

FINANCE COMMITTEE  
AGENDA  
AUGUST 3, 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) **Request/Item to be discussed by the County Treasurer:**  
Request for a transfer of funds in the amount of \$1,989 from the Contingent Account to cover the cost of the reclassification of Senior Account Clerk #6, *Grade 7, Annual Salary \$37,302*, to Principal Account Clerk #3, *Grade 10, Annual Salary \$41,712*, effective August 21, 2017.
  
  - 3) **Referral from the County Facilities Committee, Airport:**  
To authorize the County Treasurer's Office to reimburse Rich Air in the amount of \$70.72 for lost revenue for discounted fuel sales not required by the contract.
  
  - 4) **Referrals from the Criminal Justice & Public Safety Committee, Sheriff:**
    - A) Request to amend the County Budget in the amount \$1,556.70 to reflect receipt of insurance recovery funds from two motor vehicle accidents.
    - B) Request to authorize the County Treasurer's Office to establish Account No. TE923.06, *Net Assets*, restricted for the purpose of accepting donations for the Stop B.W.I. Initiative.
    - C) Request to authorize the sale of a 2003 E-250 Cargo Van to the Warren County SPCA for the sum of \$1,000.
  
  - 5) **Referral from the Health, Human & Social Services Committee, Health Services:**
    - A) Request to amend the County Budget in the amount of \$2,707 to reflect the receipt of COLA (*Cost of Living Adjustment*) funding for the Disease Program; in the amount of \$1,895 to reflect the receipt of COLA funding for the Lead Program; in the amount of \$1,442 to reflect the receipt of COLA funding for the Rabies Program.
    - B) Request to amend the County Budget in the amount of \$622 to adjust the Family Health Program to reflect the receipt of additional funds provided for the 16-17 CSHCN (*Children with Special Health Care Needs*) grant.
  
  - 6) **Referral from the Public Works Committee:**  
***Parks, Recreation & Railroad-***
    - A) Request to amend the County Budget in the amount of \$1,800 to reflect the receipt of funds donated by the Lewis Trust.***DPW-***
    - B) Request to amend the County Budget in the amount of \$2,257.98 to reflect the receipt of insurance recovery funds for damage to guard rails along Haviland Road which occurred on August 5, 2016.
  
  - 7) **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 authorize a contract with P&NP Computer Services, Inc. in an amount not to exceed \$9,000 for annual software support and historical license agreement to access Westmount billing records for a term commencing October 1, 2016 and terminating December 31, 2018.
    - C) Request to appropriate funds in the amount of \$9,000 from the Westmount Legacy Reserve Fund to the Public Nursing Home Budget to pay for the contract with P&NP Computer Services, Inc.

***Continued***

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8) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda Items 2A, 3A, 3C-F, 4A-B 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)
- 2) It was the consensus of the Committee for the Board of Elections to return to the Committee at the end of the year if it was determined there would be a budget shortfall because of the purchase of VRA (*Voter Referral Application*) hardware and software. (06.29.17)

*RESOLUTION REQUEST FORM NO. 10*

*Request for Transfer of Funds*

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

DEPARTMENT NAME: Sheriff's Office

SIGNED:



DATE: 07/25/2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3150 110	Sheriff's Correction Salaries Regular	A.3150 120	Sheriff's Correction Salaries Overtime	\$125,000.00

Please state reason for transfers requested: Overtime expenses have exceeded budgeted amount.

**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.

## Warren County Sheriff's Office

1400 State Route 9  
Lake George, New York 12845  
(518) 743-2500

Nathan H. York  
Warren County Sheriff

Major James A. LaFarr  
Office of Professional Standards



Undersheriff C. Shawn Lamouree  
Division Commander  
Administrative Services Division

Captain Albert L. Maday  
Division Commander  
Correction Division

### Factors contributing to the increase in the Correction Division overtime expenses January – July 2017

#### Vacancies:

- Have created 763 shifts. This has greatly contributed to the increased OT expenditures
- Even though we have filled (4) positions since January 1<sup>st</sup>, a new Correction Officer is not counted as part of the minimum staff until they have completed (8) weeks of in service training. This is an additional 160 (8) hour shifts, which must be covered.

#### Sick Leave:

- There have been 392 shifts of sick leave paid out. Note this doesn't include any 207-C.

#### 207-C:

- There have been 883 shifts of 207-C paid out.
- It should be noted we have (2) Correction Officers who have been out on 207-C since 2011. We have been working with Self Insurance, the County Attorney's Office and Lawrence Paltrowitz to get them retired and off of 207-C. These positions can't be filled, until there retired.

#### Military Leave:

- There have been 386 shifts of Military Leave paid out. We currently have (2) Correction Officers who have been on deployment. One member left on 01/01/2017 and is not expected to return to duty until 9/30/2017. The other member left on 02/15/2017 and we don't have a return date at this time.

#### Correction's Academy:

- (2) Correction Officers attended a six week academy creating 60 shifts.

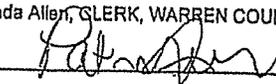
#### Constant Supervision:

- 2017 January – July, we have had 970 shifts of Constant Supervision (2016 Jan – Jul 543 shifts)
- The dramatic increase in the type of supervision is due to mandated criteria established by the N.Y.S. Commission of Correction. This change took effect 12/21/2016, these changes encompass providing Constant Supervision to inmates who might be suffering withdrawal from Opiates or Synthetic Opiates which were ingested immediately prior (12 hours) to Jail admission.
  - Also this change applies to inmates who have indicated a dependency on alcohol, and who may suffer from Delirium Tremens.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: 

DATE: July 24, 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	\$11,268.00
2.	A.4189.130	Bioterrorism-Part Time Salaries	A.4189.220	Bioterrorism-Office Equipment	\$1,210.00
	A.4189.130	Bioterrorism-Part Time Salaries	A.4189.260	Bioterrorism-Other Equipment	\$1,770.00
	A.4189.130	Bioterrorism-Part Time Salaries	A.4189.410	Bioterrorism-Office Supply Expense	\$2,368.00
	A.4189.130	Bioterrorism-Part Time Salaries	A.4189.422	Bioterrorism-Maintenance on Equipment	\$130.00
	A.4189.130	Bioterrorism-Part Time Salaries	A.4189.810	Bioterrorism-Retirement Expense	\$662.00
<b>Total Transfers</b>					<b>\$17,408.00</b>

1. To transfer funds for a per diem RPN staff person who works with the Maternal Child Program within the Family Health Program.
2. To transfer funds to purchase items needed for BT grant, Fully funded and approved. Funds moved from Part time salaries (\$8,140) due to a vacancy since March 2017.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1890 469	Contingent Fund			

Please state reason for transfer request:

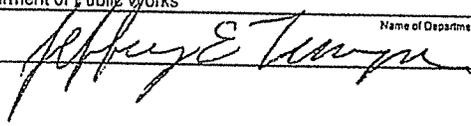
Total

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:  DATE: 7/24/2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110 110	Co Roads, Maint of Roads, Salaries - Regular	D.5110 120	Co Roads, Maint of Roads, Salaries - OT	\$11,049.00
A.1620 861	General, Buildings, Retirees Hospitalization	A.1628 120	General, Waste Management Containment, Salaries - OT	\$ 470.00
D.3310 861	Co Roads, Traffic Control, Retirees Hospitalization	D.3310 120	Co Roads, Traffic Control, Salaries - OT	\$ 1,741.00
D.5142 810	Co Roads, Snow Removal - Co, Retirement	D.5142 130	Co Roads, Snow Removal - Co, Salaries - Part Time	\$ 55.00
D.5148 110	Co Roads, Serv to Other Govt, Salaries - Regular	D.5148 120	Co Roads, Serv to Other Govt, Salaries - OT	\$ 524.00
D.5148 110	Co Roads, Serv to Other Govt, Salaries - Regular	D.5148 130	Co Roads, Serv to Other Govt, Salaries - Part Time	\$ 501.00

<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.

Cover Additional OT & Part time

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works

Name of Department

SIGNED: *Jeffrey E. Thompson*

DATE: 7/25/2017

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
D5112.8182 810	CR#16 East River Drive	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 2.57
D5112.8182 860	CR#16 East River Drive	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 1.96
D5112.8182 865	CR#16 East River Drive	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 0.04
D5112.8202 860	CR#72 Garnet Lake Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 60.79
D5112.8205 280	2014 CR#55 Valentine Pond Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 16.01
D5112.8206 110	2014 CR#76 Dartmouth Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 547.25
D5112.8206 120	2014 CR#76 Dartmouth Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 45.20
D5112.8206 280	2014 CR#76 Dartmouth Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 13,031.08
D5112.8208 280	2014 CR#19 Olmstedville Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 2,780.00
D5112.8208 860	2014 CR#19 Olmstedville Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 73.74
D5112.8216 280	2014 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 92.02
D5112.8219 110	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 3,718.83
D5112.8219 120	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 1,634.10
D5112.8219 130	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 121.86
D5112.8219 280	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 9,649.99
D5112.8219 810	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 838.74
D5112.8219 830	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 328.34
D5112.8219 831	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 76.81
D5112.8219 860	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 709.41
D5112.8219 865	2015 CR#12 Hadley Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 8.48
D5112.8220 280	2015 CR#16 East River Drive	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 383.89
D5112.8221 280	2015 CR#7 Bay Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 4,896.47
D5112.8221 810	2015 CR#7 Bay Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 333.89
D5112.8221 830	2015 CR#7 Bay Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 127.42
D5112.8221 831	2015 CR#7 Bay Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 29.79
D5112.8221 865	2015 CR#7 Bay Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 1.01
D5112.8222 280	2015 CR#4 Mountain Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 1,191.09
Total				\$ 40,700.78

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

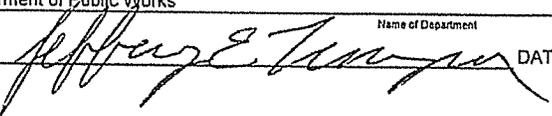
Please state reason for transfer request:  
Please file original request with Clerk of the Board and retain copy for your records.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works

Name of Department

SIGNED:  DATE: 7/25/2017

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
D5112.8223 280	2015 CR#22 Harrisburg Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 756.18
D5112.8223 810	2015 CR#22 Harrisburg Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$191.09
D5112.8223 830	2015 CR#22 Harrisburg Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 69.65
D5112.8223 831	2015 CR#22 Harrisburg Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 16.29
D5112.8223 860	2015 CR#22 Harrisburg Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 476.26
D5112.8223 865	2015 CR#22 Harrisburg Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 6.77
		D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 16.01
D5112.8224 280	2015 CR#72 Garnet Lake Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 2,042.37
D5112.8224 860	2015 CR#72 Garnet Lake Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 244.02
D5112.8228 280	2015 CR#19 Olmstedville Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 9,558.87
D5112.8228 865	2015 CR#19 Olmstedville Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 0.03
D5112.8229 280	2015 CR#48 Trout Lake Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 21,124.55
D5112.8229 865	2015 CR#48 Trout Lake Road	D5112.8264 280	2017 CR#13 Glen Athol Road	\$ 0.87
			Total	\$ 34,502.96

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.

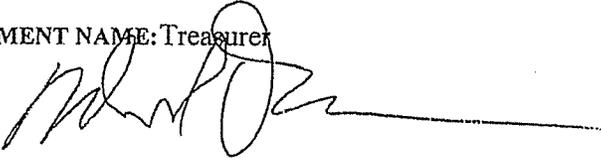
**RESOLUTION REQUEST FORM NO. 10**

*Request for Transfer of Funds*

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

DEPARTMENT NAME: Treasurer

SIGNED:



DATE:

7/22/17

<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	Contingent Account- Other Payments/Contributions	A.1325 110	Treasurer-Salaries - Regular	\$1,611.00
		A.1325 810	Treasurer-Retirement	\$255.00
		A.1325 830	Treasurer-Social Security	\$100.00
		A.1325 831	Treasurer-Medicare	\$23.00

Please state reason for transfer request: To fund the reclassification of a Senior Account Clerk #6 position to Principal Account Clerk #3

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

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: DPW - Airport**

**DATE: 7/25/2017**

- (a) Purpose of Request: **To authorize the Treasurers Office to reimburse Rich Air for lost revenue for discounted fuel sales not required by the contract.**
- (b) Details: **The County's self-serve fuel pump was not operational when the new fuel farm was put into service and Rich Air is requesting reimbursement for discounts given to three customers.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.5610 439 Misc Fees & Expenses - \$70.72**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

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

DEPARTMENT NAME: Sheriff

DATE: July 25, 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 \$1,556.70
  
- (c) **Revenue Code (with title), and Amount:**  
A.3110 2680 \$1,556.70

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

*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: 07-11-2017

- (a) Purpose of Request: To accept donations for Stop B.W.I.
- (b) Details: Set up account TE923.06 Net Assets restricted for other purpose - B.W.I.
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: TE923.06 Net Assets restricted for other purpose - B.W.I.

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

\* as listed in budget and LOGOS

*RESOLUTION REQUEST FORM NO. 18*

*Request to Transfer or Sell County Equipment*

DEPARTMENT NAME: Warren County Sheriff's Office

DATE: 07/25/2017

- (a) Purchaser's Name: Warren County SPCA
  
- (b) Purchaser's Address: 121 Warren Street Glens Falls, NY 12801
  
- (c) Description, Serial Number and/or County Inventory Number of Item being sold:  
1FTNS24W23HA96150 (2003 E-250 Cargo Van)
  
- (d) Amount:  
(1)
  
- (e) Value of County Equipment being transferred or sold:  
\$1,000.00

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

**DATE:** July 24, 2017

**Purpose of Amendment:** To amend the 2017 budget to adjust the Disease Program to reflect the COLA (Cost of Living Adjustment) funds given for the IAP Grant (\$2,707), the Lead Grant (\$1,895), and the Rabies Grant (\$1,422).

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

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

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

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

Appropriation Code (with title), Object Code (with title) and Amount:  
A.4018.0030.469 Disease Program- Other Payments \$1,422.00

Revenue Code (with title), and Amount:  
A.4018.0030.3407 Disease Program-Public Health Revenue \$1,422.00

**ATTACHMENT #6**

**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-Family Health Program-CSHCN Grant

**DATE:** July 24, 2017

- (a) **Purpose of Amendment:** To amend the 2017 budget to adjust the Family Health Program to reflect the additional funds given for the 16-17 grant for the CSHCN (Children with Special Health Care Needs) Grant in the amount of \$622.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**  
**A.4018.0020.410 Family Health –Office Supplies \$622.00**  
  
**Revenue Code (with title), and Amount:**  
**A.4018.0020.4452 Family Health–Children With Special Health Care Needs  
Revenue \$622.00**

**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: Department of Public Works, Up Yonda Farm**

**DATE: 7/25/17**

(a) Purpose of Amendment:

**To Amend the County Budget to increase DPW / Up Yonda Farm Appropriations with Revenue Funds obtained by Lewis Donations.**

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

**A.7111 410 General, Up Yonda Farm, Supplies \$1,800.00**

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

**A.7111 2706 General, Up Yonda Farm, Donation \$1,800.00**

⑧

**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:** July 25, 2017

- (a) Purpose of Amendment: To Amend 2017 budget \$2,257.98 dollars to reflect Insurance Recovery payment received July 17, 2017, for damage to guidrails along Haviland Road on 8/5/16.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: D3310 410 Co. Roads, Traffic Control, Supplies \$2,257.98.
  
- (c) Revenue Code (with title), and Amount: D3310 2680 Co. Roads, Traffic Control, Insurance Recovery \$2,257.98.





WARREN COUNTY  
Journal Report - June 2017

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn. Fiscal Srv - Administrative Fiscal Services					
6/9/2017	A.1011 427	Memberships & Dues	transfer within object code to A.1011 428	\$	\$ 12.00
6/9/2017	A.1011 428	Data Processing & Internet Fees	transfer within object code from A.1011 427	\$ 12.00	\$
6/9/2017	A.1670 424	Postage	transfer within object code to A.1670 428	\$	\$ 4.00
6/9/2017	A.1670 428	Data Processing & Internet Fees	transfer within object code from A.1670 424	\$ 4.00	\$
Clk of Legislati - Clerk of the Legislative Board					
6/22/2017	A.1010 210	Furniture/Furnishings	Budget Transfer Out of Code from A.1010 410	\$ 57.55	\$
6/22/2017	A.1010 410	Supplies	Budget Transfer Out of Code to A.1010 210	\$	\$ 57.55
County Clerk - County Clerk					
6/9/2017	A.1410 410	Supplies	Transfer of Funds W/in Object Code to A.1410 428	\$	\$ 16.00
6/9/2017	A.1410 428	Data Processing & Internet Fees	Transfer of Funds W/in Object Code from A.1410 410	\$ 16.00	\$
DPW_DPW Admin - DPW,DPW Administration					
6/2/2017	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 465	\$ 848.23	\$ 848.23
6/2/2017	DM.5130 465	Road/Bridge Materials	Transfer Within Budget Code from DM.5130 441	\$ 848.23	\$
6/13/2017	A.1490 210	Furniture/Furnishings	Transfer Within Budget Code to A.1490 260	\$	\$ 50.00
6/13/2017	A.1490 260	Other Equipment	Transfer Within Budget Code from A.1490 210	\$ 50.00	\$
6/13/2017	A.1610 418	Ins-General Liability	Transfer Within Budget Code from A.1610 441	\$ 63.00	\$
6/13/2017	A.1610 441	Auto-Supplies & Repair	Transfer Within Budget Code to A.1610 418	\$	\$ 63.00
6/23/2017	A.1620 415	Electricity	Transfer Within Budget Code to A.1620 418	\$ 2,543.92	\$ 2,543.92
6/23/2017	A.1620 418	Ins-General Liability	Transfer Within Budget Code from A.1620 415	\$ 2,543.92	\$
6/23/2017	A.1624 415	Electricity	Transfer Within Budget Code to A.1624 418	\$	\$ 325.55
6/23/2017	A.1624 418	Ins-General Liability	Transfer Within Budget Code from A.1620 415	\$ 325.55	\$
6/23/2017	A.1624 830	Social Security	Transfer Within Budget Code to A.1624 862	\$	\$ 750.00
6/23/2017	A.1624 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.1624 830	\$ 750.00	\$
6/23/2017	A.7110 418	Ins-General Liability	Transfer Within Budget Code from A.7110 421	\$ 1,416.92	\$ 1,416.92

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
6/23/2017	A.7110.421	Equipment Rental	Transfer Within Budget Code to A.7110.418		\$ 1,416.92
6/23/2017	D.5110.413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to D.5110.418		\$ 1,466.28
6/23/2017	D.5110.418	Ins-General Liability	Transfer Within Budget Code from D.5110.413	\$ 1,466.28	
6/23/2017	D.5142.810	Retirement	Transfer Within Budget Code to D.5142.860		\$ 5,782.64
6/23/2017	D.5142.810	Retirement	Transfer Within Budget Code to D.5142.865		\$ 96.59
5/7/2017	D.5142.860	Hospitalization	Transfer Within Budget Code from D.5142.810	\$ 5,782.64	
6/23/2017	D.5142.865	Dental Insurance	Transfer Within Budget Code from D.5142.810	\$ 96.59	
6/26/2017	A.7111.0198.410	Supplies	Transfer Within Budget Code to A.7111.0198.424		\$ 102.45
6/26/2017	A.7111.0198.424	Postage	Transfer Within Budget Code from A.7111.0198.410	\$ 102.45	
Mental Health - Mental Health					
6/26/2017	A.4310.424	Postage	transfer funds from A.4310.424 to A.4310.445		\$ 200.00
6/26/2017	A.4310.445	Foods	transfer funds to A.4310.445 from A.4310.424	\$ 200.00	
OFA - Office for the Aging					
6/5/2017	A.6774.260	Other Equipment	outside object code transfer from A6774432	\$ 146.04	
6/5/2017	A.6774.432	Special Project Supply	outside object code transfer to A6774260		\$ 146.04
6/5/2017	A.6772.470	Contract	Outside object code transfer from A6787470	\$ 5,000.00	
6/5/2017	A.6787.470	Contract	Outside object code transfer to A6772470		\$ 5,000.00
6/5/2017	A.6774.413	Repair & Maint.-Bldg/Property	within object code transfer from A6774416	\$ 804.00	
6/5/2017	A.6774.416	Oil & Gas-Heating	within object code transfer to A6774413		\$ 804.00
6/6/2017	A.6772.440	Legal/Transcript Fees	within object code transfer from A6772470	\$ 5,000.00	
6/6/2017	A.6772.470	Contract	within object code transfer to A6772440		\$ 5,000.00
Public Health_Health Services - Public Health,Health Services					
6/19/2017	A.4018.0020.426	Subscriptions	Budget transfer FH from A40180020435	\$ 19.00	
6/19/2017	A.4018.0020.435	Medical Fees	Budget transfer FH to A4018.0020.426		\$ 19.00
6/19/2017	A.4018.0040.426	Subscriptions	Budget transfer HE from A4018.0040.442	\$ 16.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
6/19/2017	A.4018.0040 442	Automotive - Gas & Oil	Budget transfer HE to A4018.0040.426	\$	\$ 16.00
6/19/2017	A.4018 418	Ins-General Liability	Budget Transfer Preventive to A.4018.428 fm A4018.418	\$	\$ 124.00
6/19/2017	A.4018 428	Data Processing & Internet Fees	Budget Transfer Preventive To A4018.428 fm A4018.418	\$ 124.00	
6/19/2017	A.4054.0060 428	Data Processing & Internet Fees	Budget Transfer EI to A.4054.0060.428 fm A4054.0060.442	\$ 124.00	
6/19/2017	A.4054.0060 442	Automotive - Gas & Oil	Budget Transfer EI to A.4054.0060.428 fm A4054.0060.442	\$	\$ 124.00
6/29/2017	A.4018.0030 220	Office Equipment	Dis Prog Budget transfer from A4018.0030.435	\$ 1,090.00	
6/29/2017	A.4018.0030 260	Other Equipment	Dis Prog Budget transfer from A4018.0030.435	\$ 2,175.00	
6/29/2017	A.4018.0030 435	Medical Fees	Dis Prog Budget transfer to A4018.0030.260 + 220	\$	\$ 3,265.00
6/29/2017	A.4018.0030 410	Supplies	Dis Prog budget transfer from A4018.0030.435	\$ 2,350.00	
6/29/2017	A.4018.0030 422	Repair/Maint-Equipment	Dis Prog budget transfer from A4018.0030.435	\$ 130.00	
6/29/2017	A.4018.0030 435	Medical Fees	Dis Prog budget transfer to A4018.0030.410+422	\$	\$ 2,480.00
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement					
6/2/2017	A.3110 210	Furniture/Furnishings	Budget Amendment - Out of Code Transfer from A.3110 442	\$ 2,000.00	
6/2/2017	A.3110 442	Automotive - Gas & Oil	Budget Amendment - Out of Code Transfer to A.3110 210	\$	\$ 2,000.00
6/21/2017	A.3150 410	Supplies	Budget Amendment within Object Code to A.3150 424	\$	\$ 650.00
6/21/2017	A.3150 424	Postage	Budget Amendment within Object Code from A.3150 410	\$ 650.00	
Social Services - Social Services					
6/12/2017	A.6010 426	Subscriptions	Budget Transfer within Object Code TO A.6010 428	\$	\$ 165.00
6/12/2017	A.6010 428	Data Processing & Internet Fees	Budget Transfer within Object Code FROM A.6010 426	\$ 165.00	
6/20/2017	A.6010 436	Advertising Fees	Budget Transfer within Object Code from A.6010 439	\$	\$ 25.00
6/20/2017	A.6010 439	Misc Fees & Expenses	Budget Transfer within Object Code to A.6010 436	\$ 25.00	
Tourism - Tourism					
6/23/2017	A.6417 470	Contract	Transfer to A.6417 481	\$	\$ 4,500.00
6/23/2017	A.6417 481	Tourism Promotion	Transfer from A.6417 470	\$ 4,500.00	

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Weights & Meas - Weights & Measures					
6/9/2017	A.6610 428	Data Processing & Internet Fees	Budget Transfers within Object Code from A.6610 444	\$ 4.00	
6/9/2017	A.6610 444	Travel/Education/Conference	Budget Transfer within Object Code to A.6610 428		\$ 4.00

**RESOLUTION REQUEST FORM NO. 3*****Request for New Contract***DEPARTMENT NAME: **Office of County Administrator**DATE: **August 1, 2017**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Annual Software Support and Historical License agreement 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: **December 31, 2018**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$9,000**  
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 \$9,000.00****  
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

**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: August 1, 2017**

(a) Purpose of Request: To appropriate funds from the Westmount Legacy Reserve Fund to the Public Nursing Home Budget to allocate funds for a contract with P & NP Computer Services.

(b) Details: To appropriate funds in the amount of \$9,000 from the Westmount Legacy Reserve (A.897.00):

A.4530 470 Public Nursing Home - Contract	\$9,000
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(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.897.00 Westmount Legacy Reserve Fund \$9,000

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

\* as listed in budget and LOGOS

PERSONNEL AND HIGHER EDUCATION COMMITTEE

ITEM 8

AGENDA

AUGUST 3, 2017

*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 representatives to provide an update on the construction of the NSTEM and WORC Buildings.
  
  - 2) Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:  
*Human Resources -*
    - A) Review of proposal prepared by Jaeger & Flynn Associates pertaining to self-insured option for the County's health insurance to include stop-loss coverage.
    - B) Jaeger & Flynn Associates to demonstrate the employee view of their benefits administration system, Employee Navigator, and a review of voluntary vision options.
    - C) Review of report on tracking of vacancies filled.
    - D) Request to amend Resolution No. 293 of 2017 to correct the salary listed for the Senior Typist position from \$34,270 to \$27,824.
  
  - 3) Referrals from the Criminal Justice & Public Safety Committee:  
*District Attorney-*
    - A) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Typist 1, *Grade 3, Annual Salary \$26,585 (currently budgeted at \$33,403)*, to Secretary, *Grade 4, Annual Salary \$27,824*, effective August 21, 2017.
    - B) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Crime Victim Specialist, *Grade 14, Annual Salary \$38,848 (currently budgeted at \$46,423)*, to Senior Crime Victim Specialist, *Grade 16, Annual Salary \$41,158 (currently budgeted at \$50,414)*, effective August 21, 2017.  
*Public Defender-*
    - C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of 1<sup>st</sup> Assistant Public Defender from \$82,620 to \$72,600, effective September 4, 2017.
    - D) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 3<sup>rd</sup> Assistant Public Defender from \$59,353 to \$57,000, effective September 4, 2017.
    - E) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 5<sup>th</sup> Assistant Public Defenders Salary from \$56,552 to \$55,000, effective September 4, 2017.
    - F) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 7<sup>th</sup> Assistant Public Defender from \$47,500 to \$52,405, effective September 4, 2017.
    - G) Discussion regarding proposed salary ranges for Public Defender positions. *Note: this item was not previously reviewed by the Criminal Justice & Public Safety Committee.*
  
  - 4) Referrals from the Health, Human & Social Services Committee, Social Services:
    - A) Request to amend the Table of Organization and Salary schedule to increase the salary of Case Supervisor A from \$59,000 to \$63,000, effective August 21, 2017.
    - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Resource Recovery Coordinator, *Grade 14, Annual Salary \$38,848*, and delete the position of Resource Assistant #2, *Grade 12, Annual Salary \$36,822*, effective August 21, 2017.

*Continued*

PERSONNEL AND HIGHER EDUCATION COMMITTEE AGENDA  
AUGUST 3, 2017

5) Request from the Self-Insurance Administrator on behalf of Warren County Wellness Committee:  
Request to authorize the Warren County Wellness Committee to offer on-site exercise classes through the Blue Cross Blue Shield of North Eastern New York Community Wellness Benefit.

6) Request from the County Treasurer:  
Request to amend the Table of Organization and Salary Schedule to reclassify the position of Senior Account Clerk #6, *Grade 7, Annual Salary \$31,872 (currently budgeted at \$37,302)*, to Principal Account Clerk #3, *Grade 10, Annual Salary \$35,698 (currently budgeted at \$41,712)*, effective August 21, 2017.

7) Possible executive session to discuss the employment history of a particular person.

8) Request/Items to be Discussed by the County Administrator:  
Discussion pertaining to the County Administrator job description.

V. Pending Items:

*Personnel* - No items this month.

*Higher Education* - No items this month.

VI. Vacancies Approved for Filling by Oversight Committee:

*Public Works-* Building Maintenance Mechanic, *Grade 13, Annual Salary \$37,946*, due to lateral transfer.  
Motor Equipment Operator -Light #2, *Grade 5, Annual Salary \$28,951*, due to resignation.

*Sheriff-* Patrol Officer #12, *Annual Salary \$40,390*, due to resignation.

*Social Services-* Case Worker #20, *Grade 16, Annual Salary \$41,158*, due to resignation.  
Case Worker #22, *Grade 16, Annual Salary \$41,158*, due to resignation.  
Keyboard Specialist #6, *Grade 3, Annual Salary \$26,585*, due to resignation.  
Social Welfare Examiner #41, *Grade 8, Annual Salary \$33,189*, due to resignation.

# WARREN COUNTY CORONER

## PAYMENT FOR SERVICES PROPOSAL

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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