

FINANCE COMMITTEE

AGENDA

JUNE 29, 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) **Discussion to continue with Kara Lais, of Fitzgerald, Morris, Baker & Firth regarding the request from the Warren-Washington Counties Civic Development Corporation to request approval of the application they received from the Silver Bay Association for a tax exempt bond to construct a Christian Conference & Training Center.**

2) **Request for transfer of funds as attached for Committee approval.**

3) **Request/Item to be discussed by the County Treasurer:**

County Treasurer to provide a report on various financial matters.

4) **Referral from the County Facilities Committee:**

Airport-

A) Authorizing the County Treasurer to release funds in the amount of \$2,843.37 to provide the additional revenue received from the Adirondack Balloon Festival remaining after providing the County the funds required as reimbursement for overtime costs incurred during the event.

Buildings and Grounds-

B) Establishing Capital Project No. H371, *Horicon Avenue Sewer Extension (CR31)*, in the amount of \$300,000.

C) Request to appropriate funding in the amount of \$300,000 from the General Fund Unappropriated Surplus to provide funding for Capital Project H371, *Horicon Avenue Sewer Extension (CR31)*.

D) Appropriating funds in the amount of \$6,200 from Budget Code A.871.00, *Reserve, Rehab County Buildings*, to Budget Code A. 1620 410, *General, Buildings, Supplies*, to pay for repairs to the Cornell Cooperative Extension Roof.

5) **Referral from the Criminal Justice & Public Safety Committee, Sheriff:**

Request to amend the County Budget in the amount \$4,230.30 to reflect receipt of insurance recovery funds for two motor vehicle accidents.

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

Planning-

A) Request to amend the County Budget in the amount of \$10,000 to reflect the receipt of grant funding to pay for an increase in part-time salaries for the purpose of grant administration.

B) Request to establish Capital Project No. H372, *First Wilderness 2016*, in the amount of \$1,040,600.

7) **Referral from the Health, Human & Social Services Committee:**

Employment & Training-

A) Request to amend the County Budget in the amount of \$589,862 to reflect the receipt of Federal Workforce Investment and Opportunity Act funds for the 2017 Program year.

Health Services-

B) Request to amend the County Budget in the amount of \$7,905 to reflect the receipt of funds provided by Adirondack Health Institute to support the New York State Delivery Systems Reform Incentive Payment Program.

Continued

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

Mental Health-

- C) Request to amend the County Budget in the amount of \$8,112.19 to reflect the receipt of funds provided by Adirondack Health Institute to support the New York State Delivery Systems Reform Incentive Payment Program.

Office for the Aging-

- D) Request to amend the County Budget to reduce the number of department listings for Office for the Aging from 20 to 2.

Social Services-

- E) Request to amend the County Budget in the amount of \$5,900 to increase the Youth Budget & Revenue to match the 2017 final allocation.

8) Referral from the Support Services Committee, Board of Elections:

Request for a transfer of funds in the amount of \$7,195.06 from the 2016 General Revenue to reimburse the Board of Elections for purchase of voting location accessories and Emergency Ballots which were purchased through the Shoe Box Grant. *(Note: This request was not reviewed by the Support Services Committee, as the request was forwarded following the June 20th Committee meeting).*

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

- A) Journal Report of transfers approved by County Administrator staff since the last meeting.
- B) Request to amend Resolution No. 637 of 2014 to eliminate the words “to cover deficits”, and “new purchases” from the resolution and to add exceptions to the authorization for the County Administrator to approve certain transfers.

10) Referral from the Personnel & Higher Education Committee:

Request to transfer several deferred maintenance projects which were previously approved for Warren Hall into one capital fund to make accounting for the project and submission for reimbursement requests to the State more streamlined. *(Note: This request is contingent upon prior approval by the Personnel & Higher Education Committee).*

11) Request from the Superintendent of Public Works:

Request for a transfer of funds in the amount of \$1,975 to fund the replacement of the MacKay parking meter located in the West Brook Parking Lot. *Note: this request was not presented to the Public Works Committee for review and approval.*

- 12) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda Items 3, 4, 5 and 6.**

V. Pending Items:

- 1) Continue the discussion with Terry Comeau, *County Coroner*, regarding his presentation pertaining to the streamlining of coroner expenses. (05.04.17)

Supervisor _____ offered the following resolution, and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING THE ISSUANCE OF CERTAIN OBLIGATIONS BY THE COUNTIES OF WARREN AND WASHINGTON CIVIC DEVELOPMENT CORPORATION TO FINANCE A PROJECT FOR SILVER BAY ASSOCIATION FOR CHRISTIAN CONFERENCE & TRAINING.

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

WHEREAS, The Counties of Warren and Washington Civic Development Corporation (the "Issuer") was created pursuant to Section 1411 of the Not-For-Profit Corporation Law of the State of New York, as amended (the "Enabling Act"). Pursuant to the provisions of the Enabling Act and Revenue Ruling 57-187 and Private Letter Ruling 200936012, the Boards of Supervisors of Warren County and Washington County (the "Counties") each adopted a resolution (A) authorizing the incorporation of the Issuer under the Enabling Act and (B) appointing the initial members of the board of directors of the Issuer. Subsequently, a certificate of incorporation was filed with the New York Secretary of State's Office (the "Certificate") creating the Issuer as a public instrumentality of the Counties; and

WHEREAS, the Issuer is authorized and empowered by the provisions of the Enabling Act to relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, and lessen the burdens of government and act in the public interest, and in carrying out the aforesaid purposes and in exercising the powers conferred in the Enabling Act, the Enabling Act declares that the Issuer will be performing essential governmental functions; and

WHEREAS, to accomplish its stated purposes, the Issuer is authorized and empowered under the Enabling Act to acquire real and personal property; to borrow money and issue negotiable bonds, notes and other obligations therefore; to lease, sell, mortgage or otherwise dispose of or encumber any of its real or personal property upon such terms as it may determine; and otherwise to carry out its corporate purposes in the territory in which the operations of the Issuer are principally to be conducted; and

WHEREAS, The Silver Bay Association for Christian Conference & Training, a New York State not-for-profit corporation (the "Company") has submitted an application (the "Application") to the Issuer, a copy of which Application is on file at the office of the Issuer, which Application requested that the Issuer consider undertaking a project (the "Project") for the benefit of the Company, said Project consisting of the following: (A)(1) the construction of a new conference center/lodge/dining hall building to be known as the William Boyd Center and to contain approximately 40,755 square feet (the "Facility") on a parcel of land located at 87 Silver Bay Road (currently tax map # 76.12-1-19) in the Town of Hague, Warren County, New York (the "Land"), and (2) the acquisition and installation therein and thereon of certain machinery and equipment (the "Equipment") (the Land, the Facility and the Equipment being collectively referred to as the "Project Facility"), all of the foregoing to be owned and operated by the Company as a premier conference and family retreat center facility and other directly and indirectly related activities; (B) the financing of all or a portion of the costs of the foregoing by the issuance of tax-exempt and/or taxable revenue bonds of the Issuer in one or more issues or series in an aggregate principal amount sufficient to pay all or a portion of the cost of undertaking the Project, together with necessary incidental costs in connection therewith, such principal amount of the bonds presently estimated to be approximately \$7,000,000 and in any event not to exceed \$14,500,000 (the "Obligations"); (C) the paying of all or a portion of the costs incidental to the issuance of the Obligations,

including issuance costs of the Obligations and any reserve funds as may be necessary to secure the Obligations; (D) the granting of potential exemptions from mortgage recording taxes; and (E) the making of a loan (the "Loan") of the proceeds of the Obligations to the Company or such other person as may be designated by the Company and agreed upon by the Issuer; and

WHEREAS, the Company has requested that interest on the Obligations be treated by the federal government as excludable from gross income for federal income tax purposes pursuant to Section 103 and Section 145(a) of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, the Board of Supervisors of Warren County, New York (the "Board of Supervisors") has been advised by the Issuer that the Issuer proposes to issue, subsequent to the adoption of this resolution, the Obligations from time to time in a principal amount sufficient to fund all or a portion of the costs of the Project; and

WHEREAS, interest on the Obligations will not be excludable from gross income for federal income tax purposes unless, among other things, pursuant to Section 147(f) of the Code, the issuance of the Obligations is approved by the "applicable elected representative" of Warren County, New York after the Issuer has held a public hearing on the nature and location of the Project Facility and the issuance of the Obligations; and

WHEREAS, pursuant to the authorization contained in a resolution adopted by the members of the Issuer on April 17, 2017 (the "Public Hearing Resolution"), the Chief Executive Officer of the Issuer (A) caused notice of public hearing of the Issuer (the "Public Hearing") in compliance with the requirements of Section 859-a of the General Municipal Law and Section 147(f) of the Code, to hear all persons interested in the Project and the Financial Assistance being contemplated by the Issuer with respect to the Project, to be mailed on May 23, 2017 to the chief executive officers of the county and of each city, town, village and school district in which the Project is or is to be located, (B) caused notice of the Public Hearing to be posted on May __, 2017 on a bulletin board located at the Queensbury Town Hall, 742 Bay Road, Queensbury, New York, (C) caused notice of the Public Hearing to be published on May __, 2017 in The Post Star, a newspaper of general circulation available to the residents of in the Town of Hague, Warren County, New York, (D) conducted the Public Hearing on June 7, 2017 at 11:00 o'clock a.m., local time at the Community Center at the Town Hall of the Town of Hague, 9793 Graphite Mountain Road, Hague, New York, and (E) prepared a report of the Public Hearing (the "Hearing Report") which fairly summarized the views presented at said Public Hearing and distributed same to the members of the Issuer and to the Board of Supervisors of Warren County, New York and the Board of Supervisors of Washington County, New York; and

WHEREAS, pursuant to Section 147(f) of the Code, the Board of Supervisors desires to allow the interest on the Obligations to be treated as excludable from gross income for federal income tax purposes; and

WHEREAS, pursuant to the Issuer's Certificate, neither the Obligations nor any other obligation of the Issuer shall be a debt of Warren County, New York, nor shall Warren County, New York be liable thereon;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Warren County, New York, as follows:

Section 1. For the sole purpose of qualifying the interest payable on the Obligations for exclusion from gross income for federal income tax purposes pursuant to the provisions of Section 145(a) of the Code, the Board of Supervisors, as the elected legislative body of Warren County, New York,

hereby approves the issuance by the Issuer of the Obligations, provided that the Obligations, and the premium (if any) and interest thereon, shall be special obligations of the Issuer and shall never be a debt of the State of New York, Warren County, New York or any political subdivision thereof (other than the Issuer), and neither the State of New York, Warren County, New York nor any political subdivision thereof (other than the Issuer) shall be liable thereon.

Section 2. This resolution shall take effect immediately.

The resolution was duly seconded by Supervisor _____ and the resolution was duly adopted by a vote on roll call.

STATE OF NEW YORK)
)SS.:
COUNTY OF WARREN)

I, the undersigned (Deputy) Clerk of the Board of Supervisors of Warren County, New York, DO HEREBY CERTIFY that the preceding Resolution was duly adopted by the Board of Supervisors of Warren County, New York at a regular meeting of the said Board of Supervisors duly called and held on June ___, 2017; that said Resolution was entered in the minutes of said meeting; and that I have compared the foregoing copy with the original thereof now on file in my office and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that (A) all members of said Board of Supervisors had due notice of said meeting, (B) said meeting was in all respects duly held, (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given to the public and the news media as required by the Open Meetings Law; and (D) there was a quorum of the members of the Board of Supervisors present throughout said meeting.

I FURTHER CERTIFY, that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of Warren County, New York this ___ day of June, 2017.

BY: _____
(Deputy) Clerk of the Board of Supervisors of
Warren County, New York

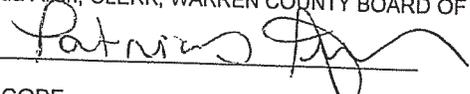
(SEAL)

RESOLUTION REQUEST FORM NO. 10

ITEM 2

Request for Transfer of Funds

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

SIGNED: 

DATE: June 20, 2017

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4018.0020.110	Family Health-Full time Salaries	A.4018.0020.130	Family Health -Part Time Salaries	\$5,000.00
2.	A.4189.130	BT -Part Time Salaries	A.4189.422	BT-Repair /Maintenance Equipment	\$900.00

Total Transfers **\$5,900.00**

1. To transfer funds for staff person who works with Child Find program within the Family Health Program. She replaced an employee who retired. Move from Family Health FT to PT salary.
2. To transfer funds within the Bioterrorism Program to cover the annual fee of \$900 for the Fit Testing equipment warranty.

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

Name of Department

SIGNED: *Jeff Terryson* DATE: 6/19/2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 110	General, Buildings, Salaries - Regular	A.1620 130	General, Buildings, Salaries - Part time	\$17,500.00

<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.

To Cover Temporary Building Maintenance Worker Position

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Facilities - F B Airport (DPW)

DATE: June 19, 2017

- (a) Purpose of Request: To provide any additional revenue beyond that which is required to reimburse County DPW overtime labor costs and food expenses to the Contractor as noted in the agreement between County of Warren and Adirondack Hot Air Balloon Festival, Inc., in the amount of \$2,843.37 dollars.

- (b) Details: To provide any additional revenue beyond that which is required to reimburse County DPW overtime labor costs and food expenses to the Contractor as noted in the Agreement for use of Floyd Bennett Memorial Airport - Warren County, New York for Hot Air Balloon Festival on September 23, 24 and 25th, 2016, in the amount of \$2,843.37 dollars, with the exact amount to be determined by the Treasurer's Office.

- (c) Previous Resolution Number: 250 of 2016

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.5610 470 General, Airport (DPW), Contracts

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

* as listed in budget and LOGOS

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: DPW

DATE: 6/19/17

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office): **H371 Horicon Avenue Sewer Extension (CR31)**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Project: **\$300,000.00**
- (e) Source of Funding (including name & title of codes, etc.): **A.9950 910, Transfer to Capital Projects**
- (f) Purpose of Establishment:

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

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

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

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

DEPARTMENT NAME: DPW

DATE: 6/19/2017

- (a) Purpose of Amendment: Fund Capital Project H371 Horicon Avenue Sewer Extension with General Fund Unappropriated Fund Balance A909.00.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.9950 910 \$300,000.00

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

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

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

DEPARTMENT NAME: DPW

DATE: 6/19/2017

- (a) Purpose of Amendment: Appropriating from the Reserve, Rehab County Buildings, A871.00 to repair the Cornell Coop Building roof.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A 1620 410 General, Buildings, Supplies \$6,200.00

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

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

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

DEPARTMENT NAME: Sheriff

DATE: June 20, 2017

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect money from insurance recoveries.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 441 \$4,230.30
- (c) **Revenue Code (with title), and Amount:**
A.3110 2680 \$4,230.30

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Planning and Community Development

DATE: 26 June 2017

(a) Purpose of Amendment:
Increase part time salaries for the purpose of grant administration

(b) Appropriation Code, Object Code, Full Title and Amount:
A8021.130 Salary Part time \$10,000

(c) Revenue Code (with title), and Amount:
A.8021 1289 Other General Governmental Income \$10,000

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: Planning and Community Development

DATE: 26 June 2017

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
H372 – First Wilderness 2016
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Project:
H372.9550 280 - \$1,040,600
- (e) Source of Funding (including name & title of codes, etc.):
H367.9550 2790 - \$520,300 – Share of Joint Activity, Local, H367.9550 3897 - \$520,300 – Culture & Recreation
- (f) Purpose of Establishment:
Administer grant award from Local Waterfront Revitalization Program

*Title should reflect department if possible:

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Employment and Training Administration

DATE: June 20, 2017

- (a) Purpose of Amendment: Amend county budget to add annual allocation of federal Workforce Investment and Opportunity Act Funds for program year 2017 – WIOA Title I Program.

- (b) Appropriation Code, Object Code, Full Title and Amount: See attached detail sheet

- (c) Revenue Code (with title), and Amount: See attached detail sheet

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget – Attachment

20-Jun-17

REVENUES		Totals
40.6293.0300 4791	Program Year 2017 WIOA Title I Program - Adult	\$190,879
40.6293.0305 4791	Program Year 2017 WIOA Title I Program - Dislocated Worker	\$142,029
40.6293.0310 4791	Program Year 2017 WIOA Title I Program - Youth	\$197,944
40.6293.0313 4791	Program Year 2017 WIOA Title I Program - Admin	\$59,010
APPROPRIATIONS		
	Program Year 2017 WIOA Title I Program - Adult	\$190,879
40.6293.0300 110	Salaries – Regular	\$90,497
40.6293.0300 220	Office Equipment	\$1,794
40.6293.0300 410	Office Supplies	\$2,153
40.6293.0300 411	Rent - Building/Property	\$20,741
40.6293.0300 433	Training - Client	\$20,559
40.6293.0300 810	Retirement	\$14,645
40.6293.0300 830	Social Security	\$5,611
40.6293.0300 831	Medicare Contribution	\$1,312
40.6293.0300 860	Hospitalization	\$25,238
40.6293.0300 861	Retirees Hospitalization	\$8,329
	Program Year 2017 WIOA Title I Program - Dislocated Worker	\$142,029
40.6293.0305 110	Salaries – Regular	\$62,313
40.6293.0305 220	Office Equipment	\$1,236
40.6293.0305 410	Office Supplies	\$1,483
40.6293.0305 411	Rent - Building/Property	\$14,282
40.6293.0305 433	Training - Client	\$24,751
40.6293.0305 810	Retirement	\$10,084
40.6293.0305 830	Social Security	\$3,863
40.6293.0305 831	Medicare Contribution .	\$904
40.6293.0305 860	Hospitalization	\$17,378
40.6293.0305 861	Retirees Hospitalization	\$5,735
	Program Year 2017 WIOA Title I Program - Youth	\$197,944
40.6293.0310 110	Salaries - Regular	\$57,081
40.6293.0310 130	Salaries - Part Time	\$51,630
40.6293.0310 220	Office Equipment	\$1,370
40.6293.0310 410	Office Supplies	\$1,644
40.6293.0310 411	Rent - Building/Property	\$15,833
40.6293.0310 433	Training - Client	\$8,000
40.6293.0310 470	Contract	\$14,800
40.6293.0310 810	Retirement	\$11,180
40.6293.0310 830	Social Security	\$8,738
40.6293.0310 831	Medicare Contribution	\$2,044
40.6293.0310 860	Hospitalization	\$19,266
40.6293.0310 861	Retirees Hospitalization	\$6,358
	Program Year 2017 WIOA Title I Program - Admin	\$59,010
40.6293.0313 110	Salaries - Regular	\$30,281
40.6293.0313 220	Office Equipment	\$1,200
40.6293.0313 410	Office Supplies	\$2,141
40.6293.0313 411	Rent - Building/Property	\$6,940
40.6293.0313 810	Retirement	\$4,900
40.6293.0313 830	Social Security	\$1,877
40.6293.0313 831	Medicare Contribution	\$439
40.6293.0313 860	Hospitalization	\$8,445
40.6293.0313 861	Retirees Hospitalization	\$2,787

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: June 20, 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 **\$7,905.00**.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.4010.260 Health Services- Other Equipment \$7,905.00

Revenue Code (with title), and Amount:

A.4010.3426 Health Services—DSRIP Engagement Funds Revenue \$7,905.00

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

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 6/20/17

- (a) Purpose of Amendment: To amend the 2017 Budget for the Office of Community Services to recognize additional Delivery System Reform Incentive Payment program (DSRIP) revenue in the amount of \$8,112.19 received from the Adirondack Health Institute, Inc. (AHI). These are DSRIP Funds designated for the Warren Washington Community Services Board, designated specifically for DSRIP project implementation activities, with direction that funds are to be used to support DSRIP program objectives. The staff of the Office of Community Services participate regularly in several DSRIP project planning committees.
- (b) Appropriation Code, Object Code, Full Title and Amount:
- (c) Revenue Code (with title), and Amount: A4310.3426 - DSRIP Engagement Funds

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 FOR THE AGING

DATE: 6/19/2017

- (a) Purpose of Request: Amend budget codes for OFA.
- (b) Details: Currently OFA has twenty (20) department listings under it's budget, one for each source of funding from NYSOFA. After discussion with the Treasurer's Office, we would like to reduce this to two department listings for OFA, 6771 for Hamilton County and 6772 for Warren County.

The Hamilton County OFA department listing 6771 should include: 6771(Nutrition for Elderly-Ham), 6780(CSE-Ham), 6786(OFA-Point of Entry-Ham), 6789(EISEP-Ham), and 6794(USDA-Ham).

The Warren County OFA department listing 6772 should include: 6772(Office for the Aging), 6773(Nutiriton for Elderly-Warren), 6774(SNAP), 6777(Commodity Foods), 6778(CSE-Warren), 6783(HEAP), 6784(USDA-Warren), 6785(OFA-Point of Entry-Warren), 6787(BIP), 6788(EISEP-Warren), 6795(Title IIIIE), 6986(MIPPA/ARDC), 6787(Title VII Elder Abuse Prevention), 6988(HIICAP), and 6989(Health Promotion).

- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **No Financial Impact.**

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: Social Services

DATE: June 2, 2017

- (a) Purpose of Amendment: **To increase Youth Contract Budget & Revenue to match the 2017 final allocation**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.7312 470 Special Delinquency Prev Contract - \$5,900**

- (c) Revenue Code (with title), and Amount: **A.7312 3822 Special Delinquency Prevention \$5,900**

McLenithan, Sarah

From: Vanness, William
Sent: Monday, June 26, 2017 11:19 AM
To: McLenithan, Sarah
Subject: RE: June 29, 2017 Finance Committee Meeting agenda

The "Shoe Box" grant was part of the HAVA Grant. Mary-Beth and Beth received information that it would be closing out at the end of 2016 and had to be expended before then. From my understanding the "Shoe Box" grant was a spend first reimbursable grant. The \$7,195.06 was spent on purchasing Voting Location accessories and Emergency Ballot bags.

8' Flag "VOTE HERE" accessible entrance signs:	20 @ \$198 each	\$3,960.00
All Access Totem display for Voter information	30 @ \$80 each	\$2,670.00
Emergency Ballot Bags	25 @ \$45 each	<u>\$1,125.00</u>
		\$7,755.00

This was paid from the BOE 2016 Budget to be reimburse by the HAVA "Shoe Box" grant.

Beth and I called to see where the reimbursement was and they advised it had been sent to the County Treasurer in January of 2017. Upon checking with Rob Lynch at the County Treasurer the reimbursement came on January 31, 2017 in the amount of \$7,195.06 but was not re-credited to the BOE budget that it was expended from and was placed into the 2016 General Revenue.

Beth and I are looking to purchase new hardware and software for the "VRA" (Voter Referral Application) and request this money be returned to our budget to assist in the purchase.

We do have photos of all but are unable to scan at this time due to our computers being down. We will bring the packets with us on June 29th.

Thank you

William VanNess
 Beth McLaughlin

From: McLenithan, Sarah
Sent: Monday, June 26, 2017 10:50 AM
To: Vanness, William
Subject: RE: June 29, 2017 Finance Committee Meeting agenda

Mr. VanNess,

Would you happen to have any supporting documentation I can post to the County website along with the Finance Agenda pertaining to the Box Grant reimbursement. The Supervisors like to have as much information available to review before the Committee meeting.

Regards,

Sarah McLenithan
Deputy Clerk of the Board

WARREN COUNTY
Journal Report - MAY 2017

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
5/31/2017	A. 1450 421	Equipment Rental	BUDGET TRANSFER WITHIN OBJECT CODE FROM A.1450 470	\$ 3,000.00	
5/31/2017	A. 1450 470	Contract	BUDGET TRANSFER WITHIN OBJECT CODE TO A.1450 421		\$ 3,000.00
Cik of Legislati - Clerk of the Legislative Board					
5/3/2017	A. 1010 444	Travel/Education/Conference	Budget Transfer within Object to A.1010 445		\$ 109.57
5/3/2017	A. 1010 445	Foods	Budget Transfer from Object A.1010 444	\$ 109.57	
5/12/2017	A. 1010 220	Office Equipment	Budget Transfer out of Object Code A.1010 410	\$ 63.20	
5/12/2017	A. 1010 410	Supplies	Budget Transfer out of Object Code to A.1010 220		\$ 63.20
DPW_DPW Admin - DPW,DPW Administration					
5/2/2017	A.5610 415	Electricity	Transfer Within Budget Code to A.5610 444	\$ 1,000.00	\$ 1,000.00
5/2/2017	A.5610 444	Travel/Education/Conference	Transfer Within Budget Code from A.5610 415		
5/9/2017	A.1490 426	Subscriptions	Transfer Within Budget Code from A.1490 436	\$ 9.00	
5/9/2017	A.1490 436	Advertising Fees	Transfer Within Budget Code to A.1490 426		\$ 9.00
5/9/2017	A.1628 436	Advertising Fees	Transfer Within Budget Code from A.1628 470	\$ 142.00	
5/9/2017	A.1628 470	Contract	Transfer Within Budget Code to A.1628 436		\$ 142.00
5/9/2017	A.5610 250	Technical Equipment	Transfer Within Budget Code from A.5610 260	\$ 63.00	
5/9/2017	A.5610 260	Other Equipment	Transfer Within Budget Code to A.5610 250		\$ 63.00
5/11/2017	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 444	\$ 350.00	
5/11/2017	DM.5130 444	Travel/Education/Conference	Transfer Within Budget Code from DM.5130 441		\$ 350.00
5/15/2017	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 465	\$ 381.13	
5/15/2017	DM.5130 465	Road/Bridge Materials	Transfer Within Budget Code from DM.5130 441		\$ 381.13
5/18/2017	A.7111 410	Supplies	Transfer Within Code to A.7111 453	\$ 250.00	
5/18/2017	A.7111 453	Uniforms & Clothing	Transfer Within Code from A.7111 410		\$ 250.00
5/26/2017	D.5110 419	Settlements	Transfer Within Budget Code to D.5110 470	\$ 10,000.00	
5/26/2017	D.5110 470	Contract	Transfer Within Budget Code from D.5110 419		\$ 10,000.00
5/31/2017	A.1628 410	Supplies	Transfer Within Budget Code from A.1628 470	\$ 54.00	
5/31/2017	A.1628 436	Advertising Fees	Transfer Within Budget Code from A.1628 470		\$ 54.00

WARREN COUNTY
Journal Report - MAY 2017

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/31/2017	A.1628 470	Contract	Transfer Within Budget Code to A.1628 410		\$ 54.00
5/31/2017	A.1628 470	Contract	Transfer Within Budget Code to A.1628 436		\$ 250.00
5/31/2017	A.5610 441	Auto-Supplies & Repair	Transfer Within Budget Code to A.5610 455		\$ 77.00
5/31/2017	A.5610 441	Auto-Supplies & Repair	Transfer Within Budget Code to A.5610 444		\$ 794.00
5/31/2017	A.5610 444	Travel/Education/Conference	Transfer Within Budget Code from A.5610 441	\$ 794.00	
5/31/2017	A.5610 455	Safety Equipment	Transfer Within Budget Code from A.5610 441	\$ 77.00	
5/31/2017	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 465		\$ 4,500.00
5/31/2017	DM.5130 465	Road/Bridge Materials	Transfer Within Budget Code from DM.5130 441	\$ 4,500.00	
Human Resources - Human Resources					
5/30/2017	A.1435 860	Hospitalization	Budget Transfers within Object Code to A.1435 862	\$ 1,500.00	
5/30/2017	A.1435 862	Health Insurance Cost Reimbursement	Budget Transfers within Object Code from A.1435 860	\$ 1,500.00	
Infotech - Information Technology					
5/15/2017	A.1680 422	Repair/Maint-Equipment	Budget Transfers within Object Code to A.1680.470	\$ 2,000.00	
5/15/2017	A.1680 470	Contract	Budget Transfers within Object Code from A.1680.422	\$ 2,000.00	
OFA - Office for the Aging					
5/17/2017	A.6772 410	Supplies	Within budget code transfer to A6772424	\$ 1,200.00	
5/17/2017	A.6772 424	Postage	Within budget code transfer from A6772410	\$ 1,200.00	
Office of EMS - Office of Emergency Services					
5/5/2017	A.3645.4015 444	Travel/Education/Conference	Budget Transfer within Object Code to A.36454015 470 Contracts	\$ 3,500.00	
5/5/2017	A.3645.4015 470	Contract	Budget Transfer within Object Code from A. 3645.4015 444 Travel	\$ 3,500.00	
5/12/2017	A.3645.4018 250	Technical Equipment	Budget Transfer Out of Object Code to A.3645 4018.410 - Supplies	\$ 465.00	
5/12/2017	A.3645.4018 410	Supplies	Budget Transfer Out of Object Code From A.3645 4018 250 Tech Equ	\$ 465.00	
5/30/2017	A.3410 410	Supplies	Budget transfer within object code from A.3410 444	\$ 500.00	
5/30/2017	A.3410 444	Travel/Education/Conference	Budget transfer within object code to A.3410 410	\$ 500.00	

WARREN COUNTY
Journal Report - MAY 2017

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Personnel - Civil Service					
5/9/2017	A.1430 210	Furniture/Furnishings	Budget Transfers out of Object Code from 439	\$ 521.00	
5/9/2017	A.1430 439	Misc Fees & Expenses	Budget Transfers out of Object Code to 210		\$ 521.00
Public Health_Health Services - Public Health,Health Services					
5/9/2017	A.4018.0030 435	Medical Fees	Budget transfer Dis Prog to A4018.0030.439		\$ 90.00
5/9/2017	A.4018.0030 439	Misc Fees & Expenses	Budget transfer Dis Prog from A4018.0030.435	\$ 90.00	
5/10/2017	A.4018.0030 410	Supplies	Budget Adj Disease To A.4018.0030.437 fm A4018.0030.410		\$ 100.00
5/10/2017	A.4018.0030 437	Consulting Fees	Budget Adj Disease To A.4018.0030.437 fm A4018.0030.410	\$ 100.00	
5/19/2017	A.4013 469	Other Payments/Contributions	Out of codeTranWICtoA.4013.860\$20.500,4013.865 \$312 fmA.4013.469		\$ 20,500.00
5/19/2017	A.4013 469	Other Payments/Contributions	Out of codeTranWICtoA.4013.860\$20.500,4013.865 \$312 fmA.4013.469	\$ 20,500.00	
5/19/2017	A.4013 860	Hospitalization	Out of codeTranWICtoA.4013.860\$20.500,4013.865 \$312 fmA.4013.469		\$ 312.00
5/19/2017	A.4013 865	Dental Insurance	Out of Code TranWICtoA.4013.860\$20.500,4013.865 \$312 fmA.4013.469	\$ 312.00	
5/30/2017	A.4189 422	Repair/Maint-Equipment	Budget Transfer BT to A.4189.422 from A.4189.423 Flt test warry	\$ 450.00	
5/30/2017	A.4189 423	Telephone	Budget Transfer BT to A.4189.422 from A.4189.423 Flt test warry		\$ 450.00
Social Services - Social Services					
5/4/2017	A.6010 439	Misc Fees & Expenses	Budget Transfer within Object Code to A.6010 440		\$ 500.00
5/4/2017	A.6010 440	Legal/Transcript Fees	Budget Transfer within Object Code from A.6010 439	\$ 500.00	
5/23/2017	A.6010 220	Office Equipment	Out of Budget Code Transfer from A.6010 410	\$ 1,000.00	
5/23/2017	A.6010 410	Supplies	Out of Budget Code Transfer to A.6010 220		\$ 1,000.00
5/24/2017	A.6010 439	Misc Fees & Expenses	Budget Transfer within Object Code to A.6010 440		\$ 500.00
5/24/2017	A.6010 440	Legal/Transcript Fees	Budget Transfer within Object Code from A.6010 439	\$ 500.00	
Tourism - Tourism					
5/3/2017	A.6417 426	Subscriptions	Transfer to A.6417 481		\$ 4,665.94
5/3/2017	A.6417 481	Tourism Promotion	Transfer from A.6417 426	\$ 4,665.94	

Weights & Meas - Weights & Measures

WARREN COUNTY
Journal Report - MAY 2017

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/10/2017	A.6610 422	Repair/Maint-Equipment	Budget Transfer within Object Code from A.6610 441	\$ 106.00	
5/10/2017	A.6610 441	Auto-Supplies & Repair	Budget Transfer within Object Code to A.6610 422		\$ 106.00

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Office of the County Administrator

DATE: 6/29/2017

- (a) Purpose of Request: **To amend Resolution No. 637 of 2014 for clarification.**
- (b) Details: **To eliminate the words "to cover deficits," and "new purchases" from the resolution and to add exceptions to the authorization for the County Administrator to approve certain transfers.**
- (c) Previous Resolution Number: **637 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 637 OF 2014

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

AUTHORIZING THE WARREN COUNTY ADMINISTRATOR TO APPROVE TRANSFERS WITHIN EXISTING DEPARTMENTAL BUDGETS TO COVER DEFICITS IN VARIOUS BUDGET CODES IN THE SAME MANNER AS IN-CODE TRANSFERS WITHOUT THE REQUIREMENT OF COMMITTEE APPROVAL

WHEREAS, the County Administrator is requesting authorization to approve transfers within existing Departmental budgets ~~to cover deficits~~ in various budget codes in the same manner as in-code transfers without the requirement of Committee approval, which authorization would be limited to transfers within a Departments existing budget codes and would not apply to any type of Contingent or Unappropriated Surplus Fund appropriations, nor would it apply to any ~~new purchases~~, now, therefore, be it

*Salary object codes (.1) and/or
Project object codes (.280)*

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Administrator to approve transfers within existing Departmental budgets ~~to cover deficits~~ in various budget codes in the same manner as in-code transfers without the requirement of Committee approval, which authorization would be limited to transfers within a Departments existing budget codes and would not apply to any type of Contingent or Unappropriated Surplus Fund appropriations, nor would it apply to any ~~new purchases~~, and be it further

*Salary
object codes (.1) and/or Project object codes (.280)*

RESOLVED, that the Warren County Board of Supervisors requires the County Administrator to provide monthly reports of the transfers approved to the Finance Committee.

Allen, Amanda

From: Somma, Ann Marie <sommaa@sunyacc.edu>
Sent: Friday, June 23, 2017 12:27 PM
To: Sokol, Matt; Seeber, Rachel; Allen, Amanda; Debbie Prehoda;
bcampbell@co.washington.ny.us; Idleman@nycap.rr.com
Cc: Patti Jo Tennyson
Subject: Fwd: Joint County Finance Meeting
Attachments: Resolution to Merge Captial Projects.pdf

Good afternoon all,

As you know, SUNY Adirondack is in the process of renovating and adding an addition to the Warren Hall building (Student Success Center). Incorporated in that work are several deferred maintenance projects that were previously approved and for which we have the capital chargeback dollars on hand. Those projects all have various DASNY project numbers assigned to them, which makes accounting for the project and submitted reimbursement requests to the state very difficult. I've asked DASNY to merge all of the funds into one project number for ease of processing. They have agreed but have asked for supporting resolutions from our BoT and our sponsor counties. The resolution our Board passed last night is attached. I am requesting a similar resolution from each county. Should this request go through the Finance Committee's? I would like to get this passed at your July meetings, if possible, as construction on the building is underway.

There is absolutely no additional funding being requested. We are only asking to transfer funds from previously approved and funded projects into one single project number. How should we move forward?

Thanks for your consideration and support.

Ann Marie

--

ANN MARIE SOMMA
Vice President for Administrative Services and Treasurer

CALL: 518.743.2322
EMAIL: sommaa@sunyacc.edu



ADIRONDACK COMMUNITY COLLEGE

RESOLUTION TO
MERGE CAPITAL PROJECTS

WHEREAS, the College has several capital projects previously approved for critical maintenance work related to Warren Hall and other projects for which existing capital chargeback dollars are currently on hand, and

WHEREAS, the College received funding for and is now undertaking a larger renovation of Warren Hall that will include the critical maintenance and other project work previously approved, and

WHEREAS, the College would like to transfer the previously approved and existing capital chargeback funds into the new project to facilitate the tracking of project expenditures under one project number; and

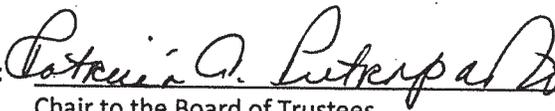
WHEREAS, this resolution will result in no increase of Sponsor or State financial obligation to the referenced capital projects, now therefore be it

RESOLVED, that the Board of Trustees of Adirondack Community College authorizes the transfer of capital funds as follows:

SUNY Project #	DASNY Project #	Description	Component being removed from original projects and added to C01102	Current Budget (\$+L)	Change	New Budget (\$+L)
C01093	3129809999	Capital Improvement Projects	Campus Wide Technology	\$ 543,000	\$ (48,608)	\$ 494,392
C01091	3019609999	Facilities MP and Capital Imprvmt Plan	Campus Wide Fixtures, Furnishings and Equipment	634,508	(74,540)	559,968
C01096	3285409999	CIP and Health/Safety Projects	Warren Hall Plaza Renovation	1,831,105	(168,750)	1,662,355
C01097	3362309999	15-16 CM & Facilities Improvement	Warren Hall Parking Lot Repairs and Lighting	1,629,352	(513,000)	1,116,352
C01101	3430609999	Campus Improvements (incl. Energy)	Renovations to Enhance Student Support Services	720,000	(285,343)	434,657
C01090	2890109999	Regional Higher Ed Center	Funds Remaining in Completed Project	3,342,500	(9,198)	3,333,302
Subtotal of Adjustments					\$ (1,099,439)	
C01102	3430709999	Student Success Center/Warren Hall Renov		\$ 400,000	\$ 1,099,439	\$1,499,439
					State share	\$ 749,720

Adopted at the June 22, 2017 Regular Meeting of the Board of Trustees of Adirondack Community College.

I, Patricia A. Pietropaolo, certify that the above resolution is true and correct.

Signed: 
Chair to the Board of Trustees

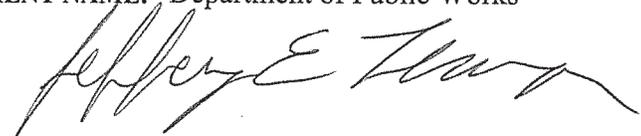
Dated: June 22, 2017

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Department of Public Works

SIGNED: 

DATE: June 28, 2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1626 470	General, Westbrook Parking Lot, Contracts	A.1626 260	General, Westbrook Parking Lot, Other Equipment	\$1,975.00

Please state reason for transfers requested:
Replacement of MacKay Meter located at Westbrook Parking Lot

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.

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 29, 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:**
 - A) SUNY Adirondack representatives to provide an update regarding the Excelsior Scholarship and the construction of the NSTEM and WORC Buildings.
 - B) Request to transfer several deferred maintenance projects which were previously approved for Warren Hall into one capital fund to make accounting for the project and submission for reimbursement requests to the State more streamlined. (*Note: Committee approval is required in order to refer to Finance*).
 - 2) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
Human Resources -
 - A) Review of report on tracking of vacancies filled.
 - B) Request to approve the revisions to the Warren County ADA/Section 504 Policy.
 - 3) **Referral from the County Facilities Committee, Buildings and Grounds:**
Request to amend the Table of Organization and Salary Schedule to create the position of Building Maintenance Worker- Temporary, *Grade 6, Annual Salary \$30,187*, effective July 24, 2017.
 - 4) **Referral from the Criminal Justice & Public Safety Committee, District Attorney:**
Request to amend the Table of Organization and Salary Schedule to decrease the salary of the First Assistant District Attorney from \$99,220 to \$93,000 effective retroactive to June 20, 2017.
 - 5) **Referral from the Health, Human & Social Services Committee, Social Services:**
Request to amend the Table of Organization and Salary Schedule to create the position of Community Services Aide, *Hourly Wages TBD*, effective July 21, 2017.
 - 6) **Referral from the Support Services Committee, Information Technology:**
Request to amend the Table of Organization and Salary Schedule to delete the current position of Analyst/Programmer #1 and create the new position of Programmer II, *Annual Salary \$55,000*, and, effective July 24, 2017.
- V. **Pending Items:**

Personnel - Discussion to continue regarding prescription stop loss coverage and the possibility of moving to a self-insured option for the County's health insurance with representatives of Jaeger & Flynn Associates. (06.01.17)

Higher Education - No items this month.
- VI. **Vacancies Approved for Filling by Oversight Committee:**

District Attorney- District Attorney, *Base Annual Salary \$183,400*, due to resignation.

Health Services- WIC Nutrition Facilitator, *Grade 16, Annual Salary \$41,158 prorated to an hourly rate of \$19.78 not to exceed 20 hours per week*, due to resignation.
Nurse Technician, *Grade 11, Annual Salary \$36,259*, due to retirement.

PERSONNEL AND HIGHER EDUCATION COMMITTEE AGENDA
JUNE 29, 2017

*Office for the-
Aging-*

Supervisor of Volunteers, *Grade 2, Annual Salary \$26,027*, due to termination.

Public Works-

Motor Equipment Operator Medium #8, *Grade 7, Annual Salary \$31,872*, due to resignation.

Carpenter/Maintenance Worker, *Grade 10, Annual Salary \$35,698*, due to promotion.

Automotive Mechanic #5, *Grade 9, Annual Salary \$34,351*, due to resignation.

Sheriff-

Patrol Sergeant #7, *Annual Salary \$70,456*, due to retirement.

Patrol Officer TBD, *Annual Salary \$42,409.50*, due to promotion.

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