

FINANCE COMMITTEE
AGENDA
MARCH 1, 2019

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

Please note - there are no requests for transfers of funds this month.

1) Referrals from the Criminal Justice & Public Safety Committee, Sheriff:

- A) Request to amend the County Budget in the amount of \$522,261 to reflect receipt of grant funding from the 2018 Statewide Interoperability program.
- B) Request for a transfer of funds in the amount of \$6,795 from the Contingent Account to pay for an update to the Crash Data Retrieval software and hardware for the Traffic Safety Unit.

2) Referral from the Health, Human & Social Services Committee, Mental Health:

Request to amend the County Budget in the amount of \$60,000 to reflect receipt of grant funding from the New York State Office of Alcoholism and Substance Abuse Services (OASAS) designated for jail-based substance abuse treatment services.

3) Referral from the Public Works Committee, DPW:

Request to amend the County Budget in the amount of \$509.15 to reflect receipt of insurance recovery funds for repairs to a vehicle.

4) Referral from the Support Services Committee, County Administrator:

Request to amend the County Credit Card Policy to authorize an additional credit card in the name of the Clerk of the Board with a monthly limit of \$30,000 for use solely by the Warren County Tourism Department and eliminating Section IV(B) of the Policy since it is no longer applicable.

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

- A) Journal Reports of transfers approved by the County Administrator staff during January of 2019.
- B) Request to appropriate funds in the total amount of \$97,247 from the Vehicle Reserve to various departmental budgets to cover vehicle purchases.
- C) Attorney salaries

- 6) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Committee Agenda Item 2C-E, 3A-C and 4A-B.

IV. Pending Items:

No items this month.

- V. Privilege of the Floor

- VI. Motion to Adjourn

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: 02/25/2019

(a) Purpose of Amendment:

Amend the County Budget to increase revenue to reflect monies to be received from 2018 Statewide Interoperability Grant

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

**A.3020.4039 470 - Sheriff's 911 Center, 2018 Interop Comm Grant, Contract
\$133,636.00**

**A.3020.4039 260 - Sheriff's 911 Center, 2018 Interop Comm Grant, Other Equip
\$388,625.00**

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

**A.3020.4039 4380 - Sheriff's 911 Center, 2018 Interop Comm Grant, State
Homeland Security Program - \$522,261.00**

| | |
|--|--|
| <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: C198020 (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: SI2018 CFDA NUMBER: DHSES NUMBERS: WM18198020</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 01/01/2019 TO 12/31/2020 FUNDING AMOUNT FOR INITIAL PERIOD: \$522,261.00</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 <input type="checkbox"/> APPENDIX X Modification Agreement Form (to accompany Modified appendices for changes in terms or considerations on an existing period or for renewal periods) <input type="checkbox"/> DHSES-55 Budget Amendment/Grant Extension Request <input type="checkbox"/> 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: 12/14/2018 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: 12/13/2018</p> | |
| <p>ATTORNEY GENERAL'S SIGNATURE _____ Title: _____ Date: _____</p> | <p>COMPTROLLER'S SIGNATURE _____ Title: _____ Date: _____</p> |

Award Contract

Statewide Interoperable Communications Grant

Project No. S118-1031-D00
 Grantee Name Warren County

12/14/2018

Appendix B - Project Budget

Budget Summary by Participant

Warren County Warren County Sheriff's Office - Version 1

| # | Consultant Services | Number | Unit Cost | Total Cost | Grant Funds | Matching Funds |
|--------------|---|--------|-------------|--------------------|--------------------|----------------|
| 1 | Consultant for Land Mobile Radio Network Optimization | 1 | \$55,000.00 | \$55,000.00 | \$55,000.00 | \$0.00 |
| Total | | | | \$55,000.00 | \$55,000.00 | \$0.00 |

| # | Equipment | AEL | Number | Unit Cost | Total Cost | Grant Funds | Matching Funds |
|--------------|---|-----|--------|---------------------|---------------------|---------------|----------------|
| 1 | P25 Compliant Interoperable Communications Repeater Upgrades | n/a | 1 | \$125,000.00 | \$125,000.00 | \$125,000.00 | \$0.00 |
| 2 | P25 Compliant Interoperable Communications Radio System and related components | n/a | 1 | \$118,625.00 | \$118,625.00 | \$118,625.00 | \$0.00 |
| 3 | Antenna Combiner | n/a | 1 | \$16,500.00 | \$16,500.00 | \$16,500.00 | \$0.00 |
| 4 | P25 Compliant Interoperable Communications Equipment (Portable Radios and related components) | n/a | 1 | \$27,000.00 | \$27,000.00 | \$27,000.00 | \$0.00 |
| 5 | AC Power System upgrade | n/a | 1 | \$35,500.00 | \$35,500.00 | \$35,500.00 | \$0.00 |
| 6 | Backup Power (DC Power system for Land Mobile Radio Equipment) | n/a | 1 | \$32,000.00 | \$32,000.00 | \$32,000.00 | \$0.00 |
| 7 | Antenna Systems for Tower Sites | n/a | 1 | \$34,000.00 | \$34,000.00 | \$34,000.00 | \$0.00 |
| Total | | | | \$388,625.00 | \$388,625.00 | \$0.00 | |

| # | All Other Expenses | Number | Unit Cost | Total Cost | Grant Funds | Matching Funds |
|--------------|--|--------|-------------|--------------------|--------------------|----------------|
| 1 | Tower Analysis, evaluation and Repairs costs | 1 | \$78,636.00 | \$78,636.00 | \$78,636.00 | \$0.00 |
| Total | | | | \$78,636.00 | \$78,636.00 | \$0.00 |

| Warren County Sheriff's Office Total Project Costs | Total Cost | Grant Funds | Matching Funds |
|--|--------------|--------------|----------------|
| | \$522,261.00 | \$522,261.00 | \$0.00 |

| Total Project Costs | Total Cost | Grant Funds | Matching Funds |
|---------------------|--------------|--------------|----------------|
| | \$522,261.00 | \$522,261.00 | \$0.00 |

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:  **UNDERSHERIFF**

DATE: 02-25-2019

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

c

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.3110 260 | Sheriff Law Enforcement Other Equipment | \$6,795 |

Please state reason for transfer request: Update Crash Data Retrieval software and hardware (cables / interfaces) for the Traffic Safety Unit.

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

CRASH DATA GROUP INC.

800-280-7940 ext. 1
 crash@crashdatagroup.com

Remit To:

PO Box 892885 | Temecula, CA 92589



QUOTE

| | | | |
|-----------|-----------|-----|---------|
| QUOTE # | | REV | |
| Q9569 | | | |
| DATE | EXP. DATE | REP | PREP BY |
| 1/28/2019 | 2/28/2019 | SC | |

| | |
|--|---|
| BILL TO | SHIP TO |
| Warren County Sheriff 1400 State Route 9 Lake George, NY 12845 | Electronic Delivery Benjamin Geisler ben.geisler@warrencountysheriffny.us |

| ITEM | DESCRIPTION | QTY | RATE | TOTAL (USD\$) |
|------------|---|-----|----------|---------------|
| F00E900038 | CDR Software Subscription: One year - Electronic Delivery USER ID G0540 (to be assigned) | 1 | 1,050.00 | 1,050.00 |
| 953 | USB to Serial Adapter for the Bosch CDR Tool (one-piece). Part# F00K108953. | 1 | 60.00 | 60.00 |
| SHIP | Shipping and Handling | 1 | 20.00 | 20.00 |

Crash Data Group Inc / PO Box 892885 / Temecula / CA / 92589
 The sole source distributor for the Bosch CDR Tool in the U.S. & Canada.
 View our W9 & Sole Source letter at www.crashdatagroup.com/support

| | |
|-------------------------|------------|
| SUBTOTAL | \$1,130.00 |
| SALES TAX (0.0%) | \$0.00 |
| TOTAL (USD\$) | \$1,130.00 |

CRASH DATA GROUP INC.

800-280-7940 ext. 1
 crash@crashdatagroup.com



QUOTE

Remit To:

PO Box 892885 | Temecula, CA 92589

| | | | |
|-----------|-----------|------|----------|
| QUOTE # | | REV | |
| Q9570 | | | |
| DATE | EXP. DATE | REP. | PREP. BY |
| 1/28/2019 | 2/28/2019 | SC | |

| BILL TO | SHIP TO |
|--|--|
| Warren County Sheriff 1400 State Route 9 Lake George, NY 12845 | Warren County Sheriff 1400 State Route 9 Lake George, NY 12845 |

| ITEM | DESCRIPTION | QTY | RATE | TOTAL (USD\$) |
|------|---|-----|--------|---------------|
| 825 | Honda ACM Cable (17.2 Release): Part# 1699200466; Cable ID# 825 | 1 | 165.00 | 165.00 |
| 827 | Toyota ACM Cable (17.2 Release): Part# 1699200559; Cable ID# 827 | 1 | 165.00 | 165.00 |
| 821 | GM / FCA ACM Cable (17.5 Release): Part# 1699200365; Cable ID# 821 | 1 | 165.00 | 165.00 |
| 828 | Nissan ACM Cable (17.5 Release): Part# 1699200596; Cable ID# 828 | 1 | 165.00 | 165.00 |
| 829 | FCA ACivi Cable (17.5 Release): Part# 1699200618; Cable ID# 829 | 1 | 165.00 | 165.00 |
| 831 | Mazda ACM Cable (17.8 Release): Part# 1699200696; Cable ID# 831 | 1 | 165.00 | 165.00 |
| 832 | Daimler ACM Cable (17.8 Release): Part# 1699200697; Cable ID# 832 | 1 | 165.00 | 165.00 |
| 826 | Audi FlexRay ACM Cable (17.7 Release): Part# 1699200553; Cable ID# 826 | 1 | 225.00 | 225.00 |
| 830 | Volvo FlexRay ACM Cable (17.7 Release): Part# 1699200646; Cable ID# 830 | 1 | 225.00 | 225.00 |
| SHIP | Shipping and Handling | 1 | 25.00 | 25.00 |

Crash Data Group Inc / PO Box 892885 / Temecula / CA / 92589
 The sole source distributor for the Bosch CDR Tool in the U.S. & Canada.
 View our W9 & Sole Source letter at www.crashdatagroup.com/support

| | |
|-------------------------|------------|
| SUBTOTAL | \$1,630.00 |
| SALES TAX (0.0%) | \$0.00 |
| TOTAL (USD\$) | \$1,630.00 |

CRASH DATA GROUP INC.

800-280-7940 ext. 1
 crash@crashdatagroup.com

Remit To:

PO Box 892885 | Temecula, CA 92589



QUOTE

| | | | |
|-----------|-----------|-----|---------|
| QUOTE # | | REV | |
| Q9571 | | | |
| DATE | EXP. DATE | REP | PREP BY |
| 1/28/2019 | 2/28/2019 | SC | |

| BILL TO | SHIP TO |
|--|---|
| Warren County Sheriff 1400 State Route 9 Lake George, NY 12845 | Electronic Delivery Benjamin Geisler ben.geisler@warrencountysheriffny.us |

| ITEM | DESCRIPTION | QTY | RATE | TOTAL (USD\$) |
|----------|---|-----|----------|---------------|
| CDR-900K | CDR 900 Upgrade Kit (17.8 Release): Part# 1699200630. Includes interface module and connections cables | 1 | 3,800.00 | 3,800.00 |
| CASE-PRO | Hard-shell case for the Bosch CDR Tool. Includes custom cut foam tray, custom lid organizer and extra tray for storage. Color: green. | 1 | 200.00 | 200.00 |
| SHIP | Shipping and Handling | 1 | 35.00 | 35.00 |

Crash Data Group Inc / PO Box 892885 / Temecula / CA / 92589
 The sole source distributor for the Bosch CDR Tool in the U.S. & Canada.
 View our W9 & Sole Source letter at www.crashdatagroup.com/support

| | |
|-------------------------|------------|
| SUBTOTAL | \$4,035.00 |
| SALES TAX (0.0%) | \$0.00 |
| TOTAL (USD\$) | \$4,035.00 |

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

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 2/25/19

- (a) Purpose of Amendment: **To amend the 2019 Warren County budget in the amount of \$60,000 (100% State Aid) to allow for acceptance of funding from the New York State Office of Alcoholism and Substance Abuse Services (OASAS) designated for jail-based substance abuse treatment services.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A4320.0150 470, Mental Health Programs-820 River St.-Mental Health, Contractual Expense, \$60,000.**

- (c) Revenue Code (with title), and Amount: **A4320.0150 3490, Mental Health, \$60,000.**

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: Public Works - DPW

DATE: February 21, 2019

- (a) Purpose of Amendment: To Amend 2019 budget \$509.15 dollars to reflect Insurance Recovery payment received February 8, 2019, for repair of Vehicle 16-18, DOL 01/20/19.

- (b) Appropriation Code, Object Code, Full Title and Amount: DM.5130 441, Road Machinery, Automotive Supplies & Repair \$509.15.

- (c) Revenue Code (with title), and Amount: DM.5130 2680, Road Machinery, Insurance Recovery \$509.15.

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 2/05/19

CHECK NO. 0000098425

| Description | Check Amount |
|--|--------------|
| Claim No: WARR-2019-006-001, Commercial Inland Marine Auto Physical Damage, Invoice No: First and Final - Claimant: Warren County DOL: 1/20/2019, 2016 Ram PU | \$509.15 |
| CHECK TOTAL | \$509.15 |

DM, 5130 2680

IF THIS CHECK IS VOID WITHOUT VALUE, GREEN BACKGROUND AND ANY WATER MARK PATTERN ON THE BACK, HOLD AT ANGLE TO VIEW.

NEW YORK MUNICIPAL INSURANCE RECIPROCAL CHECK NO. 0000098425
 119 WASHINGTON AVENUE ALBANY, NY 12210
 KEY BANK OF NEW YORK
 99 WASHINGTON AVENUE, ALBANY, NY 12210
 TWIN TOWERS OFFICE

297
213

DATE
2/05/19

PAY: Five hundred nine and 15/100 Dollars

TO THE ORDER OF WARREN COUNTY

CHECK AMOUNT
\$*****509.15

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

[Signature]

SIGNATURE HAS A COLORED 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: County Administrator

DATE: 2/22/2019

(a) Purpose of Request:

To adopt the amended Credit Card Policy for Warren County authorizing a credit card in the name of the Clerk of the Board with a monthly limit of \$30,000 be obtained and held for use by the Warren County Tourism Department and eliminating Section IV(B) of the Credit Card Policy as it is no longer applicable.

(b) Details:

Throughout the year, the Tourism Department has the need to utilize a county credit card for travel, lodging and other general use purposes including but not limited to advertising and marketing. Utilizing this credit card will provide the department the ability to place ads directly and eliminate the cost of commission paid previously to vendor. Revised Credit Card Policy attached.

(c) Previous Resolution Number:

460/2015, 222/2015

(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

**COUNTY OF WARREN
CREDIT CARD POLICY**

I. OVERVIEW AND PURPOSE

A. Overview.

The use of conventional credit cards (hereinafter “credit cards”) and/or ghost credit cards (credit accounts without the issuance of a physical plastic card for volume purchases where physical cards are not needed or desired and hereinafter “ghost cards”) can be a cost effective method of obtaining products and services for the County. Credit and/or ghost cards can also save personnel time. Travel, training and other similar expenses are more practically and easily handled through the credit card process. In certain cases and depending on the source of the credit or ghost card and terms thereof, the County may even be able to gain additional savings when using a credit and/or ghost card to make purchases of equipment, fuel, materials and/or supplies.

B. Purpose.

To establish the Policy and Procedures for the use of County credit and/or ghost cards by Department Heads or their designee(s). These procedures are intended to accomplish the following:

1. To ensure that the procurement with credit and ghost cards is accomplished pursuant to the policy and procedures established by the County Board.
2. To ensure appropriate internal controls are established within each department procuring with credit and/or ghost cards so that they are used for authorized purposes only.
3. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
4. To ensure that the County bears no legal liability from inappropriate use of credit and/or ghost cards.

II. ADMINISTRATION OF THE COUNTY’S RELATIONSHIP WITH THE BANK ISSUING THE CREDIT CARD

A. Obtaining Credit Cards and Ghost cards

1. Credit cards shall be obtained from the bank or financial institution authorized by resolution of the County Board of Supervisors. Ghost cards for high volume purchases shall be obtained from the same banking

institution that credit cards are obtained from and as authorized by the County Board of Supervisors.

2. Once credit cards and/or Ghost cards are authorized by the Board of Supervisors, the County Administrator will coordinate and arrange for issuance of credit and/or ghost cards in accordance with this policy.
3. The County Administrator and Treasurer shall review enrollment forms, verify all information, and submit an application for credit and/or ghost cards to the bank or financial institution identified in subparagraph (1) hereof. The Chairman of the Board of Supervisors shall sign the enrollment forms on behalf of the County.
4. Credit and/or ghost cards shall be issued to:
 - a. Those Department Heads (hereinafter “Cardholders”);
 - b. For the purposes indicated and at the expenditure limits set forth in *Schedule A* which may be amended from time to time by further resolution of the County Board of Supervisors.
5. All Cardholders shall execute the Cardholder authorization form annexed hereto as *Schedule B* and sign the back of the credit card upon receipt (signature on ghost cards is not possible and hence not necessary).
6. The aggregate County credit limit for all issued credit and ghost cards shall be ~~\$252,000~~. \$292,000.

B. Contact With Card Issuer Representatives.

1. The following officials are authorized to discuss credit card invoices, payments, disputes, temporary limit excess and similar matters:
 - a. Treasurer or designee.
 - b. County Administrator.
 - c. Assistant County Administrator.
2. Cardholders are authorized to discuss credit card invoices, disputes and lost or stolen cards for their for respective department issued credit and/or ghost card(s).

C. Online Management of Credit Cards.

The County Administrator, the Assistant County Administrator and/or designee of

the County Administrator shall arrange for online management of credit and/or ghost cards including required passwords for purposes of viewing account expenditures and payments, card charge requests, new applications, reconciling invoices and other features typically offered by Banks or credit card issuers as online management tools.

III. USE OF THE CREDIT CARD, REVOCATION AND RECORD KEEPING

A. Authorized Users

1. The Cardholder who is issued the card or ghost card is the only person authorized to use that card, except:
 - a. In the instance of the Clerk of the Board who may authorize other County officials or employees to use the card for lodging or general use using the forms annexed hereto as *Schedules C and D*; and
 - b. With respect to the other Cardholders, the Cardholder may allow staff in their respective County Departments to make purchases using the cards or ghost cards, but this shall only be allowed after the credit card use form annexed hereto as *Schedule C or D* is completed.

B. Authorized Purchases

The credit card or ghost card is to be used in the conduct of the County's business only. The use of a County credit card or ghost card to acquire or purchase goods and services for other than official use of the County is fraudulent use and will subject the employee to disciplinary action up to and including dismissal. In addition, the fraudulent use will be reported to the appropriate law enforcement agency for investigation and possible prosecution.

C. Rules of Use

The following restrictions will apply to purchases made with credit or ghost cards:

1. The goods or services must be budgeted and legally allowable.
2. The total value of a transaction shall not exceed a Cardholder's card limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the card limit.
3. Spending limits for the month must be adhered to.
4. Credit and/or ghost card users must inform the merchant that the purchase is tax exempt and provide tax exempt form as necessary.

5. Credit card and/or ghost card users must retain vendor's receipts and/or records of telephone, Internet, and/or mail orders for future reconciliation of the credit card statement. Cardholders or designees shall attach receipts, etc. to the invoice batch submitted to the County Auditor when requesting payment of credit and/or ghost card purchases attributable to the Cardholder or the Cardholder's Department as appears on monthly statements.
6. Credit card and/or Ghost card users must still complete Purchase Orders as required by the County Purchasing Policy (identifying the credit/ghost card issuing bank as payee and providing details as to the service or item purchased). Nothing in this policy shall be construed as a means to circumvent the existing Purchasing Policy of the County in regards to bidding requirements, both formal and informal.
7. Any incentive program benefits arising from the use of County credit cards and/or ghost cards shall be the property of the County and deposited in the County General Fund. The County Board of Supervisors shall determine the use of such incentives, if any.

D. Unauthorized Credit or ghost Card Use

1. The credit and/or ghost card SHALL NOT BE USED for the following:
 - a. Personal purchases or identification.
 - b. A purchase that exceeds the Cardholder's monthly purchase limit.
 - c. Cash advances.
2. A credit card or ghost card user who makes unauthorized purchases shall be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse.

E. Cardholder Record Keeping

1. When the purchase is made over-the-counter, the credit/ghost card user shall retain the invoice and "customer copy" of the charge receipt. The credit/ghost card user is responsible for checking that the vendor lists the quantity, fully describes the item(s), and includes any tax prior to the credit card user signing the slip. Invoices for meals, hotel stays, etc. will include an itemized list of all items and services purchased.
2. When the purchase is made on the Internet, the credit/ghost card user shall print a copy of the receipt and order confirmation before exiting the site.

3. When a purchase is made over the telephone, the credit/ghost card user shall have the vendor fax or email them a copy of the receipt.
4. When the purchase is made by mail, the credit/ghost card user shall retain all confirmations and shipping documentation.
5. When an item is returned, the vendor shall issue a credit, which should appear on a subsequent statement. *Under no circumstances should the credit/ghost card user or Cardholder accept cash in lieu of a credit of the credit card account.*

F. Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder or staff member designated in writing or by email shall receive his/her monthly statement of account that will list the transactions to the Cardholders credit card for that period.
2. The Cardholder or staff member designated in writing or by email shall check each transaction listed on the monthly statement against the authorizations to verify that the statement is correct. If an item is returned and a credit voucher received, the Cardholder or designee shall verify that this credit is reflected on the monthly statement.
3. If purchased items are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAINED** by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase or return, the Cardholder shall notify the County Administrator and the Treasurer.
4. If in reviewing the monthly statement, if it is known that an item purchased was found to be unacceptable or not received or not even ordered, the Cardholder or designee is responsible for either, obtaining the item, obtaining a replacement or indicating a dispute of a non-ordered item as soon as possible as indicated herein. In the case of an item that has been ordered that is not acceptable, the Cardholder should attempt to receive that item by the date the Cardholder receives his monthly statement or consider placing the item into dispute. If any items are placed in dispute by the Cardholder, it should be documented using *Schedule E* Transaction Dispute Form and attached to the statement with the originals to be forwarded to the County Auditor and a copy of all documents to be forwarded to the County Administrator or the Assistant County Administrator who shall handle and/or process the dispute as may be determined appropriate.

G. Cardholder Security

1. It is the Cardholder's responsibility to safeguard the credit/ghost card and account number and any security codes to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust will result in that Cardholder having his/her credit/ghost card withdrawn and disciplinary action.
2. If a credit card or a ghost card number or security code is lost or stolen, the Cardholder shall immediately notify the credit card company, representatives are available 24 hours a day. The County Administrator and Treasurer should also be notified and the Lost/Stolen Card Notification form, *Schedule F*, filled out.
3. A new credit or ghost card shall be promptly issued to the Cardholder after the reported loss or theft. A credit card that is subsequently found by the Cardholder after being reported lost shall be submitted to the County Administrator who will then forward the card to the Treasurer for destruction.

H. Cardholder Separation

Prior to separation from the County of Warren, the Cardholder shall surrender the credit card and current credit card proofs of purchase to the County Administrator. Upon its receipt, the County Administrator will follow the steps outlined under Review of Monthly Statement and Payment of Credit Card Purchases, and forward the card to the Treasurer to be destroyed. Any Cardholder ghost cards shall likewise be terminated and new ghost cards established.

I. Revocation of Credit Card Privileges

1. The issuance of a credit card and/or ghost card to an employee is done at the discretion of the County Board of Supervisors.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit and/or ghost card privileges.
3. Repeated loss or theft of any issued credit or ghost card will be cause to revoke the employee's credit/ghost card use privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit/ghost card privilege.

IV. DOCUMENT SUBMISSION AND PAYMENT OF MONTHLY CREDIT/GHOST CARD INVOICE

A. General County Department Procedure

Original sales documents (packing slip, invoice, cash register tape, credit card slips, etc.) for each transaction MUST be neatly attached to the credit card statement and attach the same to the account payable batch and submit the same to the Auditor's Office within five (5) business days of receiving the monthly statement.

~~B. County Administrator Special procedure for Department charges not paid from the General Bank Account~~

~~The County Administrator or designee will process an out of audit accounts payable batch for any charges that are not paid through the General Bank Account. These invoices will be charged to G/L Account A.391.00 Due from other funds with the department name, vendor and appropriation code entered into the item description.~~

B. County Auditor Review and Payment by Treasurer

1. The Auditor's Office will a) review the documents for accuracy; b) review whether the charges are to the proper accounts, and c) approve the statement for payment.
2. The County Treasurer or staff member designated in writing shall be authorized to access the County's credit account online in order to verify charges and make or push online payments.
3. All purchases made with credit and/or ghost cards shall be paid for within the grace period so that no interest charge or penalties will accrue.

V. AUDITS

The Treasurer may, at the Treasurer's discretion, conduct random audits for both card authority and receipt retention as well as statement review.

SCHEDULE A

Credit card and/or ghost cards shall be issued to the Department Heads (hereinafter “Cardholders”) for the purposes and monthly limits set forth:

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$30,000;**
- ~~c.b.~~ One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- ~~d.e.~~ One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- ~~e.d.~~ One credit card in the name of the Superintendent of the Department of Public Works for E-bay fees only with a monthly credit limit of \$1,000;
- ~~f.e.~~ One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and
- ~~g.f.~~ Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed \$150,000.

Use of credit cards for travel and lodging shall be for the purposes set forth as *Schedule D*.

Use of credit cards for general purposes shall include purchases of a small dollar amount, food service, fuel, supplies, materials, conference registrations, hardware store purchases, Federal Express, United Parcel Service and postal charges, other miscellaneous items authorized in Department Budgets, except when the County has an established account or using a ghost account with a vendor in which case that account shall be used and not the credit card. General purposes shall not include alcoholic beverages, tobacco, lottery tickets, cash advances or ATMs, ~~gift certificates~~ or purchases that require Board Resolutions until such a Board Resolution has been adopted.

SCHEDULE "B"

**ACKNOWLEDGMENT OF RECEIPT OF THE
MASTERCARD PURCHASE CARD**

Last 4 digits of Card: _____

I acknowledge that, on the date indicated below, I received a Purchase Card for my Department's use. I have previously received a copy of the County Credit Card Policy which set forth, among other things, Cardholder use and responsibilities. I understand that:

The Purchase Card is a cost-effective method for the purchase and payment of small dollar material transactions and is limited to \$_____ per month.

The Purchase Card is to be used solely for business purchases; not personal purchases.

I am responsible for reconciling monthly statements and maintaining accurate accounting records.

Should my employment with Warren County terminate, I am responsible for returning the Purchase Card to the County Administrator.

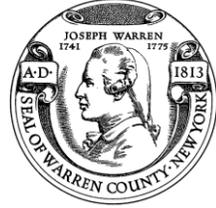
Department Head Name: _____
(Please Print)

Department Head Signature: _____

Date: _____

Warren County Board of Supervisors

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803



Telephone 518-761-6535
Fax 518-761-7652

Ronald F. Conover, Chairman

Amanda Allen, Clerk of the Board

SCHEDULE "C"

GENERAL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount \$ _____

Purchase Order # (if required): _____

This is to confirm _____ is authorized to use my credit card for
_____ (merchandise) for County purposes.

All purchases are tax exempt.

Vendor Name: _____

Date of Purchase: _____

Name on credit card: Clerk of the Board (Amanda Allen)

Card Number: Ending in: _____ MasterCard / Visa / Other _____

Expiration Date: _____

Call me at (518) 761-7656 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen)

Warren County Board of Supervisors

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803



Telephone 518-761-6535
Fax 518-761-7652

Ronald F. Conover, Chairman

Amanda Allen, Clerk of the Board

SCHEDULE "D"

TRAVEL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount \$ _____

This is to confirm _____ is authorized to use my credit card for airline tickets, hotel charges and conference fees (as listed below) for County purposes. All purchases are tax exempt.

AIRLINE TICKETS:

Date of Purchase: _____ Name of Airline: _____

HOTEL CHARGES:

Name and address of hotel: _____

Arrival Date: _____ Departure Date: _____

- | | |
|--|---|
| <input type="checkbox"/> Room and room tax charges (tax exempt must have form) | <input type="checkbox"/> Local phone calls |
| <input type="checkbox"/> Long distance phone calls | <input type="checkbox"/> Restaurant charges |
| <input type="checkbox"/> Banquet and meeting room charges | <input type="checkbox"/> Laundry charges |

CONFERENCE FEES:

Date of Purchase: _____ Name of Organization (ie. NYSAC): _____

Name on credit card: Clerk of the Board (Amanda Allen)

Card Number: Ending in: _____ MasterCard / Visa / Other _____

Expiration Date: _____

Call me at (518) 761-7656 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen)

SCHEDULE "E"

COUNTY OF WARREN
TRANSACTION DISPUTE FORM

Cardholder Information:

Cardholder's Name: _____

Card Number: _____

Cardholder's Signature: _____ Date: _____

Vendor Name: _____

Statement Date: _____ Transaction Date: _____

Transaction No. _____ Posting Date: _____

Amount Disputed: _____

Dispute:

The item referenced above is being disputed because:

___ There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be attached.)

___ I only transacted one charge and I was previously billed for it. (Date of Purchase charge: _____.)

___ The above transaction is mine, but I am disputing the transaction. (Please state your reason for the denial in detail.)

___ I do not recognize the above transaction.

___ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be attached.)

___ My account has been charged for the above transaction, but I have not received the merchandise. The details of my attempt to resolve the dispute with the merchant and the merchant's response are indicated below. _____

Attach the completed form to your monthly statement for review and approval by your Approving Supervisor and the Auditor's Office and County Administrator or Assistant County Administrator.

WARREN COUNTY
Journal Report - January 2019

| G/L Date | G/L Account Number | Account Description | Description | Increase Amount | Decrease Amount |
|--|--------------------|------------------------|--|-----------------|-----------------|
| DPW_DPW Admin - DPW,DPW Administration | | | | | |
| 1/4/2019 | A.7110 417 | Water/Sewer/Taxes | Transfer Within Budget Code from A.7110 470 | \$ 1,200.00 | |
| 1/4/2019 | A.7110 470 | Contract | Transfer Within Budget Code to A.7110 417 | | \$ 1,200.00 |
| 1/10/2019 | A.1624 418 | Ins-General Liability | Transfer Within Budget Code from A.1624 470 | \$ 1,453.02 | |
| 1/10/2019 | A.1624 470 | Contract | Transfer Within Budget Code to A.1624 418 | | \$ 1,453.02 |
| 1/10/2019 | D.5110 418 | Ins-General Liability | Transfer Within Budget Code from D.5110 470 | \$ 3,998.37 | |
| 1/10/2019 | D.5110 470 | Contract | Transfer Within Budget Code to D.5110 418 | | \$ 3,998.37 |
| 1/24/2019 | A.1620 445 | Foods | Transfer Within Budget Code to A.1620 445.1 | | \$ 2,000.00 |
| 1/24/2019 | A.1620 445.1 | Food - Snow & Ice | Transfer Within Budget Code from A.1620 445 | \$ 2,000.00 | |
| 1/24/2019 | A.5610 445 | Foods | Transfer Within Budget Code to A.5610 445.1 | | \$ 2,000.00 |
| 1/24/2019 | A.5610 445.1 | Food - Snow & Ice | Transfer Within Budget Code from A.5610 445 | \$ 2,000.00 | |
| 1/24/2019 | D.5142 445 | Foods | Transfer Within Budget Code to D.5142 445.1 | | \$ 9,000.00 |
| 1/24/2019 | D.5142 445.1 | Food - Snow & Ice | Transfer Within Budget Code from D.5142 445 | \$ 9,000.00 | |
| Infotech - Information Technology | | | | | |
| 1/30/2019 | A.1680 210 | Furniture/Furnishings | Budget Transfer out of Object Code from A.1680 410 | \$ 699.00 | |
| 1/30/2019 | A.1680 410 | Supplies | Budget Transfer out of Object Code to A.1680 210 | | \$ 699.00 |
| OFA - Office for the Aging | | | | | |
| 1/4/2019 | A.6772 831 | Medicare Contribution | within object code transfer to A6772840 | | \$ 0.80 |
| 1/4/2019 | A.6772 840 | Workmen's Compensation | within object code transfer from A6772831 | \$ 0.80 | |
| 1/25/2019 | A.6771 411 | Rent-Building/Property | within object code transfer from A6771416 | \$ 2,000.00 | |
| 1/25/2019 | A.6771 416 | Oil & Gas-Heating | within object code transfer to A6771411 | | \$ 2,000.00 |
| 1/29/2019 | A.6771 410 | Supplies | within object code transfer A6771432 | \$ 149.70 | |
| 1/29/2019 | A.6771 432 | Special Project Supply | within object code transfer A6771410 | | \$ 149.70 |
| 1/30/2019 | A.6772 220 | Office Equipment | Outside object transfer from A6772410 | \$ 662.32 | |
| 1/30/2019 | A.6772 410 | Supplies | Outside object transfer to A6772220 | | \$ 662.32 |

WARREN COUNTY
Journal Report - January 2019

| G/L Date | G/L Account Number | Account Description | Description | Increase Amount | Decrease Amount |
|---|--------------------|------------------------------|---|-----------------|-----------------|
| Tourism - Tourism 1/7/2019 | A.6417.0001 220 | Office Equipment | Transfer from A.6417.0001 424; out of object code | \$ 4,000.00 | |
| 1/7/2019 | A.6417.0001 424 | Postage | Transfer to A.6417.0001 220; out of object code | | \$ 4,000.00 |
| Veterans Service - Veterans Service 1/8/2019 | A.6510 418 | Ins-General Liability | Funds transfer from 469 Other Pay/Contrib | \$ 396.20 | |
| 1/8/2019 | A.6510 469 | Other Payments/Contributions | Funds transfer to 418 Ins/GL | | \$ 396.20 |

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Administrator

DATE: March 1, 2019

- (a) Purpose of Request:
To appropriate funds from the Vehicle Reserve to various departments to cover vehicle purchases
- (b) Details:
Appropriate Vehicle Reserve funds to:
A.3620 230.1 Building & Fire Code, Automotive Equipment Reserve - \$22,468
A.4010 230.1 Health Services, Automotive Equipment Reserve - \$13,093
A.6010 230.1 Social Services, Automotive Equipment Reserve - \$61,686
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.9950 896.00 Vehicle Reserve

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

* as listed in budget and LOGOS

2019 ATTY

| GRADE | entry | MERIT INCREMENT | | | | | | | | | |
|-------|-------|-----------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 | 5 | 10 | 15 | 20 | 25 | 30 |
| 5% | 1 | \$62,150 | \$66,075 | \$67,396 | \$68,407 | \$74,564 | \$78,292 | \$82,206 | \$86,317 | \$90,632 | \$95,164 |
| 5% | 2 | \$65,258 | \$69,275 | \$70,661 | \$71,721 | \$78,175 | \$82,084 | \$86,188 | \$90,498 | \$95,023 | \$99,774 |
| 5% | 3 | \$68,520 | \$72,636 | \$74,089 | \$75,200 | \$81,968 | \$86,066 | \$90,370 | \$94,888 | \$99,633 | \$104,614 |
| 25% | 4 | \$77,688 | \$82,078 | \$83,720 | \$84,975 | \$92,623 | \$97,254 | \$102,117 | \$107,223 | \$112,584 | \$118,213 |
| 5% | 5 | \$81,572 | \$86,079 | \$87,801 | \$89,118 | \$97,138 | \$101,995 | \$107,095 | \$112,450 | \$118,072 | \$123,976 |

| | | | | | | | | | | | |
|-----------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Attorneys | \$2,000 | 3.00% | 2.00% | 1.50% | 9.00% | 5.00% | 5.00% | 5.00% | 5.00% | 5.00% | 5.00% |
| | 1 | 2 | 3 | 4 | 5 | 10 | 15 | 20 | 25 | 30 | |

| | | | | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| CSEA | \$580 | 1.73% | 1.73% | 1.73% | 9.30% | 6.50% | \$500 | \$500 | \$500 | \$500 |
| | 1 | 2 | 3 | 4 | 5 | 10 | 15 | 20 | 25 | 30 |

2019

| Grade | Entry | 1 | 2 | 3 | 4 | 5 | 10 | 15 | 20 | 25 | 30 |
|-------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 1 | \$26,727 | \$27,305 | \$27,773 | \$28,249 | \$28,733 | \$31,396 | \$34,232 | \$34,732 | \$35,232 | \$35,732 | \$36,232 |
| 2 | \$27,438 | \$28,016 | \$28,495 | \$28,984 | \$29,483 | \$32,215 | \$35,037 | \$35,537 | \$36,037 | \$36,537 | \$37,037 |
| 3 | \$28,026 | \$28,605 | \$29,096 | \$29,594 | \$30,103 | \$32,897 | \$35,710 | \$36,210 | \$36,710 | \$37,210 | \$37,710 |
| 4 | \$29,333 | \$29,911 | \$30,426 | \$30,947 | \$31,478 | \$34,401 | \$37,194 | \$37,694 | \$38,194 | \$38,694 | \$39,194 |
| 5 | \$30,520 | \$31,099 | \$31,634 | \$32,176 | \$32,731 | \$35,769 | \$38,537 | \$39,037 | \$39,537 | \$40,037 | \$40,537 |
| 6 | \$31,824 | \$32,402 | \$32,960 | \$33,525 | \$34,102 | \$37,274 | \$40,017 | \$40,517 | \$41,017 | \$41,517 | \$42,017 |
| 7 | \$33,600 | \$34,179 | \$34,767 | \$35,365 | \$35,974 | \$39,324 | \$42,036 | \$42,536 | \$43,036 | \$43,536 | \$44,036 |
| 8 | \$34,988 | \$35,567 | \$36,179 | \$36,802 | \$37,436 | \$40,922 | \$43,611 | \$44,111 | \$44,611 | \$45,111 | \$45,611 |
| 9 | \$36,214 | \$36,793 | \$37,427 | \$38,072 | \$38,727 | \$42,335 | \$45,003 | \$45,503 | \$46,003 | \$46,503 | \$47,003 |
| 10 | \$37,633 | \$38,213 | \$38,872 | \$39,541 | \$40,223 | \$43,974 | \$46,615 | \$47,115 | \$47,615 | \$48,115 | \$48,615 |
| 11 | \$38,225 | \$38,803 | \$39,472 | \$40,152 | \$40,845 | \$44,656 | \$47,286 | \$47,786 | \$48,286 | \$48,786 | \$49,286 |
| 12 | \$38,818 | \$39,397 | \$40,077 | \$40,768 | \$41,472 | \$45,341 | \$47,959 | \$48,459 | \$48,959 | \$49,459 | \$49,959 |
| 13 | \$40,004 | \$40,582 | \$41,283 | \$41,995 | \$42,719 | \$46,709 | \$49,308 | \$49,808 | \$50,308 | \$50,808 | \$51,308 |
| 14 | \$40,954 | \$41,533 | \$42,249 | \$42,980 | \$43,722 | \$47,800 | \$50,384 | \$50,884 | \$51,384 | \$51,884 | \$52,384 |
| 15 | \$42,141 | \$42,719 | \$43,457 | \$44,206 | \$44,971 | \$49,172 | \$51,734 | \$52,234 | \$52,734 | \$53,234 | \$53,734 |
| 16 | \$43,390 | \$43,968 | \$44,727 | \$45,501 | \$46,286 | \$50,609 | \$53,147 | \$53,647 | \$54,147 | \$54,647 | \$55,147 |
| 17 | \$45,455 | \$46,031 | \$46,827 | \$47,638 | \$48,460 | \$52,994 | \$55,494 | \$55,994 | \$56,494 | \$56,994 | \$57,494 |
| 18 | \$46,492 | \$47,071 | \$47,884 | \$48,713 | \$49,554 | \$54,186 | \$56,671 | \$57,171 | \$57,671 | \$58,171 | \$58,671 |
| 19 | \$47,523 | \$48,101 | \$48,935 | \$49,779 | \$50,641 | \$55,376 | \$57,844 | \$58,344 | \$58,844 | \$59,344 | \$59,844 |
| 19.1 | \$49,023 | \$49,601 | \$50,435 | \$51,279 | \$52,141 | \$56,876 | \$59,344 | \$59,844 | \$60,344 | \$60,844 | \$61,344 |
| 19.2 | \$50,523 | \$51,101 | \$51,935 | \$52,779 | \$53,641 | \$58,376 | \$60,844 | \$61,344 | \$61,844 | \$62,344 | \$62,844 |
| 20 | \$49,557 | \$50,136 | \$51,002 | \$51,886 | \$52,782 | \$57,722 | \$60,152 | \$60,652 | \$61,152 | \$61,652 | \$62,152 |
| 20.1 | \$51,057 | \$51,636 | \$52,502 | \$53,386 | \$54,282 | \$59,222 | \$61,652 | \$62,152 | \$62,652 | \$63,152 | \$63,652 |
| 20.2 | \$52,557 | \$53,136 | \$54,002 | \$54,886 | \$55,782 | \$60,722 | \$63,152 | \$63,652 | \$64,152 | \$64,652 | \$65,152 |
| 21 | \$50,816 | \$51,394 | \$52,283 | \$53,187 | \$54,108 | \$59,120 | \$61,519 | \$62,019 | \$62,519 | \$63,019 | \$63,519 |
| 21.1 | \$52,316 | \$52,894 | \$53,783 | \$54,687 | \$55,608 | \$60,620 | \$63,019 | \$63,519 | \$64,019 | \$64,519 | \$65,019 |
| 21.2 | \$53,816 | \$54,394 | \$55,283 | \$56,187 | \$57,108 | \$62,120 | \$64,519 | \$65,019 | \$65,519 | \$66,019 | \$66,519 |

| | <u>hire date</u> | <u>position grade</u> | <u>revised salary</u> | <u>current salary</u> | |
|---------------------|------------------|-----------------------|-----------------------|-----------------------|-----------------|
| 1st Assistant DA | 6/6/2005 | 5 | \$101,995 | \$98,185 | \$3,810 |
| 2nd Assistant DA | 7/31/2017 | 4 | \$82,078 | \$79,182 | \$2,896 |
| 3rd Assistant DA | 7/30/2012 | 4 | \$84,975 | \$77,070 | \$7,905 |
| 4th Assistant DA | 11/17/2014 | 3 | \$75,200 | \$68,096 | \$7,104 |
| 5th Assistant DA | 1/1/2017 | 2 | \$69,275 | \$60,178 | \$9,097 |
| 6th Assistant DA | 1/2/2018 | 2 | \$67,258 | \$54,371 | \$12,887 |
| 7th Assistant DA | vacant | 2 | \$65,258 | \$52,260 | \$12,998 |
| | | | <u>\$546,039</u> | | <u>\$56,697</u> |
| 1st Assistant CA | 3/5/2018 | 2 | \$67,258 | \$66,690 | \$568 |
| 2nd Assistant CA | 8/1/2018 | 1 | \$62,150 | \$62,142 | \$8 |
| | | | <u>\$129,408</u> | | <u>\$576</u> |
| SSAttorney | vacant | 4 | \$77,688 | \$77,500 | \$188 |
| Asst. SSAttorney | 3/13/2017 | 3 | \$75,480 | \$75,480 | \$0 |
| Asst. SSAttorney PT | vacant | 3 | \$34,260 | \$37,741 | -\$3,481 |
| | | | <u>\$187,428</u> | | <u>-\$3,293</u> |

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 1, 2019

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) **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) A brief update from Jaeger & Flynn Associates regarding County benefits.

Personnel Officer-

 - C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Civil Service Specialist, *Annual Salary \$43,500*, and delete the position of Principal Personnel Clerk, *Annual Salary \$44,342*, effective March 18, 2019.
 - D) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Civil Service Assistant, *Annual Salary \$40,000*, and delete the position of Senior Personnel Clerk, *Annual Salary \$36,977*, effective March 18, 2019.
 - E) Request to amend the Salary Schedule to decrease the salary of the Clerk-Temp position from \$5,000 to \$2,819 effective March 18, 2019.
 - 3) **Referrals from the Health, Human & Social Services Committee:**

Countryside-

 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Manager, *Grade 14, Base Annual Salary \$40,954*, and delete the position of Caseworker-PT, *Grade 16, Annual Salary \$21,695*, effective March 18, 2019.

Social Services -

 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Account Clerk-Temporary (up to 6 months), *Grade 4, Base Annual Salary \$29,333*, effective March 18, 2019.

Veterans' Services -

 - C) Request to Amend the Table of Organization and Salary Schedule to create the new position of Program Coordinator Peer-to-Peer Support Services (temporary, part-time), *Annual Salary \$21,684, up to 20 hours per week*, effective April 29, 2019.
 - 4) **Referral from the Public Works Committee, Parks, Recreation & Railroad:**
 - A) Request to amend the Salary Schedule to decrease the salary of the Environmental Education Administrator from \$58,338 to \$50,000 effective April 1, 2019.
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Assistant Naturalist-Temp, *Annual Salary \$4,000*, effective March 18, 2019.
 - 5) **Requests/Items to be discussed by the County Administrator:**

Attorney salaries
- V. **Pending Items:** None.

Continued

VI. Vacancies Approved for Filling by Oversight Committee:

- Health Services-** Registered Professional Nurse #39, *Grade 19, Base Annual Salary \$47,523*, due to termination.
Part-Time Public Health Liaison (24 hr/week/avg), *Grade 7, Base Annual Salary \$16.15/hr*.
Assistant Director of Public Health, *Annual Salary \$80,891*, due to promotion.
- Parks, Rec. & RR -** Up Yonda-Environmental Education Administrator, *Annual Salary \$50,000* due to retirement.
- Social Services-** Social Services Investigator #2, *Grade 11, Base Annual Salary \$38,225*, due to resignation.
- Sheriff-** Patrol Officer #34, *Annual Salary \$40,390*, due to promotion.
Investigator #1, *Annual Salary \$69,456*, due to retirement.