

FINANCE COMMITTEE
AGENDA
AUGUST 29, 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
 - 1) **Request for transfer of funds as attached for Committee approval.**
 - 2) **Items/Requests to be Discussed by the County Treasurer:**
 - A) Request for a transfer of funds in the amount of \$15,822 from the Contingent Account to Budget Code A. 1950 417, *Taxes & Water Assessments on Property, Water/Sewer/Taxes*, to cover the payment of 2019 County/Town and 2019/20 School Taxes on County-owned property on Stone Quarry Road in the Town of Queensbury.
 - B) Request to authorize Glens Falls National Bank & Trust Company to issue a letter of credit on behalf of Warren County in the amount of \$233,900 to Blue Shield of Northeastern New York as an alternative to pre-funding the health insurance account.
 - 3) **Referrals from the County Facilities Committee, Airport:**
 - A) Request to establish Capital Project H389, *Airport Snow Removal Equipment Building- Design*, in the amount of \$150,000.
 - B) Request to appropriate \$7,500 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.9950 910, *Transfers-Capital Projects*, to provide the local share for Capital Project H389, *Airport Snow Removal Equipment Building-Design*.
Note: this request was not previously reviewed and approved by the Public Works Committee - the Treasurer's Office advise the appropriate was necessary after the meeting was held.
 - 4) **Referral from the Environmental Concerns & Real Property Tax Services Committee, Real Property:**
Request to authorize the appropriation of funds in the amount of \$2,500 from the Environmental Testing Reserve Fund (A.893.00) to Budget Code A.1355 470, *Real Property Tax Services, Contract*, to pay for the removal of two tanks from Town of Chester Tax Map Parcel No. 104.10-4-5.
 - 5) **Referrals from the Health, Human & Social Services Committee, Veterans' Services:**
 - A) Request to amend the County Budget in the amount of \$15,900 to reflect receipt of grant funding to cover the cost of purchasing billboard advertisements.
 - B) Request to amend the County Credit Card Policy to authorize an additional credit card for Veterans' Services with a monthly limit of \$500 to pay for incidentals for the Peer-to-Peer Program.
 - 6) **Referral from the Occupancy Tax Coordination Committee:**
Request to appropriate \$20,000 from Budget Code A.881, *Reserve-Occupancy Tax*, to pay the additional ATTA (*Adventure Travel Trade Association*) Elevate Conference expenses.
 - 7) **Referrals from the Support Services Committee:**
 - County Clerk -***
 - A) Request to amend the County Budget in the amount of \$37,050 to reflect receipt of the initial payment in Local Government Records Management Improvement Fund (LGRMIF) digital imaging grant funds for July 2019 - June 30, 2020.
 - Information Technology -***
 - B) Request to appropriate funds totaling \$10,467 from the Computer Reserve Fund to various departmental budgets for the purchase of computers and related equipment and software.

Continued

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

Journal Reports of transfers approved by the County Administrator staff during July of 2019.

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

IV. Pending Items:

No items this month.

- V. Privilege of the Floor

- VI. Motion to Adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FROM Department of Public Works

Name of Department

SIGNED: _____

DATE: _____

8/20/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110	110 County Roads, Maint of Roads, Salaries-Regular	D.5112.8300 110	Co Roads, 2019 CR#60 Harrington Hill Rd Salaries - Regular	\$3,491.39
D.5112.8300	280 Co Roads, 2019 CR#60 Harrington Hill Road	D.5112.8300 120	Co Roads, 2019 CR#60 Harrington Hill Rd Salaries - Overtime	\$ 727.96
D.5110	130 County Roads, Maint of Roads, Salaries-PartTime	D.5112.8300 130	Co Roads, 2019 CR#60 Harrington Hill Rd Salaries - PartTime	\$ 592.28
D.5110	421 County Roads, Maint of Roads, Equipment Rental	D.5112.8300 421	Co Roads, 2019 CR#60 Harrington Hill Rd Equipment Rental	\$ 4,209.96
D.5110	810 County Roads, Maint of Roads, Retirement	D.5112.8300 810	Co Roads, 2019 CR#60 Harrington Hill Rd Retirement	\$ 464.68
D.5110	830 County Roads, Maint of Roads, Social Security	D.5112.8300 830	Co Roads, 2019 CR#60 Harrington Hill Rd Social Security	\$ 283.64
D.5110	831 County Roads, Maint of Roads, Medicare	D.5112.8300 831	Co Roads, 2019 CR#60 Harrington Hill Rd Medicare	\$ 66.31
D.5110	860 County Roads, Maint of Roads, Hospitalization	D.5112.8300 860	Co Roads, 2019 CR#60 Harrington Hill Rd Hospitalization	\$ 725.64
D.5110	865 County Roads, Maint of Roads, Dental	D.5112.8300 865	Co Roads, 2019 CR#60 Harrington Hill Rd Dental	\$ 15.28

\$10,577.14

<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.

Road Salaries & Benefits

REQUEST FOR TRANSFER OF FUNDS

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

FROM Department of Public Works

Name of Department

SIGNED: _____

DATE: _____

8/20/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DM.5130	110 Machinery, Salaries - Regular	DM.5130 120	Machinery, Salaries - Overtime	\$223.86

<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: Coverage while Division Head was on vacation.

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 DPW - Park & Rec

Name of Department

SIGNED: _____ DATE: 8/20/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7111	110 General, Up Yonda Farm, Salaries - Regular	A.7111 120	General, Up Yonda Farm, Salaries - Overtime	\$41.55
A.1628	110 General, Waste Management Cont, Salaries - Reg	A.1628 120	General, Waste Management Cont, Salaries - Overtime	\$ 441.10

\$482.65

<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.

HHW & Up Yonda

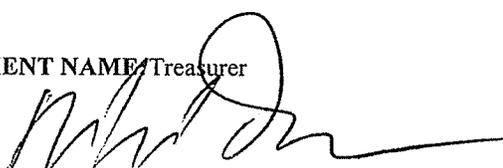
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME/Treasurer

SIGNED:



DATE: August 23, 2019

<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.1950 417	Taxes & Assessments on Property, Water/Sewer/Taxes	\$15,822.00

Please state reason for transfer request: To budget for payment of 2019 County/Town and 2019/20 School Taxes on County owned property on Stone Quarry Road, Queensbury.

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

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: August 27, 2019

- (a) Purpose of Request: **Authorize Glens Falls National Bank & Trust Company to issue a letter of credit on behalf of Warren County to Blue Shield of Northeastern New York as an alternative to pre-funding the health insurance account.**
- (b) Details: **The letter of credit amount is required to be \$233,900 by Blue Shield of Northeastern New York.**
- (c) Previous Resolution Number: **Resolution No. 342 of 2018**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **Not applicable.**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 8

*Request to Establish Capital Project or Capital Reserve Project**

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

DEPARTMENT NAME: Airport

DATE: August 20, 2019

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Airport Snow Removal Equipment Building - Design H389
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$150,000
- (e) Source of Funding (including name & title of codes, etc.): FAA Grant Agreement No. 3-36-0033-063-2019 / \$135,000 (90%), NY State Match - \$7,500 (5%) and Local Match - \$7,500 (5%) Reserve, Airport Repair & Projects A892.00
- (f) Purpose of Establishment: For the design of a new Airport Snow Removal Equipment building at the Floyd Bennett Airport.

3-36-0033-063-2019



U.S. Department
of Transportation
Federal Aviation
Administration

ORIGINAL

GRANT AGREEMENT

PART I - OFFER

Date of Offer	<u>July 16, 2019</u>
Airport/Planning Area	<u>Floyd Bennett Memorial</u>
AIP Grant Number	<u>3-36-0033-063-2019</u>
DUNS Number	<u>098334733</u>
TO:	<u>County of Warren</u>
	(herein called the "Sponsor")

FROM: The United States of America (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated April 19, 2019, for a grant of Federal funds for a project at or associated with the Floyd Bennett Memorial Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Floyd Bennett Memorial Airport (herein called the "Project") consisting of the following:

Demolish Existing Snow Removal Equipment (SRE) Building and Construct New SRE Building - Approx 6,000 SqFt - (Design); which is more fully described in the Project Application.

NOW THEREFORE, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, as applied and interpreted consistent with the FAA Reauthorization Act of 2018 (see 2018 FAA Reauthorization grant condition.), (b) and the Sponsor's acceptance of this Offer; and, (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. Maximum Obligation. The maximum obligation of the United States payable under this Offer is \$135,000. The following amounts represent a breakdown of the maximum obligation for the purpose of establishing

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: Airport

DATE: August 20, 2019

- (a) Purpose of Request: To Appropriate from the Reserve, Airport Repair & Projects (A892.00) and increase budget Code A.9950 910 Transfers - Capital Project to Fund Capital Project H389, Airport Snow Removal Equipment Building - Design.

- (b) Details: To Appropriate from the Reserve, Airport Repair & Projects (A892.00) and increase budget Code A.9950 910 Transfers - Capital Project to Fund Capital Project H389, Airport Snow Removal Equipment Building - Design.

- (b) Previous Resolution Number:

- (c) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A892.00, Reserve, Airport Repair & Projects \$7,500.00

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Real Property Tax Services

DATE: 8/19/2019

- (a) Purpose of Request:
Appropriate funds from A.893.00 Reserve, Environmental Testing Fund to A.1355
470 Real Property Tax Services, Contracts
- (b) Details:
To pay NY Environmental Protection and Spill Compensation Fund and the
payment shall be made payable to "Comptroller, State of New York" with "Oil
Spill Fund" in the memo line of the check, for clean-up / tank removal on Chester
parcel 104.10-4-5 (Thermo-Home, Inc.)
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and
Amount:
From Code A.893.00 To Code A.1355 470 \$2,500.

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: Veterans' Services * Peer-to-Peer

DATE: 08/26/2019

(a) Purpose of Amendment: Amend budget to cover total cost of billboard advertising.

(b) Appropriation Code, Object Code, Full Title and Amount: A.6510.0125 436 Advertising Fees in the amount of \$15,900

Sample: A.1010 470 Legislative Board – Contract

(c) Revenue Code (with title), and Amount: ~~A.6510 3711 Veteran's Connect~~ \$15,900

A. 6510.0125 3711

Veterans Services, Peer to Peer Support Services, Peer to Peer Support Services

Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Veterans' Services * Peer-to-Peer

DATE: 8/26/2019

- (a) Purpose of Request:
Amend Credit Card Policy

- (b) Details:
Requesting to secure credit card for the Peer-to-Peer Program for incidentals limited to under \$500.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.6510.0125 _ _ _

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: TOURISM

DATE: AUGUST 28, 2019

- (a) Purpose of Request:
to advance \$20,000 from the Occupancy Tax Reserve to Budget Code A.380.04, General Accounts Receivable-LG Regional Chamber of Commerce/CVB to pay additional ATTA Elevate Conference expenses

- (b) Details:
Memorandum of Agreement between Warren County and the Lake George Regional Chamber of Commerce/CVB set a limit of \$200,000 for payment of funds for the conference. This \$20,000 will be reimbursed.

- (c) Previous Resolution Number:
R199/2018

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.881.00 Reserve, Occupancy Tax - \$20,000

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: County Clerk- Records Management

DATE: 8/13/2019

(a) Purpose of Amendment:

The Warren County Clerk has been awarded a grant from the Local Government Records Management Improvement Fund (LGRMIF) to digitize long-term case files. Grant Project Number is 0580-20-8305 (July 2019-June 30, 2020) in the amount of \$ 74,100. Project funds will be disbursed to Warren County in two or more payments. The initial payment of \$ 37050 will be received in 2019. The Warren County 2019 budget is being amended to reflect the initial 2019 payment. This is not a continuation of a previous grant.

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

A.1460 425 Records Management - Reproduction - \$ 37050

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

A.1460 3060 Records Management - \$ 37050

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: Information Technology

DATE: August 19, 2019

(a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.

(b) Details:

A.8022.220.1 Planning \$900

A.3110.220.1 Sheriff \$4,500

A.1355.220.1 Real Property \$3,012

A.7510.220.1 Historian \$753

A.1011.220.1 County Administrator \$753

A.1010.220.1 Legislative Board \$549

(c) Previous Resolution Number: N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

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

* as listed in budget and LOGOS

WARREN COUNTY
Journal Report - July 2019

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
7/1/2019	A.1450 423	Telephone	BUDGET TRANSFER WITHIN OBJECT CODE FROM A.1450 439	\$ 385.00	
7/1/2019	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFER WITHIN OBJECT CODE TO A.1450 423		\$ 385.00
County Attorney - County Attorney					
7/9/2019	A.1420 437	Consulting Fees	Transfer within Object Code		\$ 20,000.00
7/9/2019	A.1420 440	Legal/Transcript Fees	Transfer within Object Code	\$ 20,000.00	
7/1/2019	A.1320 424	Postage	Within object code transfer A.1320 424 to A.1320 444		\$ 17.00
7/1/2019	A.1320 444	Travel/Education/Conference	Within object code transfer A.1320 424 to A.1320 444	\$ 17.00	
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
7/10/2019	A.1165 250	Technical Equipment	Budget Transfer out of Object Code from A.1165 410	\$ 66.41	
7/10/2019	A.1165 410	Supplies	Budget Transfer out of Object Code to A.1165 250		\$ 66.41
7/15/2019	A.1165 439	Misc Fees & Expenses	Budget Transfer within Object Code from object code 440	\$ 348.00	
7/15/2019	A.1165 440	Legal/Transcript Fees	Budget Transfer within Object Code to object code 439		\$ 348.00
7/29/2019	A.1165 260	Other Equipment	Budget Transfer out of Object Code from A.1165 410	\$ 236.12	
7/29/2019	A.1165 410	Supplies	Budget Transfer out of Object Code to A.1165 260		\$ 236.12
DPW_DPW Admin - DPW, DPW Administration					
7/15/2019	A.1624 410	Supplies	Transfer Within Budget Code to A.1624 413		\$ 500.00
7/15/2019	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1624 410	\$ 500.00	
7/15/2019	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 441		\$ 100.00
7/15/2019	A.5610 441	Auto-Supplies & Repair	Transfer Within Budget Code from A.5610 410	\$ 100.00	
7/15/2019	D.5110 410	Supplies	Transfer Within Budget Code to D.5110 421		\$ 800.00
7/15/2019	D.5110 421	Equipment Rental	Transfer Within Budget Code from D.5110 410	\$ 800.00	
7/17/2019	D.5110 410	Supplies	Transfer Within Budget Code to D.5110 422		\$ 600.00
7/17/2019	D.5110 422	Repair/Maint.-Equipment	Transfer Within Budget Code from D.5110 410	\$ 600.00	
7/31/2019	A.7110 410	Supplies	Transfer Within Budget Code to A.7110 421		\$ 906.00
7/31/2019	A.7110 421	Equipment Rental	Transfer Within Budget Code from A.7110 410	\$ 906.00	

WARREN COUNTY
Journal Report - July 2019

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Mental Health - Mental Health					
7/30/2019	A.4310 220	Office Equipment	transfer funds out of code from A.4310-437 to A.4310-220	\$ 555.00	
7/30/2019	A.4310 437	Consulting Fees	transfer funds out of code from A.4310-437 to A.4310-220		\$ 555.00
Office of EMS - Office of Emergency Services					
7/1/2019	A.3410 250	Technical Equipment	Budget transfer within object code from A.3410 260	\$ 3,406.76	
7/1/2019	A.3410 260	Other Equipment	Budget transfer within object code to A.3410 250		\$ 3,406.76
Planning_GIS Program - Planning, GIS Program					
7/5/2019	A.8022 422	Repair/Maint-Equipment	budget transfer within object code to A.8022 428	\$ 5.00	
7/5/2019	A.8022 428	Data Processing & Internet Fees	budget transfer within object code from A.8022 422		\$ 5.00
Public Health_Health Services - Public Health, Health Services					
7/2/2019	A.4018.0030 435	Medical Fees	Budget transfer for Disease -gasoline to A.4018.0030.442 fr .435		\$ 150.00
7/2/2019	A.4018.0030 442	Automotive - Gas & Oil	Budget transfer for Disease -gasoline to A.4018.0030.442 fr .435	\$ 150.00	
7/2/2019	A.4018.0020 220	Office Equipment	Out of Code Transfer FamHL To A.4018.0020.220 fm A.4018.020.410	\$ 400.00	
7/2/2019	A.4018.0020 410	Supplies	Out of Code FamilyHL To A.4018.0020.220 fm A.4018.020.410		\$ 400.00
7/3/2019	A.4010 428	Data Processing & Internet Fees	Budget Transfer CHHA Data to A4010.428 fm A4010.435	\$ 858.00	
7/3/2019	A.4010 435	Medical Fees	Budget Transfer CHHA Data to A4010.428 fm A4010.435		\$ 858.00
7/23/2019	A.4010 427	Memberships & Dues	Budget transfer Chha from A4010.470	\$ 400.00	
7/23/2019	A.4010 470	Contract	Budget transfer Chha to A4010.427		\$ 400.00
Residential Hall - Countryside Adult Home					
7/30/2019	A.6030 413	Repair & Maint.-Bldg/Property	Budget trasfer in object code from 413 to 422	\$ 500.00	
7/30/2019	A.6030 422	Repair/Maint-Equipment	Budget trasfer in object code from 413 to 422		\$ 500.00
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement					
7/12/2019	A.3110 442	Automotive - Gas & Oil	Budget Amendment within Object Code to A.3110 470	\$ 3,300.00	
7/12/2019	A.3110 470	Contract	Budget Amendment within Object Code from A.3110 442		\$ 3,300.00

WARREN COUNTY
Journal Report - July 2019

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
		Social Services - Social Services			
7/23/2019	A.6010 410	Supplies	Budget Transfer within Object Code to A.6010 470	\$ 2,200.00	\$ 2,200.00
7/23/2019	A.6010 470	Contract	Budget Transfer within Object Code from A.6010 410	\$ 2,200.00	
7/26/2019	A.6010 220	Office Equipment	Out of Object Code Transfer from A.6010 470	\$ 3,000.00	
7/26/2019	A.6010 470	Contract	Out of Object Code Transfer to A.6010 220	\$ 3,000.00	
		Youth - Youth			
7/16/2019	A.7312 410	Supplies	Within Object Code Transfer to A.7312 470	\$ 5,000.00	
7/16/2019	A.7312 439	Misc Fees & Expenses	Within Object Code Transfer to A.7312 470	\$ 10.00	
7/16/2019	A.7312 444	Travel/Education/Conference	Within Object Code Transfer to A.7312 470	\$ 9,500.00	
7/16/2019	A.7312 470	Contract	Within Object Code Transfer from A.7312 410	\$ 5,000.00	
7/16/2019	A.7312 470	Contract	Within Object Code Transfer from A.7312 444	\$ 9,500.00	
7/16/2019	A.7312 470	Contract	Within Object Code Transfer from A.7312 439	\$ 10.00	

AGENDA

AUGUST 29, 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) Jaeger & Flynn representatives to make a presentation on benefit renewals for 2019-2020 plan year.
 - 3) Referrals from the Health, Human & Social Services Committee:

Countryside -

 - A) Request to amend Resolution No. 451 of 2018 to temporarily increase the hours of the Food Service Helper PT#4 to 40 per week, to cover sick leave of an employee who will be out-of-work for six weeks.

Office for the Aging -

 - B) Request to amend the Table of Organization and Salary Schedule and create and fill the position of Aging Services Assistant - Temp, *Grade 4, Base Annual Salary \$29,333*, effective October 1st through March 31st of each year, not to exceed 1,040 hours annually for the purpose of assisting with HEAP applications.
 - 4) Referrals from the Public Works Committee, Parks, Recreation & Railroad:

Request to amend the Salary Schedule and decrease the salary of the Naturalist #2 position from \$42,384 to \$40,000 effective retroactive to July 29, 2019.
 - 5) Referrals from the Tourism Committee:

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Communications Assistant - Tourism, *Grade 9, Base Annual Salary \$36,214*, and delete the position of Senior Tourism Specialist, *Grade 6, Base Annual Salary \$31,824*, effective September 23, 2019.

- V. **Pending Items:**

PERSONNEL: No items this month.
HIGHER EDUCATION: No items this month.

Continued

VI. Vacancies Approved for Filling by Oversight Committee:

Buildings & Grounds- Cleaner #12, *Grade 2, Base Annual Salary \$27,438*, due to resignation
Countryside - Senior Aide #2, *Grade 7, Base Annual Salary \$33,600*, due to promotion
County Clerk - Sr. Legal Recording Clerk, *Grade 12, Base Annual Salary \$38,818*
 Legal Recording/Recording Clerk #TBD, *Grade 7, Base Annual Salary \$33,600*,
 due to promotion
Public Health- Registered Professional Nurse #11, *Grade 19, Base Annual Salary \$47,523*,
 due to resignation
Parks, Rec. & RR - Naturalist #3, *Annual Salary \$42,384*, due to retirement
Public Works - MEO - Light #28, *Grade 7, Base Annual Salary \$33,600*
 MEO - Medium #7, *Grade 9, Base Annual Salary \$36,214*, due to promotion
 Senior Engineering Technician, *Grade 12, Base Annual Salary \$38,818*, due
 to resignation
Self- Insurance - Self-Insurance Specialist, *Grade 12, Base Annual Salary \$38,818*, due to
 resignation.
Sheriff - Sr. Communications Officer #15, *Annual Salary \$40,563.88*, due to
 resignation
 Emergency Fill - Patrol Sergeant #10, *Annual Salary \$73,561*, due to
 retirement
 Emergency Fill - Communication Officer #5, *Annual Salary \$40,563.88*, due
 to resignation
 Emergency Fill - Patrol Officer #TBD, *Annual Salary \$42,373*, due to
 promotion
Social Services - Social Welfare Examiner #40, *Grade 8, Base Annual Salary \$34,988*, due to
 promotion
 Social Welfare Examiner #38, *Grade 8, Base Annual Salary \$34,988*