

FINANCE COMMITTEE
AGENDA
MAY 31, 2018

Committee Members: Sokol, Simpson, Merlino, Dickinson, Strough, Beaty, Frasier, McDevitt, Geraghty, Braymer and Hyde

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfer of funds as attached for Committee approval.**
 - 2) **Items/Requests to be Discussed by the County Treasurer:**
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Accounting Technician, *Grade 19, Annual Salary \$46,318*, effective June 18, 2018.
 - B) Request for transfer of funds in the amount of \$30,955 to cover the salary of the Account Technician position for the remainder of 2018, as well as for the cost of a new desk and chair.
 - 3) **Request from the County Facilities Committee, Airport:**
Request to establish Capital Project No, H381, *Airport Marketing and Promotion of Floyd Bennett Memorial Airport*, in the amount of \$40,000.
 - 4) **Referrals Criminal Justice & Public Safety Committee, Sheriff:**
 - A) Request to amend the County Budget in the amount of \$24,818.28 to reflect receipt of insurance recovery funds.
 - B) Request to amend the County Budget in the amount of \$550,861 to reflect receipt of 2017 Statewide Interoperability Grant funds.
 - 5) **Referral from the Economic Growth & Development Committee, Planning:**
Request to authorize the County Treasurer to close the following CD funds: 7, 18, 21-37, 39, 50-55, 59-62, 64-68 and 71-73.
 - 6) **Referrals from the Health, Human & Social Services Committee:**
 - A) *Employment & Training Administration* - Request to amend the County Budget in the amount of \$6,900 to reflect receipt of Federal Trade Investment Act funding as reimbursement for costs associated with the training of nine dislocated workers.
 - B) *Employment & Training Administration* - Request to amend the County Budget in the amount of \$109,237 to reflect receipt of State TANF (Temporary Assistance for Needy Families) funding for the Summer Youth Program.
 - C) *Health Services*- Request to amend the County Budget in the amount of \$18,043 to reflect receipt of funds from the Adirondack Health Institute for the New York State Delivery Systems Reform Incentive Payment Program (NYSDSRIP).
 - 7) **Referral from the Public Works Committee, DPW:**
Request to authorize the County Treasurer to close Capital Project No. H366, *West Mountain Rd Pavement Preservation (CR58)*, and return remaining funds in the amount of \$10,731.52 to County Road Fund (D.909.00).
 - 8) **Requests/Items to be Discussed by the County Administrator:**
Journal Reports of transfers approved by the County Administrator staff during April of 2018.

Continued

9) **Request/Item to be Discussed by the County Attorney:**

Discussion regarding contract with Nixon Peabody LLC.

10) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda 4, 6A, 6B, 7, 8B and 9.

V. **Pending Items:**

No items this month.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works

Name of Department

SIGNED: _____ DATE: 5/21/2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7110 110	General, Parks & Recreation Salaries - Regular	A.7110 120	General, Parks & Recreation Salaries - Overtime	\$ 2,500.00
D.5112.8258 421	Co Roads, 2017 CR#72 Garnet Lake Rd Equipment Rental	D.5112.8244 130	Co Roads, 2016 CR#19 Omsteadville Rd Salaries - Part Time	\$ 1,223.70
D.5112.8258 421	Co Roads, 2017 CR#72 Garnet Lake Rd Equipment Rental	D.5112.8254 120	Co Roads, 2016 CR#10 Schroon River Rd Salaries - Overtime	\$ 0.01
D.5112.8258 421	Co Roads, 2017 CR#72 Garnet Lake Rd Equipment Rental	D.5112.8258 110	Co Roads, 2017#72 Garnet Lake Road Salaries - Regular	\$ 0.46

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Treasurer****DATE: May 22, 2018**

- (a) Title of Requested Position: **Accounting Technician**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$46,318, Grade 19**
- (c) Effective Date for New Position:* **June 18, 2018**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): **None**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **Transfer needed from contingency - A.1990 469, Contingent Account, Other Payments/Contributions. \$29,354.**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, one of the job duties of position will be to conduct reviews of occupancy tax reporting by local businesses to determine the accuracy. This review process may generate additional occupancy tax revenue. This position will also be involved with the collection process of delinquent occupancy tax payments.**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTY TREASURER Payroll Dept. No: 11.0
Title of Position: ACCOUNTING TECHNICIAN Base Salary of Position: \$46,318 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A.1325 110, COUNTY TREASURER, SALARIES-REGULAR Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Due to Creation
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other 

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

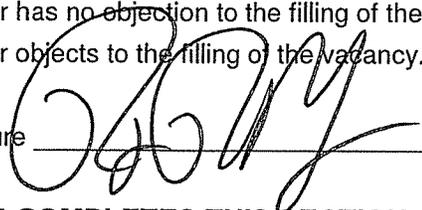
Candidate's qualifications must be approved by Personnel Officer prior to hiring. *PCW 5/29/18*

Human Resources Director has approved this form when initialed. *D 5-29-18*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature



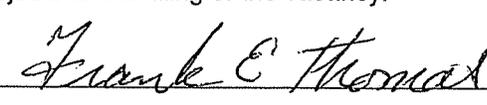
Date

5/31/18

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature



Date

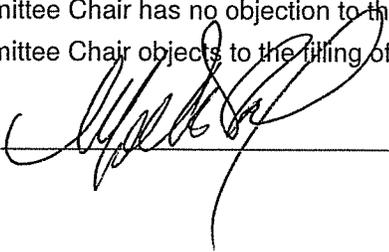
6/5/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature



Date

JUNE 15, 2018

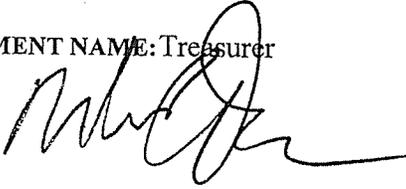
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED:



DATE:

5/23/14

<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	County Treasurer, Salaries-Regular	\$25,121.00
		A.1325 830	County Treasurer, Social Security	\$1,558.00
		A.1325 831	County Treasurer, Medicare	\$364.00
		A.1325 810	County Treasurer, Retirement	\$2,311.00
		A.1325 210	County Treasurer, Furniture/Furnishing	\$1,601.00

Please state reason for transfer request: Cover salaries, fringe, desk and chair for new Accounting Technician position

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

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: County Facilities - Airport

DATE: 5/21/18

- (a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): H 381.9550 280 Airport Marketing and Promotion of Floyd Bennett Memorial Airport
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Project: \$40,000
- (e) Source of Funding (including name & title of codes, etc.): 100% NYSDOT Funding
- (f) Purpose of Establishment: NYSOAR's grant program to conduct promotional activities and Marketing of the Floyd Bennett Memorial Airport

SCHEDULE A - Description of Project & its Funding (for Legislative Initiative "Member Item")

Construction Non-Construction (Check one)

OSC Contract Agreement #: T037281

Project Begin Date: 10/23/2017

Project Completion Date: 10/23/2020

Purpose: MAIN (Original) Agreement SUPPLEMENTAL Schedule No. _____ Administrative Correction

Project Identification # (PIN): 1903.95

Budget Appropriation: Year: 2000-2001 / Chapter 55/1/2000; 55/1/01

Grantee/Local Sponsor Name	Address	County
COUNTY OF WARREN Vendor ID # 1000002438	1340 State Route 9 Lake George, NY 13662	Warren County

Complete all sections below if "Construction" Agreement; Complete A & B Only for "Non-Construction":

A. Project Description: Airport Marketing and Promotion of Floyd Bennett Memorial Airport

B. Describe Work Type or Services to be performed: Increase awareness of business opportunities at Floyd Bennett Memorial Airport, with a focus on development of available land. This is proposed to be achieved thru a market analysis to create a profile of the airport's existing market for development, creation of a conceptual development plan graphic & promotional brochure and use of social media as well as print media, promotional video and advertising.

C. Work Phase(s) included: P.E./Design ROW Incidentals ROW Acquisition Construction, C/I, & C/S

D. Work Location:

E. Route # &/or BIN #:

Route &/or Bridge Name:

County:

F. Termini From:

To:

SUMMARY OF ELIGIBLE COSTS COVERED UNDER THIS CONTRACT

List Eligible PIN Fiscal Share(s) (e.g., 9-digit PINs)	TOTAL PARTICIPATING COSTS	FEDERAL PARTICIPATING AID @ ____ %	STATE * AID & SOURCE NAME	LOCAL MATCHING SHARE
1903.95.001	\$40,000	N/A	\$40,000 NY SOAR's	
TOTAL ELIGIBLE COSTS:	\$40,000	N/A	\$40,000	

* Multiple work phase amounts listed as State Aid & Source Name are subject to interchange within Column total

TOTAL PROJECT COSTS (Include costs NOT under this contract, if any, with applicable Fund Source Name listed in "Footnote" section below for Information Purposes Only.)

TOTAL FEDERAL AID	TOTAL STATE AID	TOTAL LOCAL AID	TOTAL OTHER AID	TOTAL FUNDING (All Sources)
N/A	\$40,000	N/A	N/A	\$40,000

Warren County Board of Supervisors

RESOLUTION NO. 469 OF 2016

Resolution introduced by Supervisors Girard, Wood, Strough, Conover, Seeber, Beaty, Montesi, Braymer, Simpson, Leggett and MacDonald

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION - AVIATION BUREAU TO REQUEST SUPPORT FOR AIRPORT DEVELOPMENT MARKETING CONSULTANT SERVICES GRANT OPPORTUNITY UNDER THE STATEWIDE OPPORTUNITIES AIRPORT REVITALIZATION PROGRAM AT THE FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NEW YORK

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a grant application(s) to the New York State Department of Transportation - Aviation Bureau to request support for airport development marketing consultant services grant opportunity under the Statewide Opportunities Airport Revitalization Program (NY SOARs) at the Floyd Bennett Memorial Airport, Warren County, New York, for an amount not to exceed Forty Thousand Dollars (\$40,000), and be it further

RESOLVED, that upon notification of the awarding of grant funds, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a grant agreement and/or any other documentation required to satisfy grant program requirements, in a form approved by the County Attorney, without the need for further resolution.

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: May 17, 2018

- (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 | \$3,673.28 |
| A.3220 422 | \$21,145.00 |
- (c) **Revenue Code (with title), and Amount:**
- | | |
|-------------|-------------|
| A.3110 2680 | \$3,673.28 |
| A.3220 2680 | \$21,145.00 |

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 4/19/18

CHECK NO. 0000093448

Description	Check Amount
Claim No: WARR-2018-013-001, Commercial Automobile Comprehensive/Glass, Invoice No: First and Final - Claimant: Warren County DOL: 4/9/2018, 2015 Ford Interceptor, Vin #7667 less 500 ded CHECK TOTAL	\$3,673.28 \$3,673.28

A. 3110 2680

531

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000093448

29-7
213

DATE
4/19/18

PAY: Three thousand six hundred seventy three and 28/100 Dollars

TO THE ORDER OF WARREN COUNTY
ATTN: WARREN COUNTY ATTORNEY'S OFFICE

CHECK AMOUNT
\$*****3,673.28

MAIL TO: WARREN COUNTY
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803

Christina Ann Crawford

SIGNATURE HAS A COLORED BACKGROUND

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 4/26/18

CHECK NO. 0000093541

Description	Check Amount
Claim No: WARR-2018-014-001, Commercial Inland Marine	\$21,145.00
Radios, Invoice No:	
First and Final - Claimant: Warren County	
DOL: 4/15/2018, Mech Brkdwn Failed UPS Sys recovery less deductibl	
CHECK TOTAL	\$21,145.00

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK. HOLD AT ANGLE TO VIEW

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE ALBANY NY 12210
TWIN TOWERS OFFICE

CHECK NO. 0000093541

29-7
213

DATE
4/26/18

PAY: Twenty one thousand one hundred forty five and 00/100 Dollars

TO THE ORDER OF WARREN COUNTY

CHECK AMOUNT
\$*****21,145.00

MAIL TO WARREN COUNTY
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803
ATTN AMY CLUTE

[Handwritten Signature]
SIGNATURE HAS A COLORED BACKGROUND

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: May 18, 2018

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from 2017 Statewide Interoperability Grant.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|--------------------------------------|--------------|
| A.3020.4034 470 | Sheriff's 911 Center Contracts | \$57,441.00 |
| A.3020.4034 260 | Sheriff's 911 Center Other Equipment | \$493,420.00 |
- (c) **Revenue Code (with title), and Amount:**
- | | | |
|-------------|-------------------------------|--------------|
| A.3020.4036 | 2017 Interoperable Comm Grant | \$550,861.00 |
|-------------|-------------------------------|--------------|

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

<p>STATE AGENCY New York State Division of Homeland Security and Emergency Services 1220 Washington Avenue Building 7A Suite 710 Albany, NY 12242</p>	<p>NYS COMPTROLLER'S NUMBER: C198238 (Contract Number) ORIGINATING AGENCY CODE: 01077</p>
<p>GRANTEE/CONTRACTOR:(Name & Address) Warren County 1340 State Route 9 Lake George NY 12845</p>	<p>TYPE OF PROGRAMS: SI2017 CFDA NUMBER: DHSES NUMBERS: WM17198238</p>
<p>FEDERAL TAX IDENTIFICATION NO: 14-6002576 MUNICIPALITY NO: (if applicable) 520100000 000 SFS VENDER NO: 1000002438 DUN & BRADSTREET NO: 098334733</p>	<p>INITIAL CONTRACT PERIOD: FROM 01/01/2018 TO 12/31/2019 FUNDING AMOUNT FOR INITIAL PERIOD: \$550,861.00</p>
<p>STATUS: Contractor is not a sectarian entry. Contractor is not a not-for-profit organization.</p>	<p>MULTI-YEAR TERM: (if applicable)</p>
<p>CHARITIES REGISTRATION NUMBER: _____ (Enter number or Exempt) if Exempt is entered above, reason for exemption.</p> <p>Contractor has ___ has not ___ timely filed with the Attorney General's Charities Bureau all required periodic or annual written reports.</p>	<p>APPENDIX ATTACHED AND PART OF THIS AGREEMENT ___ APPENDIX A Standard Clauses required by the Attorney General for all State contracts <input checked="" type="checkbox"/> APPENDIX A1 Agency-specific Clauses <input checked="" type="checkbox"/> APPENDIX B Budget <input checked="" type="checkbox"/> APPENDIX C Payment and Reporting Schedule <input checked="" type="checkbox"/> APPENDIX D Program Workplan and Special Conditions ___ APPENDIX X Modification Agreement Form (to accompany modified appendices for changes in terms or considerations on an existing period or for renewal periods) ___ DHSES-55 Budget Amendment/Grant Extension Request ___ Other - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion</p>
<p>IN WITNESS THEREOF, the parties hereto have electronically executed or approved this AGREEMENT on the dates of their signatures.</p>	
<p>NYS Division of Homeland Security and Emergency Services BY: Michele Wahrlich , Director of Grants Program Administration Date: 03/30/2018 State Agency Certification: In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract. GRANTEE: BY: Ronald Conover Chairman Date: 03/28/2018</p>	
<p>ATTORNEY GENERAL'S SIGNATURE _____ Title: _____ Date: _____</p>	<p>COMPTROLLER'S SIGNATURE _____ Title: _____ Date: _____</p>

Award Contract

Statewide Interoperable Communications Grant

Project No. SI17-1056-D00
 Grantee Name Warren County

03/30/2018

Appendix B - Project Budget

Budget Summary by Participant

Warren County Warren County Office of Emergency Services - Version 1

#	Consultant Services	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds
1	Consultant fees for Interoperable Communications project	1	\$57,441.00	\$57,441.00	\$57,441.00	\$0.00
Total				\$57,441.00	\$57,441.00	\$0.00

#	Equipment	AEL	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds
1	Radio site controller	n/a	1	\$24,581.00	\$24,581.00	\$24,581.00	\$0.00
2	Radio Base Stations with Installation	n/a	1	\$165,197.00	\$165,197.00	\$165,197.00	\$0.00
3	Mobile radios with remote mount and Installation	n/a	1	\$170,892.00	\$170,892.00	\$170,892.00	\$0.00
4	Site Monitoring equipment with Installation	n/a	1	\$115,750.00	\$115,750.00	\$115,750.00	\$0.00
Total				\$476,420.00	\$476,420.00	\$0.00	

#	All Other Expenses	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds
1	FCC Licensing fees	1	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00
Total				\$17,000.00	\$17,000.00	\$0.00

Warren County Office of Emergency Services	Total Cost	Grant Funds	Matching Funds
Total Project Costs	\$550,861.00	\$550,861.00	\$0.00

Total Project Costs	Total Cost	Grant Funds	Matching Funds
	\$550,861.00	\$550,861.00	\$0.00

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: Planning and Community Development

DATE: May 2018

(a) Purpose of Request:

The Department is also requesting closing the CD funds 7,18,21-37,39,50-55,59-62,64-68, 71-73 as all funds have been expensed and the grantor agency has closed out the program

(b) Details:

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Employment and Training

DATE: May 23, 2018

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

(b) Appropriation Code, Object Code, Full Title and Amount: 40.6293.0305 433 - WIOA Dislocated Worker (Training-Client) \$6,900.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791 - WIOA Dislocated Worker - \$6,900.

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

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

DEPARTMENT NAME: Employment and Training

DATE: May 23, 2018

(a) Purpose of Amendment: add state grant funds to county budget to administer Summer Youth Employment Program (these are estimated amounts, adjustments may be made with final allocation).

(b) Appropriation Code, Object Code, Full Title and Amount: 40.6326 110 - TANF Summer, Salaries - Regular - \$14,409; 40.6326 130 - TANF Summer, Salaries - Part Time - \$67,500; 40.6326 410 TANF Summer, Supplies - \$400; 40.6326 470 - TANF Summer, Contract - \$13,700; 40.6326 TANF Summer, Retirement - \$2,262; 40.6326 830 - TANF Summer, Social Security - \$5,078; 40.6326 831 - TANF, Medicare - \$1,188; 40.6326 860 - TANF Summer, Hospitalization - \$4,700.

(c) Revenue Code (with title), and Amount: 40.6326 4786- TANF Summer - \$109,237.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services-Home Care Division

DATE: May 23, 2018

- (a) **Purpose of Amendment:** To amend the 2018 budget to adjust the Health Services – Home Care Division to reflect funds received from the Adirondack Health Institute (AHI) in the amount of **\$18,043.00** which must be used to support the DSRIP (New York State Delivery Systems Reform Incentive Payment Program) Project activities. The Funds will be utilized to transition the Electronic Patient Health Record System utilized by our Certified Home Health Agency from Delta Health Technologies' Encore Product to their Crescendo Product. Costs will include equipment, data processing and training.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.4010.428 Health Services-Data Processing \$18,043.00

Revenue Code (with title), and Amount:

A.4010.3426 Health Services—DSRIP Engagement Funds Revenue \$18,043.00.

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: Department of Public Works

DATE: 5/21/18

(a) Purpose of Request:
Authorization to close Capital Project and return funding source.

(b) Details:
Authorization to close Capital Project and return funding source:

Capital Project	Est Funds	Funding Source
H366 West Mountain Rd Pavement Pres(CR58)	\$10,731.52	County Roads

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

WARREN COUNTY
Journal Report - April 2018

Gi/L Date	Gi/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Cik of Legislati - Clerk of the Legislative Board					
4/25/2018	A. 1010 410	Supplies	Budget Transfer within Object Code to A.1010 425	\$	\$ 367.32
4/25/2018	A. 1010 425	Reproduction Expenses	Budget Transfer from Object Code A.1010 410	\$ 367.32	\$
County Clerk - County Clerk					
4/4/2018	A. 7510 410	Supplies	Transfer w/in budget code to A7510 424	\$	\$ 25.00
4/4/2018	A. 7510 424	Postage	Transfer w/in budget code from A7510 410	\$ 25.00	\$
DPW_DPW Admin - DPW,DPW Administration					
4/5/2018	A. 1490 426	Subscriptions	Transfer Within Budget Code from A.1490 427	\$ 50.00	\$
4/5/2018	A. 1490 427	Memberships & Dues	Transfer Within Budget Code to A.1490 426	\$	\$ 50.00
4/5/2018	A. 7111 410	Supplies	Transfer Within Budget Code from A.7111 415	\$ 8.28	\$
4/5/2018	A. 7111 415	Electricity	Transfer Within Budget Code to A.7111 455	\$	\$ 295.00
4/5/2018	A. 7111 415	Electricity	Transfer Within Budget Code to A.7111 410	\$	\$ 8.28
4/5/2018	A. 7111 455	Safety Equipment	Transfer Within Budget Code from A.7111 415	\$ 295.00	\$
4/5/2018	D.3310 220	Office Equipment	Transfer Within Budget Code from D.3310 260	\$	\$ 14.20
4/5/2018	D.3310 260	Other Equipment	Transfer Within Budget Code to D.3310 220	\$ 14.20	\$
4/19/2018	A. 1625 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from 1625 470	\$ 1,000.00	\$
4/19/2018	A. 1625 470	Contract	Transfer Within Budget Code to A.1625 413	\$	\$ 1,000.00
4/19/2018	A. 7111 410	Supplies	Transfer Within Budget Code from A.7111 415	\$ 117.70	\$
4/19/2018	A. 7111 415	Electricity	Transfer Within Budget Code to A.7111 410	\$	\$ 117.70
4/23/2018	D.5110 419	Settlements	Transfer Within Budget Code from D.5110 470	\$ 10,000.00	\$
4/23/2018	D.5110 470	Contract	Transfer Within Budget Code to D.5110 419	\$	\$ 10,000.00
4/24/2018	A. 1620 860	Hospitalization	Transfer Within Budget Code to A.1620 863	\$	\$ 115.96
4/24/2018	A. 1620 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.1620 860	\$ 115.96	\$
4/24/2018	A. 5610 416	Oil & Gas-Heating	Transfer Within Budget Code from A.5610 418	\$ 521.22	\$
4/24/2018	A. 5610 418	Ins-General Liability	Transfer Within Budget Code to A.5610 416	\$	\$ 521.22

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
4/24/2018	D.5110 860	Hospitalization	Transfer Within Budget Code to D.5110 862	\$ 1,494.81	\$ 1,494.81
4/24/2018	D.5110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from D.5110 860	\$	
4/24/2018	D.5142 810	Retirement	Transfer Within Budget Code to D.5142 865	\$	
4/24/2018	D.5142 865	Dental Insurance	Transfer Within Budget Code from D.5142 810	\$ 88.11	\$ 88.11
4/25/2018	A.5610 444	Travel/Education/Conference	Transfer Within Budget Code from A.5610 470	\$ 2,800.00	
4/25/2018	A.5610 455	Safety Equipment	Transfer Within Budget Code from A.5610 470	\$ 718.12	
4/25/2018	A.5610 470	Contract	Transfer Within Budget Code to A.5610 444	\$	\$ 2,800.00
4/25/2018	A.5610 470	Contract	Transfer Within Budget Code to A.5610 455	\$	\$ 718.12
4/26/2018	DM.5140 424	Postage	Transfer Within Budget Code from DM.5140 470	\$ 3.50	
4/26/2018	DM.5140 470	Contract	Transfer Within Budget Code to DM.5140 424	\$	\$ 3.50
OFA - Office for the Aging					
4/4/2018	A.6771 411	Rent-Building/Property	within object code transfer from A6771416& A6771415	\$ 2,000.00	
4/4/2018	A.6771 415	Electricity	within object code transfer to A6771411	\$	\$ 100.00
4/4/2018	A.6771 416	Oil & Gas-Heating	within object code transfer to A6771411	\$	\$ 1,900.00
4/13/2018	A.6772 410	Supplies	Within object code transfer to A6772427	\$	\$ 10.00
4/13/2018	A.6772 427	Memberships & Dues	Within object code transfer from A6772410	\$ 10.00	
4/19/2018	A.6772 260	Other Equipment	Outside code transfer from A6772470	\$ 3,200.00	
4/19/2018	A.6772 470	Contract	Outside code transfer to A6772260	\$	\$ 3,200.00
Personnel - Civil Service					
4/23/2018	A.1430 423	Telephone	Budget Transfer Within Object Code from A1430 439	\$ 100.00	
4/23/2018	A.1430 439	Misc Fees & Expenses	Budget Transfer Within Object Code to A1430 423	\$	\$ 100.00
Public Health_Health Services - Public Health,Health Services					
4/4/2018	A.4018.0030 210	Furniture/Furnishings	Out of code Tran Dis to A.4018.0030.210 from A.4018.0030.435	\$ 600.00	
4/4/2018	A.4018.0030 435	Medical Fees	Out of code Tran Dis to A.4018.0030.210 from A.4018.0030.435	\$	\$ 600.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
4/4/2018	A.4018 210	Furniture/Furnishings	Out of code Tran to A.4018.210 from A.4054.444	\$ 750.00	
4/4/2018	A.4054 444	Travel/Education/Conference	Out of code Tran to A.4018.210 from A.4054.444		\$ 750.00
4/17/2018	A.4010 410	Supplies	Budget Transfer Prev. Pgm Postage to A.4018.424 from A.4018.410		\$ 100.00
4/17/2018	A.4010 424	Postage	Budget Transfer Prev. Pgm Postage to A.4018.424 from A.4018.410	\$ 100.00	
Social Services - Social Services					
4/30/2018	A.6030 444	Travel/Education/Conference	Budget Transfer to A. 6030 444 from A. 6030 470	\$ 349.00	
4/30/2018	A.6030 470	Contract	Budget Transfer from A. 6030 470 to A. 6030 444		\$ 349.00
Veterans Service - Veterans Service					
4/11/2018	A.6510 220	Office Equipment	Out of Code Transfer from 410 for CAC reader	\$ 25.00	
4/11/2018	A.6510 410	Supplies	Out of Code Transfer to 220 for CAC reader		\$ 25.00
Weights & Meas - Weights & Measures					
4/4/2018	A.6610 220	Office Equipment	Budget Transfers within Object Code from A.6610 260	\$ 300.00	
4/4/2018	A.6610 260	Other Equipment	Budget Transfers within Object Code to A.6610 220		\$ 300.00
Youth - Youth					
4/24/2018	A.7312 439	Misc Fees & Expenses	Within Object Code transfer from A.7312 470	\$ 83.00	
4/24/2018	A.7312 470	Contract	Within Object Code transfer to A.7312 439		\$ 83.00
Youth - Youth					
4/25/2018	A.7312 444	Travel/Education/Conference	Budget Transfers within Object Code from A.7312 470	\$ 10,000.00	
4/25/2018	A.7312 470	Contract	Budget Transfers within Object Code to A.7312 444		\$ 10,000.00

AGENDA

MAY 31, 2018

DRAFT AGENDA- SUBJECT TO CHANGE

Committee Members: *Geraghty, Frasier, McDevitt, Leggett, Braymer, Simpson, Hyde, Diamond, Loeb, Merlino and Sokol*

- 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 College.**

 - 2) **Suggested Appointments:**
 - A) Supervisor Simpson suggests appointment of Nick Caimano to fill one of Warren County's two vacant representative positions to the Warren-Washington Counties Industrial Development Agency.
 - B) Chairman Conover suggests amending Resolution No. 12 of 2018 to appoint Kevin Hajos, *Superintendent of Public Works*, to serve as Designated Alternate to represent Warren County on the Policy Committee of the Adirondack-Glens Falls Transportation Council for the term expiring December 31, 2018.
 - C) Chairman Conover suggests amending Resolution No. 14 of 2018 to appoint Kevin Hajos, *Superintendent of Public Works*, to serve on the Planning Committee of the Adirondack-Glens Falls Transportation Council for the term expiring December 31, 2018

 - 3) **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) Discussion concerning appointments to the Reallocation Committee.
 - C) Brief update by Jaeger & Flynn Associates regarding County benefits.

 - 4) **Referral from the County Facilities Committee, Airport:**
Request to amend the Table of Organization and Salary Schedule to increase the salary of the Airport Manager from \$74,768 to \$80,000 effective July 1, 2018.

 - 5) **Referral from the Economic Growth & Development Committee, Planning:**
Request to amend Resolution No. 186 of 2018 to change the hours specified for the Construction Cost Coordinator position from "20 hours per week" to "not to exceed 1,040 hours per year", as well as to clarify that the annual salary is \$53,562, pro rated to \$25.75 per hour.

 - 6) **Referrals from the Health, Human & Social Services Committee, Social Services:**
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Social Welfare Examiner #44, *Grade 8, Annual Salary \$34,102*, and delete the position of Temporary HEAP Examiner #4, *Grade 6, Annual Salary \$6,768*, effective June 18, 2018.
 - B) Request to amend the Table of Organization to reclassify the position of Intake Clerk #6, *Grade 4, Annual Salary \$28,589*, to Secretary-Legal, *Grade 4, Annual Salary \$28,589*, effective June 18, 2018, as well as to fill the Secretary-Legal position.

 - 7) **Referral from the Public Works Committee, DPW:**
Request to amend the Table of Organization and Salary Schedule to create and fill the positions of HEO #15 STA, *Annual Salary \$600*, and HEO #16 STA, *Annual Salary \$600*, and delete the positions of Highway Construction Supervisor STA #10, *Annual Salary \$600*, and Highway Construction Supervisor #8 STA, *Annual Salary \$600*, effective June 1, 2018. *Note: this request was not previously reviewed and approved by the Public Works Committee.*

Continued

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

- A) Request to fill the position of Assistant to the County Administrator, *Annual Salary \$68,288*, due to retirement.
- B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant to the County Administrator - PT (*up to 28 hours per week for a maximum of six months*), *Annual Salary \$68,288 pro-rated to \$37.5208 per hour*, for training purposes. *Note: this request was not previously reviewed and approved by the Support Services Committee.*

9) Request/Item to be Discussed by the County Treasurer:

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Accounting Technician, *Grade 19, Annual Salary \$46,318*, effective June 18, 2018. *Note: If approved, funding in the amount of \$30,995 is requested to cover the cost of the position for the remainder of the year, as well as for the purchase of a desk and chair. This item is listed on the Finance Committee Agenda to approve the creation and filling of the position (as the oversight Committee) as well as to determine a source of funding as these monies are not available within the Treasurer's existing budget.*

10) Request/Item to be Discussed by the Warren County Sheriff:

Request for a new agreement with the Town of Queensbury School District for the Warren County Sheriff's Office to provide law enforcement services within the Queensbury School District in the form of two school resource officers/school security officers at a cost not to exceed \$60,000 for the 2018-2019 school year. This agreement would mirror the one approved for the Hadley-Luzerne School District by Resolution No. 192 of 2018.

V. Pending Items:***Personnel -***

- 1) Committee determined will hold off on discussion regarding whether revisions are required to the ideas submitted for the County Employee of the Month Program until May to allow the new County Administrator to weigh in on the matter. (03.29.18)
- 2) Committee members to present their recommendations for Ethics Board membership to replace those were no longer affiliated with government and those who had moved out of the area. (03.29.18) Update: It was the consensus of the Committee to have the County Attorney to contact James Underwood, *Town of Queensbury Zoning Board of Appeals*, former Supreme Court Judge Krogmann, Jim Campinell, *First Ward Councilman, City of Glens Falls* and Robert Smith, *Town of Queensbury Resident*, to inquire whether they were interested in becoming members of the Warren County Ethics Board and report back to the Committee. (04.11.18) Update: The Committee determined Messrs. Campinell and Smith were ineligible to serve as Board members due to existing conflicts of interest and the County Attorney indicated she had received no response to her inquiries from Judge Krogmann and Mr. Underwood. Mr. Geraghty instructed the Committee to concentrate on filling the two governmental member vacancies on the Board. (05.03.18)

Higher Education - No Items this month.

VI. Vacancies Approved for Filling by Oversight Committee:

Buildings and Grounds - Janitor, *Grade 4, Annual Salary \$28,589*, due to resignation.

Countryside - Food Service Helper- Temporary, *Grade 2, Annual Salary \$26,743*, due to creation.

Health Services - Infant Feeding Advocate, (Part-Time 20 hours) *Grade 3, Annual Salary \$27,316 pro-rated to 20 hours per week*, due to resignation.

WIC Nutrition Facilitator, (Part-Time 20 hours), *Grade 16, Annual Salary \$42,290 pro-rated not to exceed 20 hours per week*, due to resignation.

Public Health Nurse #8, *Grade 21, Annual Salary \$49,528*.

Registered Professional Nurse/CHN #15, *Grade 19, Annual Salary \$46,318*, due to retirement.

Continued

<i>Probation -</i>	Senior Account Clerk, <i>Grade 7, Annual Salary \$32,749</i> , due to retirement.
<i>Public Defender -</i>	Assistant Public Defender #3, <i>Annual Salary \$58,653</i> , due to resignation. Assistant Public Defender #7, <i>Annual Salary \$53,925</i> , due to promotion. Assistant Public Defender #6, <i>Annual Salary \$48,878</i> , due to promotion.
<i>Public Works - Sheriff -</i>	MEO Light #27, <i>Grade 7, Annual Salary \$32,749</i> , due to promotion Patrol Officer #44, <i>Annual Salary \$40,390</i> , due to resignation. (Emergency Fill). Patrol Officer #45, <i>Annual Salary \$40,390</i> , due to resignation. (Emergency Fill).
<i>Social Services -</i>	Support Investigator #4, <i>Grade 8, Annual Salary \$34,102</i> , due to promotion. Sr. Caseworker #3, <i>Grade 18, Annual Salary \$45,313</i> , due to promotion. Caseworker TBD, <i>Grade 16, Annual Salary \$42,290</i> , due to promotion.
<i>Treasurer -</i>	Accountant, <i>Annual Salary \$70,477</i> , due to resignation. Junior Accountant, <i>Annual Salary \$55,839</i> , due to promotion. Senior Account Clerk, <i>Grade 7, Annual Salary \$32,749</i> , due to promotion.