230,748.42 to reflect the receipt of 2017 Extreme winter Recovery funds through the CHIPS Program.
 - C) Request to appropriate funding in the amount of \$10,000 from the Unappropriated Road Surplus, *Budget Code D.909.00*, to cover the cost of an insurance deductible relating to a settlement.
 - 7) **Requests/Items to be Discussed by the County Administrator:**
Journal Report of transfers approved by County Administrator staff since the last meeting.
 - 8) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda Items 2C, 3, 4 5 and 6.
- V. **Pending Items:** No items this month.

Note: *Personnel & Higher Education and Finance Committees to meet jointly with Washington County Personnel and Finance Committees at SUNY Adirondack on June 2nd at 9:30 a.m.*

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: *Patricia Smith*

DATE: May 1, 2017

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4013.110	WIC-Full time Salaries	A.4013.120	WIC-Overtime Salaries	\$37.00

Total Transfers \$37.00

1. To transfer funds from FT to Overtime salary in WIC program to cover over time utilized by an employee who has left her position.

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:

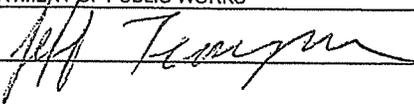
Total

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

SIGNED:  Name of Department DATE: 5/1/2017

FROM CODE	TITLE		TO CODE	TITLE	AMOUNT
D5112.8169	280 County Roads, Valentine Pond Rd-CR55	Projects	D5110 470	Maintenance of Road, Contracts	\$ 18,224.11
D5112.8173	280 County Roads, Glen Athol Rd-CR#13	Projects	D5110 470	Maintenance of Road, Contracts	\$ 1,821.18
D5112.8183	110 County Roads, CR#48 Trout Lake Rd	Salaries - Regular	D5110 470	Maintenance of Road, Contracts	\$ 867.17
D5112.8183	120 County Roads, CR#48 Trout Lake Rd	Salaries - Overtime	D5110 470	Maintenance of Road, Contracts	\$ 22.72
D5112.8183	280 County Roads, CR#48 Trout Lake Rd	Projects	D5110 470	Maintenance of Road, Contracts	\$ 14,984.97
D5112.8184	280 County Roads, CR#13 Glen Athol Road	Projects	D5110 470	Maintenance of Road, Contracts	\$ 3,439.65
D5112.8194	280 County Roads, CR12 Hadley Road	Projects	D5110 470	Maintenance of Road, Contracts	\$ 54.41
D5112.8196	110 County Roads, CR#7 Bay Road	Salaries - Regular	D5110 470	Maintenance of Road, Contracts	\$ 2,081.53
D5112.8196	120 County Roads, CR#7 Bay Road	Salaries - Overtime	D5110 470	Maintenance of Road, Contracts	\$ 460.36
D5112.8196	280 County Roads, CR#7 Bay Road	Projects	D5110 470	Maintenance of Road, Contracts	\$ 12,263.23
D5112.8197	280 County Roads, 2014 CR#22 Harrisburg R	Projects	D5110 470	Maintenance of Road, Contracts	\$ 4,980.25
D5112.8197	110 County Roads, 2014 CR#4 Mountain Ave	Salaries - Regular	D5110 470	Maintenance of Road, Contracts	\$ 845.94
D5112.8197	120 County Roads, 2014 CR#4 Mountain Ave	Salaries - Overtime	D5110 470	Maintenance of Road, Contracts	\$ 464.77
D5112.8197	280 County Roads, 2014 CR#4 Mountain Ave	Projects	D5110 470	Maintenance of Road, Contracts	\$ 4,442.37

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 439	Contingent Fund			

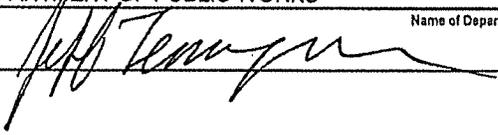
Please state reason for transfer request:
 Please file original request with Clerk of the Board and retain copy for your records.
 Funds to be used with future Crack Sealing Contracts
 and to close-out completed Road Projects

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED:  DATE: 5/1/2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.5610 110	General, Airport, Salaries-Regular	A.5610 470	General, Airport, Contract	\$20,000.00

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:

Cover Cost of DPW Road Maintenance Charges

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

WARREN COUNTY CORONER

PAYMENT FOR SERVICES PROPOSAL

County Law Article 17a Section 673: *“Notwithstanding any general, special or local law, the coroner, or coroner and coroner’s physician, or the medical examiner, shall have authority to the extent required for the investigation to remove and transport the body upon taking charge of it”.*

As a rule, the Warren County Coroner’s have designated funeral homes to assist them in the removal and transport of remains to a designated location for further investigation. Although we are not aware of any past issues, we would like to recommend that funeral homes providing these services become “contracted providers” for the county. This action would require funeral firms to provide proof of worker’s compensation insurance to Warren County, essentially covering their own employees, and anybody designated for assistance in the removal of the deceased by the funeral firm.

PAYMENT FOR SERVICES PROPOSAL:

In 2016, there were approximately 36 Coroner’s cases that required removal of the deceased and transportation to Albany Medical Center for furthering the investigation into the cause of death.

The average removal cost in 2016 was \$636.11, per case. The vouchers presented to the county ranged from \$1244 to \$375 for this service.

The average 2015 removal cost, approximately \$320.00. Transport to Glens Falls Hospital.

In 2017, the average to date is approximately \$825.00.

Vouchers included reimbursement for mileage to and from Albany Medical Center at various rates, extra personnel, vehicle usage, heavy duty/light duty body bags, and equipment usage.

To control the county’s cost for removal and transport to Albany. Proposed:

REMOVAL: \$500.00 – (Includes Vehicle, and any related removal equipment; staff; personal protective equipment; treatment, transport, and disposal of hazardous materials, mileage) With exigent removals stipend, approved by the Coroner, up to \$1000 total. (\$75.00 per person for extra personnel)

MILEAGE: From Warren County line to Albany Medical, approx. 50 miles @ \$1.50 per mile. \$75.00.

INFECTIOUS DISEASE TRANSPORT BODY BAG: Black, heavy duty \$75.00. White, light/med duty \$50.00.

ALBANY MEDICAL CENTER: Attachment 1, Morgue and Laboratory Fee Schedule.

FORENSIC MEDICAL SERVICES, PC: \$1000 Autopsy fee and Death Certificate.

RESOURCE RECOVERY: Research the ability to recover some/all funds for autopsies conducted as a result of a motor vehicle accident or industrial accident.

Albany Medical Center
Morgue and Laboratory Fee Schedule

Effective January 1, 2017

Morgue Facility Use (includes onsite toxicology, histology and microbiology)	\$884.00
Histology Services Only (without morgue facility use)	\$198.00
Forensic Toxicology Services Only (without morgue facility use)	\$355.00
Forensic Toxicology Services Requested but not performed at AMC	Billed at AMC's cost plus a \$25 handling fee
<p>In an effort to decrease cost to the counties current Forensic Toxicology provided by NMS may become available at AMC. The availability and price of these tests will be communicated to the County as they become available.</p>	
Microbiology Only (Without morgue facility use)	50% discount of AMC's specific charge schedule in effect at the time of service
Histology or Laboratory Services Requested but not Performed at AMC (this will include any return sample fees and drug confirmation charges)	Billed at AMC's cost plus a \$25 handling fee
Other Laboratory Testing performed on site at AMC (e.g. HIV serology, molecular testing, electron microscopy, chemistry procedures)	50% discount of AMC's specific charge schedule in effect at the time of the service
Radiology Fee - Global	50% discount of AMC's specific charge schedule in effect at the time of the service

WARREN COUNTY DEPARTMENT OF PUBLIC WORKS

MAIN OFFICES

4028 Main Street
Warrensburg, N.Y. 12885
Tel (518) 623-4141
(518) 761-6556
Fax (518) 623-2772



JEFFERY E. TENNYSON, P.E.
Superintendent of Public Works

KEVIN J. HAJOS, P.E.
Deputy Superintendent of Public Works

DIVISIONS

Airport
Sewer Administration
Parks & Recreation
Recycling
Highway & Traffic
Engineering
Buildings & Grounds

RE: MATERIAL DESCRIPTION & COST FOR STRUCTURAL IMPROVEMENTS AND DAMAGE REPAIR TO THE LOWER WARREN STREET RECYCLING CENTER

The material description and cost for structural improvements and damage repair to the lower Warren Street Recycling Center was determined from the CPL documents SO1 thru SO5 and the DPW engineering site investigation notes. The CPL documents provided were stated as being for estimating only and not for construction. The DPW site investigation notes are general observations and measurements to provide estimated numbers not specified by the CPL documents. Some cost for labor and steel fabrication are estimated, but their total cost is not included in this memo. The following general material description will be separated by repair or improvement as specified by CPL documents.

Sheet SO1 CPL Column Base Repair - estimated to be five (5) column bases to be repaired
Materials

- Concrete site mix - 1.5 cucyd
- #5 rebar -20ft #6 rebar - 20ft
- Steel angle 5x3 ½ x 3/8 - 10 Inft
- Hardware ¾" anchors -20
- Epoxy Grout – 5 gallons

Materials Cost estimate \$1150

Sheets SO2 & SO3 CPL Column Flange Repair - estimated four (4) column flanges to be repaired
Materials

- Steel plate 50 ksi 3/8" - 30 sqft

Materials Cost estimate \$350

Sheet SO4 CPL Wall Clip Angle Improvement – estimated 485 Inft of wall
Materials

- Steel angle 6x6x3/8 - 80 Inft
- Hardware HAS rod – 160
- Hilti Z grout – 28 tubes

Material cost estimate \$3300

Sheet SO4 & SO5 CPL Column cross bracing Improvement - estimated six (6) cross braces
Materials

- Steel angle 3x3x3/8 - 252 ln ft

Material cost estimate \$1100

Note the material cost for steel is based on quotes from Albany steel and Jeffords steel on April 27th and steel prices can be effects by markets cost.

The total preliminary estimated material cost for the repairs and improvements - \$6900

The preliminary estimated cost for fabrication of the angle clips - \$8000

Rental one electric man lift for a 6-week period - \$2475

Service contract welding \$50 per hr x 40 hrs/week x 4 weeks - \$8000

Total Preliminary Estimated Cost Materials & Contract Labor - \$24,550

- Note Estimate does not include any Warren County Labor + 825

Total \$25,375

\$26,000

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's Office

DATE: 04/26/2017

- (a) Purpose of Request:
Request funding to purchase portable radios for the Sheriff's Office Law Enforcement Division.
- (b) Details:
Sheriff's Office to replace (100) Motorola portable radios and associated accessories purchased in 2004, with (93) new Harris portable radios and associated accessories.

Total Cost of this purchase is \$274,883.31
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
TBD

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: Employment and Training

DATE: May 1, 2017

(a) Purpose of Amendment: add federal funds to county budget to reimburse training for nine dislocated workers through the Trade Adjustment Act

(b) Appropriation Code, Object Code, Full Title and Amount: 40.6293.0305 433 - WIOA Dislocated Worker (Training-Client) \$53,842.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791 - WIOA Dislocated Worker - \$53,842.

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-Home Care Division

DATE: May 1, 2017

- (a) **Purpose of Amendment:** To amend the 2017 budget to adjust the Health Services – HomeCare Division to reflect the funds given from the Adirondack Health Institute (AHI) to support the DSRIP (New York State Delivery Systems Reform Incentive Payment Program) Project of **\$18,020.00**.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.4010.428 Health Services- Data Processing \$18,020

Revenue Code (with title), and Amount:
A.4010.3426 Health Services—DSRIP Engagement Funds Revenue \$18,020.00

ATTACHMENT #5

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW

DATE: 5/1/17

- (a) Purpose of Request: Establish road project number for additional 2017-17 Extreme Winter Recovery funds received through NYS DOT CHIPS Program.
- (b) Warren County will receive \$230,748.42 from New York State as a supplement to the CHIPS funding called Extreme Winter Recovery Apportionment. This money is to be used for Highway Resurfacing and Highway Reconstruction. Based on the condition ratings, DPW request an additional road (attached) that would fall under the criteria of NYS DOT CHIPS Program to be funded with \$180,000.00 of the EWR to be received.

2017 Warrensburg Road WEST (CR3)	\$180,000.00
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The Treasurer's office will need to establish project numbers for each of the roads on the list.

- (c) Previous Resolution Number: NA

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 05/1/2017

- (a) Purpose of Amendment: To amend the County budget for additional County Road Consolidated Highway Funds from New York State \$230,748.42 to be used on the D5112.8263 2017 (CR3) Warrensburg Road, \$50,748.42, and to be established Road 2017 Warrensburg Road WEST (CR3), \$180,000.00.
- (b) Appropriation Code, Object Code, Full Title and Amount:
D5112 8263 280, County Roads, (CR3) Warrensburg Road \$50,748.42
and County Roads, 2017 Warrensburg Road WEST (CR3) \$180,000.00
- (c) Revenue Code (with title), and Amount: D.5010 3501 County Road, Highway Administration, Consolidated Highway Aid. \$230,748.42



Department of
Transportation

ANDREW M. CUOMO
Governor

MATTHEW J. DRISCOLL
Commissioner

Cathy Calhoun
Chief of Staff

April 21, 2017

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

RECEIVED APR 24 2017

Dear Mr. Tennyson:

The enacted State fiscal year (SFY) 2017-18 Budget includes \$438.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding for municipalities to support the construction and repair of highways, bridges, highway-railroad crossings, and other facilities that are not on the State highway system.

The Budget also includes: (1) a \$100 million PAVE NY appropriation to assist municipalities with rehabilitation and reconstruction of local highways and roads; (2) a new \$65 million Extreme Winter Recovery (EWR) capital appropriation to help local governments make necessary repairs to highways and bridges; and (3) reappropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE NY, and EWR appropriations. Please provide a copy of this letter to the chief financial officer (CFO) for your municipality.

The first of four quarterly SFY 2017-18 CHIPS, PAVE NY, and EWR reimbursements are scheduled to be made on June 15, 2017. Please refer to the revised April 2017 Program Guidelines on the CHIPS website (www.dot.ny.gov/programs/chips) regarding eligible project activities and program requirements. Requests from the SFY 17-18 CHIPS, PAVE NY, and EWR apportionments for the June payment must be for expenditures made on or after April 1, 2017 and through May 3, 2017.

The County of Warren has a total CHIPS balance of \$1,648,702.76 which is available for the June payment; this consists of a \$1,648,702.76 SFY 17-18 CHIPS apportionment balance and a \$0.00 CHIPS Capital cumulative rollover balance. The County of Warren has a total PAVE NY balance of \$376,332.90; this consists of a \$376,332.81 SFY 17-18 PAVE NY apportionment balance and a \$0.09 PAVE NY rollover balance. The County of Warren has a total EWR balance of \$230,748.42; this consists of a \$230,748.42 SFY 17-18 EWR apportionment balance and a \$0.00 EWR rollover balance.

The submissions for the CHIPS, PAVE NY, and EWR reimbursements will require supporting documentation, including proof of payment and photos of ADA-compliant curb ramps. Failure to submit the required documentation may delay the processing of your reimbursement requests.

The rules for applying under the June CHIPS reimbursements are included on the back of this letter, while the rules for the PAVE NY and EWR reimbursements are available as links under Forms on the CHIPS website. In order to ensure June timely reimbursement, the NYSDOT Regional Office listed below must receive the original signed payment requests no later than May 10, 2017.

Please be sure to sign the certification on each page of the reimbursement request forms, photocopy the completed forms for your files, and mail the originals to:

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

Your NYSDOT municipal code for entry on the forms is 170000. If you have any questions, please contact Peter Rea at 518-485-0991.

Respectfully yours,

Peter J. Ryan
Director
Local Programs Bureau

10

**APPLYING FOR CHIPS CAPITAL PAYMENT
FOR FUNDS REMAINING (ROLLOVER FUNDS) FROM
PREVIOUS STATE FISCAL YEARS AND/OR SFY 17-18 CAPITAL FUNDS**

WHAT ARE ROLLOVER FUNDS? "Rollover" funds are a municipality's unreimbursed CHIPS Capital funds from one or more previous State Fiscal Year (SFY) apportionments.

HOW DO YOU KNOW IF YOU HAVE ROLLOVER FUNDS AVAILABLE? For municipalities with rollover funds remaining, the total cumulative rollover amount available is stated in the CHIPS Capital letter on the reverse of these instructions.

RULES FOR REIMBURSEMENT OF ROLLOVER FUNDS:

A. Expenditures incurred prior to December 15, 2015 would not be eligible for reimbursement even if a municipality has rollover balances from SFY 15-16 or earlier CHIPS apportionments.

Note: If a municipality did not have rollover balances after the March 2017 Capital reimbursement and the municipality made highway capital project expenditures between 02/02/17 and 03/31/17 it will not be eligible for CHIPS Capital reimbursement for those expenditures.

B. Eligible expenditures made for CHIPS Capital projects between 04/01/17 and 05/03/17 will be eligible for JUNE 15, 2017 reimbursement from the CHIPS Capital rollover fund balances before any payment can be made from the SFY 17-18 CHIPS Capital apportionment.

SHOWING THE USE OF ROLLOVER FUNDS AND SFY 17-18 FUNDS ON THE REIMBURSEMENT REQUEST FORMS (CP73s) FOR THE JUNE 15, 2017 CHIPS CAPITAL PAYMENT

A. USING ROLLOVER FUNDS

1. If your municipality made expenditures on highway capital projects which are eligible for reimbursement from your rollover balance during more than one SFY, you need to submit CP73 forms for each SFY during which the rollover expenditures were made (e.g., expenditures made during SFY 15-16, 16-17, and 17-18 would require 3 sets of CP73).
2. If your municipality made all its expenditures on highway capital projects during the same SFY from your rollover balance, you need to submit only one set of CP73 forms for that SFY.

B. USING SFY 17-18 FUNDS

1. If your municipality made expenditures on highway capital projects between 04/01/17 and 05/03/17 which are eligible for reimbursement from SFY 17-18 funds, you need to submit only one set of CP73 forms and select/enter the dates as 04/01/17 – 05/03/17.

NOTE: THE CERTIFICATION SIGNATURE DATE ENTERED ON THE CP73(s) MUST FALL WITHIN OR AFTER THE EXPENDITURE DATES WHICH WERE ENTERED ON THE CP73(s).

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

DATE: May 1, 2017

- (a) Purpose of Request: **Appropriation of Unappropriated Road Surplus**
- (b) Details: **Appropriation of Unappropriated Surplus to cover costs relating to Settlement Deductable, Claim WARR-2006-026, DOL 6/26/06.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **D.5110 419 County Roads, Maintenance of Roads, Settlement \$10,000.00**
D.909.00 Unappropriated Road Surplus \$10,000.00

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

* as listed in budget and LOGOS



NEW YORK MUNICIPAL INSURANCE RECIPROCAL
Insuring Our Own Future.

Deductible Invoice

Warren County
 1340 State Route 9
 Lake George, NY 12845-9803

April 04, 2017

INVOICE # 124023

Agency: USI Insurance Services
 Producer: Lori Francett

For Claim Number: WARR-2006-026
 Claimant: Diane McDonald
 Policy: MPLWARR002

Date of Loss: 6/26/2006
 Period: 1/1/2006 - 1/1/2007

Claims Paid Indemnity to Date	\$350,000.00
Policy Deductible:	\$10,000.00
Deductibles Due From Insured	\$10,000.00

DEDUCTIBLE DUE THIS INVOICE: \$10,000.00

Please make check payable to N.Y. Municipal Insurance Reciprocal
 New York Municipal Insurance Reciprocal 119 Washington Avenue Albany, NY 12210

OS110 419

WARREN COUNTY
Journal Report - March 2017

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
3/13/2017	A.4530 424	Postage	Out of Code Transfer from A.4530 850	\$ 45.00	
3/13/2017	A.4530 850	Unemployment Insurance	Out of Code Transfer to A.4530 424		\$ 45.00
County Auditor - County Auditor					
3/7/2017	A.1320 426	Subscriptions	From A.1320 444 to A.1320 426	\$ 50.00	
3/7/2017	A.1320 444	Travel/Education/Conference	From A.1320 444 to A.1320 426		\$ 50.00
3/8/2017	A.1320 426	Subscriptions	From A.1320 426 To A.1320 427		\$ 50.00
3/8/2017	A.1320 427	Memberships & Dues	From A.1320 426 To A.1320 427	\$ 50.00	
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
3/20/2017	A.1165 422	Repair/Maint-Equipment	Transfer within object code from A.1165 444	\$ 125.00	
3/20/2017	A.1165 444	Travel/Education/Conference	Transfer within object code to A.1165 422		\$ 125.00
3/22/2017	A.1165 220	Office Equipment	Transfer out of budget code from A. 1165 440	\$ 5,000.00	
3/22/2017	A.1165 440	Legal/Transcript Fees	Transfer out of budget code to A.1165 220		\$ 5,000.00
DPW_DPW Admin - DPW,DPW Administration					
3/10/2017	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 422		\$ 42.00
3/10/2017	D.3310 422	Repair/Maint-Equipment	Transfer Within Budget Code from D.3310 410	\$ 42.00	
3/16/2017	A.1628 410	Supplies	Transfer Within Budget Code from A.1628 422	\$ 110.00	
3/16/2017	A.1628 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.1628 410		\$ 110.00
3/16/2017	D.5110 422	Repair/Maint-Equipment	Transfer Within Budget Code from D.5110 470	\$ 100.00	
3/16/2017	D.5110 436	Advertising Fees	Transfer Within Budget Code from D.5110 470	\$ 50.00	
3/16/2017	D.5110 470	Contract	Transfer Within Budget Code to D.5110 436		\$ 50.00
3/16/2017	D.5110 470	Contract	Transfer Within Budget Code to D.5110 422		\$ 100.00
3/31/2017	DM.5130 436	Advertising Fees	Transfer Within Budget Code from DM.5130 441	\$ 85.00	
3/31/2017	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 436		\$ 85.00
3/31/2017	A.7110 260	Other Equipment	Transfer Within Budget Code to A.7110 270		\$ 233.00
3/31/2017	A.7110 270	Lawn & Landscaping	Transfer Within Budget Code from A.7110 260	\$ 233.00	

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/31/2017	D.3310 220	Office Equipment	Transfer Within Budget Code from D.3310 260	\$ 28.00	
3/31/2017	D.3310 260	Other Equipment	Transfer Within Budget Code to D.3310 220		\$ 28.00
OFA - Office for the Aging					
3/28/2017	A.6774 413	Repair & Maint.-Bldg/Property	within object code transfer from A6774422	\$ 576.00	
3/28/2017	A.6774 422	Repair/Maint-Equipment	within object code transfer to A6774413		\$ 576.00
Probation_Probation - Probation,Probation					
3/16/2017	A.3140 220	Office Equipment	Budget Transfer out of Object Code from A.3140.444	\$ 300.00	
3/16/2017	A.3140 444	Travel/Education/Conference	Budget Transfer out of Object Code to A.3140.220		\$ 300.00
Public Health_Health Services - Public Health,Health Services					
3/20/2017	A.4018.0030 410	Supplies	Budget transfer Dis Prog from A4018.0030.435	\$ 100.00	
3/20/2017	A.4018.0030 435	Medical Fees	Budget transfer Dis Prog to A4018.0030.410		\$ 100.00
3/24/2017	A.4018.0020 860	Hospitalization	Budget Tranfer Patty M FH TO A.4018.0020.861 from A4018.0020.860		\$ 14,274.00
3/24/2017	A.4018.0020 861	Retirees Hospitalization	Budget Tranfer Patty M FH TO A.4018.0020.861 from A4018.0020.860	\$ 14,274.00	
Social Services - Social Services					
3/22/2017	A.6030 210	Furniture/Furnishings	Transfer within Object Codes from A. 6030 210 to A. 6030 260		\$ 488.00
3/22/2017	A.6030 260	Other Equipment	Transfer within Object Codes to A. 6030 260 from A. 6030 210	\$ 488.00	
Veterans Service - Veterans Service					
3/27/2017	A.6510 426	Subscriptions	Transfer Funds from 469 Lexis Nexis Purch	\$ 325.00	
3/27/2017	A.6510 469	Other Payments/Contributions	Transfer Funds to 426 Lexis Nexis Purch		\$ 325.00

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

MAY 4, 2017

Draft Agenda - Subject to Change

Committee Members: Seeber, Frasier, McDevitt, Brock, Vanselow, Montesi, Leggett, Braymer, Geraghty, Simpson and Hyde

- 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) **SUNY Adirondack/Higher Education Information:** Andrew Paolano has been chosen to receive Warren County's 2017 Certificate of Excellence award as he graduates with an Associate's Degree in Liberal Arts & Sciences: Humanities and Social Science. Andrew will be recognized and presented his award at the June 14th Board Meeting.
 - 2) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
Human Resources -
 - A) Quarterly Update from Jaeger & Flynn Associates.
 - B) Review of report on tracking of vacancies filled.
 - C) Request to amend Resolution No. 167 of 2017, *Amending Table of Organization and Warren County Salary and Compensation Plan for 2017*, to correct a clerical error and to update the salary of the Early Intervention Service Coordinator position from \$42,837 to \$40,837 in accordance with the recently adopted CSEA contract.
 - D) Proposed changes to Warren County Plans and Policies to revise Out of Unit employee policies to match CSEA negotiated policy changes and benefit contribution levels (outline attached).
 - E) Review of proposed changes to Resolution Request Form No. 12 (*Notice of Intent to Fill Vacant Positions*).
 - 3) **Referral from the County Facilities Committee:**
Buildings & Grounds-
Request to amend the Table of Organization and Salary Schedule to create the position of Cleaner #2, *Grade 2, Annual Salary \$26,027*, and delete the position of Laborer #17, effective July 9, 2017.
 - 4) **Referral from the Criminal Justice & Public Safety Committee:**
Sheriff-
Request to amend the Table of Organization and Salary Schedule to create the position of Patrol Officer #63, *Annual Salary \$42,409.50*, effective May 22, 2017.
 - 5) **Referral from the Health, Human & Social Services Committee:**
Health Services-
Request to amend the Table of Organization and Salary Schedule to create the five new positions of Animal Control Officer #1-5 Per Diem to be paid a per animal bite rate of \$40 per hour (rate includes mileage).
 - 6) **Referral from the Support Services Committee:**
Self-Insurance-
Request to amend the Table of Organization and Salary Schedule to create the position of Self-Insurance Specialist, *Grade 12, Annual Salary \$37,835*, and delete the position of Account Clerk, effective January 1, 2018.

Continued

V. Pending Items:

Personnel - No items this month.

Higher Education - No items this month.

VI. Vacancies Approved for Filling by Oversight Committee:

Board of Elections - Deputy Commissioner #2, Annual Salary \$44,000, due to resignation.
Voting Systems Technician, \$15.00 per hour, due to promotion.
Voting System Support Specialist, \$19.50 per hour, due to promotion.

Buildings & Grounds- Cleaner #8, Grade 2, Annual Salary \$26,027, due to resignation.

Countryside - Institutional Aide #4, Grade 3, Annual Salary \$20,658, due to resignation.
Institutional Aide PT #4, Grade 3, Annual Salary \$15,494, due to promotion.

Information - Computer Help Desk Technician I #2, Annual Salary \$40,000, due to creation.

Technology Computer Help Desk Technician II #2, Annual Salary \$50,000, due to creation.

Parks, Recreation & Railroad - Building Maintenance Mechanic#4, Grade 13, Annual Salary \$36,859, due to retirement.

Public Works- Motor Equipment Operator-Light #21, Grade 5, Annual Salary \$28,951, due to retirement.

Social Services- Resource Assistant #2, Grade 12, Annual Salary \$36,822, due to retirement.

Note: *Personnel & Higher Education and Finance Committees to meet jointly with Washington County Personnel and Finance Committees at SUNY Adirondack on June 2nd at 9:30 a.m.*