

FINANCE COMMITTEE
AGENDA
JUNE 26, 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:**
None.
 - 3) **Referrals Criminal Justice & Public Safety Committee:**
District Attorney -
 - A) Request for a transfer from the Contingent Account in the amount of \$33,832 to cover the on-call pay for Assistant District Attorney's. The on-call pay was approved by prior Resolution No. 294 of 2017 but was mistakenly left out of the 2018 Budget.***Sheriff -***
 - B) Request to amend the 2018 County Budget in the amount of \$3,744.40 to reflect the receipt of insurance recovery funds.
 - 4) **Referral from the Economic Growth & Development Committee:**
Planning -

Request to record a portion of the \$150,000 County contribution to the Lake George Park Commission expended in the General Fund as State reimbursement expenditures in Capital Project H347, Invasive Species Boat Washing, as well as to reduce the \$100,000 recorded as a 2014 advance payment from Warren County to the Lake George Park Commission to establish the boat wash stations by \$1,912.65.
 - 5) **Referrals from the Health, Human & Social Services Committee:**
Employment & Training Administration -
 - A) ~~Request to amend the 2018 County Budget in the amount of \$40,920 to reflect the receipt of funding for enhanced career services to dislocated workers.~~
*Chris Hunsinger has requested this item be pulled - he will bring the matter back to Committee when/if the grant funding is officially confirmed.****Mental Health (Office of Community Services) -***
 - B) ~~Request to amend the 2018 County Budget in the amount of \$185,000 to reflect the receipt of NYS Senate PFC Joseph P. Dwyer funding to develop a veterans' peer-to-peer support program.~~
*Rob York has requested this item be pulled - he will bring the matter back to Committee next month.****Public Health -***
 - C) Request to amend the 2018 County Budget in the amount of \$12,155 to reflect the receipt of funding from the Adirondack Health Institute to support the NYS Delivery Systems Reform Incentive Payment (DSRIP) Program.
 - 6) **Referral from the Park Operation & Management Committee:**

Request to appropriate funds in the amount of \$759.05 from Budget Code A.691.07, *Deferred Revenue-Gaslight Village Parking Fees*, to Budget Codes A.1625 413, *Charles R. Wood Park, Repair & Maint.-Bldg./Property*, \$664, and A.1625 410, *Charles R. Wood Park, Supplies*, \$95.05, and authorize reimbursement to the Village of Lake George for expenses incurred in relation to maintenance of the Charles R. Wood Park.

Continued

7) **Referral from the Support Services Committee:**

County Clerk/DMV -

Request to amend the 2018 County Budget in the amount of \$61,024 to reflect the receipt of grant funds from the Local Government Records Management Improvement Fund Award.

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

Journal Reports of transfers approved by the County Administrator staff during April of 2018.

9) **Request/Item to be Discussed by the Clerk of the Board:**

Request to authorize the Chairman of the Board to sign in approval of a change in the frequency of revenue payments to the County by the Capital District Off Track Betting Corp from quarterly to annually.

10) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda Items 3, 4A and B.

IV. **Pending Items:**

No items this month.

V. Privilege of the Floor

VI. Motion to Adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: DISTRICT ATTORNEY/ CRIME VICTIMS- ASSIST DA 1168

SIGNED:

DATE: June 20, 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 1168 110	Salary- Regular	A 1168 130	Salary-Part Time	\$18,667.00
A 1168 110	Salary- Regular	A 1168 810	Retirement	\$2,499.00
A 1168 110	Salary- Regular	A 1168 830	Social Security	\$1,466.00
A 1168 110	Salary- Regular	A 1168 831	Medicare Contributions	\$343..00
A 1168 110	Salary- Regular	A 1168 444	Travel/Education/Conference	\$4,000.00

Please state reason for transfers requested: Transfer is required to transfer money into the appropriate lines of Salary-Part Time and fringe line codes.

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:

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: _____

DATE: June 18, 2018

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4189.110	Bioterrorism -Part Time Salaries	A.4189.110	Bioterrorism -Full Time Salaries	\$3,671.62
2.	A.4189.130	Bioterrorism -Part Time Salaries	A.4189.110	Bioterrorism -Full Time Salaries	\$7,008.75
3.	A.4189.130	Bioterrorism -Part Time Salaries	A.4189.810	Bioterrorism-Retirement Expense	\$2,717.77
			A.4189.830	Bioterrorism-Social Security Expense	\$1,202.16
			A.4189.831	Bioterrorism -Medicare Expense	\$118.06

Total Transfers **\$14,718.36**

1. To transfer funds from Part Time salaries to Full Time Salaries for the Public Health Program Coordinator for hours worked towards BT Grant 3/4-5/27/18 Payrolls. Salary has been paid in full through the Health Education program, however these hours need to be allocated to the BT Grant within FT salary expense line.
2. To transfer fund from Part time salary to Full time salary within the BT Grant. Part time Liason position to be filled in fall 2018, however FT PH Program Coordinator remains assisting in BT and reflects more accurately time given to grant by the Public Health Educator. These funds are to cover the FT salaries from 6/1-12/31/18.
3. To transfer funds from BT Part time salaries to Fringes: Retirement, Social Security and Medicare expenses to cover total fringe to year end 12/31/18.

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: _____ DATE: 6/19/2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DM.5130 422	Road Machinery, Machinery, Repair/Maint-Equipment	DM.5140 422	Road Machinery, Motor Fuel Farm, Repair/Maint- Equipment	\$ 5,000.00

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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: DISTRICT ATTORNEY 1165

SIGNED:

DATE: June 20, 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

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-	A.1165 110	Salary Regular	\$28,500.00
	Other Payments/Contributions	A.1165 810	Retirement	\$3,152.00
		A.1165 830	Social Security	\$1,767.00
		A.1165 831	Medicare Contributions	\$413.00

Please state reason for transfer request:

To cover resolution for On Call Pay.

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

Warren County Board of Supervisors

RESOLUTION NO. 294 OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, FRASIER, MCDEVITT, BROCK, VANSELOW, MONTESI, LEGGETT, BRAYMER, GERAGHTY, SIMPSON AND HYDE

ESTABLISHING AN ON-CALL POLICY FOR WEEKEND AND HOLIDAY ARRAIGNMENTS AND AUTHORIZING PAYMENT OF TWO HUNDRED FIFTY DOLLARS PER DAY

WHEREAS, recent New York State legislation authorizes the establishment of a plan to designate off-hours arraignment proceedings in New York State, and

WHEREAS, this legislation is aimed at minimizing delays in the arraignment process and ensuring that defendants can be represented by counsel at arraignment, and

WHEREAS, in order to address the increased staffing demand required to comply with this legislation, the District Attorney has recommend establishment of a policy to authorize a payment of Two Hundred Fifty Dollars (\$250) per day for on-call weekend and holiday arraignments, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the establishment of a policy to authorize a payment of Two Hundred Fifty Dollars (\$250) per day for on-call weekend and holiday arraignments, in a form approved by the County Attorney, and be it further

RESOLVED, that funding for this expense will be paid from Budget Code A.1165 110, District Attorney, Regular Salaries.

McDonald, Paulette

From: McKinstry, JoAnn
Sent: Thursday, May 03, 2018 2:31 PM
To: McDonald, Paulette
Cc: Carusone, Jason; Moore, Ryan
Subject: On Call Pay

Follow Up Flag: Follow up
Flag Status: Flagged

Paulette,

The Budget Team received your request for On Call Pay at \$28,500 for 2018. However, we missed that request when presenting the budget for 2018. I spoke with Budget Officer Thomas and he advised that it be brought up at your committee and, if approved, the Finance Committee will provide a source of funding.

You will need resolution request form #11 – Please work with Jackie to fill out this form. She can determine a title for the position. Once this is approved, the On Call Pay will show on the Salary Schedule.
 You will also need resolution request form #10 – Transfer of funds – This form you will fill out the bottom as if it is coming from Contingent Account

This should get you what you need to proceed. We apologize for this inconvenience. If you have any questions, please feel free to contact me.

Best regards,

*JoAnn McKinstry
 Assistant County Administrator
 Warren County Office of the County Administrator
 1340 State Route 9
 Lake George, NY 12845*

*Phone 518-761-7655
 Fax 518-761-7652*

Confidentiality Notice This email message, including all the attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. If you are not the intended recipient, you are not authorized to read (anymore than you have), use, disclose or otherwise act upon this email and/or any attachments other than to contact the sender immediately by reply email and destroy/permanently delete all copies of the original message, including attachments. Unauthorized use or disclosure is prohibited. Thank you for your compliance.

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, 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 \$3,744.40

- (c) **Revenue Code (with title), and Amount:**
A.3110 2680 \$3,744.40

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

WARREN COUNTY ATTORNEY'S OFFICE

Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
Telephone 518 - 761 - 6463
Fax 518 - 761 - 6377

LAW DEPARTMENT

DATE: 06/08/2018
TO: Michael Swan
FROM: Laney Morgan
RE: Insurance check NYMIR Claim #WARR-2018-012-001

Enclosed please find NYMIR check #94155 in the amount of \$500.00 representing the deductible recovered from Irmgard Foukal's insurance (CSAA) for damage to Sheriff Cruiser MV528 (VIN#1FAHP2MK1FG137668) on 3/29/18 on State Route 9, Queensbury, NY.

In accord with Rob Lynch's email from 2/23/17, I am forwarding this to you, rather than the Sheriff's department.

C: C. Shawn Lamouree, Undersheriff

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/05/18

CHECK NO. 0000094155

Description	Check Amount
Claim No: WARR-2018-012-001, Deductible Reimbursement	\$500.00
DOL: 3/29/2018, VIN: KMHCT4AE2EU597668, 2014 Accent	
CHECK TOTAL	\$500.00

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 CHECK NO. 0000094155
 119 WASHINGTON AVENUE
 ALBANY, NY 12210

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

29-7
213

DATE
6/05/18

PAY: Five hundred and 00/100 Dollars

TO THE ORDER OF **WARREN COUNTY**

CHECK AMOUNT
\$*****500.00

MAIL TO **WARREN COUNTY**
 1340 STATE ROUTE 9
 LAKE GEORGE, NY 128459803

[Signature]
 Signature has a color background

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 & Community Development

DATE: June 18, 2018

- (a) Purpose of Request: To record a portion of the \$150,000 2015 County contribution to the Lake George Park Commission expended in the General Fund as State reimbursable expenditures in capital project H347 - Invasive Species Boat Washing.

In addition, to reduce the amount recorded as a 2014 advance payment from Warren County to the Lake George Park Commission (\$100,000), to establish the boat wash stations, in the amount of \$1,912.65. In reviewing expenses made by the Lake George Park Commission, towards this project, it was determined that some expenses occurred prior to the start date of the contract period (April 1, 2014). Although, the Lake George Park Commission expensed in excess of the \$100,000 (advanced by Warren County), expenses made outside of the contract period are deemed ineligible for utilization as match or for reimbursement towards the funding award.

The purpose of these requests are to ensure that only eligible contract activities are submitted to the New York State Department of State.

- (b) Details: \$1,445.29 will be recorded as reimbursable expenditures from the 2015 County contribution to the Lake George Park Commission.

Reduce the amount recorded as a 2014 advance payment from Warren County to the Lake George Park Commission (\$100,000), to establish the boat wash stations, in the amount of \$1,912.65.

- (c) Previous Resolution Number: **Resolution No. 139 of 2018**
- (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: Warren County Health Services-Home Care Division

DATE: June 18, 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 **\$12,155.00** 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 \$12,155.00

Revenue Code (with title), and Amount:

A.4010.3426 Health Services—DSRIP Engagement Funds Revenue \$12,155.00.

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: Park O & M

DATE: 06/19/2018

- (a) Purpose of Request: To Reimburse Village of Lake George for Charles R. Wood Park Attendants, Supplies.

- (b) Details: Appropriation Code A.1625 413 Charles R. Wood Park, Repair and Maint - Bldg/Property, \$664.00 and A.1625 410, Charles R. Wood Park, Supplies \$95.05.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Deferred Revenue - Gaslight Village Parking Fees, A.691.07, \$759.05.

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

* as listed in budget and LOGOS

No 2438

Statement
VILLAGE OF LAKE GEORGE
P.O. Box 791
Lake George, New York 12845
518-668-5771

TO: Kevin Hajos, Supt

May 8, 2018

Warren Co., DPW

DATE

4028 Main Street

Warrensburg, NY 12885

FOR:

Wood Park Attendants for May 2018

\$664.00

Wood Park Supplies for May 2018

95.05

Total Amount Due \$759.05

Very truly yours,
David Harrington, DPW Supt

A2706

Wood park attendents/May 2018				
DATE	ATTENDENT	cost per hour	hours worked	COST
4/23/2018	Dave Goodsell	\$ 12.50	8	\$ 100.00
4/23/2018	Dan E	\$ 11.00	8	\$ 88.00
4/25/2018	Dave Goodsell	\$ 12.50	8	\$ 100.00
4/25/2018	Dan E	\$ 11.00	8	\$ 88.00
4/26/2018	Dave Goodsell	\$ 12.50	8	\$ 100.00
4/26/2018	Dan E	\$ 11.00	8	\$ 88.00
4/27/2018	Dave Goodsell	\$ 12.50	8	\$ 100.00
Total Amount Due				\$ 664.00

WOOD PARK SUPPLIES	May. 2018		
item	amount	cost each	total
Caulk, Air filer, Misc	1	\$ 95.05	\$ 95.05
Total			\$ 95.05

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: County Clerk/Records Mgt

DATE: June 15, 2018

(a) Purpose of Amendment:

To amend the 2018 Warren Co. Budget to include funding (\$ 61,024) received from the LGRMIF, based on grant submitted : Res 493 of 2017. Grant app institutional authorization: 1/16/2018, Kevin Geraghty, Acting Co. Administrator; Pamela J. Vogel, RMO, Project # 0580-19-7635

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

A 1460 425 Reproduction Expenses \$ 61,024

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

A 1460 3060 Records Management \$ 61,024

WARREN COUNTY Journal Report - May 2018

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Clerk of Legisiati - Clerk of the Legislative Board					
5/4/2018	A.1010 260	Other Equipment	Budget Transfer out of Object Code from A.1010 410	\$ 326.25	
5/4/2018	A.1010 410	Supplies	Budget Transfer out of Object Code to A.1010 260		\$ 326.25
County Attorney - County Attorney					
5/14/2018	A.1420 410	Supplies	Within Object Code Transfer from A.1420 437 to A.1420 410	\$ 2,000.00	
5/14/2018	A.1420 437	Consulting Fees	Within Object Code Transfer from A.1420 437 to A.1420 410		\$ 2,000.00
DPW_DPW Admin - DPW,DPW Administration					
5/1/2018	A.5610 436	Advertising Fees	Transfer Within Budget Code from A.5610 470	\$ 280.00	
5/1/2018	A.5610 470	Contract	Transfer Within Budget Code to A.5610 436		\$ 280.00
5/14/2018	A.7111 410	Supplies	Transfer Within Budget Code from A.7111 415	\$ 360.00	
5/14/2018	A.7111 415	Electricity	Transfer Within Budget Code to A.7111 410		\$ 360.00
5/18/2018	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1620 421	\$ 5,000.00	
5/18/2018	A.1620 421	Equipment Rental	Transfer Within Budget Code from A.1620 413		\$ 5,000.00
5/23/2018	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.5610 416	\$ 1,062.00	
5/23/2018	A.5610 416	Oil & Gas-Heating	Transfer Within Budget Code from A.5610 413		\$ 1,062.00
5/23/2018	A.7110 436	Advertising Fees	Transfer Within Budget Code from A.7110 453	\$ 27.25	
5/23/2018	A.7110 453	Uniforms & Clothing	Transfer Within Budget Code to A.7110 436		\$ 27.25
5/23/2018	D.5110 424	Postage	Transfer Within Budget Code from D.5110 470	\$ 50.00	
5/23/2018	D.5110 470	Contract	Transfer Within Budget Code to D.5110 424		\$ 50.00
5/24/2018	D.5110 860	Hospitalization	Transfer Within Budget Code to D.5110 862	\$ 149.00	
5/24/2018	D.5110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from D.5110 860		\$ 149.00
5/24/2018	D.5142 810	Retirement	Transfer Within Budget Code to D.5142 860	\$ 1,361.97	
5/24/2018	D.5142 810	Retirement	Transfer Within Budget Code to D.5142 865		\$ 10.58
5/24/2018	D.5142 860	Hospitalization	Transfer Within Budget Code from D.5142 810	\$ 1,361.97	
5/24/2018	D.5142 865	Dental Insurance	Transfer Within Budget Code from D.5142 810		\$ 10.58

OFA - Office for the Aging									
5/10/2018	A.6772 416	Oil & Gas-Heating		within object code transfer from A6772445				\$ 80.00	
5/10/2018	A.6772 445	Foods		within object code transfer to A6772416				\$ 80.00	
5/31/2018	A.6772 415	Electricity		within object code transfer to A6772416				\$ 800.00	
5/31/2018	A.6772 416	Oil & Gas-Heating		within object code transfer from A6772415				\$ 800.00	
Office of EMS - Office of Emergency Services									
5/17/2018	A.3640 230	Automotive Equipment		Budget transfer within object code to A.3640 250				\$ 129.95	
5/17/2018	A.3640 250	Technical Equipment		Budget transfer within object code from A.3640 230				\$ 129.95	
5/25/2018	A.3640 230	Automotive Equipment		Budget transfer within object code to A.3640 250				\$ 600.00	
5/25/2018	A.3640 250	Technical Equipment		Budget transfer within object code from A.3640 230				\$ 600.00	
Public Health_Health Services - Public Health,Health Services									
5/9/2018	A.4010 410	Supplies		Budget Adj CHHA to A.4010.439 from A.4010.410				\$ 382.00	
5/9/2018	A.4010 439	Misc Fees & Expenses		Budget Adj CHHA to A.4010.439 from A.4010.410				\$ 382.00	
5/9/2018	A.4018.0055 410	Supplies		Tobacco budget transfer to .436 from .410 radio spots				\$ 1,800.00	
5/9/2018	A.4018.0055 436	Advertising Fees		Tobacco budget transfer to .436 from .410 radio spots				\$ 1,800.00	
5/12/2018	A.4189 260	Other Equipment		Out of Code Budget Transfer BT to A.4189.260 from A.4189.423				\$ 336.00	
5/12/2018	A.4189 423	Telephone		Out of Code Budget Transfer BT to A.4189.260 from A.4189.423				\$ 336.00	
5/12/2018	A.4018.0040 860	Hospitalization		Budget Tranfer HE to A.4018.0040.862 fm A.4018.0040.860				\$ 200.00	
5/12/2018	A.4018.0040 862	Health Insurance Cost Reimbursement		Budget Tranfer HE to A.4018.0040.862 fm A.4018.0040.860				\$ 200.00	
5/15/2018	A.4018.0020 424	Postage		Budget Tran Family Hlt to A.4018.002.444 fm .442 \$200 .424 \$300				\$ 300.00	
5/15/2018	A.4018.0020 442	Automotive - Gas & Oil		Budget Tran Family Hlt to A.4018.002.444 fm .442 \$200 .424 \$300				\$ 200.00	
5/15/2018	A.4018.0020 444	Travel/Education/Conference		Budget Tran Family Hlt to A.4018.002.444 fm .442 \$200 .424 \$300				\$ 500.00	
5/22/2018	A.4018.0030 260	Other Equipment		Out of Code Tran IAP Disease to A4018.0030.260 fm .444 .423 .410				\$ 1,500.00	
5/22/2018	A.4018.0030 410	Supplies		Out of Code Tran IAP Disease to A4018.0030.260 fm .444 .423 .410				\$ 400.00	
5/22/2018	A.4018.0030 423	Telephone		Out of Code Tran IAP Disease to A4018.0030.260 fm .444 .423 .410				\$ 300.00	
5/22/2018	A.4018.0030 444	Travel/Education/Conference		Out of Code Tran IAP Disease to A4018.0030.260 fm .444 .423 .410				\$ 800.00	
5/30/2018	A.4013 210	Furniture/Furnishings		WIC Budget Adj to A.4013.210 from A.4013.220				\$ 200.00	
5/30/2018	A.4013 220	Office Equipment		WIC Budget Adj to A.4013.210 from A.4013.220				\$ 200.00	
5/30/2018	A.4054.0060 210	Furniture/Furnishings		EI Budget Transfer to A.4054.0060.210 fm A.4054.0060.220				\$ 70.00	
5/30/2018	A.4054.0060 220	Office Equipment		EI Budget Transfer to A.4054.0060.210 fm A.4054.0060.220				\$ 70.00	

Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement

5/18/2018	A.3110 230	Automotive Equipment	Out of Code Transfer from A.3110 441	\$ 29,418.50
5/18/2018	A.3110 441	Auto-Supplies & Repair	Out of Code Transfer to A.3110 230	\$ 29,418.50
Social Services - Social Services				
5/4/2018	A.6010 220	Office Equipment	Out of Budget Code Transfer from A.6010 410	\$ 100.00
5/4/2018	A.6010 410	Supplies	Out of Budget Code Transfer to A.6010 220	\$ 100.00
5/7/2018	A.6030 436	Advertising Fees	Budget Transfer from A. 6030 436 to A. 6030 444	\$ 303.00
5/7/2018	A.6030 444	Travel/Education/Conference	Budget Transfer to A. 6030 444 from A. 6030 436	\$ 303.00
5/10/2018	A.6050 469	Other Payments/Contributions	Budget Transfer within Object Code from A.6050 470	\$ 30,000.00
5/10/2018	A.6050 470	Contract	Budget Transfer within Object Code to A.6050 469	\$ 30,000.00
Tourism - Tourism				
5/2/2018	A.6417.0002 469	Other Payments/Contributions	Transfer from A.6417.0002 480.05	\$ 40,000.00
5/2/2018	A.6417.0002 480.05	Tourism - Business Promotion	Transfer to A.6417.0002 469	\$ 40,000.00
5/4/2018	A.6417.0002 480.05	Tourism - Warren County Projects	Transfer from A.6417.0002 480.05	\$ 12,000.00
5/4/2018	A.6417.0002 480.04	Tourism - Business Promotion	A.6417.0002 480.04	\$ 12,000.00
Treasurer Disb - Treasurer Departmental Activity				
5/3/2018	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 439	\$ 10.00
5/3/2018	A.1325 439	Misc Fees & Expenses	Budget Transfer from A.1325 410 to A.1325 439	\$ 10.00
5/24/2018	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 444.01	\$ 287.00
5/24/2018	A.1325 444.01	Job Related Courses	Budget Transfer from A.1325 410 to A.1325 444.01	\$ 287.00
Weights & Meas - Weights & Measures				
5/4/2018	A.6610 441	Auto-Supplies & Repair	Budget Transfers within Object Code to A.6610 444	\$ 150.00
5/4/2018	A.6610 444	Travel/Education/Conference	Budget Transfers within Object Code from A.6610 441	\$ 150.00
Youth - Youth				
5/2/2018	A.7312 410	Supplies	Budget Transfer within Object Code from A.7312 470	\$ 2,000.00
5/2/2018	A.7312 470	Contract	Budget Transfer within Object Code to A.7312 410	\$ 2,000.00

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: CLERK OF THE BOARD

DATE: JUNE 26, 2018

- (a) Purpose of Request:
To authorize the Chairman to sign in approval of a change of payment frequency by the Capital District Off Track Betting Corp.

- (b) Details:
Capital District OTB has submitted a letter requesting approval to authorize a change in the frequency of OTB payments to the County from quarterly to annually

- (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



Capital District Regional Off-Track Betting Corporation

510 Smith Street, Schenectady, New York 12305
(518) 344-5200

June 5, 2018

Hon. Ronald Conover
Warren County Board of Supervisors
1340 State Rt. M948 Court Street
Lake George, NY 12845

Re: Capital District Regional Off-Track Betting Corporation ("Capital OTB") – Change of Quarterly Payments to Participating Counties/Cities

Dear Hon. Ronald Conover:

I am writing to inform you that as part of the State Fiscal Year 2017-18 Budget, the State Legislature included legislation that sought to address cash flow issues currently being experienced by Off Track Betting Corporations (OTBs) throughout the State. The Legislation provides Capital OTB the authority to change an accounting procedure that mandates operating on a quarterly basis for paying out profits to an annual basis just like most other government organizations.

In 2017 Capital OTB returned approximately \$100,000 to our 17 participating municipal partners through this quarterly vehicle. We believe that distributing net revenue on an annual basis will allow Capital OTB to continue operating and will strengthen the surcharge revenue stream, which totaled more than \$1 million last year, participating municipal governments will still receive for the foreseeable future.

We ask you to support this measure by signing below. Your signature below would authorize your County's designated Capital OTB representative, who acts as an agent of the County, to make an annual decision on a foregoing basis related to modifying the quarterly payments currently provided to Capital OTB's participating municipal partners.

As noted above, the payment of surcharge to our municipal partners will not be effected in any way. Those payments will continue to be made to our municipal partners on a monthly basis as per New York State law.

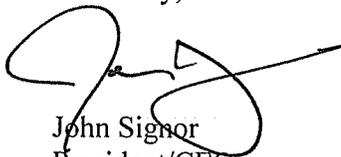
I would be happy to discuss the matter further with you, in person or over the telephone should you have any questions about this modification.

Thank you for your time and attention to this matter. Please contact me directly at (518) 344-5227 should you require any further information on this item.

Sincerely,

Marcel Webb
Chairman, Capital OTB
Board of Directors

Sincerely,



John Signor
President/CEO

Warren County Representative:

Signature

Print Name

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 26, 2018

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) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
 - Civil Service -*
 - A) Request for a new contract with Glens Falls Hospital Center for Occupational Health to provide medical exams for police and patrol officer candidates
 - Human Resources-*
 - B) Review of report on tracking of vacancies filled.
 - C) Request to amend Resolution No. 559 of 2012 to make changes to the Wellness Program and Committee.
 - 3) **Referral from the Criminal Justice & Public Safety Committee:**
 - District Attorney -*

Request to create the new position of On-Call Pay, *Annual Salary of \$33,832 - includes fringe benefits*, retroactive to January 1, 2018. The on-call pay provision was authorized by Resolution No. 294 of 2017 but funding was inadvertently omitted from the 2018 Budget because this position was not created in the Salary Schedule. *Note: a request will be presented to the Finance Committee for \$33,832 to cover the cost of on-call pay for 2018.*
 - 4) **Referrals from the Support Services Committee, County Attorney:**
 - A) Request to create and fill the new position of Legal Assistant-Real Estate, *Annual Salary \$40,000 - \$50,000 depending on experience*, effective July 23, 2018. *Note: although this position is not included in the 2018 Budget, funds are available in the departmental contract code to cover the expense.*
 - B) Request to create and fill the new position of Secretary to the County Attorney-Temporary, *Annual Salary \$45,084 pro-rated - not to exceed 32 hours per week*, effective June 23, 2018. *Note: although this position is not included in the 2018 Budget, funds are available for transfer within the existing departmental budget to cover the expense.*
 - 5) **Requests from the Clerk of the Board:**
 - A) Request to amend Resolution No. 193 of 2012 to change the language concerning the designated alternate for the Park Operations & Management Committee from the Superintendent of Public Works to a member of the Board of Supervisors to be designated by the Chairman of the Board.
 - B) Request to amend Resolution No. 262 of 2018, Approving Standard Work Day and Time Reporting, to include additional submissions.
 - 6) **Suggested Appointments:**

Supervisor Simpson suggests the appointment of Supervisor Michael Wild to fill Warren County's remaining vacant representative position to the Warren-Washington Counties Industrial Development Agency.

Continued

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 -** Building Maintenance Worker #2, *Grade 6, Base Annual Salary \$31,017*, due to resignation.
Cleaner #12, *Grade 2, Base Annual Salary \$26,743*, due to creation in the 2018 Budget.
- County Administrator -** Assistant to the County Administrator, *Annual Salary \$68,288*, due to retirement.
Assistant to the County Administrator-PT, *Annual Salary \$68,288 pro-rated to not to exceed 28 hours/week - position duration not to exceed 6 months*, due to creation.
- County Attorney -** Secretary to the County Attorney, *Annual Salary \$45,084*, due to resignation.
- County Treasurer-** Accounting Technician, *Grade 19, Base Annual Salary \$46,318*, due to creation.
- Health Services -** Supervising Public Health Nurse #6, *Annual Salary \$69,272*, due to retirement.
- Public Works -** HEO #15 STA (*seasonal*), *Grade 10, Base Annual Salary \$600 (pro-rated)*, due to creation.
HEO #16 STA (*seasonal*), *Grade 10, Base Annual Salary \$600 (pro-rated)*, due to creation.
- Social Services -** Social Welfare Examiner #44 (HEAP), *Grade 8, Base Annual Salary \$34,102*, due to creation.
Secretary, *Grade 4, Base Annual Salary \$28,589*, due to reclassification.