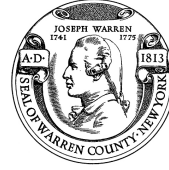


Warren County Board of Supervisors

AGENDA FRIDAY FEBRUARY 21, 2020 BOARD MEETING



10:00 a.m. Call Meeting to Order

Pledge of Allegiance - Supervisor Wild

Roll Call

Motion to approve minutes of the January 17, 2020 Board Meeting, subject to correction by the Clerk

Presentation of Employee of the Month Award

Report by Chairman of the Board

Reports by Committee Chairmen on Past Month Meetings or Activities

Report by County Administrator

Report by County Attorney

Reading of Communications

Reading of Resolutions

Discussion and Public Comment on Proposed Resolutions

Vote on Resolutions

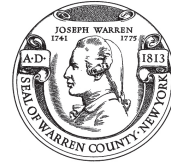
Privilege of the Floor

Announcements

Motion to Adjourn

Warren County Board of Supervisors

**BOARD MEETING
FRIDAY, FEBRUARY 21, 2020**



The Board of Supervisors of the County of Warren convened at the Supervisors' Room in the Warren County Municipal Center, Lake George, New York, at 10:01 a.m.

Mr. Frank E. Thomas presiding.

Salute to the flag was led by Supervisor Wild.

Roll called, the following members present:

Supervisors Conover, Leggett, Diamond, McDevitt, Braymer, Bruno, Driscoll, Frasier, Simpson, Dickinson, Merlino, Wild, Magowan, Seeber, Beaty, Shepler, Geraghty and Thomas- 18; Supervisors Hogan and Strough, absent- 2.

Commencing the Agenda review, Chairman Thomas noted a motion was necessary to approve the minutes of the January 17th Board Meeting, subject to correction by the Clerk of the Board. The motion was made by Supervisor Magowan, seconded by Supervisor Simpson and carried unanimously.

Continuing to the presentation of the February Employee of the Month award, Ryan Moore, *County Administrator*, informed Ginelle Jones was in attendance to present the award to Lisa Morton, *Community Health Nurse*. Ms. Jones thanked the Board for the opportunity for Department Heads to recognize and express appreciation for their employees. She said she would also like to introduce Joanne Morton, who was Ms. Morton's mother, and had served their agency as a Supervising Public Health Nurse until her retirement. She remarked today was the day she would be introducing not only one of their Departments best nurses, but also one of the best nurses in Warren County. She congratulated Ms. Morton on a job well done and she thanked her for the quality care she provided to their Home Care patients. She informed Ms. Morton had been a nurse with their Home Care Agency for over twenty years and she was a huge asset for the Department. She advised Ms. Morton had an Associates degree in Liberal Arts and Nursing and a Bachelor's Degree in History and was a seasoned home care nurse who was very self-motivated, energetic, goal-oriented and fun to work with. She mentioned Ms. Morton always went the extra mile, as she was one of the Home Care nurses that traveled to see patients that lived in the northern region of the County. She apprised Ms. Morton was dependable in her case management and her follow through skills were excellent; she added Ms. Morton readily connected with her patients in a very non-judgmental way by quickly establishing rapport with them. She remarked Ms. Morton was a special nurse that exemplified the best by being there for her patients, who trusted her and looked to her for reassurance. She pointed out Ms. Morton returned early from a vacation when a family member notified her that another family member was dying. She stated Ms. Morton was present to provide this family member with comfort and reassurance to allow them to pass away peacefully. She informed Ms. Morton had a special way of empowering her patients, apprising that she had received feedback from one of Ms. Morton's patients, who thanked her for providing her with information that helped her through a scary illness and credited her with helping them understand the illness and be more confident. She added another patient in his nineties wrote a sincere letter that indicated Ms. Morton had the remarkable capacity to restore his faith in the medical arts and that she instilled in her patients a high degree of optimism about the future and was very responsive to her patients needs and psychological concerns. She apprised the patients also indicated Ms. Morton's cheerful attitude as she went about her documentation made him feel as if she was there for a social

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

call, rather than a medical mission. She advised Ms. Morton was an essential member of the department with her experience, expertise, compassion and sense of humor being very beneficial. She said Ms. Morton had also demonstrated leadership, as well as the ability to rise above adversity to serve and advocate the department's patients with talent, skills, and the respect of her co-workers. She remarked it was always a comfort knowing that Ms. Morton was present to serve the department's patients, as she was positive, caring, compassionate, always ready for a challenge, readily advocated for her patients in a gentle way. She concluded by thanking Ms. Morton for doing a top notch job, as well as the amazing job she did everyday, adding today was her day to be recognized. A round of applause was given.

Mr. Moore and Chairman Thomas presented Ms. Morton with a Certificate of Appreciation from the Board. Another round of applause was given.

Moving along to the report by the Chairman of the Board, Chairman Thomas advised from January 27th to 29th he had attended the NYSAC (*New York State Association of Counties*) Conference during which he attended the Economic Development, Environmental, & Energy Standing Committee meeting, which he was a member of on the 27th, as well as three other seminars. He continued, apprising on the 28th he had attended the County Chief Executive meeting where the main focus was to ensure that the County's submitted their sales tax extenders, but this was not applicable to Warren County; he added that same day he had also attended a discussion on Medicaid. He stated on January 29th he and Supervisor Leggett had attended the Tier One training for Emergency Management. He informed on February 4th he had attended a special meeting of the LDC (*Local Development Corporation*) to discuss issues with Nettle Meadow Farm and Artisan Cheese and their move to the Town of Lake Luzerne. He stated on February 8th he had declared a weather-related State of Emergency to facilitate warming shelters due to the massive power outages and the forecast of below zero temperatures; he added on February 12th he had rescinded the weather-related State of Emergency. He apprised he had attended a meeting with Dr. Kristine Duffy, *President, SUNY Adirondack*, and Ann Marie Scheidegger, *Vice President for Administrative Services & Treasurer, SUNY Adirondack*, regarding SUNY Adirondack's upcoming budget and their needs. He said during the meeting they discussed changing the funding formula used by Warren and Washington Counties, as the two sponsors of the College. He apprised Dr. Duffy indicated to him one of the ways the County could assist the College was by encouraging its youth to attend SUNY Adirondack and he asked the Board Members to take any opportunity they had to do so. He stated on February 13th and again on the 18th he had attended Department Head evaluation and on February 19th he attended the Health Insurance Working Group meeting for the purpose of conducting an in depth review of the County's health insurance which he was pleased to report was currently in good standing.

Chairman Thomas then called for the reports by Committee Chairmen on the past months meetings or activities.

Supervisor Wild stated the Economic Growth & Development and Higher Education Committee had met on January 24th, during which they did not approve any resolutions. He apprised as part of Chairman Thomas's expectation that the Committee develop a new strategic economic development plan for the County, he had embarked on a listening tour where he had met with a number of individuals throughout the County and would continue to do so to assist him with determining what the needs were, what had been successful thus far, what challenges there were and what the wants and needs were. He stated he had attended the New York State Economic Development Council 2020 Economic Development Conference in Albany, New York where over two hundred representatives from across the State had discussed economic development. He said the main thing he took away from this Conference were that the entire State was concerned about workforce and how to expand this by attracting

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

employees from other regions of the Country to allow them to continue to grow. He said another thing that he learned was that Warren County was competing with a number of other County's across the State that were also attempting to achieve economic development and increase its workforce to multiply the number of opportunities for their constituents, meaning Warren County would be faced with some challenges to be successful in achieving this goal.

Supervisor Magowan apprised that the Support Services Committee had met on January 24th, approving proposed Resolution No. 69 which he provided a brief summary of. He stated the Purchasing Department was getting busier with their work with municipalities as a result of Julie Butler, *Purchasing Agent*, and her staffs exceptional work assisting them with getting the best price for their purchasing needs and he recognized them for their efforts. He advised he had participated in the initial round of interviews for the Director of Weights & Measures position on February 7th following which they recommended two candidates to the Personnel & Administration Committee to conduct a second round of interviews with. He informed on February 14th he had attended Department Head evaluations for some of the Department Heads whose departments were overseen by the Support Services Committee, noting he was thoroughly impressed with the process which was developed by Supervisor Seeber during her previous term and had been continued on by Mr. Moore.

Supervisor Seeber stated the Criminal Justice Committee had met on January 22nd, approving proposed Resolution Nos. 31-35 and she called attention to proposed Resolution No. 31, *Approving the Warren County Assigned Counsel Plan which Replaces the Assigned Counsel Plan Authorized by Resolution No. 27 of 2019*, which concerned a minor change indicating that members of the Assigned Counsel Panel were now members of the Warren County Board. She added the additional resolutions that were approved at the meeting all pertained to State funding, meaning no County matching funds were required. She apprised a discussion regarding Criminal Justice Reform had taken place at the meeting and how the changes resulting from Bail and Discovery Reform had impacted the County. She said the discussion would continue in the future regarding these unfunded mandates and how the County was attempting to meet the needs of these changes which were effective as of January 1st. She informed she and Supervisor Simpson, as members had attended the NYSAC Public Safety Standing Committee on January 28th during which they had adopted three resolutions, the first of which pertained to the creation of a Task Force which she hoped Supervisor Geraghty, a chair of the EMS Committee, would be a member of. She said another resolution that they had adopted concerned support of efforts to improve Probation and Alternatives to Incarceration in New York State in order to protect the Public and reduce reliance on prisons, jails and detention, which would be discussed at the February 24th meeting of the Criminal Justice Committee and she commended Bob Iusi, *Director of Probation*, for doing an exceptional job as one of the co-chairs that lead those discussions and created those task forces; she added she felt it was important the Board was aware of Mr. Iusi's role at the State level and how much of an impact he had. She mentioned in addition to those meetings she had a chance to meet at length with Mr. Iusi, the District Attorney and the Assigned Counsel Administrator, as well as the Robert Gregor, Esq., *Supervising Attorney*, to discuss the changes and the demands upon them to allow her to get up to speed as the new Chair of the Criminal Justice Committee. She advised next week she and Supervisor Beaty would be attending the NACo (*National Association of Counties*) Conference, informing she was pleased to announce that she had been appointed to the Resilient Counties Advisory Board, as well as the Justice & Public Safety Steering Committee.

Supervisor Beaty advised the County Facilities Committee had met on January 22nd, approving proposed Resolution No. 30 which he provided a brief summary of. He stated he had also attended the NYSAC Conference which about half of the Board members had also attended. He stated he had attended the NYSAC Public Safety Standing Committee that Supervisor Seeber had mentioned during her Committee report. He voiced what an asset Mr. Iusi, who co-chaired that meeting, was to the County, adding he felt

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

often times Department Heads and their staff were overlooked for the outstanding work they did. He stated he had also attended the NYSAC meeting regarding EMS which Supervisor Geraghty had also attended, where they were provided with useful information concerning how the County could work toward County-wide EMS coverage. He informed he had also attended the NYSAC meeting pertaining to Bail Reform during which he learned that the Albany County District Attorney was advocating against the Law due to safety concerns. He said this was a hot topic not only for the County, but also at the State level, apprising he believed it was necessary for the discussion to continue.

Chairman Thomas thanked Supervisor Beaty for taking the time to recognize Mr. Iusi for his exceptional work.

Supervisor Shepler indicated she had nothing to report on.

Supervisor Geraghty apprised the Budget Committee had not met, as they were awaiting the release of the Governor's State Budget to determine the impact on the County Budget. He informed he had attended the meeting at the NYSAC Conference regarding EMS coverage which was a State-wide concern. He said he would be commencing his meetings with the local EMS agencies shortly to work toward a County-wide plan.

Supervisor Conover reported on the January 22nd meeting of the Public Works Committee wherein they approved proposed Resolution Nos. 64-68 and he called attention to proposed Resolution No. 68, *Rejecting All Bids Regarding the Sale of the Boston & Main Caboose #482 Currently Located at the Thurman Station (WC 81-19)*. He recognized Brian LaFlure, *Director, Office of Emergency Services/Fire Coordinator*, James LaFarr, *Sheriff*, and their staff, as well as the County and its municipalities DPW employees and the EMS and Fire agencies for their remarkable response during the recent ice storm that impacted a number of communities in the region leaving over 115,000 residents without power. He stated dealing with power outages of that magnitude was always concerning, but what was more troubling about this one was that it occurred in the winter when temperatures were dipping below zero and he extended a sincere thank you for everyone who responded to that emergency.

Supervisor Leggett apprised the Public Safety Committee had met on January 24th, approving proposed Resolution Nos. 52-63 and he provided a brief overview of each. He stated he had attended the NYSAC Conference where he was re-certified on Tier One Emergency Management. He said he would also like to thank Chairman Thomas for declaring the weather-related State of Emergency a few weeks ago, as it made it possible to take certain measures to accommodate the County residents who were impacted by the storm. He advised the Chestertown and Pottersville Fire Departments had set up a warming station during the day on Saturday and the American Red Cross set up a shelter for Saturday night. He mentioned he would also like to reiterate Supervisor Conover's gratitude toward the Office of Emergency Services and the Sheriff's Office for their outstanding response during the ice storm.

Supervisor Diamond indicated he had nothing to report on.

Supervisor McDevitt advised the highlight of the meeting of the LDC (*Local Development Corporation*) was providing assistance to Nettle Farm and Artisan Cheese with moving their operation from the Town of Thurman to the Town of Lake Luzerne in an attempt to retain a small amount of jobs in the County.

Supervisor Braymer reported on the January 24th meeting of the Environmental Concerns & Real Property Tax Services Committee wherein they approved proposed Resolution Nos. 36-38; she added she would be proposing an amendment to proposed resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for*

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19), at the appropriate time. She informed she had attended the NYSAC Conference at the end of January during which she was appointed by the President of NYSAC to serve as the Chair of the Resolutions Standing Committee. She said they had met on Monday afternoon and adopted all of the resolutions that were proposed by the various Standing Committees and then the entire body adopted them at the full body meeting. Supervisor Braymer apprised the Climate Smart Task Force had met on February 3rd and although they were not awarded any grant funding they were moving forward with some action; however, she noted, it would be a challenge determining what action they could take without spending a significant amount of money. She informed the Septic Inspection Working Group who was working on the Septic Inspection at the Transfer of Property Law had met on February 4th and she encouraged anyone interested in becoming a member of the group to contact her. She said they were currently working on some technical issues that were posing some difficulties, but they were hoping to rectify them and bring forward an appropriate resolution to the Committee. She apprised she had attended the working group meeting for the purpose of negotiating a proposed lease agreement with Revolution Rail Company on February 7th which was going before the Board for approval today; she added Supervisor Hogan, who was not in attendance, would appreciate support of this resolution. Supervisor Braymer advised there was also a working group meeting of individuals interested in establishing a County composting facility on February 19th and she thanked Kevin Hajos, *Superintendent of Public Works*, for sending a representative of the DPW to attend the meeting. She mentioned although there was a significant amount of work to be done in order to accomplish this they planned on continuing to work on this because reducing the amount of County waste related to moving forward with Climate Smart Initiative, as well as researching the cost of transporting the County waste to the incinerator and/or landfill. She apprised she had attended Governor Cuomo's announcement regarding tourism in the North Country last weekend which included the winter advertisement and funding for the maintenance of snowmobile trails which Warren County would receive a portion of.

Chairman Thomas congratulated Supervisor Braymer on her appointment by NYSAC as Chair of the Resolutions Standing Committee.

Supervisor Bruno stated he had attended all of the meetings of the Committees he was appointed to, as well as several other Committee meetings; he added he found all of these meetings to be very informative.

Supervisor Driscoll apprised the Human Services Committee had met on January 21st, where they referred a budget amendment to the Finance Committee. He voiced his appreciation for being able to participate in the Department Head evaluations. He stated in the absence of Supervisor Hogan he would be providing a report on Cornell Cooperative Extension which had conducted a series of programs for youth this past week entitled "4H Public Presentation Training" that was geared toward teaching public speaking skills. He advised anyone who was interested in judging the Public Presentations during the month of March should contact the Cornell Cooperative Extension for more information. In addition, he said the Cornell Cooperative Extension would be hosting a Women's Archery Workshop at Dunham's Bay Fish and Game Club on March 15th from 1:00 p.m. until 5:00 p.m. for ages 8 and up, but any youth under 12 must be accompanied by an adult. He informed the VITA (*Volunteer Income Tax Assistance*) Program was well underway with a need for volunteer appointment schedulers and he suggested they encourage their residents with household incomes of \$57,000 or below to utilize the free program to have their income taxes prepared.

Supervisor Frasier stated the Finance Committee had met on January 30th, approving proposed Resolution Nos. 28-29, 80-90. She called attention to proposed Resolution No. 84, *Establishing Budget Code A.917.00, Assigned Fund Balance, SUNY Adirondack Operations, for the Purpose Funding Warren*

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

County's Share of SUNY Adirondack Operating Costs; Authorizing Transfer of Funds; and Amending Warren County Budget for 2020. Supervisor Frasier offered privilege of the floor to Mike Swan, *County Treasurer*, to provide the monthly update regarding the County's finances.

Mr. Swan advised there was an increase in sales tax revenue and occupancy tax collections as compared to the same time frame in 2019. He stated he was cautious when the sales tax collections were so significant because typically there was a future adjustment that decreased the amount. In regards to the bonds that were being refinanced for the HSB (*Human Services Building*), he said the savings were more significant than they had anticipated as a result of the interest rate they had obtained being lower than what was originally estimated. He said the estimate was for 1.74%, but the actual amount obtained was around 1.2% resulting in a total savings of about \$4.1 million or \$280,000 on an annual basis. He advised as part of the bond refinancing process they had to go through a new ratings process with Standard & Poor's which resulted in the same rating they had been of AA Stable which was the outcome he had anticipated. He mentioned what surprised him about the process was the number of questions they had asked concerning Bail Reform and the proposed reductions to Medicaid by Governor Cuomo and inquiring whether the County had a plan to deal with the anticipated impact on the County Budget. He added the representatives from Standard & Poor's were surprised that the County was ahead of the curve and had been actively discussing these matters. He informed his staff was currently working on closing out the books for last year, apprising he hoped the work would be completed by the end of next month.

Returning to Supervisor Frasier's Committee report, she stated last month she had attended the Intercounty Legislative Committee of the Adirondacks meeting in Herkimer County where they took a tour of their new \$44 million jail which was under construction and had the capacity to hold 150 inmates, but currently there were only 33 resulting in concerns about the expense and there not being a need to incarcerate as many inmates. She informed she had also attended the meeting of the Adirondack-Glens Falls Transportation Council which she found to be very informative. She apprised she had attended the working group meeting concerning County Health Insurance, as well as NYSAC where she was a member of the Public Health & Mental Health Standing Committee which adopted two resolutions. She said she had attended a meeting in the Town of Horicon regarding the Swede Mountain Fire Tower where Mr. Hajos provided an update as to when work could commence cleaning up the trail during which several residents of the Town of Horicon indicated they were interested in volunteering to assist with that work. She remarked everyone involved was looking forward to moving forward as soon as the weather conditions allowed them to do so with the hopes that the trail would be ready to use by this summer.

Supervisor Simpson advised the Personnel & Administration Committee had met on January 30th and again on February 11th, approving proposed Resolution Nos. 70-79 and he called attention to proposed Resolution No. 74, *Authorizing License Agreement with Revolution Rail Company for Use of County Owned Railroad Tracks*, which he provided a brief overview of. In regard to proposed Resolution No. 79, *Appointing Jeffery Woodell as Director of Weights and Measures*, Supervisor Simpson remarked he was pleased that they had been able to hire from within the County, as he believed Mr. Woodell was a good fit for the position and he would do an excellent job. He recognized Amy Drexel, *Emergency Services Coordinator*, Sheriff LaFarr, Mr. LaFlure, the local fire departments and all others involved in assisting with the safety efforts during the recent ice storm which caused power outages during a time when the temperature dipped below freezing.

Supervisor Dickinson informed the Occupancy Tax Coordination Committee met on January 21st and again on January 31st, approving proposed Resolution Nos. 47-50 and he provided a brief summary of each.

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

Supervisor Merlino stated that the Tourism Committee had not met in January, but they would be meeting on March 2nd where he would be proposing a plan to establish an advisory group to boost tourism in the County. He advised Smith Travel Research indicated occupancy at the local hotels in January was up 8.6% or 3,000 rooms. He said there were 1,162 AirBnB units booked in January, as well and he thanked Mr. Swan and the County Attorney for their work on this agreement which had been in the works for quite some time. Supervisor Merlino apprised that he and Joanne Conley, *Director of Tourism*, had met with officials from Washington County to assist them with promotion by including some of their events, such as the Washington County Fair and highlight some of their attractions in the email blasts sent out by the Tourism Department. He recognized the first responders in his Town for their actions during the recent ice storm which caused a significant amount of power outages in his Town, as well as the employees of National Grid for working hard to get the power back on as quickly as they could.

Continuing to the report by the County Administrator, Mr. Moore recognized the following people for their years of service to the County which he said he was greatly appreciative of

- * Scott Rossen for 25 years of service to the Sheriff;
- * Wendy Decker for 20 years of service to Countryside Adult Home; and
- * Cathy Albert, who was retiring, and had served more than 39 years for Employment & Training.

In regard to an update on Bail Reform which was effective as of January 1st, Mr. Moore advised currently there were sixty-five inmates being held in the County Jail, which was a decrease from the eighty-two he reported at the January 17th Board Meeting. He informed three individuals who were being held in the County Jail were released over the past month due to the new law and he outlined the charges they were being held under as follows: criminal sale of a controlled substance in the 5th degree; criminal sale of marijuana in the 2nd degree; and criminal possession of a weapon in the 3rd degree.

Mr. Moore apprised in terms of the resolutions before them today the Certificate of Appointment that was on the bottom of the Resolution packet concerning the Youth Bureau had been pulled and those appointments would be returning to the Human Services Committee. He explained the process for these appointments encompassed the town's making them and then distributing them to the Department of Social Services who brought them before the Human Services Committee for approval and then the Chairman appointed them. He informed Supervisor Geraghty pointed out the appointee for the Town of Warrensburg was incorrect and in looking into this it was determined errors had been made by staff that resulted in another town's appointee not being brought before the Committee. He said as a result of this he had requested that the Department of Social Services review all of the appointees to this Board with the Town Supervisors and bring them back to Committee for approval at their March 2nd meeting.

Mr. Moore apprised proposed Resolution No. 78, *Adopting Proposed Changes to the Warren County Plans and Policies Manual to Revise Out of Unit Employee Policies to Match CSEA Negotiated Policy Changes and Benefit Levels, to Make Technical Corrections and Updates to the Out of Unit Policies*, needed to be tabled because the CSEA (*Civil Service Employees Association*) contract was voted down, with a vote of seventy-seven in favor and one hundred fifty-two against. He stated this was a mediated agreement as a result of the prior agreement offered by the County being declined by the CSEA and now it was necessary for the County negotiating team to determine whether they made another attempt at mediation or proceeded directly to fact finding.

In regard to proposed Resolution No. 74, *Authorizing License Agreement with Revolution Rail Company for Use of County Owned Railroad Tracks*, Mr. Moore stated this agreement was drafted in accordance

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

with the framework that was set by the Public Works Committee. He informed copies of that draft agreement had been distributed to the Board members for review prior to the meeting.

Mr. Moore informed proposed Resolution No. 79, *Appointing Jeffery Woodell as Director of Weights and Measures*, appointed Mr. Woodell to replace Herb Levin, who had retired, as the Director of Weights & Measures. He stated Mr. Woodell had been employed by the County for eighteen years and he felt he would do an excellent job in the new position.

Mr. Moore informed proposed Resolution No. 89, *Delegating Authority to the County Administrator in Authorizing Contract Approvals, Budget Amendments and Expenditures to Effectuate the Census Outreach Project*, pertained to authorizing the County Administrator to expend up to \$50,000 to move the Project forward. He apprised Sara Frankenfeld, *County GIS Administrator*, had been able to reconfigure the budget for the Project with an anticipated cost to the County of \$8,500 contingent upon receipt of the State funding that had been promised. He advised the State officials indicated to the County the application approvals would be distributed to all of the Counties by March 10th meaning any expenses incurred before then were the responsibility of the County. He said the hope was the State would be able to meet the March 10th deadline so the County could access the State funding for this program. He stated thus far he had executed an agreement with Sidekick Creative to manage web-based outreach, as well as traditional program promotion in an amount not to exceed \$20,000, but the goal was to try and keep this expense at \$8,500; he added the agreement indicated Sidekick Creative would not bill the County until the services were performed with the hopes of incurring these costs after March 10th. He advised thus far the County had worked with Sidekick Creative on developing a Warren County Census 2020 website and creating Warren County Census 2020 Facebook and Instagram accounts with the Planning & Community Development Department posting to these sites several times a week, as well as posts from Sidekick Creative which would be boosted to target all Warren County residents that had social media accounts. He mentioned Ms. Frankenfeld would be presenting these web pages and accounts to the Economic Growth & Development and Higher Education Committee Monday, February 24th and information regarding same would be distributed to the Board members to allow them to be circulated to County residents. He informed \$80,000 of the \$100,000 of funding that would be made available to the County had already been allocated in the plan they were presenting to the State for approval, including funding for the Southern Adirondack Library System which he was pleased to report had been approved by the State as a not-for-profit. He stated the remaining \$20,000 of those funds were in flux, as Ms. Frankenfeld was working with the local not-for-profits on developing plans to make use of those funds, but if they were unsuccessful the County would submit for a waiver of that 75% requirement for funds to be spent by not-for-profits which the State indicated they would entertain. In terms of the not-for-profits, he advised Ms. Frankenfeld was working with the following to get them certified: Family Services Association of Glens Falls; Cornell Cooperative Extension; The Conklyn Center; Tri-County United Way; and Open Door Mission. He mentioned 30,000 census flyers targeting different groups had already been ordered and Ms. Frankenfeld was working in conjunction with the City of Glens Falls Social Studies Department and the Drama Club to put together videos about the census. He advised the County had requested thousands of flyers from the Census Bureau at the end of January and in response the Census Bureau indicated they would fulfill that order, but they had yet to be received; he added as soon as they were received the materials would be distributed. He stated County representatives were available to make brief presentations about the census to any organizations interested and he encouraged anyone aware of any organizations that may be interested to notify him. In terms of the schedule, he stated the first mailing would be distributed and the census would officially be open on March 12th. He informed the next Complete County meeting was scheduled for March 9th at 10:00 a.m. in the third floor Conference Room of the HSB and anyone interested was welcome to attend. He stated a Census Day event was being planned for the official Census Day which was designated as April 1st at the Municipal Center Building with details being provided as they

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY, FEBRUARY 21, 2020

materialized. He acknowledged Ms. Frankenfeld for her tireless work on this substantial project which she had done a phenomenal job on; he added Ms. Frankenfeld requested that Supervisor Driscoll be recognized for the assistance he had provided her in coordinating with the not-for-profits to get them to where they needed to be.

Mr. Moore read aloud a listing of the meetings he had attended since the January 17th Board Meeting; *a copy of Mr. Moore's report is on file with the items distributed at the Board Meeting.*

Privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, to provide a report from the County Attorney. Ms. Kissane stated she would like to provide some clarification regarding proposed Resolution No. 31, *Approving the Warren County Assigned Counsel Plan Which Replaces the Assigned Counsel Plan Authorized by Resolution No. 27 of 2019*, apprising at Committee they had discussed that once the Board approved the Assigned Counsel Plan it would have to be approved by both the Warren County Bar Association and the Chief Administrative Judge; however, she noted, following the meeting she reviewed the State Law and the Plan and because the provision regarding the Conflict Defender was removed the Plan would need to be approved by the Office of Indigent Legal Services and not the Chief Administrative Judge. She remarked she was optimistic about getting the Plan approved due to that revision. Next, she said once the Board approved proposed Resolution No. 82, *Home Rule Request by Warren County for an Extension to the Law Authorizing the County of Warren to Impose an Additional Mortgage Recording Tax*, she would distribute it to Assemblyman Stec's Office for him to introduce to the State Assembly on Monday. In regard to updates on litigation, she informed oral arguments in front of the 2nd Circuit Court of Appeals for the case of Dickinson Vs. York had been scheduled for February 27th. She apprised the Court had decided on the motion to dismiss on Kislowksi Vs. Warren County that they would dismiss all claims against Warren County, but there was one remaining claim which was not against Warren County which a conference would be scheduled for and a scheduling order would be issued for that. Finally, she advised Ryan Dickey, *2nd Assistant County Attorney*, did an excellent job arguing in front of the 3rd Department Appellate Division regarding Forest Enterprises and she encouraged anyone with questions regarding the case to contact Mr. Dickey.

Resuming the Agenda review, Chairman Thomas called for the reading of communications, which Amanda Allen, *Clerk of the Board*, read aloud, as follows:

Reports from:

1. Warren County Probation Department - Monthly Report of Criminal and Family Workloads for December 2019 and January 2020

Letters/emails from:

1. June Maxam - Emails dated February 15 and 19, 2020 regarding the residency of a member of the Board of Supervisors.
2. Peter Brothers - email dated February 21, 2020 regarding the Board's decision on an appointment to the Warren-Washington Counties IDA Board

Other:

1. Capital District Regional Off-Track Betting Corporation December payment in the amount of \$2,552;
2. Washington County Resolution No. 36 of 2020, Appointing Members to the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation.

Continuing to the reading of resolutions, Mrs. Allen announced proposed Resolution Nos. 28-90 were mailed; she informed that proposed Resolution Nos. 29 and 84 were amended after a mailing and a

motion was needed to approve these revisions. The necessary motion was made by Supervisor Dickinson, seconded by Supervisor Merlino and carried unanimously. She apprised proposed Resolution No. 91 was produced after the resolutions were mailed, and a motion was necessary to bring it to the floor. The necessary motion was made by Supervisor Merlino and seconded by Supervisor Driscoll.

Supervisor Beaty apprised he would be voting in opposition of bringing proposed Resolution No. 91, *Appointing Member of the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation*, to the floor because it did not go before the Personnel & Administration Committee before coming before the Board. He said regardless of whether it was the right of the Chairman to appoint members to the Counties of Warren and Washington IDA and CDC, the normal procedure consisted of bringing these appointments before the Personnel & Administration Committee for approval before they went before the Board and he felt they were circumventing the process. He stated he had never met the individual whose appointment was being proposed by Resolution No. 91, and although this gentleman was probably an upstanding citizen he could not vote to appoint someone who he and the vast majority of the Board members had never met for a position he believed was important. He added they were all aware of how advantageous it had been to have Travis Whitehead, *Town of Queensbury Resident*, on that Board; however, he noted, for reasons unknown he was not reappointed as a member. He reiterated that he would be voting in opposition of bringing proposed Resolution No. 91 to the floor; he added he hoped others would follow suit so the matter could be brought before the Personnel & Administration Committee. He said if the proposed appointee was interested they could attend the Committee meeting and be interviewed, as well as anyone else interested, including Mr. Whitehead.

Supervisor Seeber stated in addition to Supervisor Beaty's comments, her concern was that proposed Resolution No. 91, *Appointing Member of the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation*, was presented to the Board yesterday, as she felt a good practice would be to provide these resolutions for consideration well in advance of the night before the meeting. She informed for this reason she would be voting against the proposed Resolution coming to the floor, apprising she believed they could do a better job going forward and she hoped this would become a form of protocol. Chairman Thomas interjected that he would take responsibility for the late introduction of the proposed Resolution.

Supervisor Leggett advised he would like to address the Board regarding the nominee for the membership to the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation. He informed Mr. Stephenson owned Stephenson Lumber which was a great asset to his community; he added Mr. Stephenson also owned Lincoln Logs and Adirondack Trucks in the vicinity of Johnsbury/Riparius. He apprised Mr. Stephenson was a regular attendee of the Economic Development Initiative Forums in the Town of Chester, was a good upstanding community member and he would highly recommend appointing him as a member of this organization.

Supervisor McDevitt inquired whether these appointments were required to go before Committee, as he had reviewed some documentation that suggested Committees were required to be involved with any appointments. Ms. Kissane responded she was unsure of these appointments were required to go to Committee before they came before the Board because she had never reviewed the bylaws that governed the Warren and Washington Industrial Development Agency and Civic Development Corporation. Supervisor McDevitt advised he would be voting in opposition of bringing proposed Resolution No. 91 to the floor because the information he had reviewed indicated the appointments needed to go before the Committee.

Supervisor Braymer stated the appointments for the Warren and Washington Industrial Development Agency and Civic Development Corporation that were adopted at the January 17th Board Meeting were also presented to the Board with little notice which she found troubling, but she had voted in favor of

them. She pointed out the same thing was occurring this month even though she was aware that concerns had been expressed about resolutions being presented with little notice because it did not allow for a sufficient time to review them; she added for this reason she would be voting in opposition of bringing proposed Resolution No. 91 to the floor. She remarked she was also in favor of this appointment being brought before the Personnel & Administration Committee for review. She emphasized this was not personal to Mr. Stephenson, as she was appreciative that he may be a good community member, but she would like the process to be more clear and have the resolutions available to review prior to the night before the Board Meeting.

Supervisor Geraghty advised during his four year tenure as the Chairman of the Board he always made the appointments to the Warren and Washington Industrial Development Agency and Civic Development Corporation and presented them to the Board, adding they were never handled through a Committee. Supervisor McDevitt asked Supervisor Geraghty if he would still have handled them in that manner if he saw a written document that outlined the procedure and Supervisor Geraghty replied he handled them in the same manner they had always proceeded in.

Ms. Kissane informed the Warren and Washington Industrial Development Agency and Civic Development Corporation had their own legal representation so she assumed for the past several years they had not allowed individuals to be members of their Board that should not be. She stated she was curious to know if anyone was aware of what their counsel felt about the issue of how members should be appointed. Supervisor Leggett remarked as Vice-Chairman of the Warren and Washington Industrial Development Agency and Civic Development Corporation, he was unsure whether their counsel had been asked that question and he was sorry that they were not present to address this. He surmised that their bylaws represented what they did. He said they took referrals from both Washington and Warren Counties Board of Supervisors as to who would be appointed to their organization; he added he believed the County's internal process was what was being questioned.

Supervisor Beaty stated he felt this matter was "as clear as mud", meaning he could not understand how they could proceed other than to vote in opposition of the proposed Resolution being brought to the floor. He said they should be ashamed of themselves if they moved forward with bringing the proposed Resolution to the floor without having clarity on a number of these issues. He added it made no sense to him that they received a copy of the proposed Resolution twelve hours before the Board Meeting, as this had also occurred at the last Board Meeting during which everyone had voiced their disapproval of resolutions being handled in this manner. He remarked he was disappointed the proposed Resolution was even going before them. He pointed out Supervisor Simpson had indicated for four months now that he was going to resign from the organization, meaning it was no surprise a seat was open and yet they only received the appointment twelve hours before the Board Meeting. He urged the Board Members to vote against bringing proposed Resolution No. 91 to the floor so the Personnel & Administration Committee could interview Mr. Stephenson and any other individuals interested in becoming a member of their organization following which the Committee could refer their recommendation to the Board for approval.

Supervisor Magowan pointed out while he understood the confusion since this had been handled differently in the past, this ultimately was an appointment made by the Chairman of the Board and in respect to the Chairman he was supportive of the appointment. He voiced his concern regarding the appointments to this organization at the last Board Meeting being presented to them at the last minute, as well as this one; however, he noted, Chairman Thomas had taken responsibility for this and apologized. He reiterated while he was supportive of the appointment, he could not support it going before them with no notice which was why he would be voting in opposition of bringing proposed Resolution No. 91 to the floor to allow them to get a better understanding of this process with the hopes of getting the proper way to handle the appointments going forward in writing to avoid anymore confusion.

Supervisor Merlino stated the only comment he would make on this matter was that during his first few years as a Board Member he had been a member of the Warren and Washington Industrial Development Agency and Civic Development Corporation because the Chairman of the Board at that time had appointed him after asking him if he would like to be member. He apprised he felt it may be time that they stopped doing last minute appointments unless it was an emergency to allow the Committees to make a decision regarding these appointments before they came to the Board, as this would allow all appointments to be handled in a uniform manner. He added anytime appointments came before them at the last minute he felt they should vote it down to allow a Committee meeting to be held where it could be vetted, as this would prevent confusion.

Mr. Moore apprised the Chairman had taken full responsibility for the delay; however, he noted, he was partially responsible because the Chairman had brought this resolution to Mrs. Allen Wednesday, February 19th, but he did not review the proposed Resolution until yesterday following he instructed Mrs. Allen to distribute it to the Board immediately, which she did. Chairman Thomas informed the reason Mr. Stephenson had not been included with the appointments that went before the Board last month was because Mr. Stephenson had asked for more time to consider the appointment and he had not responded to him until now.

Supervisor Leggett informed the Town Supervisors who had to prepare for their monthly Town Board meetings were well aware that matters come forward at the last minute and although they wished they could always provide everyone with sufficient time to review what was being decided there were occasions when this was not possible. In regards to the Board members not knowing the individuals being appointed, he admitted he was guilty of voting in favor of appointing individuals to outside Boards and agencies that he had never met, such as the Youth Board; however, he noted, these appointments were referred to the Board by the towns. He stated there were many other appointments that were brought before them on occasion from the Towns that were ratified by the Board without knowing them personally, but they did so because they trusted that the towns appointed them for a good reason and they would do a good job.

Supervisor Geraghty apprised if he knew what they were seeking to accomplish and they planned on making a decision regarding the appointment within the next month then he would be more than happy to make a motion to table proposed Resolution No. 91.

Supervisor Driscoll pointed out earlier this morning they had decided to pull the Youth Board appointments and return them to Committee; therefore, he said, maybe they should consider bringing the appointment to the Warren and Washington Industrial Development Agency and Civic Development Corporation before the Committee, as he did not believe holding off for a month would be an issue.

Supervisor Seeber stated it appeared as if the appointment was not urgent enough where it could not be held off for another month, apprising she was unsure if Supervisor Simpson might be willing to remain a member for a few months until this issue was resolved. Supervisor Simpson interjected that he had already resigned from the position. Supervisor Seeber advised she was unsure if this was a position that could remain open, but she was aware that in the past Supervisor Conover had brought the appointments he made to the Warren and Washington Industrial Development Agency and Civic Development Corporation when he was the Chairman of the Board through the Personnel Committee when Mr. Whitehead was first appointed to this organization. She remarked she felt it was more of an issue with the procedure and if the County Attorney was unfamiliar with how th appointments were made and their bylaws, as well as the fact the appointment was presented to them with little notice, she felt they should hold off on making a decision to allow them to become more informed through the Committee or whatever process was deemed appropriate. She pointed out Supervisor Leggett had brought up a good point that the Youth Board appointments were referred to them from a Committee and not an individual and although she respected the fact that it was the Chairman's appointment to

make, she believed they should be aware of the procedure.

Supervisor Diamond remarked he concurred with Supervisor Geraghty that they should consider tabling this until they had a better idea of what was stated in the bylaws and whether it had to be before a Committee before it could be brought before the Board. He said historically speaking similar to Supervisor Geraghty, when he served as Chairman, having the privilege to make those appointments, when he was Mayor for the City of Glens Falls it was his honor to make independent appointments; however, he noted, if there was language within the bylaws that would require these appointments to go before the Personnel & Administration Committee, he could not understand why they did not hold off on making a decision for another month, as this would allow the Committee to meet and determine what the bylaws were. He mentioned if the bylaws were consistent with what they were hearing then this could possibly be officially adopted as a policy going forward.

Chairman Thomas called the question and the motion to bring proposed Resolution No. 91, *Appointing Member of the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation*, failed with a vote of 287 in favor (*Supervisors Wild, Shepler, Conover, Leggett, Frasier, Simpson and Thomas*) and 592 against (*Supervisors Magowan, Seeber, Beaty, Geraghty, Diamond, McDevitt, Braymer, Bruno, Driscoll and Merlino*) and 121 absent (*Supervisors Hogan and Strough*).

Chairman Thomas announced the motion to bring proposed Resolution No. 91 to the floor had failed. Mrs. Allen apprised proposed Resolution No. 91 and the Certificate of Appointment were not up for discussion today. She stated proposed Resolution No. 82, *Home Rule Request by Warren County for an Extension to the Law Authorizing the County of Warren to Impose an Additional Mortgage Recording Tax*, was not listed as a roll call vote on the Resolution Index, but it actually was one and would require a two thirds majority vote in order to be adopted. She apprised the last thing that needed to be mentioned was proposed Resolution No. 78, *Adopting Proposed Changes to the Warren County Plans and Policies Manual to Revise Out of Unit Employee Policies to Match CSEA Negotiated Policy Changes and Benefit Levels, to Make Technical Corrections and Updates to the Out of Unit Policies*, needed to be tabled or withdrawn.

A motion was made by Supervisor Braymer, seconded by Supervisor Diamond and carried unanimously to table proposed Resolution No. 78.

Supervisor Geraghty questioned whether it was proper to discuss the appointment at the next meeting of the Personnel & Administration Committee meeting or should they hold off until they received an opinion from the legal counsel for the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation. Chairman Thomas replied that his opinion was that the County Attorney would notify them what the proper practice was. Supervisor Geraghty asked whether the County Attorney would report on this at the next Personnel & Administration Committee meeting and Chairman Thomas replied affirmatively. Chairman Thomas apprised he could not recall interviews ever being held for appointments to the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation during his tenure on the Board. Supervisor Geraghty apprised he had previously reported how he handled the appointments during his tenure serving as Chairman of the Board; however, he noted, it appeared there were differing opinions on how these appointments should be handled. He stated he wanted to ensure this would be included as an item on the Agenda for the March Personnel & Administrative Committee meeting to ensure this matter was cleared up. Ms. Kissane advised she would be happy to issue an opinion, but she needed to obtain a copy of the bylaws for the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation; she added she would like to request that the members of the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation ask their legal counsel to issue an opinion or attend the Committee meeting to speak to the matter.

Chairman Thomas informed the next meeting of the Personnel & Administration Committee was scheduled for March 5th at 10:00 a.m.

In regard to the Certificate of Appointment that was pulled pertaining to appointments to the Warren County Youth Board, Supervisor Geraghty stated the issue with these appointments was that they inadvertently listed the individual appointed by the Town of Stony Creek as being appointed by the Town of Warrensburg and the individual from the Town of Warrensburg was unintentionally omitted from the Certificate of Appointment. He stated these appointments had always been handled by the Towns; he added he did not believe this process should be changed because these positions would be difficult to fill if they were required to be interviewed in order to be appointed.

Chairman Thomas stated Mr. Moore had requested that his Assistant, as well as the County Attorney review all of the board's and their bylaws to ensure they were up-to-date, as a number of these appointments had been handled in the same manner for forty years.

Supervisor Merlino apprised there was an appointment to the Warren County Youth Board from the Town of Lake Luzerne and he asked if this was the one that was missing. Mr. Moore responded the appointment from the Town of Stony Creek was left off and the individual from the Town of Warrensburg was incorrect. Mr. Moore stated they would be reviewing all of the appointments with the Department of Social Services to ensure the appointments were correct when they went back before the Human Services Committee.

Chairman Thomas called for discussion and public comment on the proposed resolutions, as well as requests for roll call votes.

In regard to proposed Resolution No. 74, *Authorizing License Agreement with Revolution Rail Company for Use of County Owned Railroad Tracks*, Supervisor Wild informed although he had been in favor of the agreement because of the potential of bringing more opportunities to the northern portion of Warren County, he had some concerns regarding the language in the licensing agreement and he asked whether these could be discussed in open session since the agreement was stamped confidential. Mr. Moore stated he felt it was appropriate for any concerns to be discussed now. Supervisor Wild apprised there was a statement included which indicated the Rail corridor was a public asset and as such during the regular season a reasonable accommodation would be made for recreational uses to not interfere with the rail bike operations and he questioned what reasonably was considered to be. Mr. Moore replied the County Department of Public Works was the agency charged with ensuring any activities taking place in the rail corridor were safe meaning if this involved ATV's traveling on the track where rail riders were approaching this would not be considered reasonable. He continued, stating if they were referring to an individual walking their dog along the side of the tracks, this was reasonable as long as the dog was friendly. He mentioned the intent was for the Department of Public Works to work with Revolution Rail Company to ensure there was coherence with the individuals who were using the corridor. In regard to Item 77 of the agreement, Supervisor Wild inquired whether the County was aware how much it was going to cost to repair all of the washouts, removal of obstructions, mowing and material for the section of rail Revolution Rail Co. would be using. Mr. Moore replied Mr. Hajos could provide the gross cost, but it would be equal to 12.5% because 50% of the cost of clearing of the obstructions and repairing of the washout sections would be covered by FEMA (*Federal Emergency Management Agency*) and the State would cover 15% of this expense. Mr. Moore asked Mr. Hajos what the total cost of these repairs was and Mr. Hajos responded it was approximately \$100,000. Mr. Moore stated this meant the County's portion of the expense was about \$12,500. Supervisor Wild apprised there was also a statement in the same section which indicated the licensee shall monitor the physical condition of the premises, rail infrastructure, etc. and he inquired whether Revolution Rail Company was required to maintain it in the condition that it was presented to them similar to how other contracts were set up. Mr. Moore informed one of the challenges of managing the rail property was

accessing it by the Department of Public Works to ensure that the culverts were not plugged or an obstruction was not blocking the tracks. He said since it was difficult to get access unless a high rail was rented and Revolution Rail Company would be on premise they would notify the County should any issues arise. Supervisor Wild remarked while he concurred with that, he was concerned the County may be exposing itself to additional costs based on this licensing agreement. Mr. Moore pointed out the costs the County would be responsible for based on this licensing agreement pertained to the maintenance costs that related to the County's responsibility as an owner of a Rail Corridor; however, he noted, The County was not liable for the cost associated with Revolution Rail Company having a successful business. Supervisor Wild questioned whether the County was required to make the Rail Corridor operational within a certain time period if another big storm occurred which caused washouts and debris to fall on the tracks and Mr. Moore replied in the negative. Supervisor Braymer interjected that this was outlined in Paragraph 7, line four of the agreement.

Supervisor Diamond inquired whether it would make sense for the County to require Revolution Rail Company to submit a ridership report by then end of November to allow the Supervisors time to do their due diligence and examine the report to determine whether they wanted to renew the agreement, as the way it was currently written indicated it was due by December 31st which did not provide them with sufficient time to make an informed decision. Mr. Moore stated the due date could be changed in the agreement; he added it was in their best interest to provide the County with the report earlier because the County had to approve the extension by the end of the year. Ms. Kissane suggested they use the Board Meeting date in November as the deadline because Committee meetings occurred the following week, as this would allow them to have a copy of the report to review beforehand.

Supervisor Shepler questioned who would be responsible for maintaining the arms and lights to ensure the safety of the individuals who would be traveling on the rail and Mr. Moore responded this was the County's responsibility. She noted there were two sets of arms located in the Town of Thurman that there had been many issues with in prior years and she asked whether she should call the County if these issues were to reoccur. Mr. Moore replied all of the arms were currently pinned up because there was no rail traffic; however, he noted, the County DPW should be contacted for any issues that may occur. Supervisor Shepler inquired how fast the County DPW would respond to these issues and Mr. Hajos replied the arms would remained pinned up because Revolution Rail Company would not be traveling across any crossings. Mr. Moore added if there was rail traffic and there was an issue with one of the arms then the Warren County DPW would respond immediately. Supervisor Braymer added the working group who negotiated the contract with the representatives of Revolution Rail Company had made a point to ensure they were aware they could not cross any of the roads due to safety concerns. She stated Revolution Rail Company had agreed to turn around before they reached the crossing in the Town of Thurman.

Supervisor Braymer apprised she thought that part of the agreement required Revolution Rail Company to handle the mowing and Mr. Hajos replied in the negative. Mr. Hajos explained the initial clean up would be handled by the company the County contracted with to handle the storm clean up. He added Revolution Rail Company would only be charged with mowing the area surrounding the North Creek Station. Supervisor Braymer interjected that she had been under the impression that Revolution Rail Company would also be responsible for mowing along the line where they operated. Mr. Hajos stated Revolution Rail Company would not be mowing in that area. Supervisor Braymer asked if making this mowing their responsibility could be included in the agreement and Mr. Hajos responded that because these were rail bikes and not a railroad operation, Revolution Rail Company would not have the means to handle that type of work. He said they would take care of small things such as small branches that had fallen on the tracks, but they would not be doing any type of mowing along the tracks other them around the Station. Supervisor Braymer inquired whether the County would be handling the mowing and Mr. Hajos replied in the negative.

Supervisor Seeber stated she believed there were a number of questions surrounding the agreement with Revolution Rail Company which had only been distributed to the Supervisors last night, and while she was appreciative of the overview Mr. Moore had provided to them at the February 11th meeting of the Personnel & Administration Committee, she felt she needed more time to review the agreement in order to make an informed decision. She added some of her confusion pertained to the option to extend the agreement for an additional four years, as she thought they had a lengthy discussion in Committee that was lead by Supervisor Conover following which they determined they would only be addressing a one-year term; however, she noted, she may have misunderstood what occurred. Mr. Moore apprised the Committee had determined if they were going to have options to extend it would be by mutual agreement and the County would make a determination as to whether they wanted to extend the agreement for the subsequent year by December 31st contingent upon the receipt and review of a ridership report; he added this was included in the draft agreement. Supervisor Seeber advised since she had not had a chance to review the agreement she would support tabling the agreement to go back to the Committee.

Supervisor Wild mentioned he, as well voiced his displeasure about matters being brought before them at the last minute and he questioned whether there was a compelling reason why proposed Resolution No. 74, *Authorizing License Agreement with Revolution Rail Company for Use of County Owned Railroad Tracks*, needed to be voted on today. Mr. Moore replied affirmatively, explaining Revolution Rail Company would not move forward with operating on the County Railroad if the agreement was not adopted today because they required lead time to invest in the additional equipment needed in order to begin operating on May 1st. Supervisor Wild remarked because of that he was fully supportive of moving forward with the agreement today.

Supervisor Beaty advised he was going to ask the same question Supervisor Wild asked because this was the first time he had been able to review the agreement which did not provide him with sufficient time to make an informed decision. He said because of this he would most likely be voting in opposition of proposed Resolution No. 74, *Authorizing License Agreement with Revolution Rail Company for Use of County Owned Railroad Tracks*. He stated he felt Mr. Moore did a good job explaining the agreement; however, he noted, he could not vote in favor of a matter if he did not understand it. Supervisor McDevitt pointed out the information was available to review yesterday online.

In regard to matters being brought before the Board at the last minute, Supervisor Braymer stated she would like to propose an amendment to Resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19)*. She informed this particular property had been an issue for over forty years now, but under her leadership as Chair, the Environmental Concerns & Real Property Tax Services Committee had made progress in 2019, as well as this year which started with making a plan last fall to go out to bid to obtain estimates for demolition of the building located on the property to give them a better idea of what that cost would be before the County foreclosed on the property. She said since they had determined the cost of demolition was not unreasonable they had decided to move forward with the foreclosure process which the County Attorney had started working on. She mentioned her goal had been to have the opportunity to sell the building as is to a responsible individual to reuse that property if anyone was interested in doing so; however, she noted, she did not have anyone in particular in mind to sell the building to. She said her hope was for the property to be offered for sale in a public auction in an open process and if no one placed a bid they would then move forward with demolishing the building. She stated she was aware the lowest responsible bid they received for demolition was for a reasonable cost and she did not want to lose that opportunity for the County, but she was respectfully requesting as the Chair of the Environmental Concerns & Real Property Tax Services Committee for some leeway to have the opportunity to offer the building up for sale. She suggested they award the bid subject to seeing if they could procure a buyer and if not, then to move forward with the demolition, all within a six month

timeframe which was the amount of time the contractor was willing to hold the bid price for. She stated she had distributed a copy of her proposed amendment to the Board Members prior to the meeting which she proceeded to review it in detail; a copy of which is on file with items distributed at the February 21st Board Meeting.

A motion was made by Supervisor Braymer and seconded by Supervisor Diamond to amend proposed Resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19)*, as outlined above.

Supervisor Geraghty voiced his opposition to the proposed amendment because after many years they were finally taking the necessary steps to move forward with tearing down the building and putting the property up for sale to get in back on the tax role and he felt delaying it further was inappropriate. He pointed out the building had been an eyesore for the Town of Queensbury for many years and he believed moving forward with the demolition was the right thing to do because if anyone was interested in the building they would have purchased it by now.

Chairman Thomas interjected before they moved forward any further the proper procedure was for a motion to be made to Waive the Rules of the Board requiring that a Resolution be presented in writing regarding amending proposed Resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19)*, to award the bid subject to seeing if they could procure a buyer and if not then move forward with the demolition. Supervisor Seeber stated for point of order she was inquiring whether a discussion could take place before they voted on the matter. Chairman Thomas pointed out what was before them was the Waiving of the Rules of the Board to allow for discussion on the proposed amendment. Supervisor Beaty requested clarification on the process and Mr. Moore replied they had to Waive the Rules of the Board before they could bring the proposed amendment to the floor. The necessary motion was made by Supervisor Braymer and seconded by Supervisor Diamond and failed due to obtaining the lack of 2/3 majority vote required with a vote of 558 in favor (*Supervisors Wild, Magowan, Seeber, Beaty, Leggett, Diamond, Braymer, Bruno and Driscoll*), and 321 against (*Supervisors Shepler, Geraghty, Conover, McDevitt, Frasier, Simpson, Dickinson, Merlino and Thomas*) and 121 absent (*Supervisors Hogan and Strough*).

Supervisor Thomas announced the motion to Waive the Rules of the Board had failed due to obtaining the 2/3 majority vote required because there were only 558 votes in favor, but 667 were required.

Supervisor Seeber inquired whether discussion was closed regarding proposed Resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19)*, and Chairman Thomas replied in the negative. Supervisor Seeber stated she believed a significant amount of the discussion regarding Tax Map Parcel No. 302.8-1-2 had taken place prior to her returning to the Board which was why she thought about abstaining from the vote, but her understanding was that would count as a vote in opposition. She said her desire was for the resolution to indicate this property would be sold to a private landowner so it could be placed back on the County Tax Rolls, but in its current format the proposed Resolution did not imply this would occur. She remarked because of this she would be voting in opposition of the proposed Resolution; she added as a matter of respect she would also support Supervisor Braymer's request to hold off on the demolition because more than half of the Environmental Concerns & Real Property Tax Services Committee members were absent from the meeting when matter was discussed. She stated she would also like to request roll call votes on two other proposed resolutions before them today at the appropriate time.

Supervisor Magowan stated he had attended the Environmental Concerns & Real Property Tax Services

Committee meeting where this matter was discussed, apprising he was aware that someone had expressed interest in purchasing the building. He said he believed the reason no one had come forward in prior years was because of all of the unknowns associated with the property such as the environmental concerns, as well as the cost to demolish the building. He said he concurred that the building was an eyesore and he would like to see it taken down; however, he noted, since there were some individuals who had expressed an interest in purchasing the parcel, he felt they should look into selling it to save the County money which was what he believed Supervisor Braymer had tried to accomplish with her proposed amendment to Resolution No. 38.

Supervisor Wild questioned whether there was anything in proposed Resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19)*, that indicated the County could not sell the property. Mr. Moore replied he believed that was what Supervisor Seeber was implying, as there was nothing in the proposed Resolution that committed the County to what would occur after the building was demolished. Supervisor Beaty asked whether this could be included in the proposed Resolution and Mr. Moore replied they would need to Waive the Rules of the Board in order to do so. Supervisor Wild stated he could not foresee any reason for an amendment, as they could make this determination at a later date. Supervisor Braymer interjected this would only be the case before the building was demolished.

Supervisor Diamond advised he concurred with a number of his colleagues that the building was an eyesore; however, he stated, he felt they should have a structural engineer assess the building to determine whether portions of it were salvageable, and if so, offer it for sale resulting in the County saving the cost of demolishing the building.

Supervisor McDevitt apprised the building was a polluted, unsafe structure and it was time to tear it down which was what proposed Resolution No. 38 would permit them to do. He noted the contractor they were awarding the bid to had provided the County with a reasonable rate for demolition; therefore, he said, he believed they should deal with the other issues once the building was demolished. He added he felt once the building was torn down potential purchasers would view the property in a more favorable light such as having some developmental possibilities. He urged the Board Members to support proposed Resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19)*.

Supervisor Braymer pointed out one of the reasons the building was never purchased related to the threat of environmental issues; however, she noted, the County had conducted testing that indicated the property did not require any soil remediation. She questioned why this property was any different than the recycling facility that the County recently sold which also required a new roof, but was purchased as is. She stated the other reason individuals would not purchase this parcel was because several hundred thousand dollars in back taxes were owed on it, but once it was foreclosed on those would be deleted. She said there was no documentation available that indicated the building was unsafe, as it had never been condemned or determined to be dangerous by neither the town or the County. She mentioned creative individuals could do something interesting with that building and revitalize the downtown area; she added this was why she would like to provide anyone with the opportunity to do so and the reason she would be voting in opposition of proposed Resolution No. 38 even though she understood what a great price the contractor was willing to do the work for. She said she would be willing to bring it back to Committee to determine what else they could do with this.

Supervisor Leggett questioned whether there was anything preventing the County from foreclosing on the property in its current condition and offering it for sale. Mr. Moore replied proposed Resolution No. 38 indicated the County would enact the contract with the demolition company. Supervisor Leggett

stated his understanding of why the County had never foreclosed on the property was because they wanted to ensure there were no environmental concerns that the County would be obligated to pay to take care of before they foreclosed on the parcel and he asked whether it had been determined there were no environmental concerns meaning the County could leave the building in place and foreclose on it. Mr. Moore apprised the foreclosure process had already begun and was moving forward with an anticipated ownership date of sometime in May. Mr. Moore explained if proposed Resolution No. 38 was adopted then the building would be demolished so if the parcel was offered for sale it would be without the building. Supervisor Leggett inquired whether there was a reason they were moving forward with the expense of demolishing the building instead of selling the property as is. Mr. Moore responded the Committee had discussed both of these options and they decided they would rather have the building demolished; he added the video of the Committee meeting was available online for review.

Supervisor Beaty apprised his concern and objective was to ensure this parcel remained on the public tax rolls, as he was aware there were individuals who would like the property converted into a parking lot for the Warren County Bike Trail, which meant it would be removed from the tax rolls for the County, as well as the Town. He stated his goal was for the parcel not to be owned by the County; he added he was unsure of whether the parcel was more enticing to potential buyers with or without the building. He reiterated he would like to get the parcel back on the tax rolls, as he believed it would be a disservice to the taxpayers if this was not accomplished. He pointed out there was no need to convert the property into a parking lot for the Bike Trail because there was one located about a half mile from there.

Supervisor Wild stated he had a question concerning proceeding as it related to the County foreclosing the property regarding whether the County was required to auction off the property, and if so would the County be required to accept a \$1 bid. Mr. Moore advised since the County was foreclosing on the property outside of the auction cycle because the contractor only agreed to hold his bid for six months they would like to sell the property before the regular foreclosure auction in October. He continued, apprising the law required the County to sell County property through a competitive process; therefore, he said, the County would be taking ownership of this property before ownership of the other properties in the foreclosure process was taken and the property had to be sold to the highest responsible bidder. Ms. Kissane added there was an exception under County Law Section 215 which indicated if a property was taken through the foreclosure process a competitive bidding process was not required; therefore, the County could take ownership of the parcel through the foreclosure process and then the Board could determine what they would like to do with it. Mr. Moore interjected the route they were currently taking was to dispose of the parcel as soon as possible as per the Committees wishes was to have a competitive bidding process. Supervisor Wild asked for clarification whether the parcel had to be taken to auction or could the County hold on to it and down the road sell it to the highest bidder. Mr. Moore explained if their desire was to take it to auction then the parcel needed to be part of the regular foreclosure process, but this was not how the Committee chose to proceed. He said the Committee had directed that the parcel be removed from that process to allow it be sold quicker.

Supervisor Braymer informed there were four Committee members absent from the Environmental Concerns & Real Property Tax Services meeting where this matter was discussed resulting in Chairman Thomas having to serve in order to make a quorum. She added the Committee had not had enough discussion regarding what their plans were for this property. She said getting the bids was part of their plan to better understand what the County's potential liability was, but now they were aware the liability was not as much as they had anticipated it being. She remarked she believed this matter should be tabled and return to the Committee for further discussion.

A motion was made by Supervisor Braymer, seconded by Supervisor Beaty and carried by majority vote, with Supervisors Geraghty, Conover, McDevitt, Frasier and Simpson voting in opposition, to table

proposed Resolution No. 38, *Awarding Bid and Authorizing Agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 Located at 275 Bay Road, Queensbury, New York (WC 83-19)*, and return to Committee for further discussion.

Supervisor Seeber apprised just as a point of order she was seeking guidance on this, as the individuals who watched the Board Meetings on television or online could not tell who was voting which way when a show of hands was used to determine the outcome of a matter. She said although it was the Chairman's call as to whether a roll call vote was conducted, she felt for purposes of transparency it was important for the public to know how their representative voted.

Supervisor Seeber requested roll call votes on proposed Resolution Nos. 49, *Authorizing Agreements with Certain Applicants for the Disbursement of 2020 Occupancy Tax Revenues*, and 50, *Approving the 2020 Occupancy Tax Spending Plan and Authorizing Agreements Between Municipalities in Warren County and Other Organizations for Tourism Promotion and Tourist and Convention Development Services*. She stated she had been very vocal in the Occupancy Tax Coordination Committee meetings on occupancy tax, apprising she felt the schedule A scoring system that was currently in place was in her opinion modified and she did not believe they followed the proper procedure in terms of the awards. She informed she also felt occupancy tax could have been addressed in 2019; therefore, she said, she would be voting in opposition of both of these resolutions.

Supervisor Driscoll requested a roll call vote on proposed Resolution No. 40, *Appointing Members of Professional Advisory Committee*.

Supervisor Wild stated he would be voting in opposition of proposed Resolution Nos. 47, *Authorizing Warren County Tourist and Convention Development Agreement with the Adirondack Civic Center Coalition, Inc. for Occupancy Tax Special Event Funding*, and 48, *Authorizing Continuation of the Intermunicipal Agreement with the Village of Lake George to Provide Funding for Promotion Space Within the Lake George Visitor Center*. Chairman Thomas advised Supervisor Wild would have to vote against the collective vote unless he requested roll call votes on these resolutions. Supervisor Wild asked if they could do a collective vote on proposed Resolution Nos. 47-49 since they all concerned occupancy tax and Supervisor Dickinson replied this was not possible since they pertained to different matters. Supervisor Wild requested roll call votes on proposed Resolution Nos. 47 and 48.

In regard to proposed Resolution No. 41, *Approving the 2019-2021 Warren County Community Health Assessment and Community Health Improvement Plan*, Supervisor Leggett advised he would like to commend the individuals who put this plan together; he added it contained helpful information and displayed where the County fit within the region. He said what he found troubling were the high rates of mental health and chronic health issues in the County.

In regard to proposed Resolution Nos. 47-50, Supervisor Wild informed these all pertained to occupancy tax. He stated last month Chairman Conover had challenged him to determine what the County's long-term strategy was for economic development; he pointed out tourism was a large contributor to the County's economy and occupancy tax was the "gas that fueled the engine" of tourism. He said it was necessary for the Board Members to take a closer look at how this money was being spent, what the return on investment was and how that was truly moving the County forward with increasing the County's tourism. He apprised until that time when they had the opportunity to review this and go through the metrics in terms of how the County measured the return from occupancy tax he could not be supportive of any additional expenditures. He remarked he was well aware there were some valid expenditures referenced in those resolutions and there events these funds were used for that were worthwhile, but he would like some form of long-term planning in terms of how they were moving forward. He pointed out the County Treasurer had mentioned to them some of the money they had committed in the future may not be sustainable.

Supervisor Braymer advised she also had concerns with occupancy tax, as she thought a working group meeting was going to be held, but this had never occurred. She said she would like to hear more about how the County was going to develop a sustainable plan regarding the expenditure of occupancy tax funding which was why she was uncomfortable voting in favor of proposed Resolution Nos. 47-50.

In regard to proposed Resolution No. 47, *Authorizing Warren County Tourist and Convention Development Agreement with the Adirondack Civic Center Coalition, Inc. for Occupancy Tax Special Event Funding*, Supervisor Diamond informed he believed the Adirondack Civic Center Coalition had presented the Supervisors with an annual report which indicated the value as a result of the contributions of the County toward the Cool Insuring Arena. He suggested any Supervisor with questions regarding whether the Cool Insuring Arena was performing at the level they felt they should be at should review the annual report.

Chairman Thomas apprised that Supervisor Beaty had indicated earlier in the morning that he would be voting in opposition of proposed Resolution No. 74, *Authorizing License Agreement with Revolution Rail Company for Use of County Owned Railroad Tracks*, but no one had requested a roll call vote on this particular resolution and he asked Supervisor Beaty whether he would like one and Supervisor Beaty replied in the negative.

Christopher Lynch, *Town of Queensbury Resident*, stated he had been traveling by the dilapidated property on Bay Road for a number of years, apprising he felt Supervisor Braymer's idea for the property was the most consciousness thing he had heard all day. He apprised if the building was demolished another building would be erected in its place, pointing out there had been several buildings torn down in the region only to be replaced with convenient stores, housing for low income families, etc. He mentioned anyone who purchased the property would take into account what the cost of demolition was and he felt holding off on the demolition for a few months to see if anyone would be interested in purchasing it as is was a sensible notion. He remarked that he personally felt it was an attractive building.

Norman Dascher Jr., *Chief Executive Officer of The Hyde Collection*, informed the occupancy tax funding his organization received last year was used to work with a local web consultant to change their website and since those changes went live they had a significant amount of success. He said they had an increase of 14% overall traffic on their website, a 22% increase in page views, a 41% increase in mobile traffic, a 77% reduction in load speed going from 9.7 seconds down to 2.1 seconds, all of which was according to google performance metrics. He advised they now had 105% more traffic to the visitor page, a 302% increase to their donation page, 45% more overall traffic and 30% lower bounce rate, which meant visitors were staying on their website. He apprised this was a good investment for the County and he thanked them for their contribution. He outlined their three phase growth strategy for the Hyde for the next three years as follows: A regional growth strategy as the first phase; the second phase involved New England; and the third phase concerned national, apprising this year they had visitors from 47 different States. He informed they were focused on expanding the footprint to not only have a regional, but also a national reputation. He remarked he was appreciative of the investment Warren County made in the Hyde with occupancy tax.

Supervisor Seeber requested a roll call vote on proposed Resolution No. 74, *Authorizing License Agreement with Revolution Rail Company for Use of County Owned Railroad Tracks*.

Chairman Thomas called for a vote on resolutions, following which 28-90 were approved, as presented with the exception of Resolution Nos. 38 and 78 which were tabled. Please note that proposed Resolution No. 91 failed to obtain the majority vote required in order to be brought to the floor.

Chairman Thomas called for public comments from anyone wishing to address the Board on any matter.

Mr. Whitehead stated he had spent a few hours preparing for this meeting and he would like to give the Board Members an update regarding what he had discovered pertaining to the Rules of the Board, some of which was discussed earlier, but none of which was very clear. He said he had started his research with a FOIL (*Freedom of Information Law*) request where he asked for every written rule that applied to the powers that had been delegated to the Chairman. He apprised following his review of this information he found nothing that indicated the Chairman had the authority to appoint anything beyond the Committee members and he felt this should be researched. He informed he also found the Oath of Office for his appointment to the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation which he believed was the same as all the appointments to this organization, and the appointment never expired, as it stated it “was at the pleasure of the appointing authority”, which was the Warren County Board of Supervisors. He apprised although the resolution which appointed members to the organization for 2020 did not mention him, the Board, as the appointing authority, had never removed him and in January a sixth person was appointed to the organization, but only five members could be appointed by Warren County. He said it was fortunate that one of these six members had decided to resign because now there were five members. He mentioned it was his intention to serve on that organization when they met again in about a month unless he was so directed not to do so by the appointing authority. He apprised he would be pointing out some other things that Ms. Kissane should be looking into, as well, the first of which pertained to Resolution No. 1 of 2020 which referred to the Rules of the Board and Item D No. 7 indicated the filling of vacant positions could only be authorized with the following approvals: County Administrator; Budget Officer; and majority vote of appropriate oversight Committee. He said when he was appointed in 2018, the request was presented and approved by the Personnel & Higher Education Committee on October 4th which Supervisor Geraghty was the Chair of at that time. He apprised the minutes stated : Moving along Mr. Geraghty advised Agenda Item 7 concerned a request to appoint G. Travis Whitehead to fill Warren County’s vacant position on the Warren-Washington Counties IDA & CDC due to the resignation of Louis Tessier. Motion was made by Mr. McDevitt, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting. He advised the Board had handled these appointments properly in the past, but there was no need to go through Committee for individuals who had already been appointed because their appointments did not expire; he added in the case of vacancies it was rather clear to him these should be brought through Committee which was what occurred with his appointment in 2018. He mentioned the idea that these appointments were handled how they had always been in the past did not make it right; he pointed out if he was pulled over on the Adirondack Northway later today doing eighty miles an hour, he would tell the cop he normally did one-hundred he did not believe it would help his case with the cop or the judge. He mentioned it was a matter of what the rules were which Ms. Kissane could advise them on. He wished them luck in finding information regarding how appointments were handled in the bylaws for the Warren-Washington Counties IDA & CDC, as the closest thing he could find was in the CDC bylaws, which were revised in 2012, and indicated that each County would appoint five members, the same as the IDA. He voiced his appreciation that there was a significant amount of discussion on a number of different matters which he believed resulted in better decisions by the Board and he complimented them for this.

Mark Westcott, *Town of Queensbury Resident*, apprised he had read the bylaws the Warren-Washington Counties IDA & CDC, but they did not contain any information regarding how members were appointed. He said although he was not an attorney, he felt this would be relatively easy to fix by including a provision that stated “all members shall be nominated and appointed in conformance with whatever the nominations were in conformance with. Mr. Moore interjected the County was not in a position to do that because the Warren-Washington Counties IDA & CDC were required to adopt their own bylaws. Mr. Westcott stated Ms. Kissane had mentioned she was going to review their bylaws, informing he was

only making an overall suggestion which he would also be suggesting at the next meeting of the Warren-Washington Counties IDA & CDC. He noted there was no indication as to how an individual could be removed from the Warren-Washington Counties IDA & CDC, in the bylaws, as well. He said this could be handled by recommending that the member was removed for just cause; however, he suggested, before removing them he felt it would be appropriate to contact them to discuss what they were doing wrong and explain why they should be removed, as this was a golden rule that should always be adhered to; he added no one should be removed without knowing the reason why this was occurring.

Mr. Westcott thanked the Warren-Washington Counties IDA & CDC and their members who were present today, as he believed they were doing a good job. He informed he had attended their last two meetings and he voiced his pleasure that the meetings had been opened up for public comment, as he believed this was helpful. He stated the first meeting he had attended was ended early which was disappointing for the public who had traveled in inclement weather to attend. He said during this meeting subsequent to Mr. Whitehead pointing out they did not have a valid reason to enter into an executive session, the meeting was adjourned early; however, he noted, the next meeting was conducted in an open session and the public were allowed to voice their opinions which he felt was helpful to their organization.

In regard to the discussion today regarding documents and obtaining them at the last minute, Mr. Westcott apprised this had come up as an issue at the two Warren-Washington Counties IDA & CDC meetings he had attended. He said during the December meeting following a phone call with a representative from the WCC, LLC where they made a commitment, the Warren-Washington Counties IDA & CDC based on good faith moved forward with an action centered around what that individual had promised. He stated if Supervisor Seeber had not pushed for those meetings to be videotaped there could have been a real issue with that, but because of the video it was clear what had occurred. He remarked how beneficial it was for these meetings to be videotaped because when decisions were made they were chronicled. He advised before the meeting he had discussed with Supervisor Wild about the lack of information before a decision was made which Supervisor Wild expressed concern with. He said ultimately Supervisor Wild's concerns were justified because the Warren-Washington Counties IDA & CDC discussed the matter and decided to vote on it, but they did not have a copy of the actual lease that was involved with that decision. He continued, apprising they had taken it on good faith that the lease was appropriate, but since that time he and Mr. Whitehead had reviewed it and determined there were a number of issues there. He added this was the perfect example of what occurs when the information was not provided in a timely manner before the meeting to allow for review and he thanked Supervisor Wild for bringing that to the attention of the Warren-Washington Counties IDA & CDC.

Mr. Westcott apprised he would like to conclude with explaining why removing Mr. Whitehead from the Warren-Washington Counties IDA & CDC was a bad idea. He stated first and foremost no one wanted to be treated in that manner, as this was a golden rule which he believed everyone wanted to follow. He stated this also sent a message to other members of the Warren-Washington Counties IDA & CDC, Committee members, staff, etc. that if they identified something that was wrong they could be treated in the same manner. He remarked he did not feel this was beneficial to anyone, as they should want individuals to point out when something was improper by supporting them for bringing the information forward and taking action to correct it.

In regard to Mr. Stephenson, Mr. Westcott stated he appeared to be a suitable appointment who would likely be a great addition to the Warren-Washington Counties IDA & CDC; he added he felt they should recruit more business owners as members of the organization and he suggested doing so by removing some of the Supervisors to open up spots for local business owners. He apprised he felt the Warren-Washington Counties IDA & CDC would correct their bylaws by taking the right steps so they could

move forward in the right direction and continue on with their good work.

Mr. Lynch advised following his review of the Rules of the Board, he determined there was no reference to the Supervisors having the authority to appoint individuals to outside agencies and board's. He restated what Mr. Whitehead had referenced earlier regarding Paragraph D7 of Resolution No. 1 of 2020 which indicated the filling of vacant positions would only be authorized with the following approvals: County Administrator, Budget Officer and majority vote of the appropriate oversight Committee. He said he was under the impression that the appointing authority for Warren-Washington Counties IDA & CDC members was the Warren County Board of Supervisors and what was stated in the bylaws for the Warren-Washington Counties IDA & CDC was irrelevant. He stated in following local politics for fifty year he had rarely seen where a last minute resolution was beneficial for the public, as typically they involved something else. He mentioned the second reason he was present related to his displeasure with Mr. Whitehead not being reappointed to the Warren-Washington Counties IDA & CDC, as he felt that was a travesty and there was no way to justify this. He advised the third reason he was present concerned his frustration with the Warren-Washington Counties IDA & CDC and similar organizations taking taxpayer money to rich corporations without anyone knowing what was occurring. He said he often questioned whether those in charge of making these decisions were aware of what was transpiring. He informed he felt the purpose of the Personnel & Administration Committee was to vet personnel by advertising and conducting interviews to ensure the best person was selected to serve. He added the notion that the appointments not being released until the day before the meeting was not an issue was incorrect, as the members of the Warren-Washington Counties IDA & CDC were spending a significant amount of money. He remarked he was pleased the appointment had been tabled and would be going before the Personnel & Administration Committee, adding he had experience and may attend the meeting to express interest in being considered for the appointment.

Chairman Thomas called for announcements.

Supervisor Dickinson commended the Town of Warrensburg Fire Department for their recent response to a fire at the Town of Lake George Municipal Building; he noted the Town had always had a good relationship with the Town of Warrensburg Fire Department, who provided service to the northern portion the Town of Lake George for them and he commended them for their quick response to this recent incident.

Supervisor Seeber stated she was seeking five Board Members to participate with her on a team representing Warren County at Trivia Night which was being held at SUNY Adirondack on March 20th where one of their opponents would be a team made up of members of the Washington County Board of Supervisors and she encouraged anyone interested in participating to contact her. She noted the last time they had participated in this event a few years ago they were beaten by Washington County and she was looking forward to a rematch to be given the opportunity to be triumphant over them.

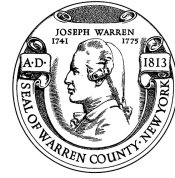
Supervisor Shepler announced the Town of Thurman was holding its annual Maple Jack Wax Party from 3:00 p.m. until the last person was served on March 14th and she encouraged all to attend, as the proceeds from the event were allocated directly to the American Cancer Society. She said this event had been held for a number of decades and they were pleased to have it up an running again.

Supervisor Simpson apprised tomorrow the North Warren Chamber of Commerce was holding their annual Crazy Downhill Derby which was a fun event and he encouraged all to attend. He suggested next year they consider having a sled representing each town to participate in the event.

There being no further business to come before the Board of Supervisors, on motion made by Supervisor Dickinson and seconded by Supervisor Beaty, Chairman Thomas adjourned the Board Meeting at 12:43 p.m.

Warren County Board of Supervisors

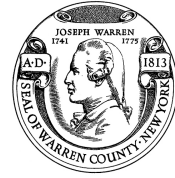
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
28	ROLL CALL	FINANCE- MAKING SUPPLEMENTAL APPROPRIATIONS
29	ROLL CALL	FINANCE- AMENDING WARREN COUNTY BUDGET FOR 2019 AND 2020 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY <i>RESOLUTION REVISED AFTER MAILING</i>
30		COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>) - AUTHORIZING EXTENSION AGREEMENT WITH EMERGENCY POWER SYSTEMS TO PROVIDE GENERATOR MAINTENANCE SERVICES AT VARIOUS WARREN COUNTY FACILITIES IN CONNECTION WITH THE WARREN COUNTY DEPARTMENT OF PUBLIC WORKS (WC 18-19)
31		CRIMINAL JUSTICE (<i>ASSIGNED COUNSEL</i>) - APPROVING THE WARREN COUNTY ASSIGNED COUNSEL PLAN WHICH REPLACES THE ASSIGNED COUNSEL PLAN AUTHORIZED BY RESOLUTION NO. 27 OF 2019
32		CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AMENDING AGREEMENT WITH RELX D/B/A LEXISNEXIS FOR A SUBSCRIPTION FOR A LAW LIBRARY RESEARCH SYSTEM FOR THE PUBLIC DEFENDER'S OFFICE, TO INCREASE THE NUMBER OF AUTHORIZED USERS
33		CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING AGREEMENTS WITH OUTSIDE COUNSEL TO PROVIDE MENTORING SERVICES TO STAFF ATTORNEYS ON CASES FOR THE PUBLIC DEFENDER'S OFFICE
34		CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING OUT-OF-STATE TRAVEL FOR PUBLIC DEFENDER, MARCY FLORES, TO ATTEND THE NACDL'S 13TH ANNUAL FORENSIC SCIENCE SEMINAR - MAKING SENSE OF SCIENCE: FORENSIC SCIENCE & THE LAW IN LAS VEGAS, NEVADA
35		CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING OUT-OF-STATE TRAVEL FOR 1ST ASSISTANT PUBLIC DEFENDER, BRIAN PILATZKE, TO ATTEND THE NACDL'S ALL THE WRIGHT TOOLS: TAKING FLIGHT WITH YOUR DEFENSE FROM ARRAIGNMENT TO ACQUITTAL MEETING & SEMINAR IN CHARLOTTE, NORTH CAROLINA

Warren County Board of Supervisors

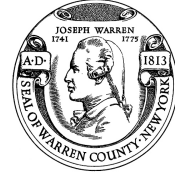
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
36		ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>ENVIRONMENTAL CONCERNS</i>) - AMENDING RESOLUTION NO. 549 OF 2019, APPOINTING AND RE-APPOINTING MEMBERS OF THE CLIMATE SMART TASK FORCE FOR THE YEAR 2020, TO APPOINT AN ADDITIONAL MEMBER
37		ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>ENVIRONMENTAL CONCERNS</i>) - AUTHORIZING WARREN COUNTY'S PARTICIPATION IN A CLEAN LAKES COLLABORATION DEDICATED TO PROTECTING NEW YORK STATE'S MOST VITAL AND THREATENED ASSET
38		ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH BRONZE CONTRACTING, LLC FOR BUILDING DEMOLITION AND ASBESTOS ABATEMENT SERVICES FOR TAX MAP PARCEL NO. 302.8-1-2 LOCATED AT 275 BAY ROAD, QUEENSBURY, NEW YORK (WC 83-19) - RESOLUTION TABLED
39		HEALTH SERVICES (<i>HEALTH SERVICES</i>) - APPOINTING MEMBERS OF THE LOCAL EARLY INTERVENTION COORDINATING COUNCIL (LEICC) FOR THE EDUCATION OF PHYSICALLY HANDICAPPED CHILDREN'S PROGRAM
40	ROLL CALL	HEALTH SERVICES (<i>HEALTH SERVICES</i>) - APPOINTING MEMBERS OF PROFESSIONAL ADVISORY COMMITTEE
41		HEALTH SERVICES (<i>HEALTH SERVICES</i>) - APPROVING THE 2019-2021 WARREN COUNTY COMMUNITY HEALTH ASSESSMENT AND COMMUNITY HEALTH IMPROVEMENT PLAN
42		HEALTH SERVICES (<i>HEALTH SERVICES</i>) - AUTHORIZING CONTINUATION AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH FOR SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR THE WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM

Warren County Board of Supervisors

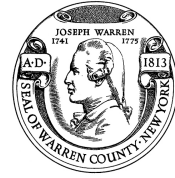
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
43		HEALTH SERVICES (<i>HEALTH SERVICES</i>) - AUTHORIZING AGREEMENT WITH NEW YORK STATE DEPARTMENT OF HEALTH TO PROVIDE SERVICES TO CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS
44		HEALTH SERVICES (<i>HEALTH SERVICES</i>) - AMENDING THE AGREEMENT WITH NORTH COUNTRY HOME SERVICES TO REFLECT AN INCREASE IN RATES FOR PARAPROFESSIONAL CARE SERVICES FOR THE HEALTH SERVICES DEPARTMENT
45		HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AUTHORIZING THE DIRECTOR OF WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING TO SUBMIT A FOUR YEAR IMPLEMENTATION PLAN AND THE 2020-2021 FUNDING APPLICATION TO THE NEW YORK STATE OFFICE FOR THE AGING
46		HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AMENDING MEMORANDUM OF UNDERSTANDING BETWEEN SOUTHERN ADIRONDACK INDEPENDENT LIVING CENTER (SAIL) AND WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING AND REGIONAL NY CONNECTS ILC GRANTEEES TO PROVIDE SERVICES TO THE ELDERLY IN WARREN AND HAMILTON COUNTIES THROUGH THE NEW YORK CONNECTS PROGRAM
47	ROLL CALL	OCCUPANCY TAX COORDINATION - AUTHORIZING WARREN COUNTY TOURIST AND CONVENTION DEVELOPMENT AGREEMENT WITH THE ADIRONDACK CIVIC CENTER COALITION, INC. FOR OCCUPANCY TAX SPECIAL EVENT FUNDING
48	ROLL CALL	OCCUPANCY TAX COORDINATION - AUTHORIZING CONTINUATION OF THE INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE TO PROVIDE FUNDING FOR PROMOTION SPACE WITHIN THE LAKE GEORGE VISITOR CENTER
49	ROLL CALL	OCCUPANCY TAX COORDINATION - AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2020 OCCUPANCY TAX REVENUES

Warren County Board of Supervisors

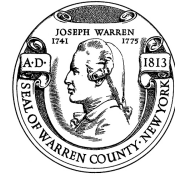
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
50	ROLL CALL	OCCUPANCY TAX COORDINATION - APPROVING THE 2020 OCCUPANCY TAX SPENDING PLAN AND AUTHORIZING AGREEMENTS BETWEEN MUNICIPALITIES IN WARREN COUNTY AND OTHER ORGANIZATIONS FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES
51		PARK OPERATIONS & MANAGEMENT (O&M) - RATIFYING THE AUTHORIZATION OF A REDUCED FEE FOR USE OF THE FESTIVAL COMMONS AT THE CHARLES R. WOOD PARK FOR THE LAKE GEORGE WINTER CARNIVAL OUTHOUSE RACES
52		PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING OUT-OF-STATE TRAVEL FOR MICKI GUY, EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR; TRAVIS HOWE, 2ND DEPUTY EMS COORDINATOR AND JACK TIMS, 3RD DEPUTY EMS COORDINATOR TO ATTEND THE EMS TODAY CONFERENCE AND EXPOSITION IN TAMPA, FLORIDA
53		PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES UNDER THE FY20 STATE HOMELAND SECURITY GRANT PROGRAM
54		PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR FY20 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT FUNDING FOR THE OFFICE OF EMERGENCY SERVICES
55		PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR THE FY20 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT FOR THE LOCAL EMERGENCY PLANNING COMMITTEE

Warren County Board of Supervisors

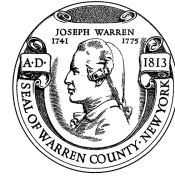
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
56		PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>)- AUTHORIZING AGREEMENT WITH THE CITY OF GLENS FALLS TO PROVIDE REIMBURSEMENT FOR TRAINING AND FOR THE CITY FIRE DEPARTMENT TO BE FIRST RESPONDERS TO HAZARDOUS MATERIALS/WEAPONS OF MASS DESTRUCTION INCIDENTS -FIRE PREVENTION & CONTROL
57		PUBLIC SAFETY (<i>SHERIFF</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH CAPITAL DIGITRONICS, INC. FOR PREVENTATIVE MAINTENANCE AND SERVICE FOR COMMUNICATION EQUIPMENT (WC 72-19)
58		PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AGREEMENT WITH MOTOROLA SOLUTIONS, INC. TO PROVIDE HARDWARE REFRESH AND SUPPORT FOR COMMUNICATIONS CENTER EQUIPMENT
59		PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING RENEWAL OF INTERMUNICIPAL AGREEMENT WITH THE TOWN OF SCHROON AND ESSEX COUNTY SHERIFF'S DEPARTMENT FOR MARINE LAW ENFORCEMENT ON SCHROON LAKE IN THE TOWN OF SCHROON, ESSEX COUNTY, NEW YORK
60		PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AGREEMENT WITH NEC CORPORATION OF AMERICA TO PROVIDE BASIC MONITORING OF VOICE NETWORK COMPONENTS FOR THE SHERIFF'S OFFICE
61		PUBLIC SAFETY (<i>SHERIFF</i>)- AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES TO UPGRADE COMMUNICATIONS CENTER 911 SYSTEMS FOR THE SHERIFF'S DEPARTMENT
62		PUBLIC SAFETY (<i>SHERIFF</i>)- AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES TO PURCHASE PUBLIC SAFETY ANSWERING POINT/DISPATCH EQUIPMENT

Warren County Board of Supervisors

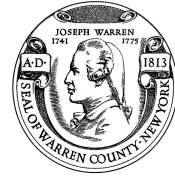
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
63		PUBLIC SAFETY (<i>SHERIFF</i>) - RATIFYING THE ACTIONS OF THE FORMER SHERIFF IN EXECUTING A MEMORANDUM OF UNDERSTANDING WITH CBH MEDICAL, P.C. TO REVISE THE STAFFING SCHEDULE
64		PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AMENDING SNOWMOBILE TRAIL LICENSE AGREEMENT WITH LYME ADIRONDACK TIMBERLANDS I, LLC FOR SNOWMOBILE TRAIL SYSTEM LOCATED IN THE TOWN OF HAGUE, TO INCREASE THE NOT TO EXCEED AMOUNT
65		PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING AGREEMENT WITH HAGUE SNO-GOERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2020
66		PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING AGREEMENT WITH NORTHERN WARREN TRAILBLAZERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2020
67		PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING AGREEMENT WITH THURMAN CONNECTION SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2020
68		PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - REJECTING ALL BIDS REGARDING THE SALE OF THE BOSTON & MAIN CABOOSE #482 CURRENTLY LOCATED AT THE THURMAN STATION (WC 81-19)
69		SUPPORT SERVICES (<i>PURCHASING</i>) - ADOPTING THE 2020 PURCHASING POLICY FOR WARREN COUNTY
70	ROLL CALL	PERSONNEL & ADMINISTRATION - AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLANS FOR 2019 AND 2020

Warren County Board of Supervisors

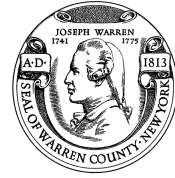
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
71		PERSONNEL & ADMINISTRATION (CLERK OF THE BOARD) - FURTHER AMENDING RESOLUTION NO. 374 OF 2017, APPROVING THE PAYMENT FOR SERVICES PROPOSAL SUBMITTED BY THE WARREN COUNTY CORONER, TO UPDATE REMOVAL, TRANSPORT AND FORENSIC MEDICAL SERVICES FEES
72		PERSONNEL & ADMINISTRATION (COUNTY ADMINISTRATOR) - ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY
73		PERSONNEL & ADMINISTRATION (COUNTY ADMINISTRATOR) - AUTHORIZING THE USE OF PAID ADMINISTRATIVE LEAVE IN THE EVENT OF A MEDICAL QUARANTINE FOR DISEASE PREVENTION
74	ROLL CALL	PERSONNEL & ADMINISTRATION (COUNTY ADMINISTRATOR) - AUTHORIZING LICENSE AGREEMENT WITH REVOLUTION RAIL COMPANY FOR USE OF COUNTY OWNED RAILROAD TRACKS
75		PERSONNEL & ADMINISTRATION (COUNTY ATTORNEY) - AUTHORIZING ACCEPTANCE OF SETTLEMENT FOR A RESIDENT AT WESTMOUNT HEALTH FACILITY AND AUTHORIZING COUNTY TREASURER TO WRITE-OFF REMAINING DEBT
76		PERSONNEL & ADMINISTRATION (COUNTY ATTORNEY) - AUTHORIZING WAIVER OF PERSONAL JURISDICTION ISSUES IN THE MATTER OF DANIEL VINCELETTE V. THE COUNTY OF WARREN, ET. AL.
77		PERSONNEL & ADMINISTRATION (HUMAN RESOURCES) - ADOPTING REVISED WARREN COUNTY ALCOHOL & DRUG TESTING POLICY FOR EMPLOYEES HOLDING A COMMERCIAL DRIVERS LICENSE (CDL)
78		PERSONNEL & ADMINISTRATION (HUMAN RESOURCES) - ADOPTING PROPOSED CHANGES TO THE WARREN COUNTY PLANS AND POLICIES MANUAL TO REVISE OUT OF UNIT EMPLOYEE POLICIES TO MATCH CSEA NEGOTIATED POLICY CHANGES AND BENEFIT LEVELS, TO MAKE TECHNICAL CORRECTIONS AND UPDATES TO THE OUT OF UNIT POLICIES - RESOLUTION Tabled
79		PERSONNEL & ADMINISTRATION (HUMAN RESOURCES) - APPOINTING JEFFERY WOODSELL AS DIRECTOR OF WEIGHTS AND MEASURES

Warren County Board of Supervisors

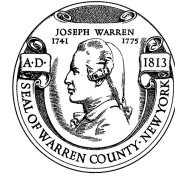
FEBRUARY 21, 2020
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
80	ROLL CALL	FINANCE (<i>AIRPORT</i>) - ESTABLISHING CAPITAL PROJECT NO. H399, AIRPORT SNOW SWEEPER; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020
81	ROLL CALL	FINANCE (<i>AIRPORT</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT REPAIR & PROJECTS RESERVE FUND TO TRANSFERS-CAPITAL PROJECTS FOR THE PURPOSE OF FUNDING CAPITAL PROJECT H399, AIRPORT SNOW SWEEPER; AND AMENDING 2020 WARREN COUNTY BUDGET
82	ROLL CALL	FINANCE (<i>COUNTY ATTORNEY</i>) - HOME RULE REQUEST BY WARREN COUNTY FOR AN EXTENSION TO THE LAW AUTHORIZING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX
83		FINANCE (<i>COUNTY ADMINISTRATOR</i>) - RESCINDING RESOLUTION NO. 25 OF 2020 AUTHORIZING AN AGREEMENT WITH SOUTHERN ADIRONDACK LIBRARY SYSTEM TO COMPLETE PHASE 1 OF THE 2020 CENSUS OUTREACH PLAN
84	ROLL CALL	FINANCE (<i>COUNTY TREASURER</i>) - ESTABLISHING BUDGET CODE A.917.00, ASSIGNED FUND BALANCE, SUNY ADIRONDACK OPERATIONS, FOR THE PURPOSE FUNDING WARREN COUNTY'S SHARE OF SUNY ADIRONDACK OPERATING COSTS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 <i>RESOLUTION REVISED AFTER MAILING</i>
85	ROLL CALL	FINANCE (<i>INFORMATION TECHNOLOGY</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS; AMENDING 2020 WARREN COUNTY BUDGET
86	ROLL CALL	FINANCE (<i>OFFICE FOR THE AGING</i>) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUES TO THE OFFICE FOR THE AGING BUDGET FOR THE PURPOSE OF UTILIZING DSRIP (DELIVERY SYSTEM REFORM INCENTIVE PAYMENT) PROGRAM FUNDS; AND AMENDING 2020 WARREN COUNTY BUDGET

Warren County Board of Supervisors

FEBRUARY 21, 2020 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
87		FINANCE (PARK O&M) - AUTHORIZING THE SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS TO REIMBURSE THE VILLAGE OF LAKE GEORGE FOR EXPENDITURES AT THE CHARLES R. WOOD PARK AND AUTHORIZING APPROPRIATION OF FUNDS FROM DEFERRED REVENUE - GASLIGHT VILLAGE PARKING FEES TO THE CHARLES R. WOOD PARK PROPERTY BUDGET AS NECESSARY
88	ROLL CALL	FINANCE (PARK O&M) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUE - GASLIGHT VILLAGE PARKING FEES TO THE CHARLES R. WOOD PARK, REPAIR & MAINT.-BLDG./PROPERTY BUDGET; AUTHORIZING REIMBURSEMENT TO THE VILLAGE OF LAKE GEORGE FOR VARIOUS EXPENSES; AND AMENDING 2020 WARREN COUNTY BUDGET
89		FINANCE (PLANNING) - DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR IN AUTHORIZING CONTRACT APPROVALS, BUDGET AMENDMENTS AND EXPENDITURES TO EFFECTUATE THE CENSUS OUTREACH PROJECT
90	ROLL CALL	FINANCE (SHERIFF) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE SHERIFF'S OFFICE BUDGET; AND AMENDING 2020 WARREN COUNTY BUDGET

RESOLUTION NOS. 28-90 MAILED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED TO THE COUNTY WEBSITE ON FEBRUARY 14, 2020

91		CHAIRMAN THOMAS - APPOINTING MEMBER OF THE COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION - RESOLUTION NOT BROUGHT TO THE FLOOR
----	--	--

RESOLUTION NO. 91 PRODUCED AFTER MAILING

Warren County Board of Supervisors

RESOLUTION NO. 28 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, MCDEVITT, MERLINO, SIMPSON AND STROUGH

MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2019 and 2020 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

FROM CODE		TO CODE		AMOUNT
DEPARTMENT: COUNTY ADMINISTRATOR - 2019 BUDGET				
A.4530 130	Public Nursing Home, Salaries-Part Time	A.1011 110	County Administrator, Salaries-Regular	\$700.00
A.4530 130		A.1011 410	Supplies	200.00
A.4530 130		A.1011 423	Telephone	50.00
A.4530 130		A.1011 424	Postage	50.00
A.4530 130		A.4530 440	Public Nursing Home, Legal Transcript Fees	4,000.00
A.4530 130		A.4530 470	Contract	500.00
DEPARTMENT: HEALTH SERVICES - 2019 BUDGET				
A.4010 110	Health Services, Salaries- Regular	A.4054 444	Ed/Physically Hand. Children, Travel/Education/Conference	159,650.00
A.4010 130	Salaries-Part Time	A.4054 444		48,000.00
A.4018 110	Preventive Program, Salaries-Regular	A.4054 444		10,000.00
A.4018 130	Preventive Program, Salaries-Part Time	A.4054 444		5,000.00
A.4018.0020 110	Preventive Program, Family Health, Salaries- Regular	A.4054 444		10,000.00
A.4018.0020 130	Salaries-Part Time	A.4054 444		5,000.00
A.4018.0030 130	Disease Control, Salaries- Part Time	A.4054 444		10,000.00

FROM CODE		TO CODE		AMOUNT
DEPARTMENT: HEALTH SERVICES - 2019 BUDGET - CONT.				
A.4054 130	Ed/Physically Hand. Children, Salaries-Part Time	A.4054 444	Ed/Physically Hand. Children, Travel/Education/Conference	\$11,700.00
A.4054.0060 130	Ed. Phys. Handcppd/Early Intervnt, Salaries-Part Time	A.4054 444		4,000.00
A.4189 130	Public Health-Bio Terrorism, Salaries-Part Time	A.4054 444		8,000.00
DEPARTMENT: SHERIFF - 2019 BUDGET				
A.3150 130	Sheriff's Correction Division, Salaries-Pert Time	A.3150 120	Sheriff's Correction Division, Salaries-Overtime	39,056.00
A.3150 860	Hospitalization	A.3110 110	Sheriff's Law Enforcement, Salaries-Regular	88,919.00
A.3150 860		A.3150 861	Sheriff's Correction Division, Retirees Hospitalization	51,077.00
A.3150 860		A.3150 120	Salaries-Overtime	16,315.00
A.3150 831	Medicare Contribution	A.3150 120		1,271.00
A.3110 860	Sheriff's Law Enforcement, Hospitalization	A.3110 830	Sheriff's Law Enforcement, Social Security	36,077.00
A.3110 860		A.3110 861	Retirees Hospitalization	36,773
A.3110 860		A.3110 810	Retirement	31,197.00
A.3110 860		A.3110 831	Medicare Contribution	4,545
A.3110 860		A.3110 862	Health Insurance Cost Reimbursement	2,397
A.3150 810	Sheriff's Correction Division, Retirement	A.3020 110	Sheriffs's 911 Center, Salaries-Regular	65,816.00
A.3150 810		A.3020 860	Hospitalization	18,877.00
A.3150 810		A.3020 861	Retirees Hospitalization	1,635.00
A.3150 810		A.3020 862	Health Insurance Cost Reimbursement	1,342.00

RESOLUTION No. 28 OF 2020

PAGE 3 OF 3

FROM CODE		TO CODE		AMOUNT
DEPARTMENT: SHERIFF - 2019 BUDGET - CONT.				
A.3150 810	Sheriff's Correction Division, Retirement	A.3020 865	Sheriff's 911 Center, Dental Insurance	\$678.00
A.3150 810		A.3110 120	Sheriff's Law Enforcement, Salaries-Overtime	18,790.00
A.3150 810		A.3110 130	Salaries-Part Time	19,788.00
A.3150 810		A.3150 110	Sheriff's Correction Division, Salaries-Regular	9,311.00
A.3150 830	Social Security	A.3150 110		12,260.00
DEPARTMENT: SHERIFF - 2020 BUDGET				
A.3110 110	Sheriff's Law Enforcement, Salaries- Regular	A.3020 470	Sheriff's 911 Center, Contract	34,500.00
A.3110 110		A.3110 444	Sheriff's Law Enforcement, Travel/Education/Conference	21,000.00

Warren County Board of Supervisors

RESOLUTION NO. 29 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

AMENDING WARREN COUNTY BUDGET FOR 2020 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2019 and 2020 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
2019 BUDGET		
HEALTH SERVICES		
<u>ESTIMATED REVENUE</u>		
A.4054 3277	Ed/Physically Hand. Children, Education of Handicapped Child	\$398,650.00
<u>APPROPRIATIONS</u>		
A.4054 444	Ed/Physically Hand. Children, Travel/Education/Conference	398,650.00
2020 BUDGET		
HEALTH SERVICES		
<u>ESTIMATED REVENUE</u>		
A.4018.0040 1617	Preventive Program, Health Education, Health Education Classes	3,000.00
A.4010.4300.3426	Health Services, DSRIP Program, DSRIP Engagement Funds	40,000.00
<u>APPROPRIATIONS</u>		
A.4018.0040 445	Preventive Program, Health Education, Foods	2,950.00
A.4018.0040 410	Supplies	50.00
A.4010.4300 220	Health Services, DSRIP Program, Office Equipment	5,000.00
A.4010.4300 260	Other Equipment	5,000.00
A.4010.4300 410	Supplies	5,000.00
A.4010.4300 428	Data Processing & Internet Fees	25,000.00

RESOLUTION NO. 29 OF 2020

PAGE 2 OF 3

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
OFFICE FOR THE AGING		
<u>ESTIMATED REVENUE</u>		
A.6772.4300 3426	OFA-Warren County, DSRIP Program, DSRIP Engagement Funds	\$8,946.00
<u>APPROPRIATIONS</u>		
A.6772.4300 130	OFA-Warren County, DSRIP Program, Salaries-Part Time	8,000.00
A.6772.4300 830	Social Security	500.00
A.6772.4300 831	Medicare Contribution	116.00
A.6772.4300 220	Office Equipment	330.00
OFFICE OF EMERGENCY SERVICES		
<u>REVENUE</u>		
A.3645.4105 4380	Homeland Security, FY18 State Homeland Security Prog, State Homeland Security Program	52,761.00
<u>APPROPRIATIONS</u>		
A.3645.4105 260	Homeland Security, FY18 State Homeland Security Prog, Other Equipment	49,761.00
A.3645.4105 444	Travel/ Education/Conference	3,000.00
SHERIFF		
<u>REVENUE</u>		
A.3150 3384	Sheriff's Correction Division, Other Sheriff's State Aid	50,000.00
A.3020.4041 3380	Sheriff's 911 Center, 2019-20 PSAP Grant, State Homeland Security Program	145,935.00
A.3020.4042 3380	2019 Interoperable Comm Grant, State Homeland Security Program	439,456.00
<u>APPROPRIATIONS</u>		
A.3150 250	Sheriff's Correction Division, Technical Equipment	50,000.00
A.3020.4041 250	Sheriff's 911 Center, 2019-20 PSAP Grant, Technical Equipment	145,935.00
A.3020.4042 250	2019 Interoperable Comm Grant, Technical Equipment	439,456.00
SOCIAL SERVICES		
<u>REVENUE</u>		
A.6010 4610	Social Services, Social Services Admin	50,000.00
<u>APPROPRIATIONS</u>		
A.6010 470	Social Services, Contract	50,000.00

RESOLUTION NO. 29 OF 2020***PAGE 3 OF 3***

RESOLVED, that the supplemental appropriations or reductions in estimated revenues and appropriations set forth above are authorized and the County Treasurer be, and he hereby is, authorized and directed to amend the budget of Warren County for 2020 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County budget for 2020 is hereby amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 30 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRUNO, MAGOWAN, CONOVER, DIAMOND, HOGAN AND SEEBER

AUTHORIZING EXTENSION AGREEMENT WITH EMERGENCY POWER SYSTEMS TO PROVIDE GENERATOR MAINTENANCE SERVICES AT VARIOUS WARREN COUNTY FACILITIES IN CONNECTION WITH THE WARREN COUNTY DEPARTMENT OF PUBLIC WORKS (WC 18-19)

WHEREAS, the Superintendent of Public Works has requested that Warren County enter into an extension agreement (previous contract being authorized by Resolution No. 144 of 2019), with Emergency Power Systems for generator maintenance services at various Warren County facilities in connection with the Warren County Department of Public Works, for a term commencing May 1, 2020 and terminating April 30, 2021, with the option for one (1) additional one (1) year renewal, pursuant to the same terms and conditions as the original specifications (WC 18-19) and proposal, and

WHEREAS, the County Facilities Committee has approved the request to extend the agreement, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an extension agreement and such other documents that may be necessary to carry out the terms of this resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Departments within Warren County.

Warren County Board of Supervisors

RESOLUTION NO. 31 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, LEGGETT, BEATY, DIAMOND, DRISCOLL, McDEVITT AND SHEPLER

APPROVING THE WARREN COUNTY ASSIGNED COUNSEL PLAN WHICH REPLACES THE ASSIGNED COUNSEL PLAN AUTHORIZED BY RESOLUTION NO. 27 OF 2019

WHEREAS, pursuant to the requirements of New York County Law Article 18-B §722, the County has developed a plan for the provision of legal services for the eligible indigent of Warren County, and

WHEREAS, the attached plan will replace the Assigned Counsel Plan previously approved by Resolution No. 27 of 2019, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the attached Warren County Assigned Counsel Plan, and be it further

RESOLVED, that upon receipt of final approval of the Warren County Bar Association and approval of the Office of Indigent Legal Services, the attached plan shall become effective.

WARREN COUNTY ASSIGNED COUNSEL PLAN

I. THE WARREN COUNTY ASSIGNED COUNSEL PROGRAM

1. The Assigned Counsel Program ("Program") is a cooperative effort between Warren County and the Warren County Bar Association that provides high quality legal representation to all financially-eligible persons in Warren County who are entitled by law to counsel, thereby protecting society's interest in the fair administration of justice. The Program represents those who are unable to afford a lawyer in criminal, Family Court, parole-related, and appellate cases.

2. The purpose of this Assigned Counsel Plan is to establish procedures for the provision of counsel and other investigative, expert, and related services to eligible persons when the Warren County Assigned Counsel Program accepts or assigns a case. The Plan shall establish panels of qualified attorneys for each type of case for which assigned counsel is available and shall set forth the procedures and requirements for administration of the Program by the Assigned Counsel Administrator and Advisory Board.

II. ASSIGNED COUNSEL ADMINISTRATOR

1. *Appointment and qualifications.* An Assigned Counsel Administrator ("Administrator") shall be appointed by the Warren County Board of Supervisors to be the Department Head of the Assigned Counsel Office. The Administrator shall possess demonstrable skill and experience in criminal defense and Family Court representation and shall also demonstrate a commitment to the quality representation of all clients who are eligible for mandated representation.

2. *Powers and duties.* The Administrator is responsible for qualifying applicants financially as well as the assignment of the appropriate public defender, conflict defender, or assigned counsel attorney, if a judge has not already assigned an attorney in the matter. The Administrator's responsibilities also include:

- a) setting policies and procedures for the Program;
- b) determining financial eligibility for assigned counsel representation pursuant to the criteria and standards issued by the Office of Indigent Legal Services and incorporated in this Plan;
- c) administering the application process for assigned counsel attorneys and managing the enrollment of each assigned counsel panel;
- d) preparing and furnishing to the courts in Warren County a list of attorneys qualified to represent indigent defendants;
- e) making rotational assignments of assigned counsel attorneys;
- f) reviewing vouchers submitted by assigned counsel attorneys for administrative and calculation errors and to assess the quality of practice;
- g) overseeing and managing the Program's budget;
- h) enforcing caseload standards in accordance with standards issued by the Office of Indigent Legal Services and incorporated in this Plan;
- i) reviewing the performance of assigned counsel attorneys and working with the Advisory Board to resolve complaints and violations;

- j) maintaining records and data as necessary and preparing and submitting required reports to the Warren County Board of Supervisors and the Office of Indigent Legal Services; and
- k) facilitating, to the extent practicable, programs attorney training, mentoring, and continuing legal education.

III. ASSIGNED COUNSEL ADVISORY BOARD

1. *Composition.* The Assigned Counsel Advisory Board shall consist of three attorneys to be selected by the Administrator and approved by the Warren County Bar Association. Members of the Advisory Board shall have substantial experience and knowledge in criminal defense and Family Court representation and shall also demonstrate a commitment to the quality representation of all clients who are eligible for mandated representation.
2. *Powers and duties.* The Advisory Board shall assist the Administrator in reviewing attorney applications and handling complaints regarding assigned counsel attorneys. The Advisory Board may also provide advice regarding conflicts of interest and determine whether particular types of cases are eligible for mandatory representation.

IV. ATTORNEY APPLICATIONS

1. *General requirements.* To participate in the Program, attorneys must meet the following eligibility requirements:
 - (a) attorneys must be admitted to practice law in New York State and in good standing;
 - (b) attorneys must maintain a mailing address in Warren County and be available to meet with clients in Warren County in an appropriate office setting; and
 - (c) attorneys must maintain professional liability insurance in the amounts of \$500,000 per occurrence and \$1,000,000 aggregate, with Warren County named as an additional insured, and all coverage must be issued by an insurance company authorized to do business in New York State. Attorneys shall submit proof of such insurance at any time upon request by the Administrator.
2. *Application process.*
 - (a) Attorneys must apply to the Program using an application form provided by the Administrator. In addition to the completed application form, all applicants must submit the following:
 - i. Certificate of Good Standing issued within the previous 90 days;
 - ii. Professional resume;
 - iii. Contact information for two professional references;
 - iv. Cover letter and/or personal statement (not to exceed two pages)
 - (b) Interviews may be required at the discretion of the Administrator and/or the Advisory Board and further information may be requested as deemed necessary for proper review of the application.
 - (c) Applications will be reviewed by the Administrator and the Advisory Board based on the eligibility requirements for each Assigned Counsel Panel as set forth in this Plan; provided, however, that the Administrator and the Advisory Board shall have the discretion to accept or reject applications based

on their assessment of applicants' experience or their character and fitness, and they may also consider programmatic limitations not related to an attorney's qualifications.

V. STANDARDS OF CONDUCT FOR ASSIGNED ATTORNEYS

1. Attorneys shall at all times conduct themselves with the utmost professionalism and in accordance with the Rules of the Appellate Division, Third Department and the New York Rules of Professional Conduct. Attorneys should also be guided by the New York State Bar Association Revised Standards for Providing Mandated Representation, the American Bar Association Criminal Justice Standards for the Defense Function, and any other applicable standards of practice.
2. Attorneys must promptly disclose any legal or ethical conflicts of interest and recuse themselves from any representation as requested by the Administrator or Advisory Board to avoid the appearance of impropriety.
3. Attorneys must comply with caseload standards issued by the New York State Office of Indigent Legal Services and incorporated in this Plan.
4. Attorneys shall maintain a separate file for each assigned matter or assigned client and shall maintain such files for at least seven years.
5. Attorneys are prohibited from accepting private retainers, gifts, or payments from any client assigned to them by the court or the Program.
6. Once assigned to a case, the assigned attorney shall remain the attorney of record unless and until specifically relieved by the court, the case is completed, or the attorney and the client agree in writing and a new attorney is assigned by the Administrator or as required by statute.
7. Attorneys must make every effort to attend all court appearances themselves and they shall promptly notify the Administrator and the court of any substitutions and/or requests for adjournment.
8. Attorneys must make every effort to communicate with clients as soon as practicable following their assignment, but in any case they must meet with incarcerated criminal clients within 48 hours and communicate with non-incarcerated criminal clients and family court clients within two business days, provided that such contact may be by phone or email. If the criminal client is incarcerated, the assigned attorney should discuss bail with the client at the initial meeting. To the extent practicable, attorneys should thereafter meet with clients in advance of every court appearance and shall communicate with client within a reasonable period of time after each such appearance if the client was not in attendance. Attorneys at all times during representation shall be responsive and communicate regularly with clients.

9. Assigned attorney shall assess the need for investigatory, expert, and other non-attorney support services in all cases and apply to the court for approval of such expenses where reasonably required.

10. Clients shall be timely notified of their right to appeal and notices of appeal shall be filed, as appropriate, as soon as possible after the conclusion of a matter.

11. It is required that attorneys become or remain members of the Warren County Bar Association. It is also recommended that attorneys become or remain members of the New York State Defenders Association, the New York State Association of Criminal Defense Lawyers, and/or the New York State Bar Association Criminal Justice or Family Law Sections.

VI. ATTORNEY DISQUALIFICATION AND COMPLAINTS

1. Attorney disqualification.

(a) Attorney participation in the Warren County Assigned Counsel Program is a privilege, not a right, and attorneys may be removed from the Program at any time if they fail to comply with any provision of this Plan. Attorneys may be removed or suspended from the Program for any of the following reasons:

- i. substantial failure to comply with any provision of this Plan or the New York Rules of Professional Conduct;
- ii. the intentional submission of materially incorrect information, applications, vouchers, or other submissions;
- iii. substantial failure to provide competent representation; or
- iv. any disbarment, suspension from practice, or failure to maintain attorney registration in good standing.

(a) If the Administrator determines that an attorney should be suspended or disqualified, the Administrator shall notify the attorney in writing and refer the matter to the Advisory Board to determine an appropriate response. Any decision of the Advisory Board to suspend or remove an attorney from the Program shall be considered a final decision.

(b) Attorneys who have been disqualified may reapply to the Program after a period of one year.

2. Complaints.

(a) The Administrator shall notify attorneys in writing of any complaints regarding their conduct or performance. Prior to issuing any decision, the Administrator shall meet with the attorney to discuss the matter and shall provide at least ten days time for the attorney to submit a written response to the allegations. Pending complaints shall be kept confidential in order to protect the parties' private personal information.

(b) If the Administrator determines that the conduct alleged in a complaint may have violated this Plan, the New York Rules of Professional Conduct, or any other applicable statutory or regulatory requirement, the Administrator shall refer the complaint to the Advisory Board to determine an appropriate response.

VII. ASSIGNED COUNSEL PANELS

1. *General provisions*

- (a) The Administrator shall maintain several panels of attorneys for assignments involving different types of cases. The requirements for attorneys participating in each of these panels are set forth in this section.
- (b) Attorneys may apply to any or all of the panels upon their initial application to the Program. After being accepted into the Program, attorneys may request to advance to a higher level panel upon meeting the applicable requirements for that panel.
- (c) Attorneys who do not meet the requirements for a panel may request acceptance based on their other abilities, knowledge, or experience which is sufficient to provide competent legal representation. Such requests shall be made in writing and shall be approved at the discretion of the Administrator and the Advisory Board.
- (d) Attorneys who are denied acceptance to a panel by the Administrator may request a review of such denial by the Advisory Board. The decision of the Advisory Board in such cases shall be final and subsequent applications will not be considered for a period of one year following the denial.
- (e) When it has been determined that an attorney may participate in one or more panels contingent upon successful completion of certain training or other requirements, the Administrator must communicate such determination to the attorney in writing and set a specific time frame for completing the training or other requirements.

2. *Family Court Panel.*

- (a) Attorneys on the Family Court Panel may accept assignments to matters brought in Family Court, including but not limited to custody and visitation, abuse, neglect, termination of parental rights, violation of support orders, and paternity.
- (b) Requirements for the Family Court Panel are as follows:
 - i. Attorneys must be knowledgeable regarding the substantive and procedural laws applicable to Family Court matters.
 - ii. Attorneys must have strong trial skills, including but not limited to counseling and communicating with clients, conducting appropriate motion practice, witness examination, and written and oral advocacy.
 - iii. Attorneys must have experience in at least three prior Family Court matters which included a full hearing and disposition.
 - iv. Notwithstanding the requirements for the Family Court Panel as set forth above, attorneys who demonstrate such other ability, knowledge, or experience sufficient to provide competent legal representation may be accepted onto the Family Court Panel at the discretion of the Advisory Board.

3. *Misdemeanor Panel.*

- (a) Attorneys on the Misdemeanor Panel may accept assignments in misdemeanor and violation cases.

RESOLUTION NO. 31 OF 2020

PAGE 7 OF 14

- (b) Requirements for the Misdemeanor Panel are as follows:
 - i. Attorneys must be knowledgeable regarding the substantive and procedural laws applicable in misdemeanor and violation cases.
 - ii. Experience in prior misdemeanor and violation prosecutions is preferred, but attorneys with any level of experience sufficient to provide competent legal representation may be accepted onto the Misdemeanor Panel at the discretion of the Advisory Board.

4. Lower Felony Panel.

- (a) Attorneys on the Lower Felony Panel may accept assignments in Class D and E level felony matters, as well as any misdemeanor and violation cases.
- (b) Requirements for the Lower Felony Panel are as follows:
 - i. Attorneys must have engaged in the actual practice of law for at least three years.
 - ii. Attorneys must possess experience and skill in representing criminal defendants, including but not limited to counseling and communicating with clients, negotiating with prosecutors, conducting appropriate motion practice, written and oral advocacy, examination of witnesses, and jury trial practice.
 - iii. Attorneys must have court experience in at least 30 criminal cases through disposition within the past three years, including at least: (1) one jury trial in a criminal case which proceeded to verdict; (2) two bench trials in a criminal case which proceeded to verdict; (3) second chairing at least three felony matters from commencement to final resolution; (4) three suppression hearings in criminal cases in which oral testimony was taken and a ruling on the hearing was rendered; or (5) any combination of the above requirements at the discretion of the Advisory Board.

5. Major Felony Panel.

- (a) Attorneys on the Major Felony Panel may accept assignments in criminal matters involving any class of felony, misdemeanor, or violation, with the exception of homicide and predatory sexual abuse cases.
- (b) Requirements for the Major Felony Panel are as follows:
 - i. Attorneys must have engaged in the actual practice of law for at least five years.
 - ii. Attorneys must possess superior experience and skill in representing criminal defendants, including but not limited to counseling and communicating with clients, negotiating with prosecutors, conducting appropriate motion practice, written and oral advocacy, examination of witnesses, and jury trial practice.
 - iii. Attorneys must have substantial experience in the handling of felony matters and court experience in at least 50 criminal cases through disposition within the past five years, including at least: (1) fifteen felony cases; (2) ten hearings in criminal cases, including at least five felony cases, in which oral testimony was taken and an opinion on the hearing was rendered; (3) five criminal jury trials which proceeded to verdict, including at least two felony trials; or (4) any combination of the above requirements at the discretion of the Advisory Board.

6. Homicide/Predatory Sexual Abuse Panel.

- (a) Attorneys on the Homicide/Predatory Sexual Abuse Panel may accept assignments in cases involving any criminal matter.
- (b) Requirements for the Homicide/Predatory Sexual Abuse Panel are as follows:
 - i. Attorneys must have engaged in the actual practice of law for at least seven years.
 - ii. Attorneys must possess superior experience and skill in representing criminal defendants, including but not limited to counseling and communicating with clients, negotiating with prosecutors, conducting appropriate motion practice, written and oral advocacy, examination of witnesses, and jury trial practice.
 - iii. Attorneys must demonstrate high-quality legal writing skills through the submission of a post-indictment motion filed in a class A, B, or C felony case.
 - iv. Attorneys must have substantial experience in the handling of homicides and/or sexual predatory assault cases and court experience in at least 50 criminal cases through disposition within the past five years, including a minimum of 20 felony cases, and involving at least: (1) five felony jury trials which proceeded to verdict; (2) ten hearings in criminal cases, including at least eight felony cases, in which oral testimony was taken and an opinion on the hearing was rendered; (3) cross examination during trial of at least four expert witnesses offering testimony regarding undercover police investigations, fingerprints, ballistics and/or firearms, medical opinions, or forensic science; or (4) any combination of the above requirements at the discretion of the Advisory Board.

VIII. ASSIGNMENT PROCEDURES

1. Order of assignment.

- (a) The Warren County Public Defender Office has primary responsibility for providing indigent legal services for defendants in criminal matters, except for cases where a judge has already assigned an attorney.
- (b) In the event that the Public Defender is determined to have a conflict, counsel may be assigned:
 - i. (1) pursuant to a contract with a particular law firm or attorney qualified to provide conflict representation; or
 - ii. (2) to any assigned counsel attorney pursuant to the provisions of this Plan.
- (c) In the event that the appropriate assigned counsel panel lacks a suitable attorney able to take a case, the Administrator shall make an assignment from the next highest level panel. In the event that the Program is unable to provide suitable representation, the Administrator shall assign a qualified member of the Warren County Bar Association to provide representation. In such cases, the requirements and procedures set forth in this Plan shall apply.

2. Timing; counsel at arraignment.

- (a) Assignment of counsel shall be accomplished so that an indigent defendant will be represented at all critical phases of the prosecution, including arraignment. The Administrator shall make assignments within 48 hours of the qualification of an indigent person for such services, and if

necessary to ensure representation at arraignment, the Administrator may make provisional assignments pending qualification.

- (b) Attorneys may be asked to accept assignments in emergencies or on very short notice. While acceptance of such assignments is not required, it is strongly encouraged.

3. *Manner of assignment.* The Administrator shall make assignments on a rotating basis from a list of all eligible participating attorneys. In assigning counsel, due regard shall be given to the following factors:

- (a) Potential conflicts of interest;
- (b) Geographic proximity;
- (c) Prior representation (continuity of counsel);
- (d) Attorney caseload; and
- (e) Attorney skill and experience with the type of case involved.

4. *Second chair assignments.* The Administrator may assign an attorney to serve as either the lead attorney in a case or as a second chair. Attorneys may also request the assignment of a second chair and are encouraged to do so in violent and/or complex felony cases. Less experienced attorneys may also request that a more experienced attorney be assigned as their second chair.

IX. CASELOAD STANDARDS

1. The New York State Office of Indigent Legal Services issued caseload standards in December 2016 as required pursuant to the *Hurrell-Harring* settlement. The purpose of these standards is to ensure that public defense lawyers and assigned attorneys have sufficient time in every client’s case to protect their clients’ constitutional rights and handle their cases in a professional and respectful manner.

2. The Administrator shall monitor attorney caseloads and enforce the maximum annual assignment limits set forth in the table below. The average number of hours per case is advisory only, not a strict requirement, and individual cases may take more or less time.

Case Type	Maximum Annual Assignments	Minimum Average Hours
Violent Felonies	50	37.5
Non-Violent Felonies	100	18.8
Misdemeanors and Violations	300	6.3
Post-Disposition (including Probation Revocation)	200	9.4
Parole Revocation	200	9.4
Appeals of Verdicts	12	156.3
Appeals of Guilty Pleas	35	53.6

X. ASSIGNED COUNSEL COMPENSATION AND EXPENSES

RESOLUTION NO. 31 OF 2020

PAGE 10 OF 14

1. *Payment rates.* Attorneys shall be paid at the rates and fee levels specified in County Law §722-b.
2. *Voucher forms.* The Administrator shall provide voucher forms to all participating attorneys and shall develop procedures as necessary to oversee the voucher submission and payment process. Vouchers shall be reviewed by the Administrator and if approved they shall be signed by the Administrator as Department Head of the Warren County Assigned Counsel Office and then forwarded to the presiding judge or justice for further review and signature pursuant to N.Y. County Law § 722. When approved by the presiding judge or justice vouchers shall be submitted to the Warren County Auditor for payment.
3. *Voucher submission deadlines.* To obtain payment, attorneys must submit completed voucher forms to the Administrator within 90 days following the conclusion of representation in each case. Attorneys must also submit year-end interim vouchers on or before December 31 for any case continuing past the end of the calendar year. Such year-end interim vouchers must include an estimate as to the cost of the remaining representation and an interim accounting of the amount outstanding to date. All work completed in any calendar year shall be submitted not later than January 15 of the following calendar year. Attorneys who fail to submit vouchers within these time periods may be required to submit payment requests to the Board of Supervisors.
4. *Billing increments and records.* Attorney billing and payments shall be made according to a decimal system of 1/10th hour increments, such that six minutes shall equal .1, thirty minutes shall equal .5, sixty minutes shall equal 1.0, etc. Increments shall be stated to the nearest 1/10th hour (i.e., .2 not .23 or .19). Attorneys shall maintain accurate contemporaneous time records for each assigned matter and such records shall be made available to the Administrator, the Warren County Auditor, or the presiding judge or justice upon reasonable demand. Attorneys shall bill, and may be paid, only for reasonable and necessary services and expenses. Time spent billing, preparing vouchers, or discussing the bill with the Administrator or any judicial officer or auditor may not be billed and shall not be paid.
5. *Travel expenses.* Attorneys may bill time spent traveling to and from courts and travel time to and from jail as out of court time only, and attorneys shall be reimbursed for mileage in accordance with County rules regarding travel. When multiple cases are handled on the same trip, attorneys must apportion the time actually spent traveling for each case between or among such clients.
6. *Non-attorney expenses.* Investigative, expert, and other non-attorney services which are necessary for an adequate defense shall be paid by the County as provided by County Law §722-c or through the Program if such resources are available. Assigned attorneys are expected to assess the need for such non-attorney supports, including but not limited to, investigative, expert, interpreting, social work, and sentencing advocate services. If non-attorney services are found to be necessary, assigned attorneys shall apply to the court for such services as provided by County Law §722-c.

XI. CRITERIA AND PROCEDURES FOR DETERMINING ASSIGNED COUNSEL ELIGIBILITY

RESOLUTION NO. 31 OF 2020

PAGE 11 OF 14

1. An applicant shall be eligible for assignment of counsel when the applicant's current available resources are insufficient to pay for a qualified attorney, release on bond, the expenses necessary for a competent defense, and the reasonable living expenses of the applicant and any dependents.

- (a) Whether an applicant is eligible for assignment of counsel shall be determined in accordance with the criteria and procedures set forth below.
- (b) Counsel shall be assigned unless the applicant is conclusively ineligible.

2. To streamline the eligibility determination process, there shall be presumptions of eligibility. A presumption of eligibility is rebuttable only where there is compelling evidence that the applicant has the financial resources sufficient to pay for a qualified attorney and the other expenses necessary for a competent defense.

- (a) Applicants are presumptively eligible for assignment of counsel if their net income is at or below 250% of the Federal Poverty Guidelines.
- (b) Applicants who are incarcerated, detained, or who are confined to a mental health institution shall be presumed eligible for assignment of counsel.
- (c) Applicants who are currently receiving, or have recently been deemed eligible pending receipt of, need-based public assistance, including but not limited to Family Assistance (TANF), Safety Net Assistance (SNA), Supplemental Nutrition Assistance (SNAP), Supplemental Security Income (SSI)/New York State Supplemental Program (SSP), Medicaid, or Public Housing assistance, shall be deemed presumptively eligible for assignment of counsel.
- (d) Applicants who have, within the past six months, been deemed eligible for assignment of counsel in another case in that jurisdiction or another jurisdiction shall be presumed eligible. Appellate courts shall assign appellate counsel to appellants who were deemed eligible for assigned counsel by their trial court.

3. Ability to post bond shall not be sufficient, standing alone, to deny eligibility for assignment of counsel.

4. The resources of a third party shall not be considered available to the applicant unless the third party expressly states a present intention to pay for counsel, the applicant gives informed consent to this arrangement, and the arrangement does not interfere with the representation of the applicant or jeopardize the confidentiality of the attorney-client relationship.

- (a) The resources of a spouse shall not be considered available to the applicant, subject to the above exception.
- (b) The resources of a parent shall not be considered as available to minor applicants, subject to the above exception.

5. Non-liquid assets shall not be considered unless such assets have demonstrable monetary value and are readily convertible to cash without impairing applicants' ability to provide for the reasonable living expenses of themselves and their dependents.

- (a) Ownership of a vehicle shall not be considered where such vehicle is necessary for basic life activities.

RESOLUTION NO. 31 OF 2020

PAGE 12 OF 14

- (b) An applicant's primary residence shall not be considered unless the fair market value of the home is significant, there is substantial equity in the home, and the applicant is able to access the equity in a time frame sufficient to retain private counsel promptly.
6. Any income from receipt of child support or need-based public assistance shall not be considered as available to applicants in determining eligibility for assignment of counsel.
7. Debts and other financial obligations, including the obligation to provide reasonable living expenses for the applicant and his or her dependents, shall be considered in determining eligibility for assignment of counsel.
8. Eligibility determinations shall take into account the actual cost of retaining a private attorney in the relevant jurisdiction for the category of crime charged.
9. These criteria and procedures shall be applied uniformly, consistently, and with transparency.
10. Courts have the ultimate authority to determine eligibility, but may delegate the responsibility for screening and making an eligibility recommendation.
- (a) Entities responsible for screening and making a recommendation should be independent and conflict-free.
 - (b) Where there is no entity that is independent and conflict-free, courts may delegate the screening responsibility to the provider of mandated representation.
11. The confidentiality of all information applicants provide during the eligibility determination process shall be preserved.
- (a) The eligibility screening process, whether done by another entity or the court, shall be done in a confidential setting and not in open court.
 - (b) Any entity involved in screening shall not make any information disclosed by applicants available to the public or other entities (except the court).
 - (c) Any documentation submitted to the court shall be submitted *ex parte* and shall be ordered sealed from public view.
12. Counsel shall be assigned at the first court appearance or immediately following the request for counsel, whichever is earlier.
- (a) Eligibility determinations shall be done in a timely fashion so that assignment of counsel is not delayed.
 - (b) Counsel shall be provisionally appointed for applicants whenever they are not able to obtain counsel prior to a proceeding which may result in their detention, or whenever there is an unavoidable delay in the eligibility determination.

RESOLUTION NO. 31 OF 2020

PAGE 13 OF 14

13. The eligibility determination process shall not be unduly burdensome or onerous.
- (a) Applicants shall not be required to attest under penalty of perjury to the truth of the information provided as part of the eligibility determination process.
 - (b) Applicants shall not be denied assignment of counsel for minor or inadvertent errors in the information disclosed during the eligibility determination process.
 - (c) Applicants shall not be required to produce unduly burdensome documentation to verify the financial information provided; nor shall they be denied assignment of counsel solely for the failure to produce documentation where they have demonstrated a good faith effort to produce requested documentation.
 - (d) Applicants shall not be required to demonstrate that they were unable to retain private counsel to be deemed eligible for assignment of counsel.
14. The determination that applicants are ineligible for assignment of counsel shall be in writing and shall explain the reasons for the ineligibility determination. Applicants shall be provided an opportunity to request reconsideration of this determination or appeal it, or both.
- (a) Screening entities shall promptly inform applicants of their eligibility recommendation. If their recommendation is that the applicant be denied assignment of counsel, they shall provide the reason for the denial in writing along with written notice that the applicant can ask the screening entity to reconsider or can appeal to the court, or both.
 - (b) If a court determines that an applicant is ineligible for assignment of counsel, the court shall inform the applicant of this decision in writing with an explanation as to the reason for the denial. The court shall also entertain an applicant's request to reconsider a decision that the applicant is ineligible for assignment of counsel.
15. A determination of eligibility for assignment of counsel shall not be re-examined absent a substantial change of circumstances such that the defendant can pay for a qualified attorney and the expenses necessary for a competent defense.
- (a) County Law § 722-d shall be used only after an assignment of counsel has been made, only if prompted by defense counsel, and only after a finding of a substantial change in the defendant's financial circumstances.
 - (b) Counsel shall not be assigned contingent upon a requirement that the defendant make partial payments to the provider of mandated representation or to the county.
16. Procedure regarding data maintenance
- (a) Data shall be maintained regarding the:
 - i. number of applicants who apply for assignment of counsel;
 - ii. number of applicants found eligible;
 - iii. number of applicants found ineligible and the reasons for the ineligibility determination;
 - iv. number of reconsiderations and appeals requested;
 - v. results of these reconsiderations and appeals;

RESOLUTION NO. 31 OF 2020

PAGE 14 OF 14

- vi. number of reports made pursuant to County Law § 722-d regarding the assignment of counsel;
and
 - vii. number of orders issued for partial payment or termination of the assignment of counsel under County Law § 722-d.
- (b) To ensure the confidentiality of information submitted during the eligibility determination process, the data shall be made available in aggregate form only, meaning that no individual applicant can be identified in the data itself.

XIII. SEVERABILITY

In the event that any part of this plan shall be determined to be inconsistent with the provisions of any statute relating to the representation of indigent defendants or respondents, the statute shall prevail. Any matters which are not provided for in this plan shall be governed by the applicable statutes.

XIV. EFFECTIVE DATE

This plan shall not take effect until it has been approved by the Office of Court Administration, the Warren County Bar Association and by resolution adopted by the Warren County Board of Supervisors. When approved, this plan shall become effective immediately and shall continue in effect until such time as the Warren County Board of Supervisors shall, by resolution, adopt an alternate plan for representation of indigent defendants, petitioners or respondents. If amended, the same approval process as set forth above is to be followed.

Warren County Board of Supervisors

RESOLUTION No. 32 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, LEGGETT, BEATY, DIAMOND, DRISCOLL, McDEVITT AND SHEPLER

AMENDING AGREEMENT WITH RELX D/B/A LEXISNEXIS FOR A SUBSCRIPTION FOR A LAW LIBRARY RESEARCH SYSTEM FOR THE PUBLIC DEFENDER'S OFFICE, TO INCREASE THE NUMBER OF AUTHORIZED USERS

WHEREAS, pursuant to Resolution No. 356 of 2018, the Chairman of the Board of Supervisors was authorized to execute a continuation agreement with RELX d/b/a LexisNexis, P.O. Box 9584, New York, New York 10087, for a subscription for a law library research system for the Warren County Public Defender's Office, and

WHEREAS, the Public Defender has requested that the agreement be amended to increase the number of authorized users, which shall result in the following increased monthly costs:

<u>Monthly Cost</u>	<u>Term</u>
\$548	04/01/2020 - 12/31/2020
\$588	01/01/2021 - 12/31/2021
\$606	01/01/2022 - 12/31/2022
\$624	01/01/2023 - 12/31/2023

and

WHEREAS, the Public Defender has advised New York State OILS Grant funds shall be used to cover the increased cost of said subscription, now, therefore, be it

RESOLVED, that the agreement with RELX d/b/a LexisNexis, be, and hereby is, amended to increase the number of authorized users at an increased cost not to exceed those listed above, provided there are New York State OILS Grant funds available to cover said costs, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.1171 426 Public Defender, Subscriptions, and be it further

RESOLVED, other than the changes outlined herein, all other terms and conditions of Resolution No. 356 of 2018 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 33 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, LEGGETT, BEATY, DIAMOND, DRISCOLL, MCDEVITT AND SHEPLER

AUTHORIZING AGREEMENTS WITH OUTSIDE COUNSEL TO PROVIDE MENTORING SERVICES TO STAFF ATTORNEYS ON CASES FOR THE PUBLIC DEFENDER'S OFFICE

WHEREAS, grant funding has been provided to the Warren County Public Defender's Office for outside counsel to provide mentoring services to staff attorneys, and

WHEREAS, the Public Defender has requested to contract with outside counsel to provide mentoring services, now, therefore, be it

RESOLVED, that the Board of Supervisors hereby authorizes agreements with outside counsel, to provide mentoring services on cases for the Public Defender's Office at a rate of One Hundred Fifty Dollars (\$150) per hour, for a term commencing upon execution by both parties and continuing so long as grant funding is provided for same, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further federal or state funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chairman of the Board of Supervisors is authorized to execute any documents necessary to receive the funds.

Warren County Board of Supervisors

RESOLUTION No. 34 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, LEGGETT, BEATY, DIAMOND, DRISCOLL, McDEVITT AND SHEPLER

AUTHORIZING OUT-OF-STATE TRAVEL FOR PUBLIC DEFENDER, MARCY FLORES, TO ATTEND THE NACDL'S 13TH ANNUAL FORENSIC SCIENCE SEMINAR - MAKING SENSE OF SCIENCE: FORENSIC SCIENCE & THE LAW IN LAS VEGAS, NEVADA

RESOLVED, that Public Defender, Marcy Flores, is hereby authorized to attend the NACDL's 13th Annual Forensic Science Seminar - Making Sense of Science: Forensic Science & the Law in Las Vegas, Nevada on April 2, 2020 through April 4, 2020, at a cost not to exceed One Thousand Nine Hundred Sixty-Three Dollars and Fifty Cents (\$1,963.50) to be paid from Budget Code A.1011 444, Public Defender, Travel/Education/Conference, and reimbursed in full through New York State OILS grant funding.

Warren County Board of Supervisors

RESOLUTION No. 35 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, LEGGETT, BEATY, DIAMOND, DRISCOLL, MCDEVITT AND SHEPLER

AUTHORIZING OUT-OF-STATE TRAVEL FOR 1st ASSISTANT PUBLIC DEFENDER, BRIAN PILATZKE, TO ATTEND THE NACDL'S ALL THE WRIGHT TOOLS: TAKING FLIGHT WITH YOUR DEFENSE FROM ARRAIGNMENT TO ACQUITTAL MEETING & SEMINAR IN CHARLOTTE, NORTH CAROLINA

RESOLVED, that 1st Assistant Public Defender, Brian Pilatzke, is hereby authorized to attend the NACDL's All the Wright Tools: Taking Flight with Your Defense from Arraignment to Acquittal Meeting & Seminar in Charlotte, North Carolina on May 6, 2020 through May 9, 2020, at a cost not to exceed One Thousand Seven Hundred Eighty Dollars (\$1,780) to be paid from Budget Code A.1011 444, Public Defender, Travel/Education/Conference, and reimbursed in full through New York State OILS grant funding.

Warren County Board of Supervisors

RESOLUTION NO. 36 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO, SIMPSON AND STROUGH

AMENDING RESOLUTION NO. 549 OF 2019, APPOINTING AND RE-APPOINTING MEMBERS OF THE CLIMATE SMART TASK FORCE FOR THE YEAR 2020, TO APPOINT AN ADDITIONAL MEMBER

WHEREAS, Resolution No. 549 of 2019 made appointments to the Climate Smart Task Force for the 2020 calendar year, and

WHEREAS, the Environmental Concerns & Real Property Tax Services has recommended that Jack Mance, Senior Transportation Planner for the Adirondack/Glens Falls Transportation Council, be added as a member of the Climate Smart Task Force for the year 2020, now, therefore, be it

RESOLVED, that Jack Mance, Senior Transportation Planner for the Adirondack/Glens Falls Transportation Council, be added as a member of the Climate Smart Task Force for the year 2020, and be it further

RESOLVED, that all other portions of Resolution No. 549 of 2019 shall remain in full force and effect.

Warren County Board of Supervisors

RESOLUTION NO. 37 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO, SIMPSON AND STROUGH

AUTHORIZING WARREN COUNTY'S PARTICIPATION IN A CLEAN LAKES COLLABORATION DEDICATED TO PROTECTING NEW YORK STATE'S MOST VITAL AND THREATENED ASSET

WHEREAS, the unparalleled array of fresh water lakes and watersheds of New York State and their associated watersheds constitute the State's most valuable asset for drinking water, recreation, tourism, agriculture, flood control, fishing and community health, as well as essential habitat for plant and animal life, and

WHEREAS, the enormous economic value of fresh waters in the State only appreciates as the needs for and pressures on these resources increase, and

WHEREAS, growing scientific documentation presents incontrovertible evidence of mounting threats and impacts on the State's fresh water lakes and their associated watersheds, and

WHEREAS, sources of these threats and impacts commonly include inadequate wastewater and stormwater controls, introduction and spread of aquatic and terrestrial invasive species, excessive use of road salt and warming from climate change, and

WHEREAS, these sources are contributing to measurable declines in the quality of New York's fresh water resources and their natural resilience to change, and

WHEREAS, such declines in water quality are evidenced by the escalating number and frequency of fresh water lakes, including public drinking water supplies, experiencing Harmful Algal Blooms (HABs) with substantial economic, environmental, public health and community costs, and

WHEREAS, successful programs for stopping and reversing water quality declines are being developed and implemented across the State, and

RESOLUTION NO. 37 OF 2020

PAGE 2 OF 3

WHEREAS, the watershed-based management of Lake George by the Lake George Park Commission, municipal agencies, and non-governmental organizations is a model of success for other lake communities across the State, and

WHEREAS, the effectiveness of programs to stem the decline of fresh waters has been shown to be substantially strengthened through their application by watershed boundaries rather than political boundaries, and

WHEREAS, natural watersheds encompass comprehensive inputs to and influences on a waterbody, including streams and seepages, stormwater runoff, leaching from municipal and onsite wastewater treatment, weather and more, and

WHEREAS, the value of accelerating coordinated understanding of effective programs for reducing water quality declines can ensure their growing application statewide, and

WHEREAS, across sectors and regions of New York State there is growing interest in and support for active collaboration, and

WHEREAS, various parties representing diverse sectors and regions of New York State intend to work together collaboratively to advocate for protection and/or restoration of their waters, now, therefore, be it

RESOLVED, that Warren County is authorized to participate in this new collaboration, if they desire, that is dedicated to solving the problems threatening water quality with particular emphasis on improving wastewater and stormwater controls, stopping the introduction and spread of aquatic and terrestrial invasive species, reducing the use of excessive road salt, educating residents and visitors of their role in fresh water protection, and thus increasing resilience to climate change, and be it further

RESOLVED, that effective solutions to identified problems threatening water quality will be generated by coordinated exchange of information and initiatives among and beyond the waters threatened

RESOLUTION NO. 37 OF 2020

PAGE 2 OF 3

by HABs, and be it further

RESOLVED, that development and implementation of solutions will be guided by best available science, lake management experience, technology and analytics as being applied at and beyond the waters threatened by HABs, and be it further

RESOLVED, that natural watershed boundaries will frame the execution of measures to be implemented to ensure maximum effectiveness in protecting and/or restoring waters of the parties represented in the clean lakes collaboration, and be it further

RESOLVED, that implementation of any state-funded measures dedicated to protecting the state's fresh waters will be monitored by best available technologies and practices to assess their effectiveness in reducing sources of water quality declines, and be it further

RESOLVED, that the Chairman of the Board of Supervisors, or his designee(s), be, and hereby is, authorized to collaborate with State agencies, municipal agencies, and non-governmental organizations dedicated to protecting New York State's most vital and threatened asset.

Warren County Board of Supervisors

RESOLUTION No. 38 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO, SIMPSON AND STROUGH

AWARDING BID AND AUTHORIZING AGREEMENT WITH BRONZE CONTRACTING, LLC FOR BUILDING DEMOLITION AND ASBESTOS ABATEMENT SERVICES FOR TAX MAP PARCEL NO. 302.8-1-2 LOCATED AT 275 BAY ROAD, QUEENSBURY, NEW YORK (WC 83-19)

RESOLUTION TABLED

WHEREAS, the Purchasing Agent has advertised for sealed bids for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 located at 275 Bay Road, Queensbury, New York (WC 83-19), and

WHEREAS, the Director of Real Property and the Environmental Concerns & Real Property Tax Services Committee have recommended awarding the bid for building demolition and asbestos abatement services for Tax Map Parcel No. 302.8-1-2 located at 275 Bay Road, Queensbury, New York to Bronze Contracting, LLC, as the lowest responsible bidder per the bid specifications, now, therefore, be it

RESOLVED, that the Purchasing Agent notify Bronze Contracting, LLC of the acceptance of their bid, and be it further

RESOLVED, that Warren County shall enter into an agreement with Bronze Contracting, LLC for Building Demolition and Asbestos Abatement Services for Tax Map Parcel No. 302.8-1-2 located at 275 Bay Road, Queensbury, New York, pursuant to the terms and provisions of the bid specifications (WC 83-19), for the term commencing upon County ownership of the property and terminating upon completion of project, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Bronze Contracting, LLC and any other necessary documents in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION No. 39 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

APPOINTING MEMBERS OF THE LOCAL EARLY INTERVENTION COORDINATING COUNCIL (LEICC) FOR THE EDUCATION OF PHYSICALLY HANDICAPPED CHILDREN'S PROGRAM

WHEREAS, Resolution No. 216 of 1993 authorized the establishment of a Local Early Intervention Coordinating Council (LEICC) for the Education of Physically Handicapped Children's Program within Warren County, and

WHEREAS, it is necessary to appoint members for a term commencing January 1, 2020 and terminating December 31, 2020, now, therefore, be it

RESOLVED, that the persons named on Schedule "A" attached hereto, are hereby appointed as members of the LEICC through December 31, 2020.

SCHEDULE "A"

WCPH LOCAL EARLY INTERVENTION COORDINATING COUNCIL

Jones, Ginelle	Sharron, Cheryl	761-6580	Warren County Public Health
LaLone, Emily	Gillis, Diana	Fax: 761-6422	1340 State Route 9
Mastrianni, Erik	Toolan, Debbie		Lake George, New York 12845
Merritt, Jackie	Belden, Pat		
Howe, Leah	Madison, Julie		
McLaughlin, Robin	Stockwell, Shannon		
	Whisenant, Valerie		
Auer, Pat		Community Member	
Bourdeau, Meshele (Parent)		Parent	
Breen, Tammy		Warren County Department of Social Services	
Chico, Kristen (Parent)		Parent	
Conine, Pam		Southern Adirondack Child Care Network	
Grover, Dorothy		Queensbury School District	
Matte, Sarah		Warren County Head Start	
Meilhede, Lauren, MD		Adirondack Pediatrics	
Mulcahy, Cindy		Warren County Preventive Services	
Utz-Meagher, Kevin		Capital District DDSO	
York, Robert		Office of Community Services for Warren and Washington County	

Warren County Board of Supervisors

RESOLUTION NO. 40 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

APPOINTING MEMBERS OF PROFESSIONAL ADVISORY COMMITTEE

RESOLVED, that the following members of the Professional Advisory Committee for the Health Services Department, as listed on Schedule "A" annexed hereto and made a part hereof, be, and hereby are appointed for a one-year term commencing January 1, 2020 and terminating December 31, 2020.

SCHEDULE "A"

PROFESSIONAL ADVISORY COMMITTEE MEMBERS

NAME	TITLE/ADDRESS
Hillary Alycon	Manager - Infection Prevention and Control Glens Falls Hospital
Sarah Arnold	PHN Communicable Disease Program Warren County Health Services
Patricia Auer	Consumer Past Director
Paul Bachman	MD Public Health Medical Director
Stephen Bassin	Physical Therapist
Patricia Belden	Assistant Director Public Health Warren County Health Services
William Borgos	MD Medical Director, Certified Home Health Agency
Sara Deukmejian	ARHN Coordinator Adirondack Health Institute
Tawn Driscoll	Financial Manager Warren County Health Services
Joseph DuFour	FNP Irongate Family Practice
Daniel Durkee	Senior Health Educator/Emergency Preparedness Coordinator Warren County Health Services
Joan Grishkot	BSN, MHA
Christian Hanchett	Commissioner of Social Services Warren County
Donna Healy	Professor of Nursing/Health Sciences Division Chair SUNY Adirondack
Susan Hughes	Director Community Maternity Services

RESOLUTION NO. 40 OF 2020

PAGE 3 OF 3

Ginelle Jones	Director of Health Services Warren County
Richard Leach	MD, Tuberculosis & Infectious Disease Program Consult
Richard Mason	Community Member
Erik Mastrianni	Children with Special Needs Program Manager
Deanna Park	Director of Office for the Aging Warren County
Nancy Parsons	RN, Immunization Program Warren County Health Services
Valerie Whisenant	Assistant Director Patient Services Warren County Health Services
Julie Smith	Director of Patient Services Greater Adirondack Home Health Aides
Rob York	Director of Community Services for Warren and Washington Counties

Warren County Board of Supervisors

RESOLUTION NO. 41 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

APPROVING THE 2019-2021 WARREN COUNTY COMMUNITY HEALTH ASSESSMENT AND COMMUNITY HEALTH IMPROVEMENT PLAN

WHEREAS, the Warren County Department of Public Health is required to submit a Community Health Assessment and Community Health Improvement Plan to the New York State Department of Health every three (3) years, and

WHEREAS, the Community Health Assessment and Community Health Improvement Plan is a partnership between Warren County Public Health, Glens Falls Hospital and Community Partners to review community health data collected over a period of time to help reduce the impacts of chronic disease and promote well-being and prevent mental and substance use disorders among Warren County residents, and

WHEREAS, the Health Services Committee has reviewed the assessment and plan and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the 2019-2021 Warren County Community Health Assessment and Community Health Plan as attached hereto to be effective February 21, 2020.

Warren County Community Health Assessment

2019- 2021

This document is intended to provide insight into the current health of Warren County residents using data collected over a period of time. The information in this document comes from a variety of verified sources. This document can be used by government agencies, community organizations and other entities to support their efforts to secure grants, funding and resources to positively impact the health of Warren County residents.

2019-2021 Warren County Community Health Assessment

Warren County Public Health
1340 State Route 9
Lake George NY, 12845
518-761-6580

www.warrencountyny.gov/healthservices

Hospital Partner:

Glens Falls Hospital
100 Park Street
Glens Falls NY, 12801

www.glensfallshospital.org/

Coalition Partner:

Adirondack Health Institute

Other Partners:

Warren County Office for the Aging
Warren County Social Services
Warren County Certified Home Health Agency
Warren County Office of Community Services
United Way
Ben Driscoll, Community Member

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Contents

Warren County Community Overview.....	3
Warren County Population Health Status.....	5
Chronic Disease.....	6
Diseases of the Heart.....	6
Diabetes.....	8
Cancer.....	9
Health Behaviors and Preventive Screenings.....	18
Promote a Healthy and Safe Environment.....	22
The Built Environment.....	22
Safety.....	23
Healthy Women, Infants and Children.....	26
Maternal & Infant Health.....	26
Child Health/Safety.....	27
Promote Well-Being and Prevent Mental and Substance Use Disorders.....	32
Mental Health Well Being.....	32
Substance Abuse.....	34
Prevention of Communicable Diseases.....	36
Immunizations.....	36
Sexually transmitted Infections (STI's) and HIV.....	38
Section 2.....	40
The Main Health Challenges Facing Warren County and What is Contributing to These Challenges.....	40
Behavioral Risk Factors.....	41
Environmental Risk Factors.....	42
Socio-Economic Factors.....	43
Health Policy.....	45
Section 3.....	46
Summary of the assets and resources that can be mobilized and employed to address health issues identified in Warren County.....	46
Local Health Department: Warren County Health Services (WCHS).....	47
Warren County Community Health Assessment Process.....	52
Community Health Assessment Committee.....	54
2019 Data Methodology.....	54
Sharing the Findings with the Community.....	56
Data Sources for 2019-2021 Warren County Community Health Assessment.....	57
Warren County Public Health Community Health Improvement Planning Process.....	58
Appendix A – Map of Warren County Population.....	61
Appendix B – Health Systems Table.....	62
Appendix C – Education Profile Chart.....	65
Appendix D – ALICE Profile Chart.....	66
Appendix E – CHIRS Indicator Table.....	67

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Warren County Community Overview

The purpose of the 2019-2021 Warren County Community Health Assessment (CHA) is to provide Public Health Officials, elected leaders, community organizations and individuals a comprehensive review of the health of Warren County residents. The information provided by the CHA will be used to identify areas of need, inform decision makers and support grant writing efforts. It will also allow for the prioritization of limited assets to have the greatest positive impact on the health of Warren County residents.

Demographics

Warren County's population is 64,701, making it the second most populated county in the Adirondack Rural Health Network (ARHN) region. Similar to the rest of UpState New York, Warren County's population is very limited in its diversity; over 96% are White/non-Hispanics, followed by 1.2% Black/African American, non-Hispanics and 2.4% Hispanic/Latinos. Over 20% of the population is 65 years of age and older, which is slightly higher than the ARHN region (18.0%) and higher than UpState New York (16.37%).

Warren County has 27,249 households. Single parent households' account for (7.8%) of total households in Warren County this is lower than the ARHN region (9.7%) and UpState New York (9.9%).

Household income on average is \$76,756, with per capita income at \$33,127, which is lower than that of New York State, \$93,443 and \$35,752 respectively. The percentage of individuals in Warren County living below the Federal Poverty Level is 9.9%, which is lower than the ARHN (13.9%) region and UpState New York (11.7%). In Warren County, the unemployment rate is 4.8%.

Of the total population in Warren County, approximately 32.9% of individuals 25 years of age and older have a high school diploma or equivalent, and another 40.3% have an Associates or bachelor's degree or higher. Sixty three percent of the population 16 and older is in the workforce, with the highest percentage of individuals in the field of education (26.6%), followed by retail trade (13.3%), arts, entertainment, recreation, hotel & food service (12.7%), and manufacturing (8.4%).

Health System Profile:

Warren County has one hospital, Glens Falls Hospital, with 406 hospital beds, the majority of which are medical/surgical beds, resulting in a rate of 627.5 hospital beds. This rate is significantly higher than the ARHN region (274.2). There are a total of four nursing home facilities, accounting for 399 beds, and four adult care facilities, accounting for 248 beds, with rates of 616.7 and 452.9, respectively. The rate of primary care physicians in Warren County is 153.0 and a rate of 442.5 total physicians. Warren County consists of 6 health professional shortage areas (HPSAs), three in primary care, one in dental care, and two in mental health.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Education Profile:

Within Warren County, there are nine school districts, with a total enrollment of 8,880 students. Of the enrolled students, 40% are eligible for free and reduced lunch, with majority eligible for free lunch (91% or 3,158). The total number of high school graduates is 688 with a dropout rate of 1.0%, which is slightly higher than the ARHN (0.8%) region and UpState New York (0.64%) dropout rates, but lower than the New York State dropout rate of 3.0%. There are 11.4 students per teacher in Warren County, which is somewhat comparable to the ARHN region but slightly lower than UpState New York (12.37).

Asset-Limited, Income-Constrained, Employed (ALICE) Profile:

In total, there are 28,841 households in Warren County, with approximately 31% of residents over 65 years of age. There is an 11.0% poverty rate and 24.0% ALICE rate, with a total of 10,079 households designated as either poverty or ALICE. Specific to ALICE households, the majority are white (6,635), which far exceeds the second largest group of ALICE households comprised of Hispanic individuals (126).

Health Disparities:

While there are no significant health disparities based on race and ethnicity in Warren County, there is significant access to care issues. The percentage of adults with health insurance in Warren County is at 94.1%, with 82.9% of the population having a regular health care provider. The rate of age-adjusted preventable hospitalizations per 10,000 population among those 18 years of age and older (156.6) is higher than the rate for UpState New York (116.8), and the Prevention Agenda benchmark (122.0) rate. The rate of ED visits per 10,000 population in Warren County (3,714.1) is lower than the ARHN region (4,866.3) and higher than UpState New York (3,865.6). Lastly, the percentage of adults 18 years of age and older in Warren County with disability (23.0%) is lower than the ARHN region (25.6%), but comparable to UpState New York (22.8%), and the state as a whole (22.9%).

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Warren County Population Health Status

The health status of a population is influenced by a myriad of factors. Some, like age, race or ethnicity, cannot be changed but others called “Social Determinants of Health” can. Social determinants of health are conditions that people are born into and live, work, grow and age in. By knowing the actual health indicators (i.e. obesity, diabetes, cancer rates, etc.) of a population and pairing them with social influences on health, priority areas can be identified and resources can be targeted to have the greatest chance of improving the health of a population.

New York State Department of Health currently identifies five priority areas when it comes to improving the health of all New Yorkers. They include...

- Preventing Chronic Disease
- Promote a Healthy & Safe Environment
- Promote Healthy Women, Infants and Children
- Promote Well-being and Prevent Mental Substance Use Disorders
- Prevent Communicable Disease

Similarly, Warren County Public Health uses these same priority areas when considering the health of Warren County residents.

It is also important to identify any health disparities that may emerge in any of these priority areas. Health disparities can be attributed to various factors including age, race/ethnicity, income, educational attainment, disability and other factors that make the health of an identified population less than that of the population as a whole.

Warren County’s health disparities are most likely to be linked with low-income and lower education populations. The data that supports these claims is difficult to find for Warren County. However, it should be assumed the health disparities linked to low-income and lower educational attainment found in other research would be similar for Warren County residents. Although race and ethnicity almost certainly play role, the lack of racial and ethnic diversity makes it difficult to account for those disparities in Warren County.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

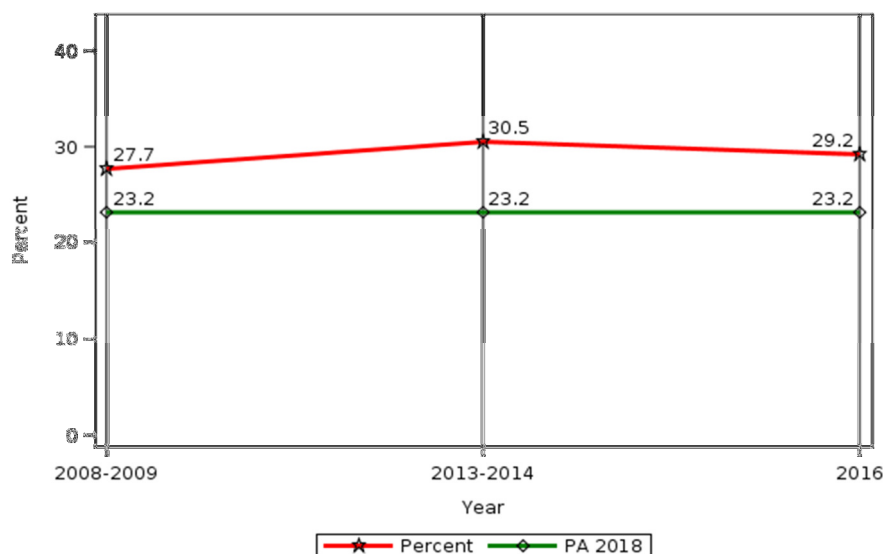
Chronic Disease

It has been well established through research that chronic diseases are associated with health behaviors. Chronic diseases such as cardiovascular disease, diabetes, high blood pressure, cancer and obesity are linked to behaviors such as smoking, poor diet and physical inactivity. This section of the report will look at the data for chronic disease and the behaviors linked to them.

Diseases of the Heart

Obesity, which is linked to a vast number of chronic diseases, continues to be an area of concern in Warren County. The percentage of obese adults in Warren County is (29.2%) which is higher than UpState New York (27.4%) and the Prevention Agenda Benchmark (23.2%). Also the percentage of public school children in Warren County that are obese is (19.5%) which is higher than UpState New York (17.3%) and the Prevention Agenda Benchmark (16.7%).

Warren County - Percentage of adults who are obese



Data Year(s)	Percentage (CI)	PA 2018
2008-2009	27.7 (22.6 - 32.7)	23.2
2013-2014	30.5 (23.5 - 37.5)	23.2
2016	29.2 (24.2 - 34.1)	23.2

Graph1: Data Source: NYS Behavioral Risk Factor Surveillance System data as of February 2018

The obesity rate in Warren County is hovering around 30%, which is higher than UpState NY. There is no comparison data available for the ARHN Region. The graphs on the next page show Warren County has mixed data when it comes to death rates related to cardiovascular disease which is linked to obesity.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Rates of cardiovascular disease deaths are higher in Warren County (303.8) in comparison to the ARHN Region (295.6) and UpState New York (295.7). However, Warren County Deaths rate for diseases of the heart (233.7) is lower than UpState NY (236.5) but slightly higher than ARHN Region (233.2). Coronary Heart Disease Deaths rate for Warren County (137.0) is lower than ARHN Region (154.9) and UpState NY (162.7).

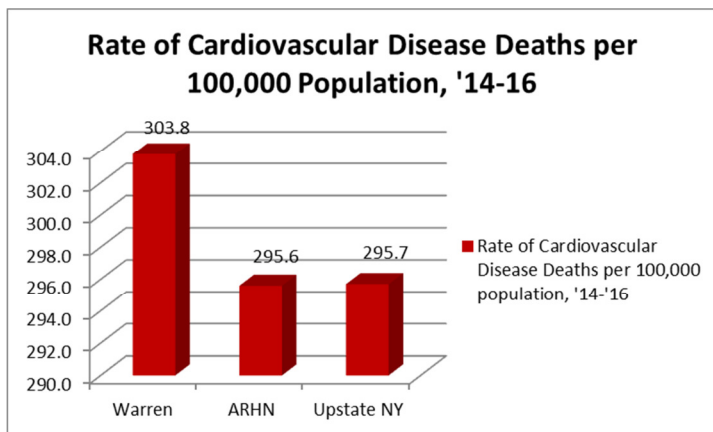


Figure 1

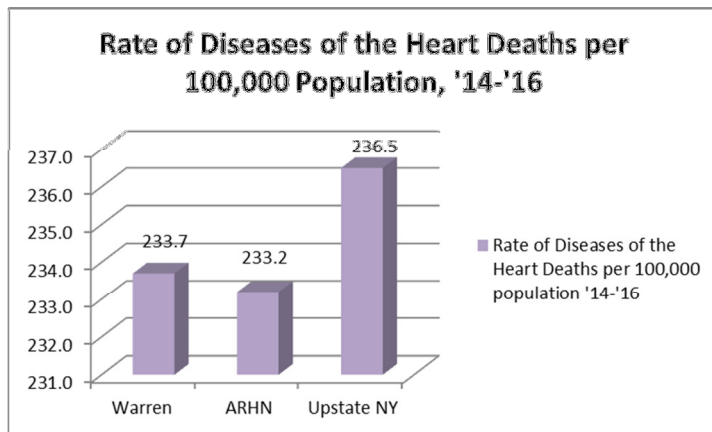


Figure 2

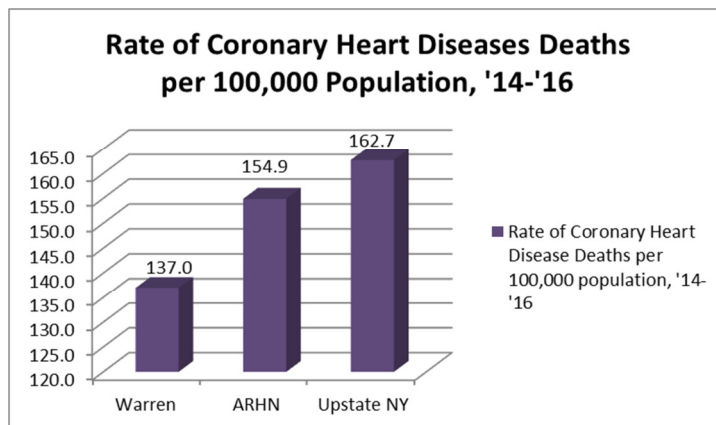


Figure 3

When the death rate indicators are compared to one another using premature deaths (Ages 35-64) Warren County does not fare as well. The charts on the next page show Warren County similar or worse than the comparison groups for all indicators.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

The Cardiovascular Premature Deaths Rate (Ages 35-64) is higher in Warren County (117.3) in comparison to the ARHN Region (111.7) and UpState New York (101.0). Warren County's Rate of Diseases of the Heart Premature Deaths (Ages 35-64) is (102.5) which is higher than ARHN Region (95.9) and UpState NY (82.8). The rate of Coronary Heart Disease premature deaths for Warren County (67.9) is the same as the ARHN Region (68.0) but higher than UpState NY (60.5)

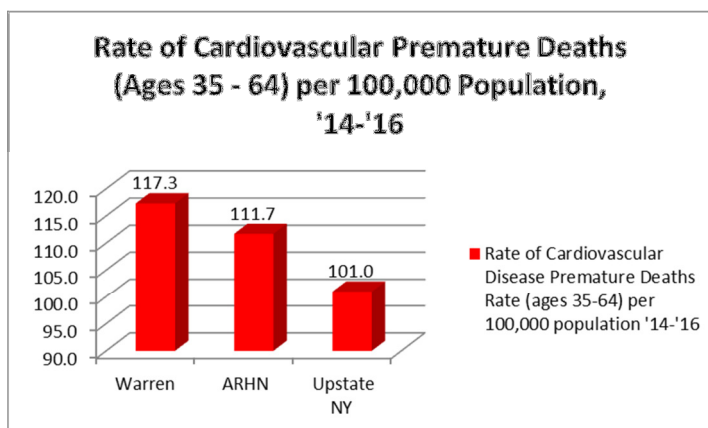


Figure 4

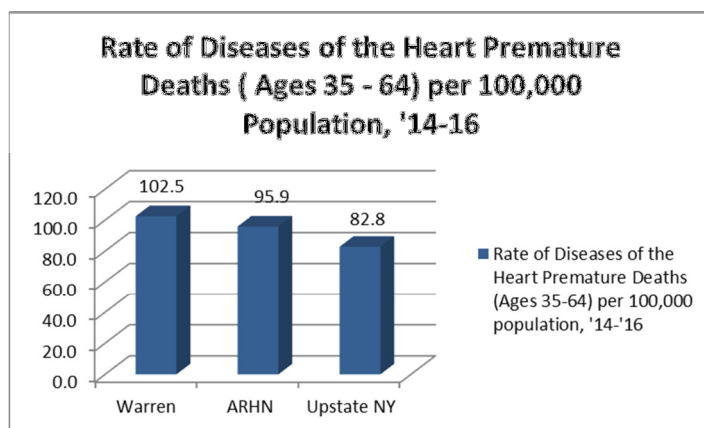


Figure 5

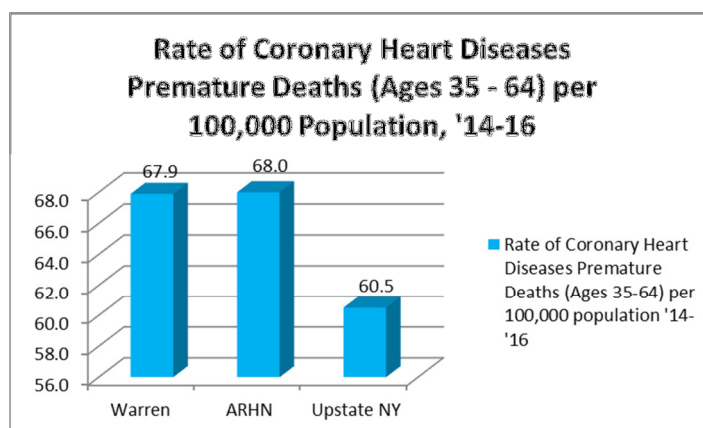


Figure 6

Warren County also has higher rates of cerebrovascular (stroke) deaths (49.4) than the ARHN Region (40.2) and UpState New York (38.1).

Diabetes

Diabetes data for Warren County suggests that diabetes should be considered a higher priority area. The diabetes death rate is higher for Warren County (35.0) than ARHN Region (29.5) and UpState NY (19.8). Warren County diabetes hospitalizations (primary diagnosis) per 10,000 population (14.4) is the same as the ARHN Region (14.5) and lower than UpState NY (15.4). When data for diabetes hospitalizations (any diagnosis) per 10,000 population is measured Warren County's rate (267.5) is higher than ARHN (246.1) and UpState NY (237.2). With obesity rates hovering around 30% it can be assumed that diabetes will continue negatively impact the health of Warren County residents.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Cancer

The cancer burden in Warren County is high; of the twenty cancer indicators reviewed, Warren County has fifteen indicators that are worse than the comparison benchmark and five indicators have too little data making them unstable and unusable. Cancer is linked to age, health behaviors and environment. Warren County has an aging demographic, this could explain why some of the cancer data is higher. However, the age and lack of diversity of Warren County's population is very similar to the rest of the ARHN region so one could argue the rates of cancer should be similar to the rest of the ARHN Region.

Other factors that research has shown can impact cancer rates are health behaviors. Poor diet, a lack of physical activity, obesity and smoking has been linked to a greater risk of developing cancer. Self-reported physical activity rates, access to recreation and fitness facilities and even the obesity rate (slightly higher in Warren County) are very similar to the ARHN Region (see Graph 1 & Figure 14). However, Warren County has one of the highest rates of smoking among adults in the ARHN Region (see Graph 10).

All Cancers

The rate of all cancer cases is much higher in Warren County (814.1) than the ARHN Region (683.8) and UpState NY (629.8). Also the cancer death rate for all cancers in Warren County (275.0) is a lot higher than the ARHN Region (227.3) and UpState NY (198.7). Please see Appendix E for more complete cancer data.

Specific Cancer Types

When looking at specific types of cancer in Warren County lung and bronchus, female breast, prostate and colon and rectal cancers all have worse rates than the comparison groups.

The female breast cancer case rate for Warren County is (211.6) which is significantly higher than the ARHN Region (173.3) and UpState NY (175.9). Although comparison data for Warren County and the ARHN Region does not exist for late stage breast cancer cases or female breast cancer deaths rate, when compared to UpState NY (53.1) and (26.1), Warren County has higher rates for both (56.4) and (34.3) respectively.

Lung and bronchus cancer deaths rate for Warren County (68.9) are higher than the ARHN Region (67.4) and UpState NY (53.0). This also holds true for lung and bronchus cancer cases rate with Warren County (129.5) much higher than the ARHN Region (112.2) and UpState NY (84.3).

Rates of colon and rectal cancers are higher in Warren County (61.2) than the ARHN Region (55.0) and UpState NY (48.5). This is also the case for colon and rectal cancer death rates with Warren County (21.6) being higher than ARHN Region (18.9) and UpState NY (16.7).

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Rate of all Cancer Cases Comparison Chart for Warren County, ARHN Region and UpState NY (crude rate)

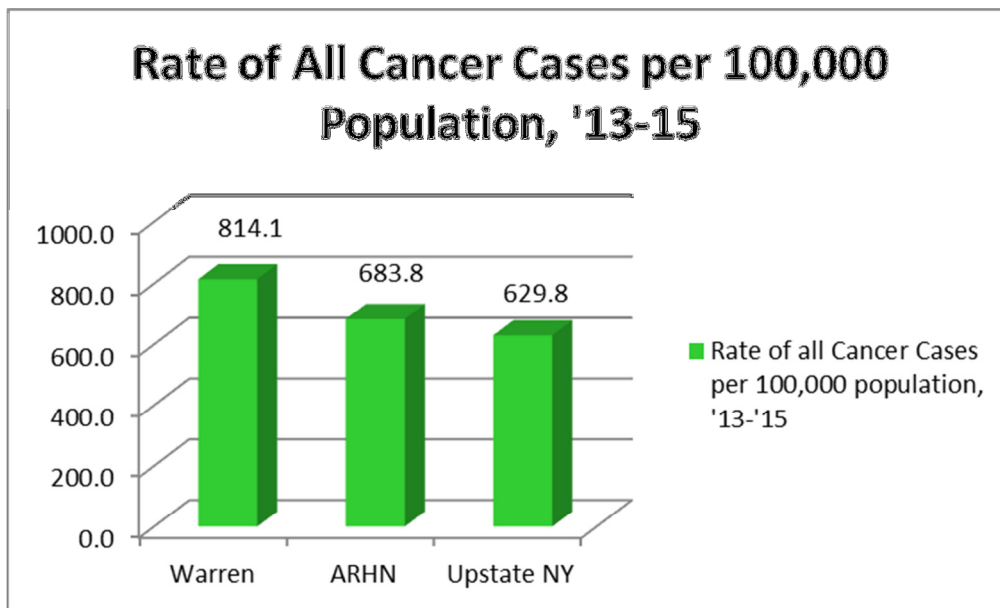
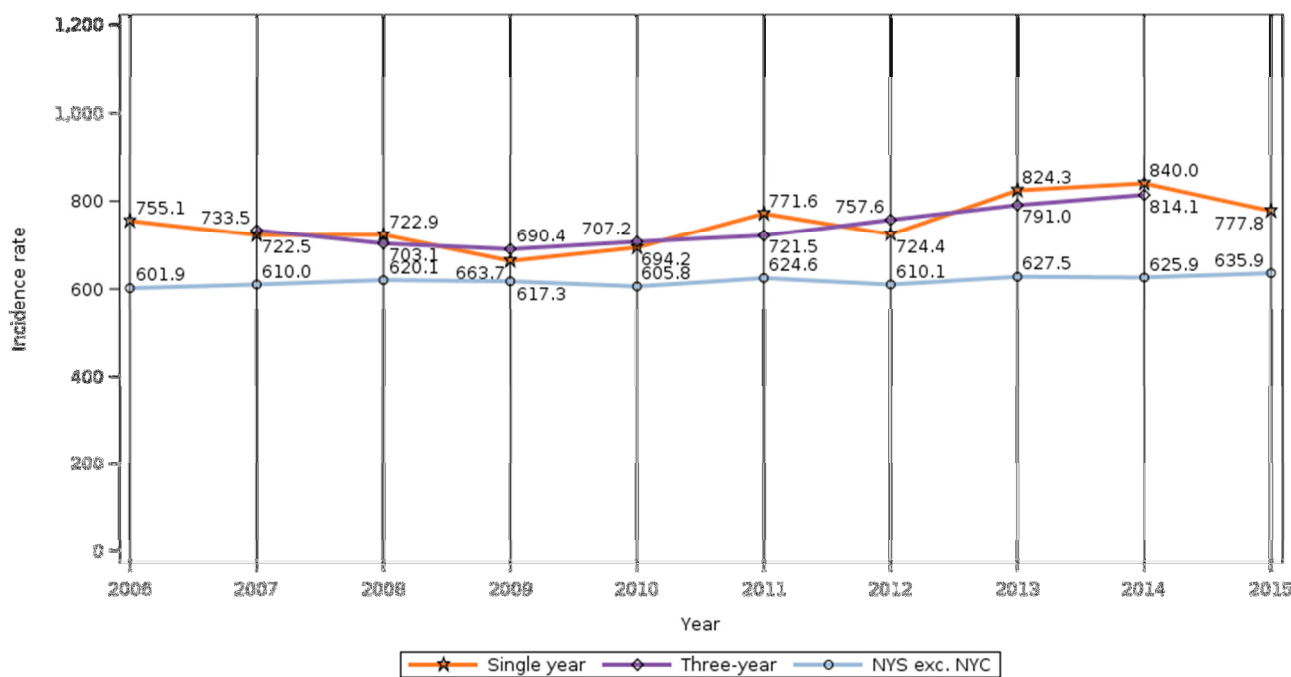


Figure 7

Graph 2: Rate of all Cancer Cases Trend Data Comparison Chart Warren County vs. UpState (excludes ARHN Region). Data from New York State Community Health Indicator Reports (CHIRS). Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=%2FEBI%2FPHIG%2Fapps%2Fchir_dashboard%2Fchir_dashboard&p=ch&cos=52&ctop=1



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Rate of all Cancer Deaths Comparison Chart for Warren County, ARHN Region and UpState NY (crude rate)

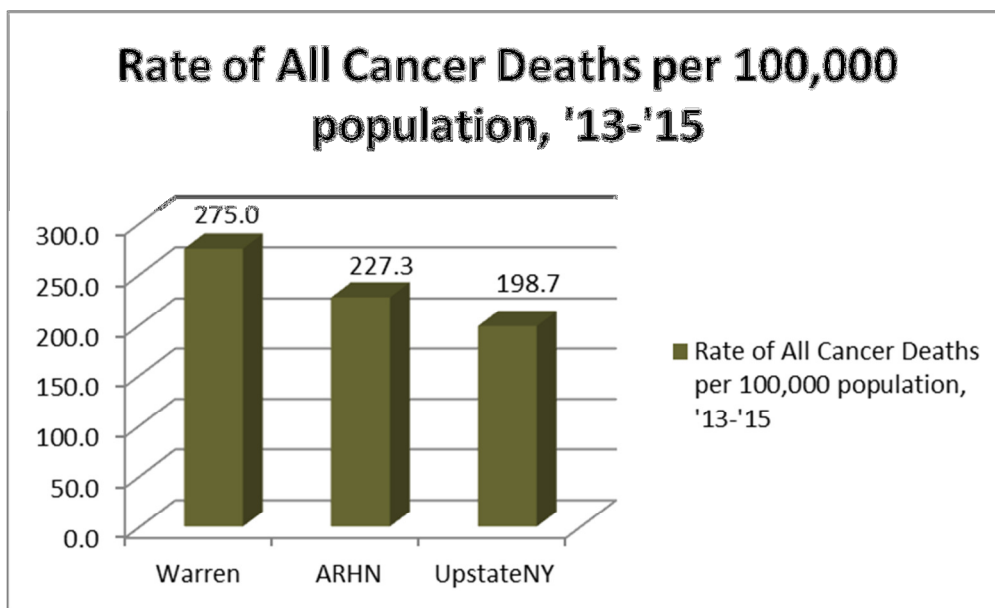
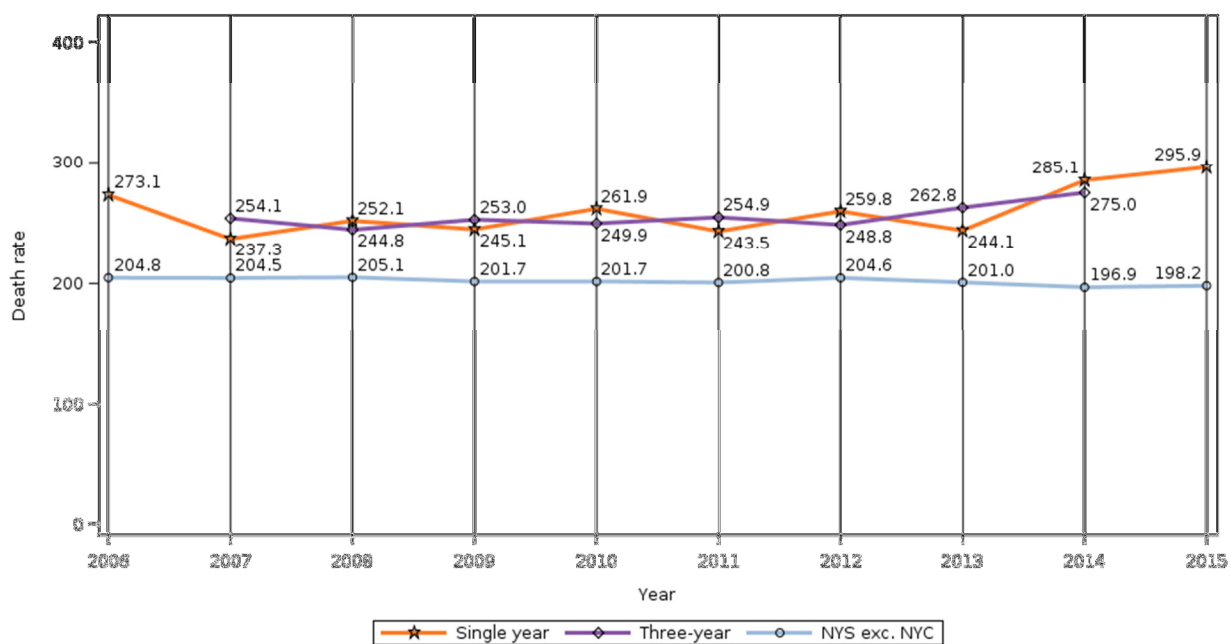


Figure 8

Graph 3: Rate of all Cancer Deaths Trend Data Comparison Chart Warren County vs. UpState (excludes ARHN Region). Data from New York State Community Health Indicator Reports (CHIRS). Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=/EBI/PHIG/apps/chir_dashboard/chir_dashboard&p=ctr&ind_id=Ag2%20&cos=52



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Rate of Female Breast Cancer Cases Comparison Chart for Warren County, ARHN Region and UpState NY (crude rate)

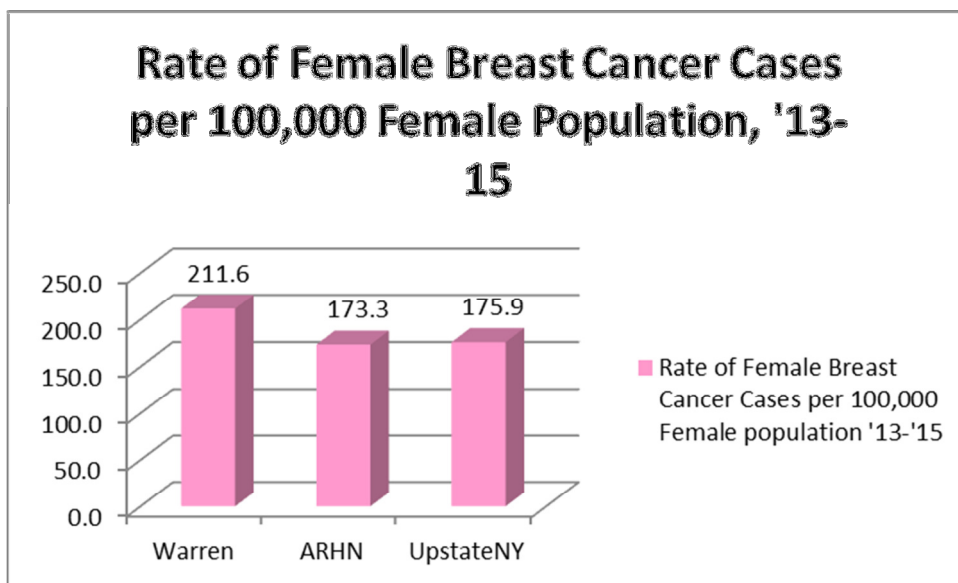
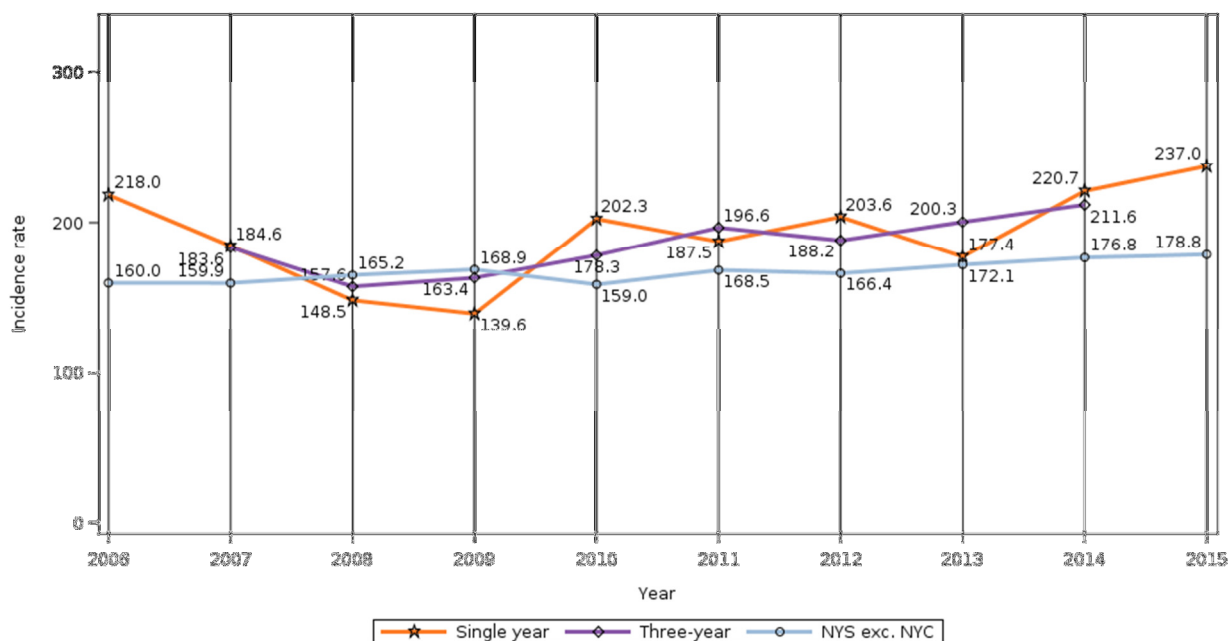


Figure 9

Graph 4: Rate of Female Breast Cancer Cases Trend Data Comparison Chart Warren County vs. UpState (excludes ARHN Region). Data from New York State Community Health Indicator Reports (CHIRS). Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=%2FEBI%2FPHIG%2Fapps%2Fchir_dashboard%2Fchir_dashboard&p=ctr&ind_id=Ag9&cos=52



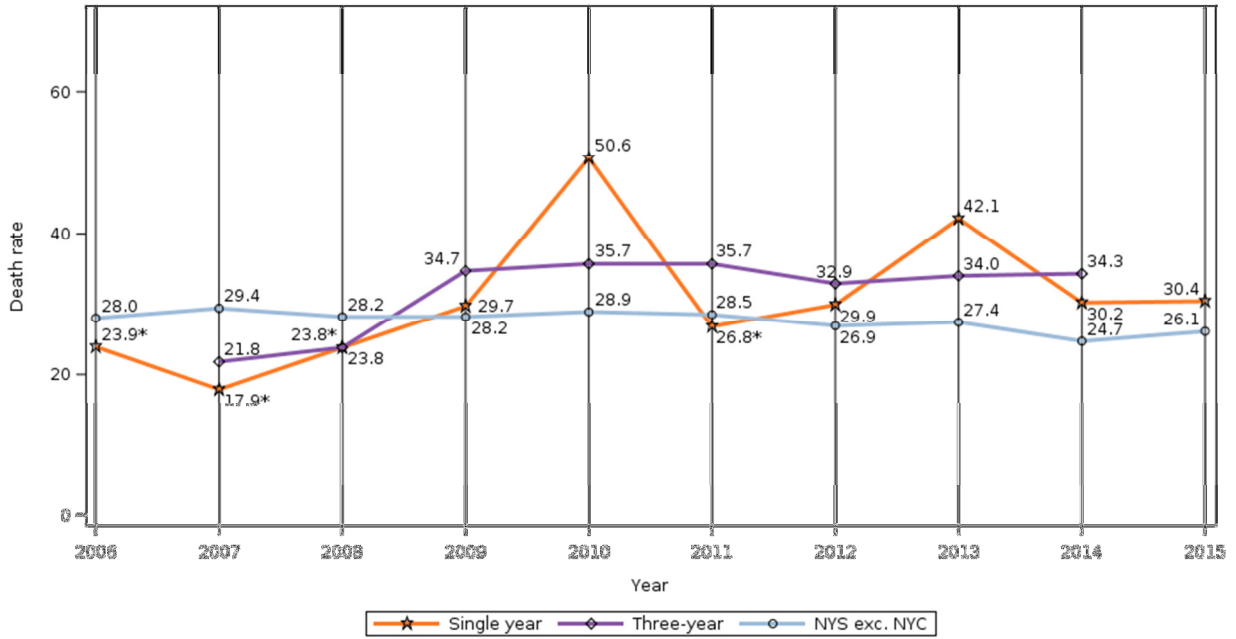
*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Graph 5: Rate of Female Breast Cancer Deaths Trend Data Comparison Chart Warren County vs. UpState (excludes ARHN Region). Data from New York State Community Health Indicator Reports (CHIRS).

Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=%2FEBI%2FPHIG%2Fapps%2Fchir_dashboard%2Fchir_dashboard&p=ctr&ind_id=Ag10&cos=52



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Rate of Lung & Bronchus Cancer Cases Comparison Chart for Warren County, ARHN Region and UpState NY (crude rate)

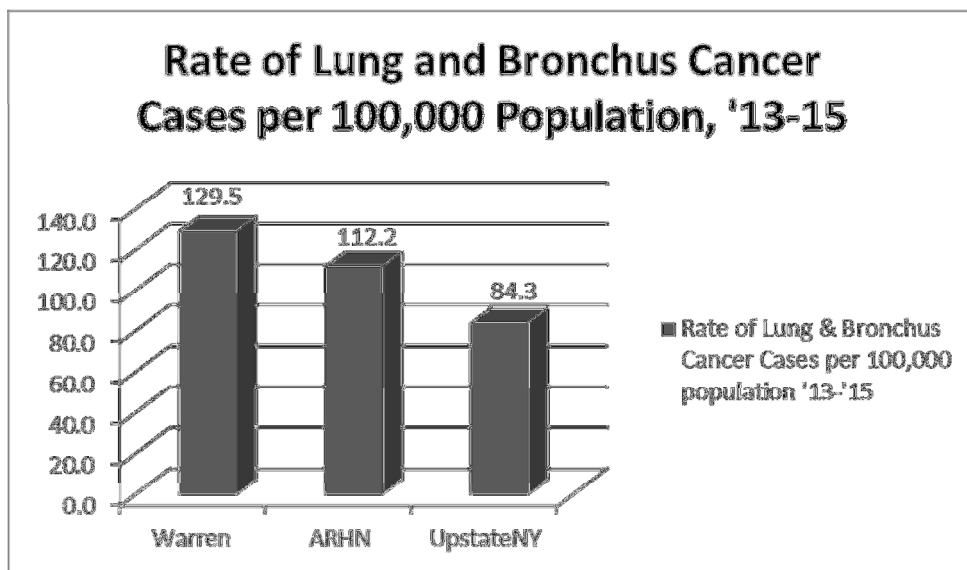
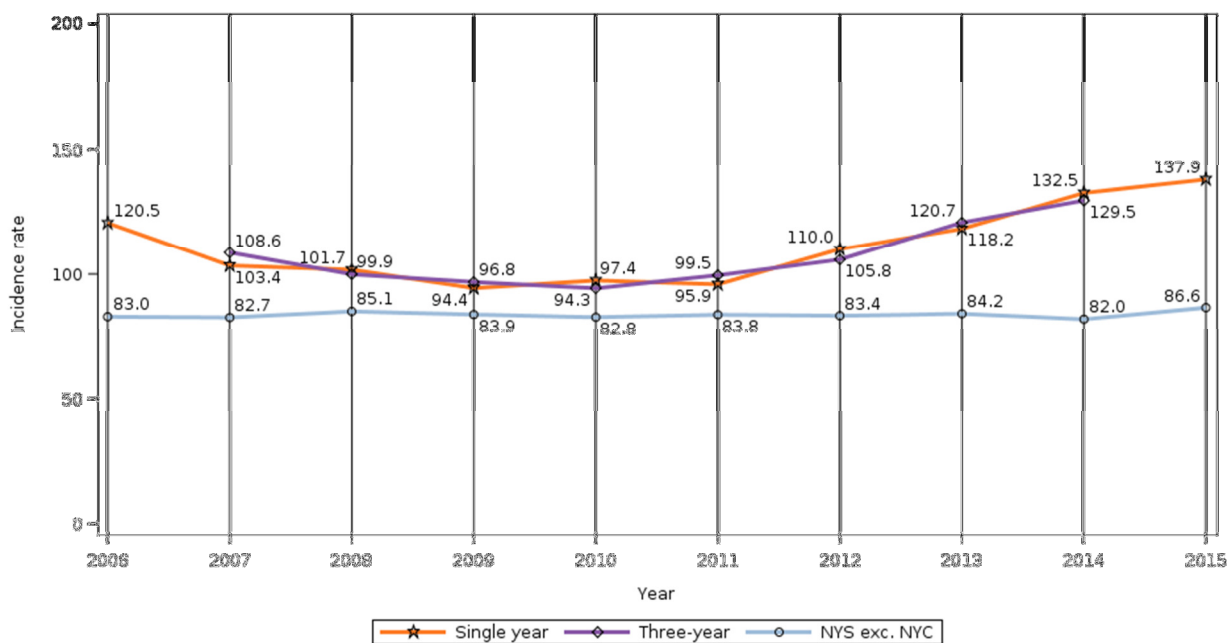


Figure 10

Graph 6: Rate of Lung & Bronchus Cancer Cases Trend Data Comparison Chart Warren County vs. UpState (excludes ARHN Region). Data from New York State Community Health Indicator Reports (CHIRS).

Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=%2FEBI%2FPHIG%2Fapps%2Fchir_dashboard%2Fchir_dashboard&p=ctr&ind_id=Ag7&cos=52



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Rate of Lung & Bronchus Cancer Deaths Comparison Chart for Warren County, ARHN Region and UpState NY (crude rate)

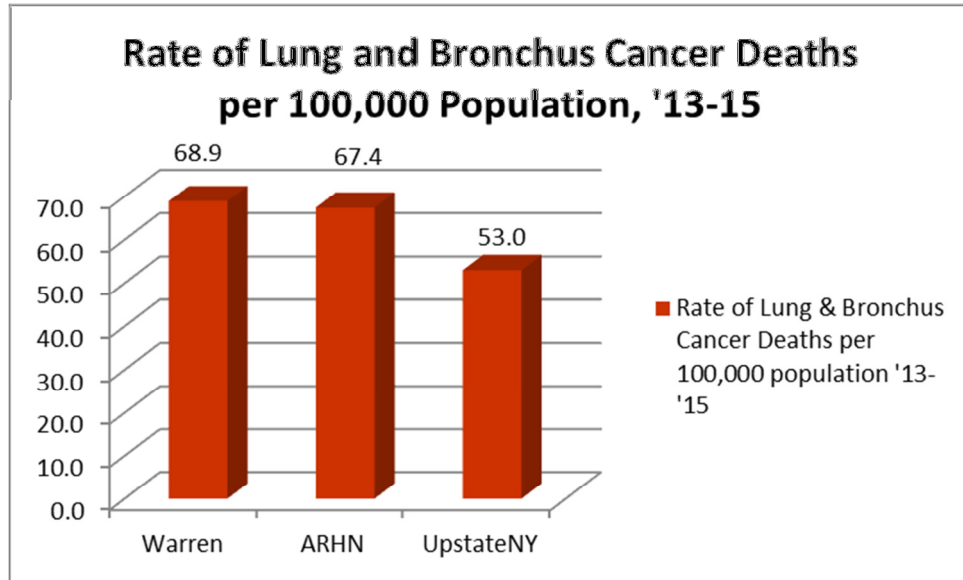
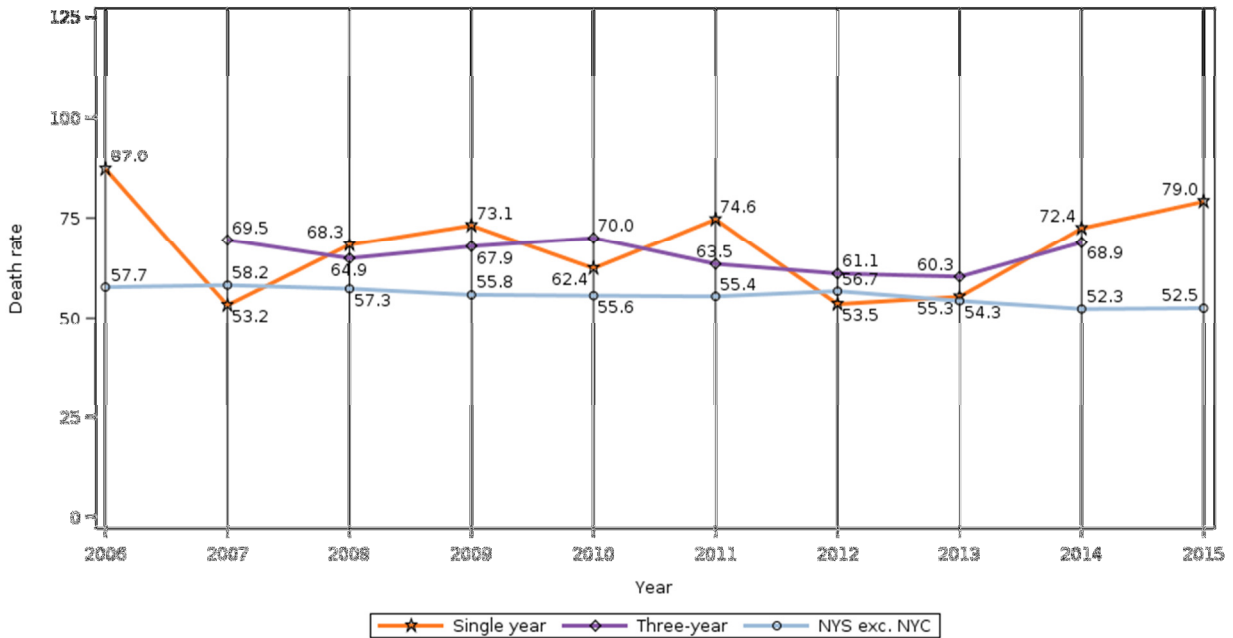


Figure 11

Graph 7: Rate of Lung & Bronchus Cancer Deaths Trend Data Comparison Chart Warren County vs. UpState (excludes ARHN Region).

Data from New York State Community Health Indicator Reports (CHIRS). Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=/EBI/PHIG/apps/chir_dashboard/chir_dashboard&p=ctr&ind_id=Ag8a%20&cos=52



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Rate of Colon & Rectal Cancer Cases Comparison Chart for Warren County, ARHN Region and UpState NY (crude rate)

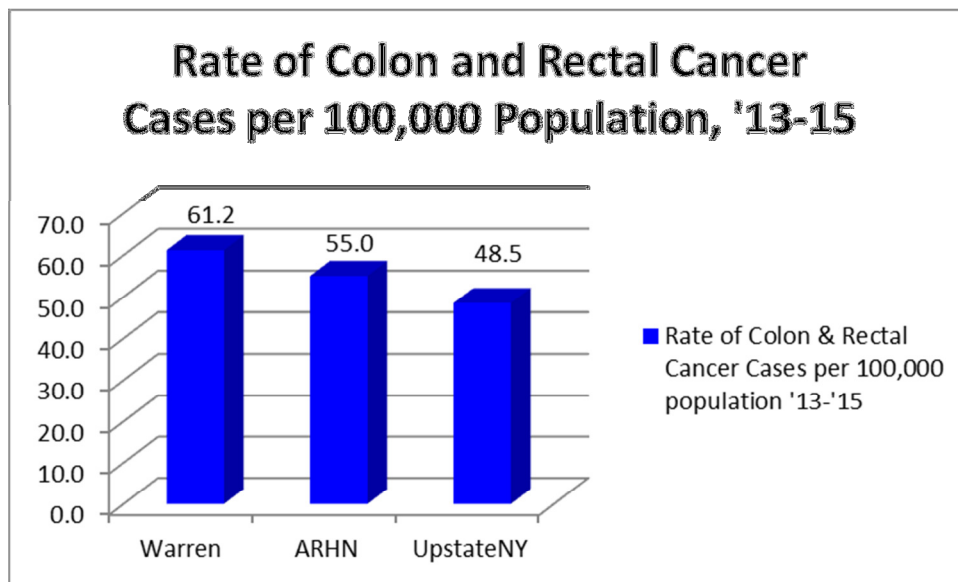
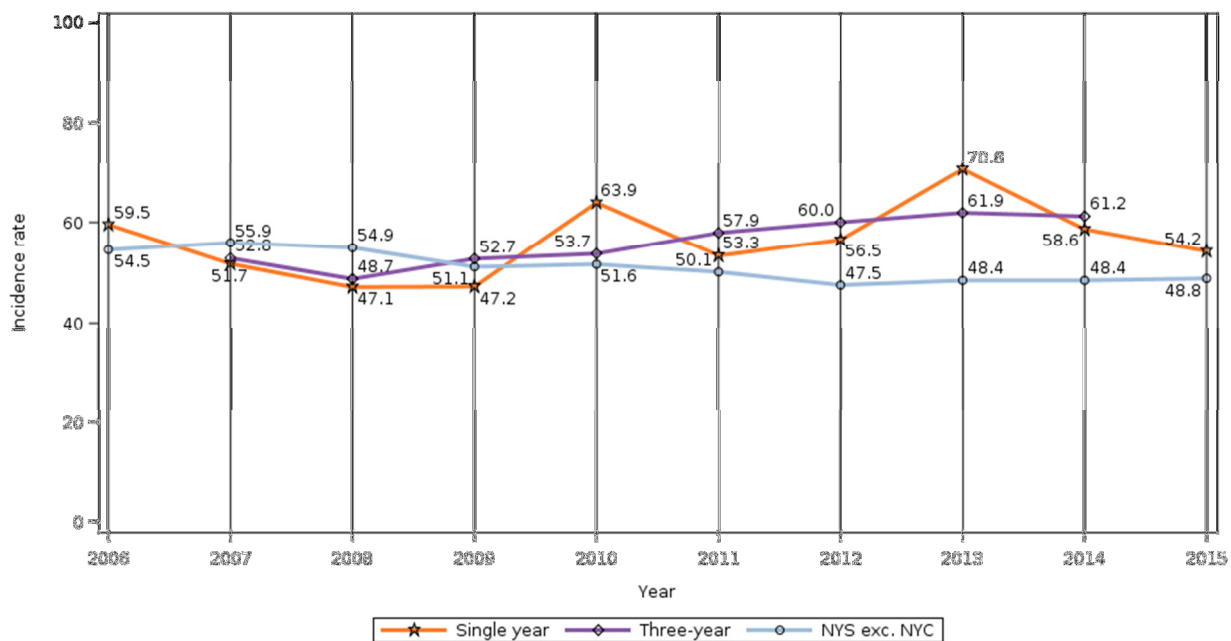


Figure 12

Graph 8: Warren County - Colon and rectum cancer incidence rate per 100,000 Warren County vs. UpState (excludes ARHN Region).

Data from New York State Community Health Indicator Reports (CHIRS). Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=/EBI/PHIG/apps/chir_dashboard/chir_dashboard&p=ctr&ind_id=Ag5%20&cos=52



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Rate of Colon & Rectal Cancer Deaths Comparison Chart for Warren County, ARHN Region and UpState NY (crude rate)

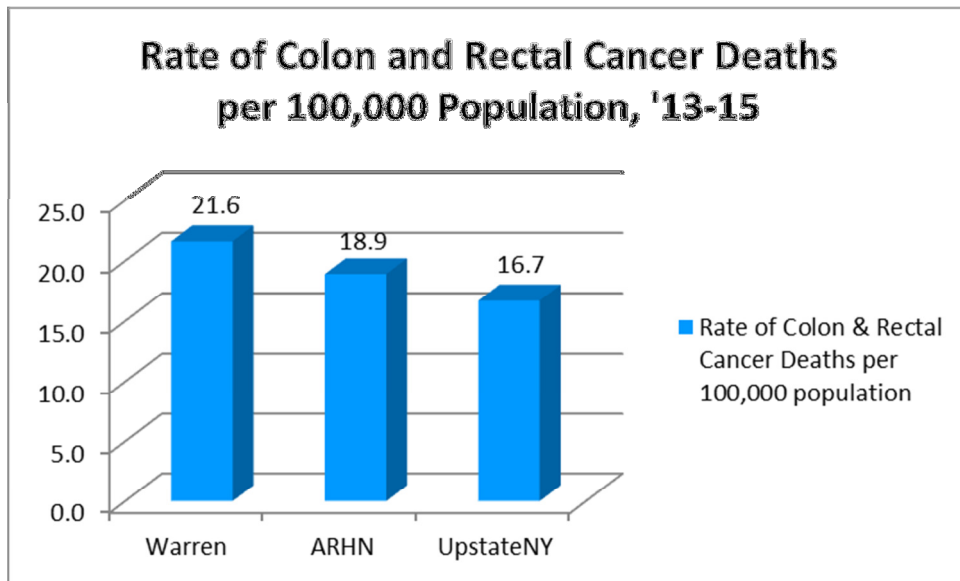
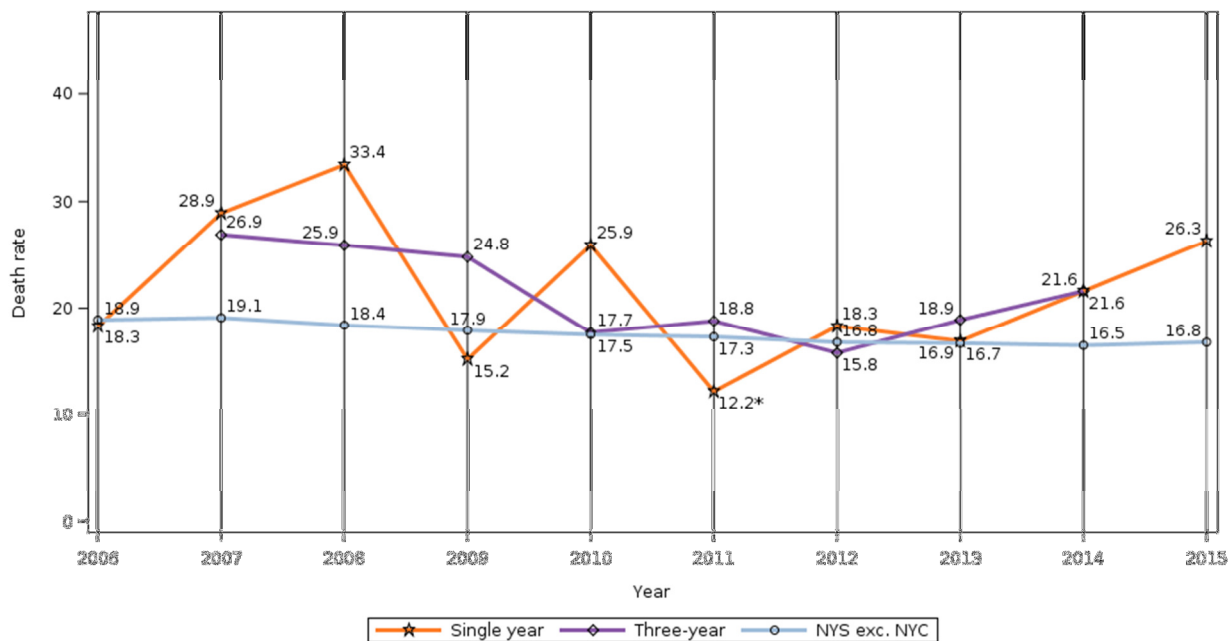


Figure 13

Graph 9: Warren County - Colon and rectum cancer mortality rate per 100,000 Warren County vs. UpState (excludes ARHN Region). Data from New York State Community Health Indicator Reports (CHIRS).

Accessed July 22nd 2019.

https://webbi1.health.ny.gov/SASStoredProcess/guest?_program=%2FEBI%2FPHIG%2Fapps%2Fchir_dashboard%2Fchir_dashboard&p=ctr&ind_id=Ag6&cos=52



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Health Behaviors and Preventive Screenings

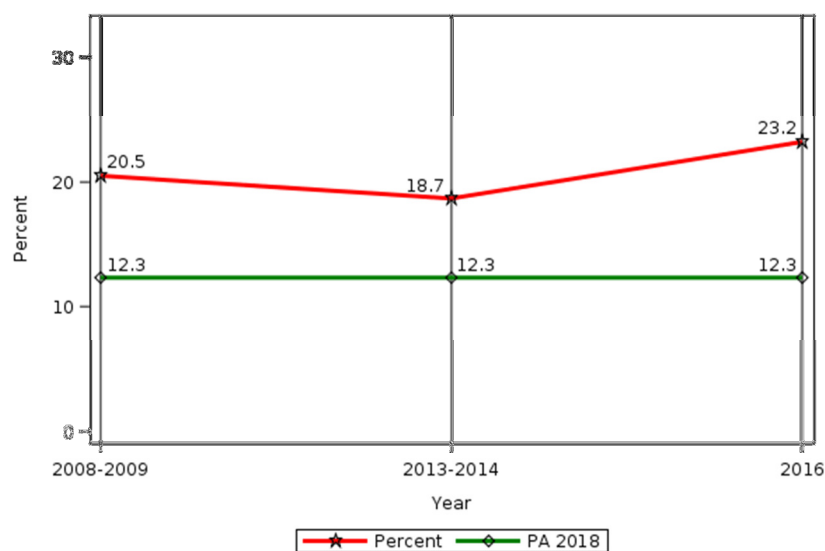
Many individual health outcomes can be linked to the health behaviors the person engages in. This section of the report discusses the data gathered about a number of different health behaviors and preventive screenings. However, there are some limitations to the data. The biggest being that the individuals are self-reporting so validation of the data can be difficult.

Tobacco Use

Smoking and tobacco use is one of the leading causes of morbidity and mortality among individuals. The percentage of Warren County adults that reported being current smokers is (23.2%) which is significantly higher than UpStateNY (16.2%) and far exceeds the Prevention Agenda benchmark of (12.3%), ARHN comparison data is not available.

It should be noted that as of 2015-2016 there were 105 registered tobacco retailers in Warren County which is more than any other ARHN County (Clinton 102, Essex 61, Franklin 57, Hamilton 11, Washington 60).

Graph 10: Warren County – Percentage of cigarette smoking among adults. Graph from the NYSDOH Prevention Agenda Dashboard. Accessed on 7/25/2019 https://webbi1.health.ny.gov/SASStoredProcess/guest?program=/EBI/PHIG/apps/dashboard/pa_dashboard&p=ctr&ind_id=pa200%20&cos=52



Physical Activity and Food Security

It is well established that leisure time physical activity (non-work related) can lead to better health outcomes for people. Almost eighty-percent (79.6%) of Warren County adults self-reported some leisure physical activity in the last 30 days when asked in 2016. This is higher than the ARHN region (73.9%) and UpStateNY (74.6%). However there are a number of important considerations lacking in this data.

First the data does not show the intensity and duration of the physical activity engaged in, which can have an impact on health. Second, the data does not show how often the person actually engaged in the activities reported. So, someone who was active just once or twice in

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

the last 30 days would be recorded the same as a person that is active 5 or 6 days a week. It is important to consider these limitations when trying to draw any conclusions.

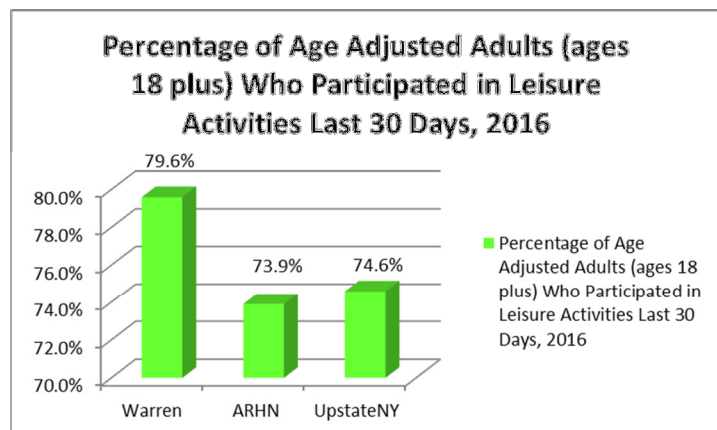


Figure 14

It should also be noted that according to the County Health Rankings and Roadmap website 98% of Warren County residents have access to exercise opportunities.

Access to Exercise Opportunities measures the percentage of individuals in a county who live reasonably close to a location for physical activity.

Locations for physical activity are defined as parks or recreational facilities. Individuals are considered to have access to exercise opportunities if they:

- reside in a census block that is within a half mile of a park, or
- reside in an urban census block that is within one mile of a recreational facility, or
- reside in a rural census block that is within three miles of a recreational facility.

Food Security

The ability to access and afford health food options may have an impact on the health of a population. In Warren County (21.8%) of the population reported experiencing food insecurity in the past 12 months. This is better than the ARHN Region (23.3%) and UpStateNY (22.7%).

The percentage of Warren County's population with low-income and low-access to a supermarket or large grocery store is (3.9%) which is better than the ARHN Region (6.0%) but higher than the Prevention Agenda Benchmark (2.2%).

Health Screenings

Preventive health screenings for conditions like cancer, higher blood pressure, diabetes and high cholesterol are valuable tools that can assist in the prevention of or control of chronic diseases. Regular screenings can catch a disease like cancer in an early stage making treatment more likely to be successful and survival rates better.

Screenings can also identify conditions like high blood pressure and diabetes (linked to cardiovascular disease) which allows doctors to prescribe medications to control them.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Individuals can also adopt proven therapeutic lifestyle changes to improve and possibly reverse things like high blood pressure and diabetes.

Cancer Screenings

Cancer screenings for both women and men should be standard practice as part of comprehensive health care. Accessibility and affordability are essential for making sure everyone can receive the recommended cancer screenings based on the most current guidelines. Current cancer screening data for Warren County is positive.

Getting men and women screened for colorectal cancer has been a priority in New York State and Warren County. In Warren County (75.1%) residents reported having received a colorectal cancer screening based on the most recent guidelines. This is higher than UpStateNY (68.5%) but falls short of the prevention agenda benchmark of (80%). ARHN Regional data was not available for comparison.

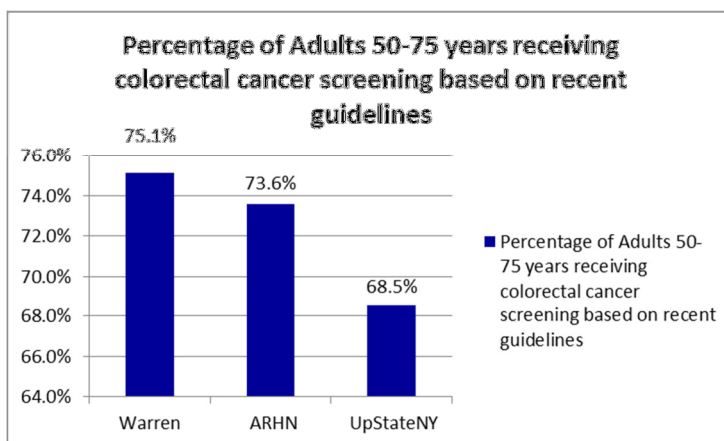


Figure 15

Breast and cervical cancer screenings remain an essential part of women’s healthcare.

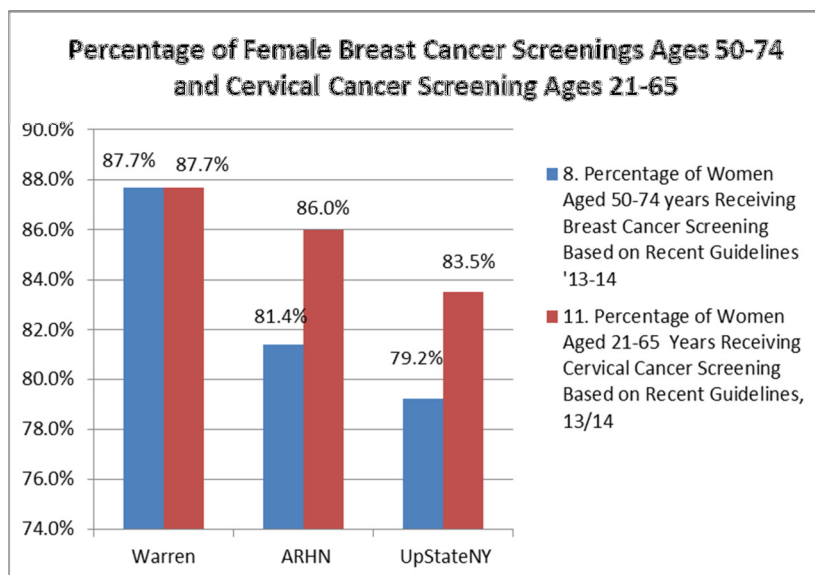


Figure 16

In Warren County (87.7%) of women ages 50-74 years received a breast cancer screening based on recent guidelines. This rate is higher than the ARHN Region (81.4%) and UpStateNY (79.2%). Similarly, (87.7%) of Warren County women ages 21-65 years received a cervical cancer screening based on recent guidelines. The ARHN Region and UpStateNY were just slightly lower at (86.0%) and (83.5%) respectively.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Diabetes Screening

Undiagnosed and uncontrolled diabetes can have devastating effects on a person's health. In Warren County (7.6%) of adults have physician diagnosed diabetes. This number is likely low considering only (56.9%) of Warren County adults have been screened for diabetes and even fewer (6.8%) have been screened for pre-diabetes. Both numbers are slightly lower than UpStateNY which is (57.7%) and (9.2%) respectively. ARHN Regional data was not available for comparison.

It should also be noted that only (4.7%) of Warren County adults reported taking a chronic disease self-management class, which helps them learn the skills necessary to manage their condition. This is lower than UpStateNY at (8.4%). ARHN Regional data was not available for comparison.

Hypertension

In Warren County (36.5%) of adults reported having physician diagnosed blood pressure which is in line with the ARHN Region at (36.0%) and slightly higher than UpState at (33.0%). Of those adults diagnosed with high blood pressure in Warren County (72.5%) report taking prescribed medication to control it. This is lower than the UpStateNY rate of (77.6%) (BRFSS Table <https://health.data.ny.gov/Health/Behavioral-Risk-Factor-Surveillance-System-BRFSS-H/jsy7-eb4n/data>). ARHN Regional data was not available for comparison.

Chronic Disease Summary

In Warren County cancer seems to be more burdensome on the population than in our neighboring Counties and UpStateNY. The majority of Warren County's cancer indicators are higher and in some cases vastly higher than our comparison groups.

Although it is difficult to account for all of the different factors that can cause cancer rates to be higher in one location and lower in another, it is important to look for common factors linked to cancer (health behaviors) as possible areas for improvement.

Warren County's higher smoking rates and high obesity rates have to be considered as contributing to the higher cancer rates. Although not specifically looked at, the aging of Warren County's population may also be contributing to the higher rates.

Similarly these same factors are most likely increasing the rates of cardiovascular disease and diabetes in Warren County.

On a positive note, Warren County residents seem likely to utilize the different health screening tools to identify certain diseases which may allow them to decide to begin treatments to control them.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Promote a Healthy and Safe Environment

Where a person lives can have a profound impact in his/her health. Factors that can impact a person's health include the built environment. Communities that take a health in all aspects approach to planning can help improve a population's health.

Designing community streets and walkways to be pedestrian and bike friendly encourages healthy behaviors. Parks, playgrounds, fitness facilities and green spaces provide an opportunity for individuals and families to be active. Having access to pharmacies, health centers, hospitals may also improve a person's health (see Appendix B for Warren County health systems profile).

It is also important to consider the safety of a person's environment and the impact it can have on health. A person that lives in a community with low violent crime rates and a perception that a community is safe may be more likely to be physically active (i.e. walking or biking to a store or park instead of driving) and have less stress.

The Built Environment

Warren County's built environment is highly variable depending on where in the County someone lives. The southern end of the county has larger community centers, residential and business/commercial areas, access to public transportation, grocery stores and more infrastructure to support large population centers.

The northern and western parts of Warren County are sparsely populated, lack commercial/business centers, do not have access to public transportation, have limited access to grocery stores and have limited infrastructure. However, these communities often rely on outdoor recreation, State and local hiking and biking trails and the seasons for much of their annual incomes. Residents in these communities rely more on the natural environment rather than built environment for their day-to-day lives.

In Warren County there are (5.9) recreational and fitness facilities per 100,000 residents according to the USDA Economic Research Service which is similar to the ARHN Region (5.5) and lower than UpStateNY (18.7). However, this is a bit misleading. According to the County Health Rankings, (98%) of Warren County residents have reasonable access to exercise opportunities which includes parks and recreational facilities.

The percentage of Warren County residents that use alternate modes of transportation to work is (18.0%). This is slightly lower than the ARHN Region at (19.0%) and much lower

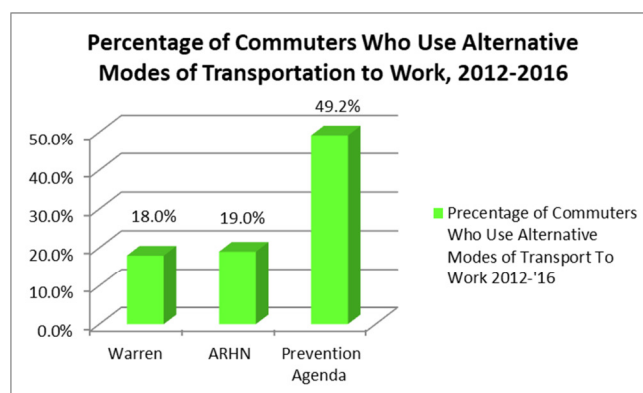


Figure 17

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

than the Prevention Agenda Benchmark of (49.2%). The average travel time to work for Warren County residents is about 23 minutes.

The percentage of low-income population with low-access to a grocery store is (3.9%) which is lower than the ARHN Region at (6.0%) but higher than the Prevention Agenda Benchmark (2.2%). The percentage of Warren County adults experiencing food insecurity is (21.8%) which is lower than the ARHN Region (23.3%) and UpStateNY (29.0%).

Safety

Warren County is a rural county where tourism is the major economic driver. The majority of the residents work in occupations that include healthcare, education, social assistance or jobs tied to tourism such as retail and entertainment. However, a fair number of residents also work in manufacturing, construction or other occupations where the risk of injury is higher.

Many of Warren County's residents engage in outdoor activities including hiking, biking, camping, skiing, etc. which by their nature can lead to a greater number of injuries. They often travel long distances to find recreation, buy groceries or get to work. Many of the roads traverse wooded or mountainous areas which make them winding. Road conditions can sometimes be difficult to navigate due to changing weather including snow and ice. Other factors that can make travel more difficult include limited or no lighting on rural roads, high speeds, and animals.

In Warren County the rate of hospitalizations due to falls per 10,000 adults ages 65+ is (170.6) which is higher than the ARHN Region (155.7) but is better than the Prevention Agenda Benchmark of (204.6). Warren County's falls hospitalization rate per 10,000 adults aged 25-64 years is (19.6) which is higher than UpStateNY (17.4). No ARHN Region data was available for comparison.

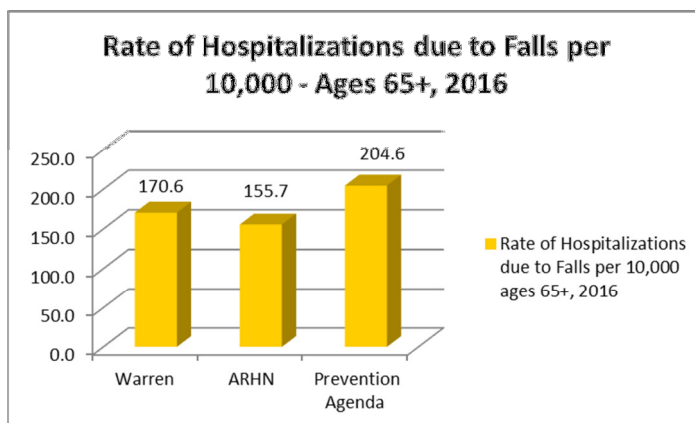


Figure 18

For children in Warren County the rate of ED visits due to falls per 10,000 from 1-4 year olds is (410.7) which is better than the ARHN Region (523.8) and the Prevention Agenda Benchmark (429.1). However, Warren County's falls hospitalization rate per 10,000 children aged <10 years is (16.0) which is higher than UpStateNY (6.5). No ARHN Region data was available for comparison.

Data suggests that unintentional injuries are also impacting Warren County residents at a higher rate than comparison groups.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

In Warren County the rate of unintentional injuries is (73.9) which is much higher than the ARHN Region (61.8) and higher than UpStateNY (68.3). The unintentional injury rate for people 65+ in Warren County (212.7) is also much higher than the ARHN Region (198.0) but much lower than UpStateNY (239.3).

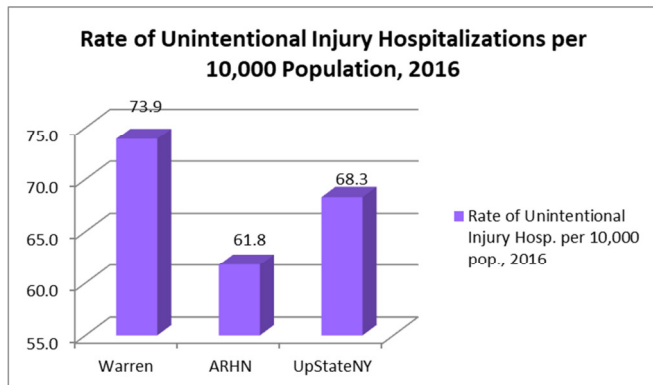


Figure 19

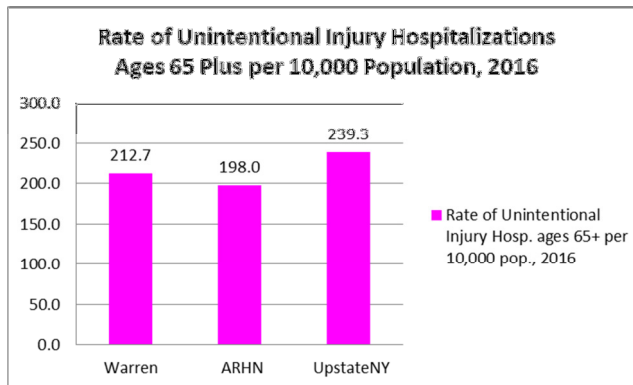


Figure 20

However, the work related hospitalizations rate for people ages 16+ in Warren County (127.0) is much lower than UpStateNY (167.3). No ARHN Region data was available for comparison. When the rate of ED occupational injuries among working adolescents ages 15 - 19 per 10,000 population is considered, Warren County's rate of (60.4) is lower than the ARHN Region (64.9) but much higher than the Prevention Agenda Benchmark of (33.0). It should also be noted that

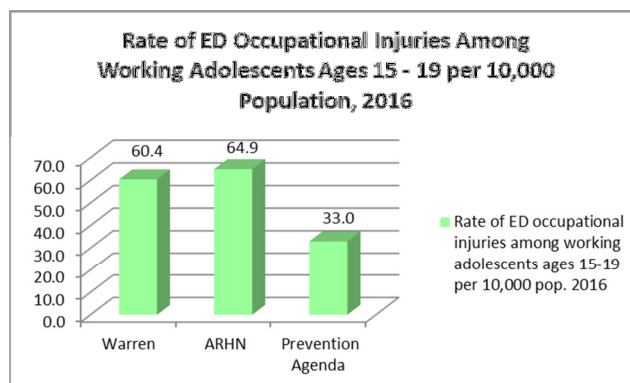


Figure 21

the rate for UpStateNY is (29.4) which is better than the benchmark.

Motor vehicle safety also seems to be a bit more of an issue in Warren County. The rates of motor vehicle crashes and motor vehicle accident deaths are higher in Warren County (2,735.1), (9.3) than in the ARHN Region (2,162.0), (7.3) and UpStateNY (2,022.7), (7.1) respectively. Speed related crash rates in Warren County (282.7) are lower than the ARHN Region (364.7) but higher than UpStateNY (214.2).

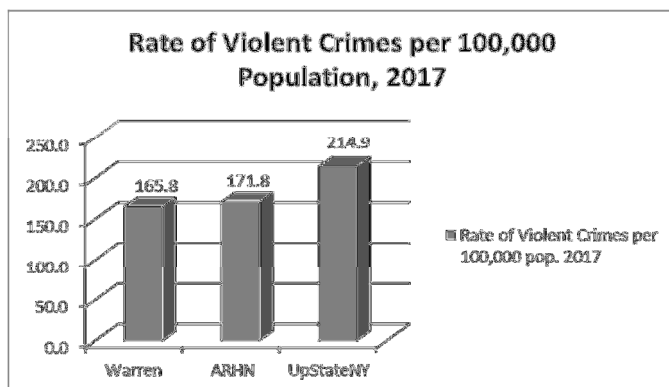


Figure 22

Warren County can be considered a relatively safe place when it comes to crime in general and particularly violent crime. Crime happens in every community, but when looking at health and safety, violent crime is an important factor to consider. Warren County has a violent crime rate of (165.8) which is better than the ARHN Region (171.8) and UpStateNY (214.9).

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Healthy and Safe Environment Summary

Overall Warren County provides a healthy and safe environment for its residents. There is ample opportunity for residents to be physically active in a variety of ways. Access to fresh and healthy food options is not a major problem for most residents and most residents live in communities where violent crime is low.

Falls and unintentional injuries continue to bear watching in Warren County especially in our pre-school age and senior populations. Although Warren County's hospitalization fall rate among seniors is better than the Prevention Agenda Benchmark it is still higher than the ARHN Region, which is comprised of neighboring Counties with similar geography and demographics. Unintentional injury data shows a similar pattern with Warren County having worse rates than the ARHN Region and UpState, the exception being for residents 65+ where Warren County is better than UpState.

Due to its rural nature and being a tourist destination traffic safety is a potential area of need. Without more specific data it is hard to determine if the higher rate of motor vehicle crashes and fatalities are from local residents or a product of the increase in tourists driving unfamiliar roads possibly under the influence of alcohol or drugs.

Workers in Warren County seem to enjoy relatively safe working conditions when compared to UpState workers. However, the high rate of ED visits by adolescent workers in Warren County may need to be looked at a bit closer since the rate is twice the UpState rate and almost double the Prevention Agenda Benchmark.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Healthy Women, Infants and Children

The health of women, infants and children can have major impacts on population health. Women continue to play the predominant role in the health of infants and children from birth through adolescence.

Supporting women’s health from pre-conception through birth and beyond can improve health outcomes for women, infants and children. Supporting infant and child health also increases the chance of healthier adults by providing a healthy foundation from which infants and children can grow. This foundation may lead to healthier more productive adults that require less assistance on social systems including healthcare.

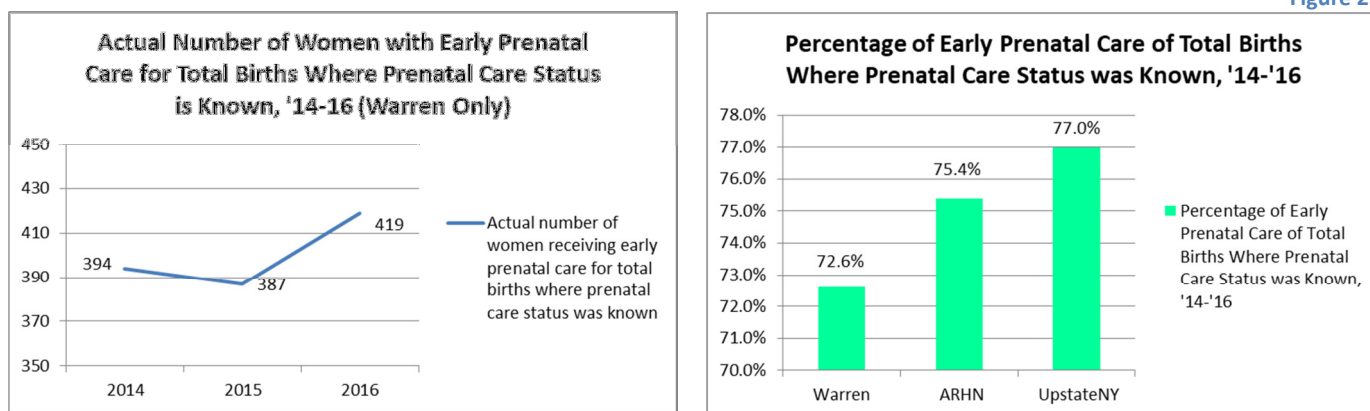
In Warren County the percentage of Women ages 18-64 that reported having health insurance was (95.3%) which falls below the Prevention Benchmark of (100%). Also (97.2%) of children 0-19 years old in Warren County had some form of health insurance.

Maternal & Infant Health

Women who have access to and utilize prenatal and post-partum care often have better birth outcomes. Complications during pregnancy or during birth can have lasting impacts, but many potential problems can be avoided or mitigated with proper care.

Early prenatal care plays an important role in birth outcomes. In Warren County (72.6%) of total births were to women that reported early prenatal care when prenatal care status was known. This is lower than the ARHN Region (75.4%) and UpStateNY (77.0%).

Figure 23



The percentage of pre-term (<37 weeks) birth in Warren County was 11.1% which is higher than the ARHN Region (9.8%) and slightly higher than the Prevention Agenda Benchmark (10.2%). The percentage of pre-term births (<32 weeks) in Warren County was (1.1%) which is better than the ARHN Region (3.9%) and slightly better than UpStateNY (1.5%). However, these rates should be used with caution since there were only 19 total events over a three year period in Warren County.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

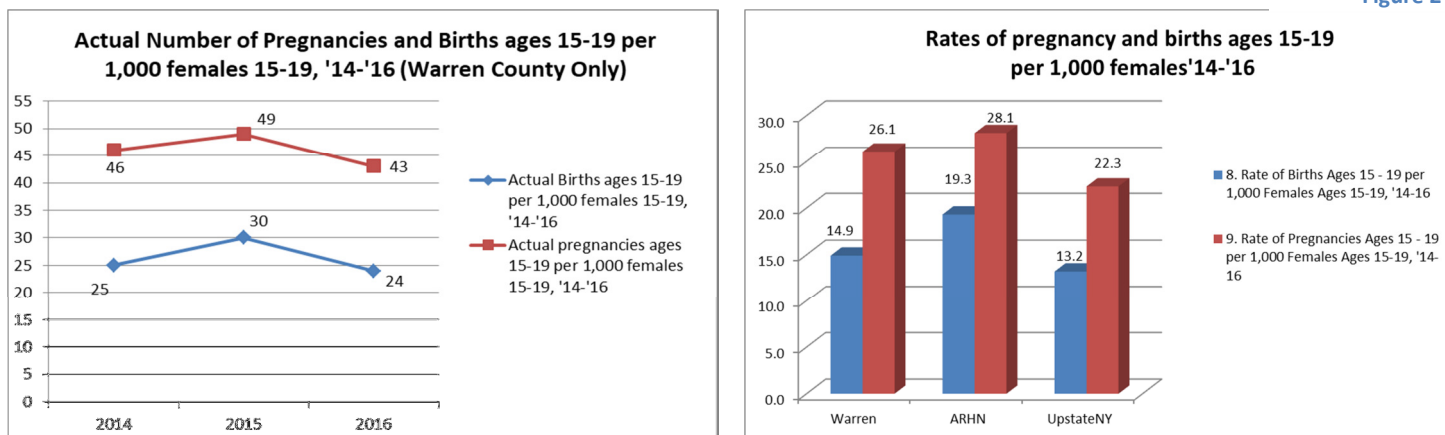
There were nine reported infant deaths over a three year period in Warren County. The rates for infant mortality should be considered unstable because of the small number of events. Thankfully, there were no reported maternal deaths in reporting years.

Unintended pregnancies accounted for (33.2%) of total births in Warren County. This percent is similar to the ARHN Region (32.9%) but is much higher than UpStateNY (24.9%). Women who get pregnant but did not plan to get pregnant may not seek early prenatal care. They may also lack the resources needed to access prenatal services.

In Warren County, C-sections occurred with (34.4%) of the total births. This is similar to the ARHN Region (34.1%) and UpStateNY (34.2%). Women that deliver by C-section are at higher risk of complications due to blood clots, infection and reactions related to anesthesia.

Teen pregnancy in Warren County has remained relatively constant. There were no pregnancies or births to females ages 10 -14 years old for the reporting period. The rates of pregnancy and birth in Warren County for females 15-19 years old per 1,000 females were (26.1) and (14.9) which are lower than the ARHN Region (28.1), (19.3) but higher than UpStateNY (22.3), (13.2) respectively.

Figure 24



The rate of newborn drug related hospitalizations per 10,000 births in Warren County was (176.0) which is higher than the ARHN Region (110.9) and UpStateNY (140.8). However, these rates are unstable because of the small sample size with 31 hospitalizations over a three year period, but important to monitor because of the current opioid crisis.

Child Health/Safety

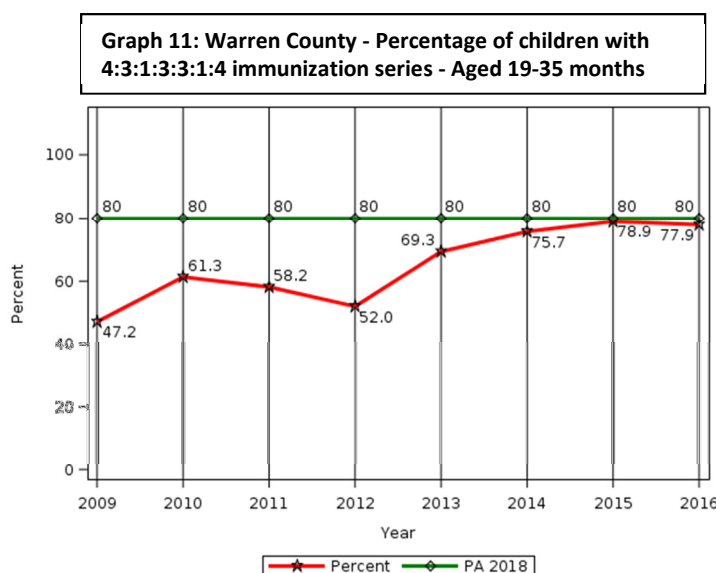
Children are a vulnerable population that relies on adults within a community to ensure their health and safety. Children in Warren County enjoy a relatively high level of health and safety. As was stated earlier over 97% of children in Warren County are covered by some form of health insurance.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Having health insurance increases the likelihood that children will receive the recommended check-ups, immunizations and health screenings which can help them grow to healthy adults. Children on government sponsored health insurance are often from lower socio-economic families and are often at greater risk of not receiving the recommended health check-ups.

In Warren County (94.0%) of children ages 0-15 months with government sponsored health insurance received the recommended well visits. This is higher than the ARHN Region (89.8%) and is better than the Prevention Agenda Benchmark (91.3%). This number declines as children age. In Warren County (89.1%) of children ages 3-6 years with government sponsored health insurance received the recommended well visits. This is higher than the ARHN Region (84.9%) but below the Prevention Agenda Benchmark (91.3%). Older children in Warren County ages 12-21 years with government sponsored health insurance receiving the recommended well visits is (74.6%). This is higher than the ARHN Region (69.5%) and is better than the Prevention agenda Benchmark (67.1%).



Immunizations play a key role in keeping child healthy. Unfortunately, immunization rates have been on decline over unfounded concerns about potential side-effects of immunizations. Thankfully in Warren County childhood immunization rates have not dropped in recent years. In Warren County the percentage of children ages 19-35 months receiving the recommended 4:3:1:3:3:1:4 childhood immunizations is (77.9%). This is higher than the ARHN Region (73.9%) but falls short of the Prevention Agenda Benchmark (80.0%)

Data Source: NYS Immunization Information System data as of February 2018. Accessed August 29, 2019

In Warren County child mortality rates are very low. Over a three year reporting period ('14-'16) there were 4 reported deaths for children ages 1-19 years old in Warren County. Because of the low number of events there is no rate comparison data available.

A change in the reporting criteria makes it impossible to find trend data regarding unintentional injury hospitalizations for children in Warren County. However, the most recent data does show that children <10 years old in Warren County had an unintentional injury hospitalization rate of (19.2) per 10,000. This rate is slightly higher than UpStateNY (18.1). No ARHN Region data was available for comparison. For children >10 years old the available data shows Warren County

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

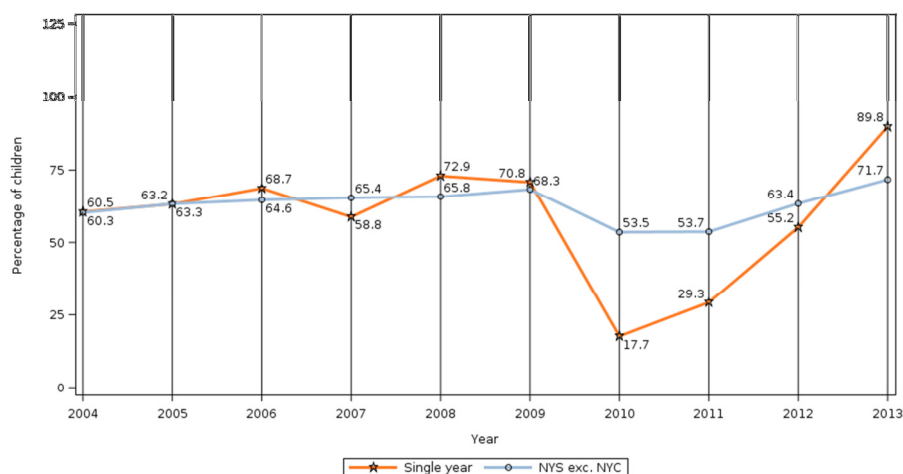
has similar rates of unintentional injury hospitalizations as UpStateNY. No ARHN Region data was available for comparison.

Several other things to consider when looking at child health and safety include asthma, lead poisoning prevention, unintentional injuries and dental care.

Asthma does impact children in Warren County, but is much less of a concern than obesity. The Asthma hospitalization rate in Warren County is (10.0) per 10,000 children ages 0-17 years. This is lower than UpStateNY (12.9). No ARHN Region data was available for comparison.

The rate of asthma ED visits in Warren County is (33.3) per 10,000 children ages 0-17 years. This is significantly lower than UpStateNY (68.1). No ARHN Data was available for comparison.

Lead exposure during childhood can impact a child's growth, behavior and ability to learn. However, screening for lead in children can alert doctor's to problems which can help lead to the identification and elimination of sources of lead in the child's environment. It should also be noted that younger children <6 years old are at higher risk of lead exposure due to the ways they interact with their environment. Current recommendations are that children should be screened for lead exposure at ages 1 year and again at 2 years old.

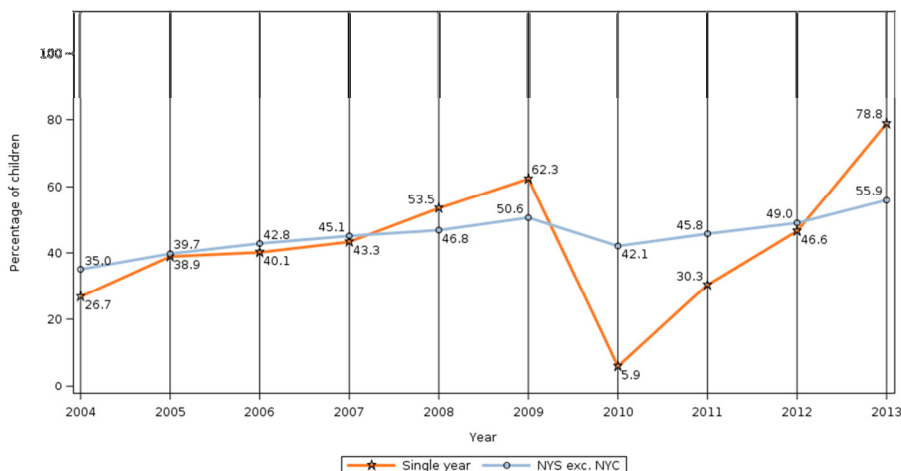


Graph 12: Warren County Percentage of children born 2013 with a lead screening - aged 9-17 months (orange line). Data Source: 2013-2016 NYS Child Health Lead Poisoning Prevention Program Data as of June, 2018. Accessed August 30, 2019

In Warren County the percentage of children born in 2013 screened for lead by age 9-17 months is (89.8%). This is significantly higher than the ARHN Region (77.5%) and UpStateNY (71.7%).

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

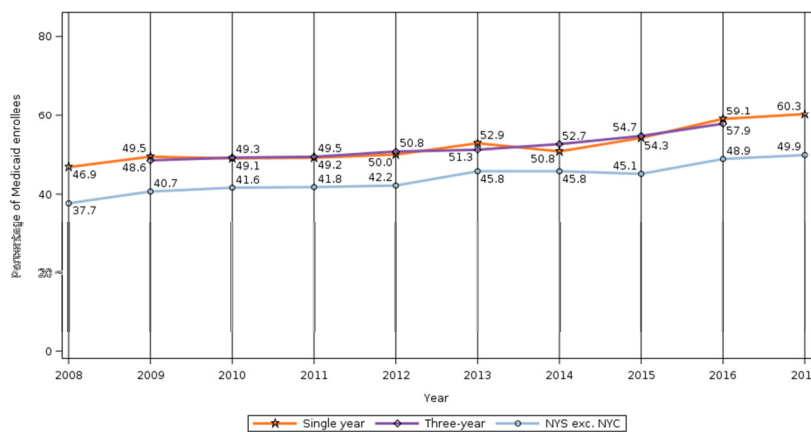


This percentage drops for children receiving two lead screenings. However, the percentage of children born in 2013 screened for lead by age 36 months (at least two screenings) in Warren County is (78.8%), which is significantly higher than ARHN Region (63.7%) and UpStateNY (55.9%).

Graph 13: Warren County Percentage of children born in 2013 with at least two lead screenings by 36 months (orange line). Data Source: 2013-2016 NYS Child Health Lead Poisoning Prevention Program Data as of June, 2018. Accessed August 30, 2019

During the reporting period the rate of Warren County children ages < 6 with confirmed blood lead levels ≥ 10 mg/dl Cases Per 1,000 Children Tested, '14-16 was (7.0). This is lower than the ARHN Region (11.4) and UpStateNY (8.3). The actual number of children in Warren County that met the above criteria for high lead levels was nineteen. It should be noted that new guidelines stating that any blood lead levels above five should be considered high will impact rates everywhere.

Dental care is also an important part of a child’s health. Children with fair or poor dental health have been linked to poorer performance in school. Poor dental health has also been linked to lower self-esteem during adolescence. Routine dental care (not for emergencies or infections)



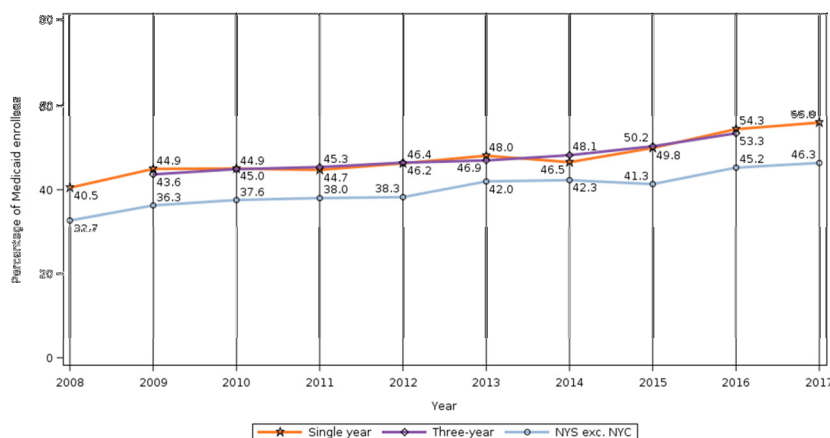
has been linked to better performance in school and better health outcomes.

In Warren County the percentage of Medicaid enrollees (aged 2-20 years) who had at least one dental visit within the last year is (57.9%), which is significantly higher than the ARHN Region (48.0%) and UpStateNY (48.0%)

Graph 15: Warren County - Percentage of Medicaid enrollees (aged 2-20 years) who had at least one dental visit in the last year. Data Source: NYS Medicaid Program Data as of June, 2018. Accessed August 30, 2019

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.



Graph 14: Warren County - Percentage of Medicaid enrollees (aged 2-20) with at least one preventive dental visit within the last year. Data Source: NYS Medicaid and Child Health Plus Data as of June 2018. Accessed August 30, 2019.

It should also be noted that the percentage of Medicaid enrollees (aged 2-20 years) with at least one preventive dental visit within the last year in Warren County has been trending up. It is currently (55.8%).

Dental information regarding 3rd graders and dental caries, sealants, and fluoride treatments is outdated and not included.

Healthy Women, Infants and Children Summary

When it comes to the health of women, infants and children in Warren County the overall picture is positive for the specific indicators being tracked. Most of the women and children (>95%) have some form of health insurance. The rates of maternal, infant and child mortality are very low.

Although most women have access to health insurance the percentage of women that receive early-prenatal care remains lower than one would expect. There is also a slightly higher rate of babies born prematurely (<37 weeks) in Warren County than the comparison regions, but there are fewer born extremely premature (<32 week). The teen pregnancy rate also remains low for Warren County.

The vast majority of Warren County children are receiving the recommended well visits during their development. The childhood immunizations rates have been trending up and fall just shy of the 80% benchmark set by the prevention agenda.

Children in Warren County live in a relatively safe and healthy environment. Asthma and lead exposure do not seem to impact Warren County children as much as the comparison groups. Dental care for children in Warren County covered by government sponsored health insurance has been trending upward. Unintentional injury hospitalizations for children in Warren County seem to fall in line with the comparison groups.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Promote Well-Being and Prevent Mental and Substance Use Disorders

Warren County like many places in New York State continues to see the demand for mental health services increase across the entire population. There are many hypotheses as to why the need is increasing including 24-hour news cycles, social media, the changing family structure among U.S. families and the pressure to perform at a high level at younger and younger ages are just a few. Youth seem to be one segment of the population where the need has grown the most.

Along with the need for more mental health services there is an increased need for substance abuse services. This makes sense since many people suffering from poor mental health or chronic pain turn to drugs (legal/illegal) and/or alcohol as a way to cope. The current prescription medication abuse and opioid crisis has overwhelmed much of the system. Technology has made access to synthetic drugs like fentanyl and synthetic cannabinoids much easier.

Mental Health Well Being

Since 2008, the age-adjusted percentage of adults reporting poor mental health for 14 or more days in the last month in Warren County has remained almost unchanged at (12%). This is slightly higher than UpStateNY (11.2%) and higher than the Prevention Agenda Benchmark of (10.1%).

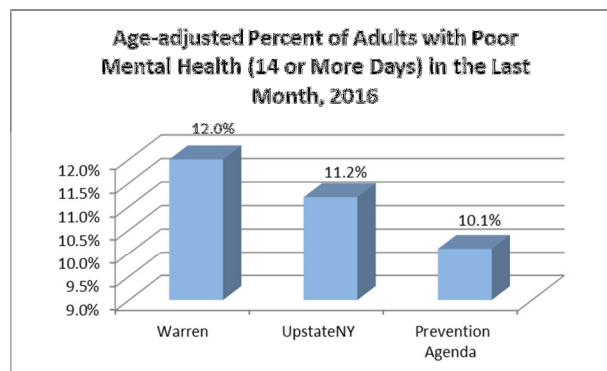
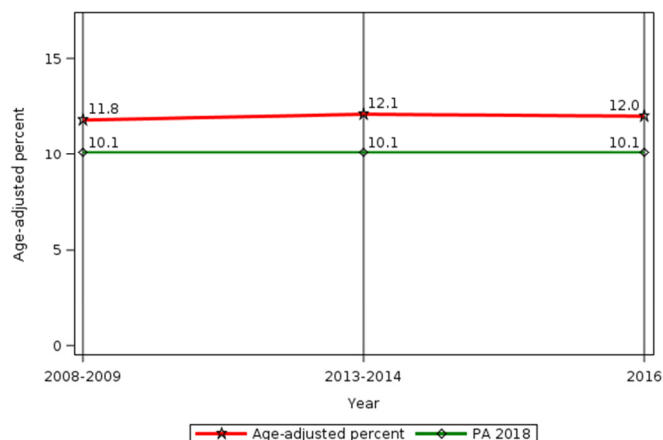


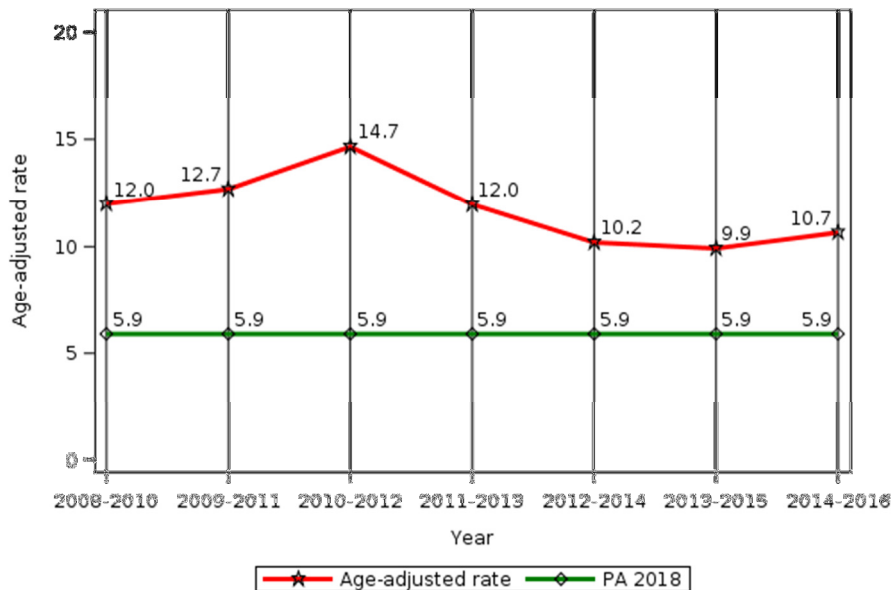
Figure 25

Graph 16: Warren County - Age-adjusted percentage of adults with poor mental health for 14 or more days in the last month. Data Source: NYS Behavioral Risk Factor Surveillance System data as of February 2018. Accessed September 3rd, 2019.

The age-adjusted rate of suicides in Warren County is (10.7) which is higher than UpStateNY (9.6) and significantly higher than the Prevention Agenda Benchmark (5.9). This reverses a trend of a decreasing suicide rate in Warren County. The data for suicides by children ages 15-19 years old is unreliable due to too few events (a good thing). There was one reported suicide in that age group from 2011-2016.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.



Graph 17: Warren County - Age-adjusted suicide death rate per 100,000 population. Data Source: Vital Records data as of May 2018. Accessed September 3rd, 2019

The rate of self-inflicted hospitalizations per 10,000 population in Warren County is (5.9). This rate is higher than UpStateNY (4.1). No ARHN Region data was available for comparison. As was the case for the suicide rate, the rate of self-inflicted hospitalizations by children ages 15-19 years old is unreliable due to too few events. However in 2016 there were 8 actual self-inflicted hospitalizations among that age group. *Due to changes in reporting from ICD-9-CM to ICD-10-CM diagnosis codes which are not comparable an annual rate for 2015 cannot be calculated, and data for 2016-and-forward should not be compared with data for 2014-and-prior.*

It is important to look at the rates of people being treated for mental health conditions in an emergency setting and in mental health outpatient settings to see where they are accessing care.

In Warren County the rates of people seeking mental health care in an emergency setting are much higher than the comparison groups. Rate of people served in emergency settings for mental health ages 18 - 64 per 100,000 population 18-64 in Warren County is (86.5). The rate for people ages 17 and under per 100,000 population 17 and under is (69.7). Both of these

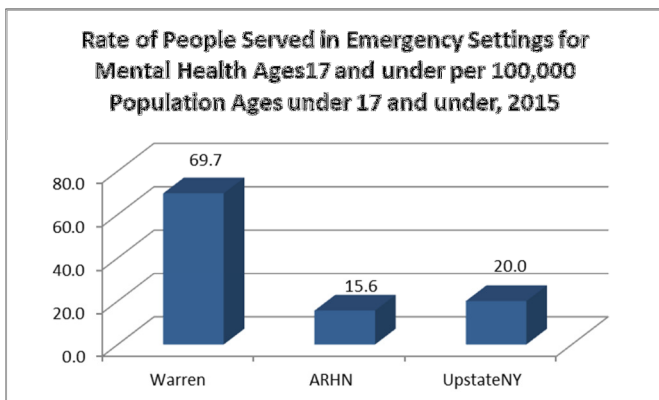


Figure 26

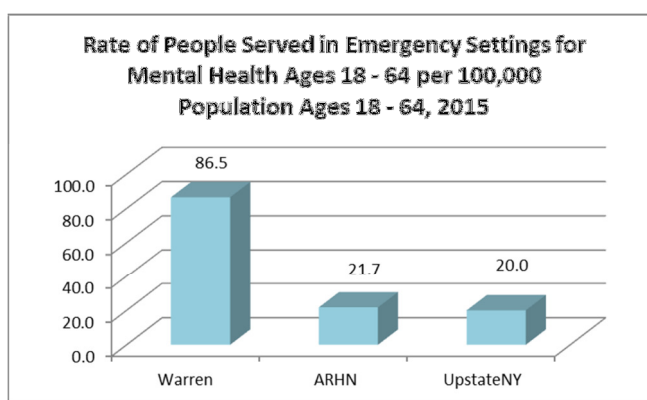


Figure 27

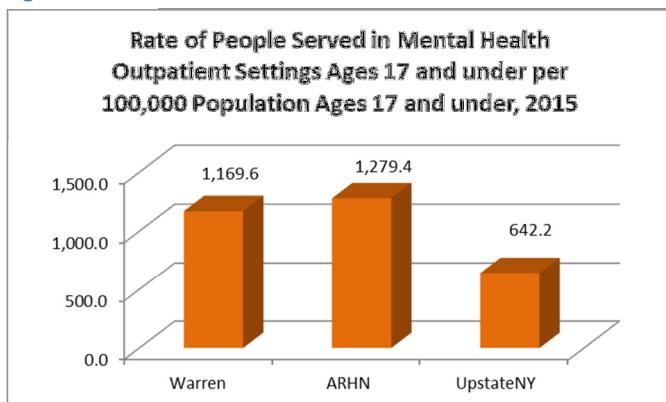
*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

rates are significantly higher than the ARHN Region (21.7), (15.6) and UpStateNY (20.0), (20.0) respectively.

For outpatient mental health care there is variability among the different age groups. The rate of people served in Mental Health outpatient settings ages 17 and under per 100,000 population 17 and under is (1,169.6). This is lower than the ARHN Region (1,279.4), but significantly higher than UpStateNY (642.2).

Figure 28



The rate of people served in mental health outpatient settings Ages 18 - 64 per 100,000 population ages 18 - 64 in Warren County is (598.2). This rate is significantly lower than the ARHN Region (819.5) and UpStateNY (620.5). The rate for people ages 65+ per 100,000 population 65+ served in an outpatient setting in Warren County is (152.9). This is higher than the ARHN Region (141.7) but lower than UpStateNY (170.3).

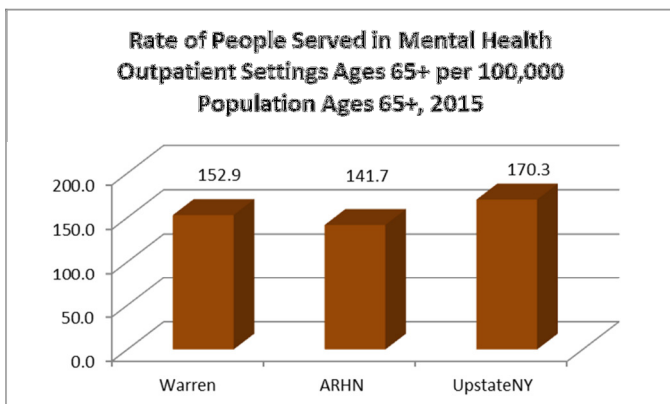


Figure 29

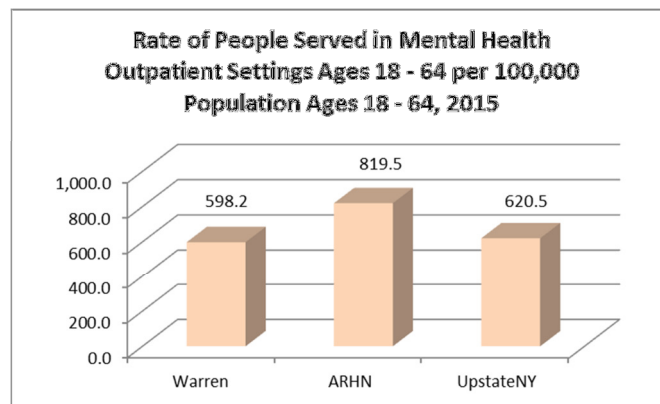


Figure 30

Substance Abuse

Substance abuse by individuals can be associated with any number of factors. People suffering from poor mental health may turn to drugs or alcohol as a way to try and cope with their problems. Some people may become addicted after using a prescribed medication to recover from surgery or treat chronic pain. Whatever a person’s reasons for abusing alcohol and drugs the impact on a person’s health are often severe.

In Warren County, the percent of age-adjusted adults that reported binge drinking in the last month is (20.9%). This is higher than UpStateNY (19.1%) and the Prevention Agenda Benchmark (18.4%). Alcohol-related traffic crashes, injuries and deaths are also higher in Warren County. The rate of alcohol related traffic crashes in Warren County is (82.1) which is significantly higher than the ARHN Region (69.1) and UpStateNY (53.2). A similar trend is seen with alcohol-related traffic injuries and deaths. The rate of alcohol-related injuries and deaths in Warren County is (38.7). This is higher than the ARHN Region (28.8) and significantly higher than UpStateNY (10.5).

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Along with alcohol, other drugs are also having an impact on the health of Warren County residents. The ongoing prescription drug and opioid crisis have brought renewed focus to substance abuse issues in Warren County. The drug-related hospitalizations rate per 10,000 population in Warren County is (13.9). This is lower than the ARHN Region (14.6) and much lower than UpStateNY (20.3). In 2016 there were 5 opioid deaths reported in Warren County. Comparison data for ARHN Region and UpState are not available. However, when comparing Warren County to the North Country, the rate of all emergency department visits (including outpatients and admitted patients) involving any opioid overdose for Warren County is (66.6) which is higher than the North Country (40.3).

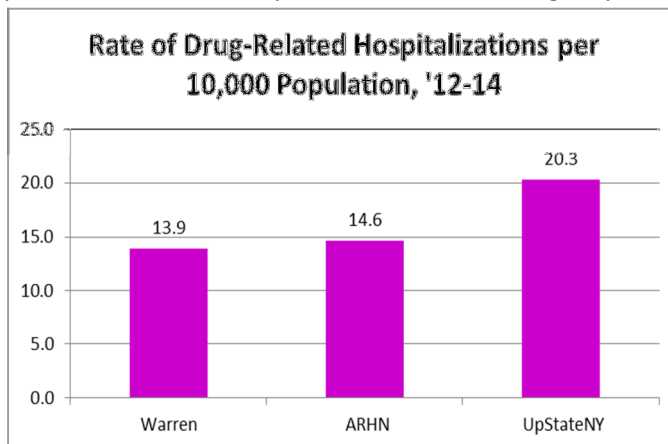


Figure 31

A similar pattern is seen when Warren County is compared to the North Country for opioid burden (including outpatient ED visits and hospital discharges for non-fatal opioid overdose, abuse, dependence, and unspecified use; and opioid overdose deaths), crude rate per 100,000 population. Warren County has a rate of (281.9) which is significantly higher than the North Country (165.4).

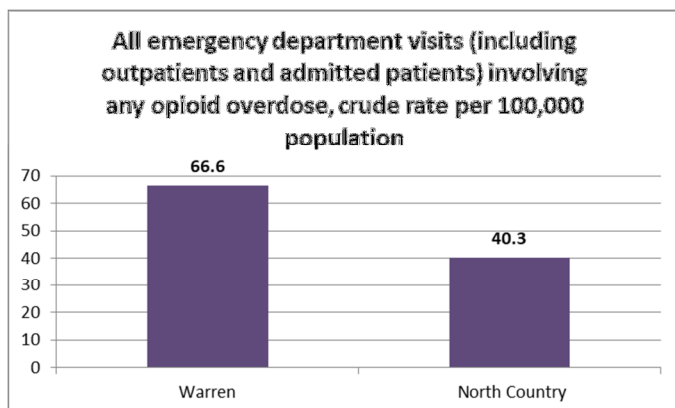


Figure 32

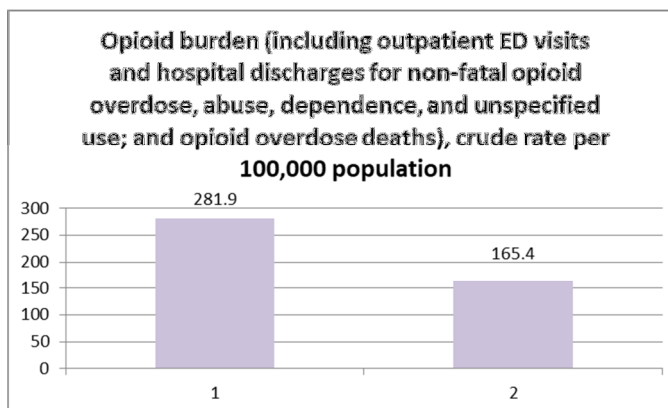


Figure 33

Mental Health Well Being and Substance Abuse Summary

For Warren County residents’ mental health continues to figure prominently in their overall health and well-being. The high rates of people being served in emergency settings for mental health issues support the need for more mental health resources in the community. Of particular concern are the high rates of mental health services sought by children under the age of seventeen. Also, the elevated rates for self-inflicted hospitalizations and suicide in Warren County show the need for more mental health resources directed towards identifying those in need before they go into crisis.

The opioid crisis is the most immediate concern in Warren County regarding substance abuse. It is unique because many of the people who have problems began by taking legally prescribed pain medication, but became addicted during their course of treatment. Also the risk for immediate death is high for people that abuse opioids, which creates a sense of urgency to address the problem.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

However, alcohol abuse continues to be a concern as well among Warren County residents. The high rate of binge drinking and alcohol related traffic crashes and injuries show there is a need to provide resource to help people abusing alcohol.

Overall, substance abuse data supports the need for strategies and services to help the residents of Warren County reduce the impact of substance abuse on the health of the community.

Prevention of Communicable Diseases

The prevention of communicable disease requires a multi-pronged approach. For many communicable diseases immunizations play a key role in reducing their ability to impact large segments of the population. Immunizations reduce infection rates and reduce the chances of widespread transmission among a group of people.

Surveillance and reporting of communicable diseases can help Public Health agencies implement strategies to contain an outbreak of communicable diseases. Surveillance also allows Public Health agencies develop mitigation measures that can reduce the overall impact of a communicable disease.

Finally, it is important to have an educated public. An informed public is better prepared to respond and cope with communicable diseases if they understand the risks associated with specific type of disease (i.e. signs and symptoms, routes of transmission, availability of safe vaccine, etc.).

Immunizations

Immunizations are a key piece in reducing the effects communicable diseases have on child and adult populations. Unfortunately, the anti-vaccination community has created a sense of mistrust around vaccines and their safety. Sighting dismissed research linking vaccines to autism; the anti-vax group has influenced a large number of people to not vaccinate their children. This has led to outbreaks of measles and pertussis in New York State and the rest of the Country.

In Warren County the anti-vax influence has not been quite as pronounced. The percentage of children ages 19 - 35 months receiving the recommended 4:3:1:3:3:1:4 immunizations is (77.9%). This is higher than the ARHN Region (73.9%) and significantly higher than UpStateNY (64.0%), but it does fall below the Prevention Agenda Benchmark of (80.0%).

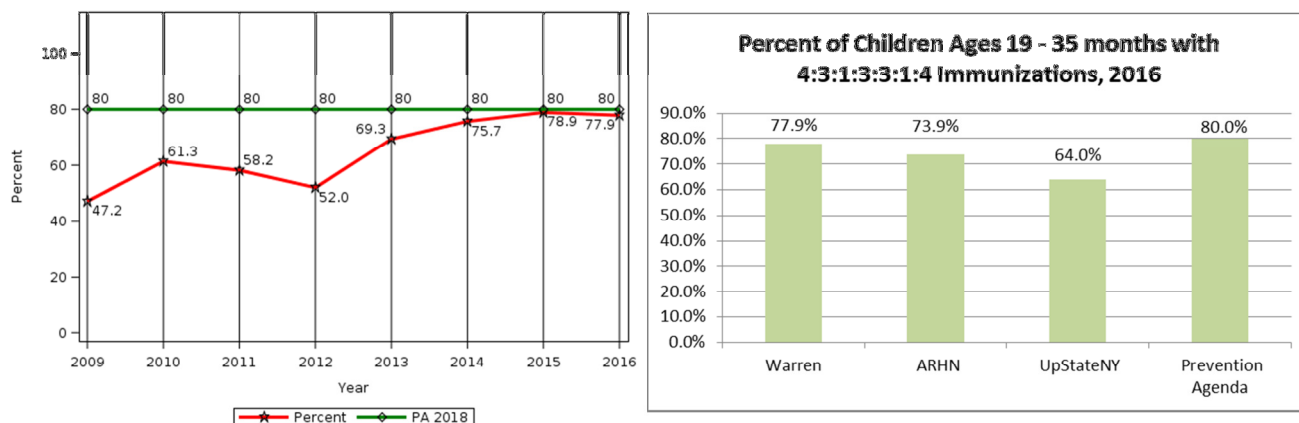


Figure 34

Graph 18: Warren County - Percent of children ages 19-35 months with 4:3:1:3:3:1:4 Immunizations. Data Source: NYS Immunization Information System data as of February 2018. Accessed September 5th, 2019.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

A newer vaccine, the HPV vaccine created to protect against the human papilloma virus, which is responsible for the majority of cervical cancers, has had a slow but steady increase in the percentage of the recommended population receiving it. In Warren County the percentage of females 13 – 17 years receiving all three doses of the HPV vaccine is (47.2%) which is higher than the ARHN Region (42.6%) and UpStateNY (41.7%), but it does fall below the Prevention Agenda benchmark of (50%). It should be noted that recent changes to the vaccine recommendations from three doses down to two and the inclusion of teen males will create changes to future reporting.

Graph 19

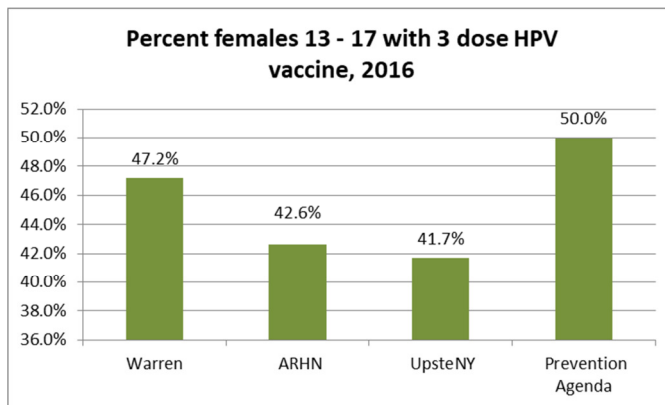
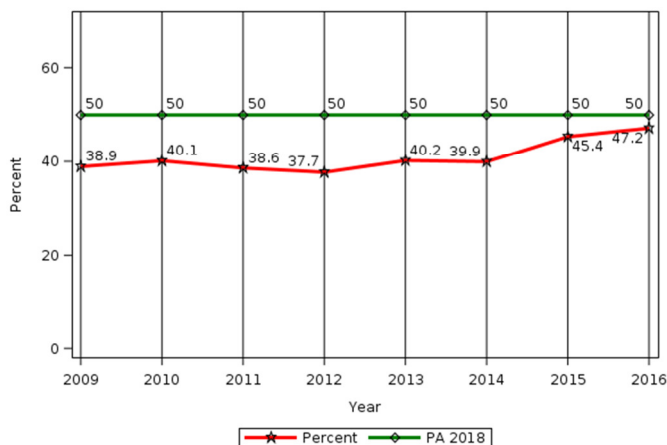


Figure 35

Warren County - Percent of females 13-17 years of age with 3 dose HPV vaccine. Data Source: NYS Immunization Information System data as of February 2018. Accessed September 5th, 2019.

There are not nearly as many immunization recommendations for adults. Two that are recommended are an annual flu vaccine and a pneumonia vaccine. The percent of adults ages 65 plus with flu shots within the last year in Warren County is (61.0%), which is better than UpStateNY (59.6%) but falls below the Prevention Agenda benchmark (77.0%). No ARHN data available for comparison. It should be noted that the percent of adults 65+ receiving flu shots has been in decline in Warren County.

The percentage of Warren County adults ages 65 plus having ever received a pneumonia shot is (78.1%), which is better than the ARHN Region (75.0%) and UpStateNY (73.8%).

Graph 20

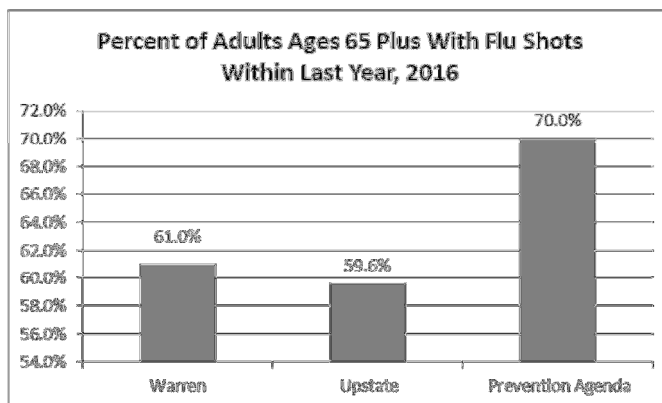
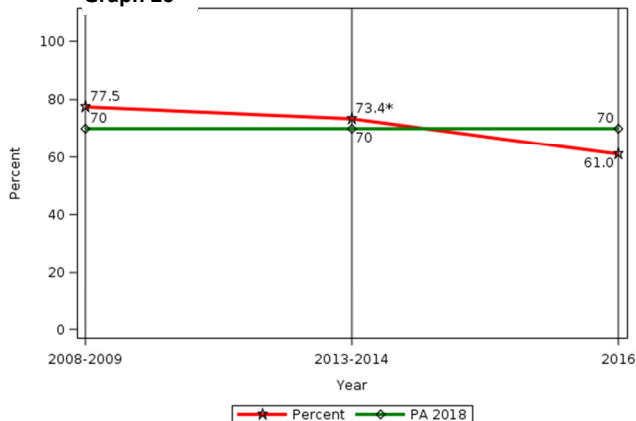


Figure 36

Warren County - percentage of adults with flu immunization - 65+ years. Data Source: NYS Behavioral Risk Factor Surveillance System data as of February 2018. Accessed September 5th, 2019.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Vaccine preventable diseases are rare in Warren County. Maintaining strong immunization rates can help ensure that this remains the case.

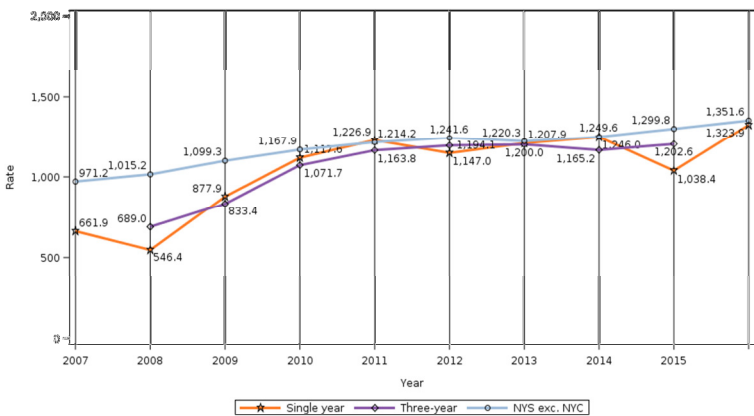
Sexually transmitted Infections (STI's) and HIV

Sexually transmitted infections (STIs) can lead to a number of health issues including increased risk for contracting HIV, infertility, complications during pregnancy, perinatal or congenital infections in infants born to infected mothers, cancer and more. Women and infants are at higher risk for complications compared to men.

Many people infected with an STI do not have signs or symptoms. Access to testing and treatment of STI's along with solid public education are essential to reducing the burden of STI's on Warren County residents. Chlamydia, gonorrhea and syphilis are the three major notifiable sexually transmitted infections (STIs) in New York State (NYS).

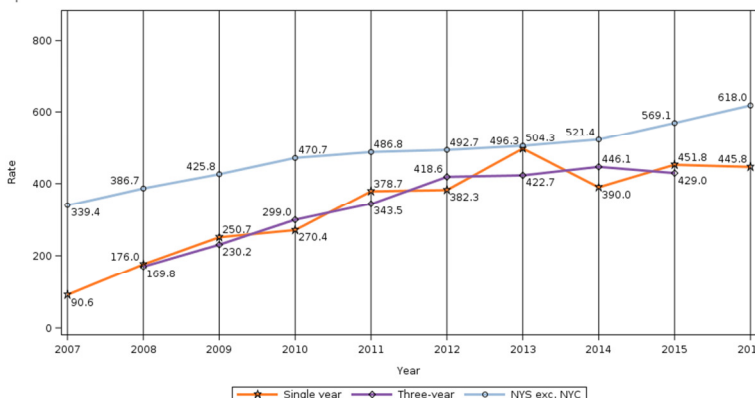
Chlamydia is the most common STI in Warren County. Rates of chlamydia infection vary by gender with females being impacted at higher rates than males. In Warren County the rate of women infected with chlamydia ages 15-44 is (1,202.6) for men in the same age range the rate is (429.0). These rates are higher than the ARHN Region (1,188.4) and (352.5) respectively, but lower than UpStateNY (1,300.3) and (569.5) respectively.

When broken out further both females and males in the 20-24 year old age range have higher rates of chlamydia than any other group in Warren County and all comparison groups. Chlamydia rates for females and males 20-24 years old in Warren County are (2,918.9) and (890.8) respectively. These rates are higher than the ARHN Region (2,717.9) and (779.1). When comparing Warren County with upstateNY, UpStateNY females 20-24 years old have a lower rate of chlamydia infections (2,833.9) but UpStateNY males have a higher rate (1,199.7).



Graph 21: Warren County - Chlamydia rate for females 15-44 yrs. Per 100,000 pop. Data Source: Bureau of Sexual Health and Epidemiology Data as of June 2018. Accessed September 10th, 2019.

Graph 22: Warren County - Chlamydia rate for males 15-44 yrs per 100,000 pop. Data Source: Bureau of Sexual Health and Epidemiology Data as of June 2018. Accessed September 10th, 2019.



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

In Warren County the case rates of gonorrhea and early syphilis for both genders and all tracked age ranges (15-19 yrs. and 15-44 yrs.) remain very low. Due to the low number of actual cases, the rates for all gonorrhea and syphilis groups being tracked are unstable. Comparing Warren County to other regions or to the Prevention Agenda benchmarks is not recommended.

HIV

The burden of HIV on Warren County's population is fortunately low. There were six reported cases of new HIV infection from 2014-2016 and two AIDS deaths reported. All of the data regarding HIV in Warren County has either been suppressed due to a lack of cases or is too unstable to compare with other regions.

Although HIV does not seem to have a significant impact on Warren County's population currently there is still a need to provide education and outreach. There is concern that with the current opioid crisis and the increased use of heroin and other injectable drugs there could be a spike in HIV cases in the future.

Prevention of Communicable Disease Summary

Vaccine preventable diseases in Warren County have been kept in check by strong childhood immunization rates. Even in the era of anti-vaccination campaigns Warren County has seen its immunization rates remain steady but fall below the Prevention Agenda Benchmark of 80%. Adult immunization rates in Warren County are not quite as strong.

With regards to STI's and HIV, Warren County also has relatively low rates. However, chlamydia is one STI that has seen rates for females and males remain steady or increase over the years. This is even more pronounced among 20-24 year olds.

Promoting the safety and benefits of childhood vaccination to parents are important to maintaining or boosting childhood immunization rates in Warren County. There should also be efforts made to improve the vaccination rates of adults which seem to have declined.

Providing access to testing and treatment for STI's and HIV through free and low-cost options may reduce the rates of chlamydia and keep rates of gonorrhea and syphilis in check in Warren County. It is also important to provide educational resources to the community to raise awareness about STI's and HIV and the testing and treatment options available.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Section 2

The Main Health Challenges Facing Warren County and What is Contributing to These Challenges

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Chronic disease and mental health and substance abuse disorders are the two priority areas where the greatest health challenges exist in Warren County. The health challenges facing Warren County are the product of a variety of factors that are intertwined. Some factors are beyond anyone's control, others can be modified more quickly through policy implementation and/or changes to the physical environment. The most difficult factors to address when working to eliminate health challenges in a population are behavioral. To change these things requires a shift in a population's attitude, beliefs and perception.

Warren County currently ranks tenth out of sixty-two New York counties for health factors and twenty-first for health outcomes according to the latest University of Wisconsin Population Health Institute's 2019 County Health Rankings.

The health factor's ranking is based on health behaviors, clinical care, social and economic factors and the physical environment. The health outcomes ranking is based on the length and quality of life people experience.

Let's look at the following factors and how they contribute to the health challenges in Warren County. They are

- Behavioral risk factors
- Environmental risk factors
- Socioeconomic factors
- Policy environment (policy to promote health)
- Unique characteristics of Warren County

Warren County like many North Country counties has seen an aging of its population. Current estimates show that twenty-five percent of Warren County's population is 62 years or older. As a population age's rates of chronic disease often rise with it. It is likely that rates of chronic diseases like cancer and heart disease will continue to hold steady or increase as Warren County's population continues to age. However, if some of the health challenges that younger populations experience in Warren County can be mitigated perhaps it will translate into healthier future older adults with better quality of life.

Behavioral Risk Factors

When looking at the behavioral risk factors of Warren County's population we see a mixed picture. Current data shows that almost 1 in 4 Warren County adults reported being a current smoker and 1 in 5 reported binge drinking. Both of these behaviors are linked to chronic disease and poor mental health.

Along with high rates of binge drinking and smoking Warren County's obesity rate hovers right around 30% even though almost 80% of the adult population reports engaging in leisure time physical activity. This is concerning because of obesity's links to so many chronic diseases.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

There are so many factors that contribute to a population's obesity rate it is hard to pinpoint a direct cause. Instead, a multi-faceted approach to address obesity is needed.

When data is examined regarding preventive health screenings, Warren County's population fairs pretty well. The percentage of people receiving preventive cancer screenings (colorectal, breast, cervical) in Warren County tends to be higher than the comparison groups, although there is plenty of room for improvement. Screenings for hypertension, cholesterol and diabetes are not utilized as much, but do fall in line with or just slightly below comparison groups.

It is difficult to say why a large part of Warren County's population tends to engage in behaviors detrimental to health, yet will seek out preventive health screenings. Perhaps the culture of Warren County lends itself to those types of behaviors. Because Warren County relies heavily on tourism for much of its economic prosperity there might be more emphasis on activities designed to attract tourists such as drinking and eating that filter into the base population. This type of economic model could possibly lead to poor mental health as well. Tourist seasons rely heavily on visitors and in down times people may lose income or make less income which can lead to stress. More research is needed though to see if any of these hypotheses are true.

Local climate could also lead to more risky health behaviors. Harsh winter weather in Warren County can lead to a lot of time spent indoors. This can lead to boredom and to fill the time people may choose to drink, eat or smoke. Often people become less physically active during the winter. Mental health can also be impacted. Long periods of cloudy and cold weather along with perhaps social isolation can cause people to feel depressed.

Environmental Risk Factors

Warren County is a rural county located at the southern end of the Adirondack Park. Much of the County is covered in forests and mountains. However, the larger population centers at the southern end of the County are home to some larger industrial and commercial enterprises.

Warren County residents enjoy access to a number of year round outdoor recreational opportunities because of its geographic location. Most residents of Warren County enjoy low levels of air-pollution. Access to clean water does not seem to be an issue, with a majority of residents receiving their water through municipal water systems, although a portion of the population relies on well water which can be difficult to track for pollution.

Overall, the natural environment for Warren County residents does not pose significant concerns for long-term health problems and may even help mitigate some health issues.

However, it is important to look at the impacts industrialization had on Warren County and the potential impacts it had and may still have on the environment and population. Warren County was home to a robust paper industry and still has a large paper mill as one of its main

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

employers. There are also a number of medical device manufacturers that have established facilities within the county. Most of these facilities were and still are located at the southern end of the County near the larger population centers.

A large percentage of Warren County's residents worked in these facilities and were potentially exposed to carcinogens (cancer causing chemicals) and other harmful chemicals through their daily work. Communities in Warren County were likely exposed to many of these manufacturing byproducts when they were released into the Hudson River or put into the air through smoke stacks before environmental regulations curbed the practices.

Recently, Warren County had been identified by the New York State Department of Health as one of five areas in New York State with abnormally high rates of certain types of cancer. A group of researchers is looking at Warren County and the other four locations to see if there is some common set of factors that has contributed to the higher cancer rates.

It is possible that the population of Warren County is made up of individuals that worked in jobs that exposed them to potential cancer causing agents year ago. Now as they age the effects of those exposures are just showing up.

It could be possible that because Warren County has a large retirement population that cancer rates are higher because the people moving into the County were exposed to cancer causing agents somewhere else and just happen to get sick once they move here.

Hopefully the researchers will be able to provide a clearer picture when their research project is completed.

Warren County's built environment provides opportunities for people to remain healthy. Most people report that they have access to healthy food options through grocery stores, supermarkets and farmers markets (seasonal).

There are extensive networks of hiking/biking trails throughout Warren County that individuals can take advantage of for physical activity. There are also a number of parks and playgrounds that Warren County residents can utilize.

An area where Warren County could possibly improve the built environment is public transportation. The options people have to get places are limited. There is a bus and trolley service that serves a lot of the southern end of the County, but the northern part of the County is underserved. However, this could prove difficult since Warren County is rural and there may not be enough demand to support expanding public transportation options.

Socio-Economic Factors

There are a number of social and economic factors that can impact the health of a community. Poverty, family structure, affordable housing, educational attainment, employment opportunities and income have all been associated with a population's health.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Recent data shows that Warren County has a low unemployment rate at 4.8%. However, this number can fluctuate during the year because Warren County relies heavily on seasonal tourism for much of its economic activity.

Educational services, health care and social assistance account for highest percentage of people employed followed by retail trade and arts, entertainment and recreation, and accommodation and food services.

Many retail and tourist related jobs are not high paying. Many of these jobs have reduced hours or positions as tourist season ends. This can leave people with greater vulnerability to health and housing issues especially in the “off season”.

According to the U.S. Census American Fact Finder Community Facts data Warren County has a poverty rate of 9.9%. When this rate is broken out further there are several target populations that are much worse off than the general population. Children under the age of 18 that live in poverty in Warren County are estimated at 13.0%. This number is even higher for children under the age of five at 18.6%.

When poverty rates are considered at the family level there are even larger disparities. Families where the couple are married and have children fare much better than a female householder with children with no husband present. Poverty rates for married couples with children were 2.9% whereas the female householder with children and no husband present is 17.5%. According to the County Rankings & Roadmaps website, thirty-four percent of Warren county children live in a single parent household.

A couple trends are observed as poverty levels increase. First, educational attainment is lowest among the populations with the highest poverty rates. This can limit a person’s ability to find any employment, let alone higher paying employment. Second, it can make navigating the health and social systems (i.e. WIC, welfare etc.) difficult because the person needing those supports may not be able to understand what is being asked of them.

Affordable housing can have a big impact on the health of a community as well. As housing becomes more expensive there is less income available to spend on things like healthy food, health insurance and doctor’s visits. It is estimated that no more than 30% of someone’s income should be spent on housing. This number can obviously change based on other debt and expenses someone may have (i.e. daycare). So the 30% recommendation could be much lower.

The most recent estimates from the U.S. Census American Fact Finder Community Facts (2017) data shows almost forty-percent of Warren County residents who have a home mortgage spend more than 30% of their income to pay for their housing. This number jumps to over fifty-percent for Warren County residents who are renting. It should also be noted that according to the County Rankings & Roadmaps website, fourteen percent of Warren County households are

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

experiencing severe housing cost burden which means they are spending fifty percent or more of their household income on housing.

Poverty rates, housing and health care issues can often be linked to a population's level of education. The latest data from the US Census American Fact Finder Community Facts (2017), shows that 91.7% of Warren County's adult population has a high school diploma or higher. Warren County's adult population with a bachelor's degree or higher is 30.6%. However, it should also be noted that 8.3% of Warren County's adult population has less than a high school diploma.

When one looks at poverty rates based on educational attainment 19.7% of Warren County adults with less than a high school diploma live below the poverty line whereas only 2.5% of Warren County adults with a bachelor's degree or higher live below the poverty line.

Health Policy

Warren County does not often set county level policies that address population health like tobacco free parks & playgrounds, menu labeling or limiting the density of fast food restaurants or tobacco retailers. Instead Warren County relies on State and local municipalities to set health policies like zoning for walkable communities or raising the age of tobacco purchase to 21.

It is important to note that although Warren County does not set many local policies that impact population health, it does support and implement State level population health policies. It should also be noted that Warren County has recently become a climate smart community and adopted a resolution creating a Climate Smart Taskforce. The taskforce consists of individuals from a variety of disciplines including Public Health. One area the taskforce will focus on will be multi-use trails and sidewalks.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Section 3

Summary of the assets and resources that can be mobilized and employed to address health issues identified in Warren County

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Local Health Department: Warren County Health Services (WCHS)

Warren County Health Services' vision is to have Healthy people in Healthy communities. Warren County Public Health (WCPH) staff provides a variety of health education programs to "Promote Physical and Mental Health and Prevent Disease, Injury & Disability". In addition to the regular health education programs offered to schools, daycares and community groups Warren County Public Health also provides Population Health Improvement Program (PHIP) projects which focus on promoting physical activity and nutrition among targeted populations in Warren County. Some of the projects were:

- WCPH worked with Warren County GIS (geographic information system) to create a brochure that contains a map showing all of the known free and accessible parks, trails and playgrounds in Warren County. There is also an interactive online webpage called Recreation Mapper which is regular updated to show free and low-cost recreational opportunities in Warren County <https://warrencountyny.maps.arcgis.com/apps/Shortlist/index.html?appid=49e90e574e8240c79bbcea89a75089ea>
- WCPH using PHIP project funds provides fresh produce to WIC participants in Northern and Southern Warren County where access to fresh vegetables and fruits is limited through a farm to table style program. This project was recently expanded using new PHIP project funds to WIC participants in the southern part of Warren County.
- WCPH is an active member of the Health Education Nutrition Services Advisory Committee which is led by the Warren County Head Start Program. It is designed to address the nutrition, physical activity, and mental health needs of the students and families that participate in head start. The Committee meets three times per year.
- WCPH staff is currently participating in two PHIP funded walkable community projects to identify barriers to safe walkable communities in Glens Falls and Warrensburg. The projects goals are to brainstorm low-cost ideas that the PHIP funds could be used for to alleviate some of the minor barriers and to create long-range plans to address larger issues by applying for large grants or by incorporating the plan into other community improvement projects.
- WCPH participates on the Continuum of Care Committee which is a collaborative to combat homelessness and address homelessness awareness. The purposes of the committee are:
 - 1) Promote community wide commitment to the goal of ending homelessness.
 - 2) Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

3) Promote access to and effective utilization of mainstream programs for homeless individuals and families.

4) Optimize self-sufficiency among individuals and families experiencing homelessness. Members of the committee include Social Services, Public Health, CARES, Mental Health, Family Services, Open Door, Salvation Army, Office for the Aging, Tri-County United Way and many more.

- WCPH continues to work closely with the New York State Cancer Services Program at Glens Falls Hospital to promote the availability of free and low-cost cancer screenings and the importance of screening for and early detection of breast, colon & rectal and cervical cancer.
- WCPH serves as an active participant on the neonatal abstinence syndrome workgroup, which is a subgroup of the larger Hometown vs. Heroin Taskforce. The group consists of five local County Health Departments, four local hospitals, and a number of social service agencies. This group reviews current trends and data and provides educational resources to mothers who have babies with NAS. The group also organizes at least one larger conference per year for health care providers, social service organizations and community groups that work with mothers and babies with NAS.

WCPH continues to support the Warren County Worksite Wellness program, which works to implement healthy worksite programs like onsite exercise programs, onsite walking paths, healthy food options through farm-to-desk programs, tobacco free campus policies and an annual employee health fair.

Warren County WIC program is sponsored by WCHS. The purpose of the program is to support healthy eating patterns and incorporating physical activity among expectant and nursing mothers and their children age 0- 5 yrs. old. As of 2018, WIC has served an average of 977 participants. WIC participates in various health awareness campaigns throughout the year. Switching from paper checks to an online information management system (NYWIC) and an electronic benefit system has definitely provided a positive, easy and healthy shopping experience to the participants.

Hospitals:

Founded in 1897, Glens Falls Hospital today operates an advanced health care delivery system featuring more than 20 regional facilities. A vast array of specialized medical and surgical services are provided in addition to coronary care, rehabilitation and wellness and others. The main hospital campus is home to the C.R. Wood Cancer Center, the Joyce Stock Snuggery birthing center, the Breast Center and a chronic wound healing center. GFH is a not-for-profit

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

organization and the largest employer in New York's Adirondack region, with over 2,500 employees and a medical staff of over 575 providers.

Their Diabetes and Nutrition Center provides high quality and self-management skills to improve health and life of people living with diabetes. Registered Dietitians provide individual counseling to almost all the areas covering information like healthy eating, being physically active, glucose monitoring, GI disease, obesity and weight management for adults and children, high blood pressure, high cholesterol and many more.

The Health Promotion Center of Glens Falls Hospital works to improve the health and well-being of the people and communities in Warren County and the surrounding region. Currently work focuses on strategies to make it easier for people to eat well, be tobacco-free, be physically active and obtain preventative care.

This work is currently supported through grant-funded initiatives housed within the Health Promotion Center, including Creating Healthy Schools and Communities and the Health Systems for a Tobacco-Free NY programs.

Glens Falls Hospital provides breast exam and mammogram screening, cervical cancer screening, lung cancer screening, skin cancer screening and colorectal cancer screening. The Cancer Center administers the New York State Department of Health Cancer Services program that provides free breast exams and breast cancer screening, free cervical cancer screening and free colorectal cancer screening to women 40 to 64 years of age who do not have health insurance coverage. Glens Falls Hospital also provides colorectal cancer screening to men ages 50-64.

Health Care Providers:

Hudson Headwaters Health Network (HHN) is a Federally Qualified Health Center that serves all of Warren County with 10 community health centers located in Warren County providing primary care to everyone in the communities regardless of income or insurance. HHN delivers their care to patients of all ages. They offer mental health counseling, medical assessment and medication prescribing for all primary care adult and pediatric patients, with care provided for mild to moderate mental health concerns.

HHN offers a Nutritionist and Certified Diabetes Educator to work with children, adolescents and adults who are overweight/ obese, has diabetes, hyperlipidemia, hypertension and other conditions.

HHN also operates two urgent care centers and one school based health center.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Other Government Agencies:

Warren/Washington County Office of Community Services is tasked with providing or arranging for preventive, rehabilitative, and treatment services for the mentally ill, the mentally retarded and developmentally disabled, and those suffering from the disease of alcoholism and substance abuse as mandated by New York State Mental Hygiene Law.

The Office of Community Services accomplishes this through contractual agreements with not-for-profit agencies within our community. The Office of Community Services is responsible for administering the local Single Point of Access for all referrals for mental health residential and case management services. They also coordinate the Assisted Outpatient Treatment (AOT) Program for Warren County. This program provides for an enhanced array of outpatient services, either through voluntary agreement or court order, for eligible individuals over 18 years of age with a history of non-compliance with recommended treatment.

Warren County Public Health continues to work with Warren County's Geographic Information Systems on mapping and promoting publicly accessible lands to increase physical activity in Warren County. Go to <https://www.warrencountyny.gov/gis/> for maps and resource information.

Warren County's Office for the Aging (OFA) is a valuable liaison between Warren County Public Health and seniors. OFA helps to bring programs and information to Warren County seniors regarding chronic disease management and mental health services.

Community based organizations and Not-for-Profits:

Adirondack Health Institute (AHI) is an independent, non-profit organization supporting hospitals, physician practices, behavioral health providers, community-based organizations, patients and others in our region to transform health care and improve population health. AHI works with people from more than 100 organizations representing a broad range of health, community, and business sectors.

Several community based organizations like Family Service Association of Glens Falls Inc., Warren County Community Action, Catholic Charities of Warren County (SNAP program), Cornell Cooperative Extension and American Cancer Society have been continuously working to promote healthy eating by providing resources that supply with healthy meals like supplemental food, food pantries, SNAP, summer meal programs and food recovery.

WCHS along with Cornell Cooperative Extension partnered together to introduce low income families to fresh fruits and vegetables and teach them how to store and prepare the food to increase their nutrition levels.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Academia

Warren County Head Start works with low income families to improve nutrition, increase physical activity and achieve positive health for their families. There are seven centers located throughout Warren County.

WCHS & Warren County WIC Program provides a student learning environment for nursing and dietetics students from SUNY ADK, Empire State College and Russell Sage College.

Warren County Public Health maintains strong network and working relationship with all ten of the school districts in the County. Public Health staff attends community events; provides educational programs to students and serves as a resource for school wellness committees.

Media

Warren County Public Health maintains regular communication channels with three local newsprint media outlets and two local radio groups. Warren County Public Health often utilizes the different media formats to purchase ads regarding tobacco cessation, to distribute PSA's regarding the availability of cancer screenings, the importance of healthy eating etc. and to publish letters to the editor on topics related to chronic disease and mental and substance abuse.

Warren County Public Health also maintains a presence on social media through regular Facebook posts. The purpose of the social media posts is to share information with the general public regarding the activities of Warren County Public Health and its partners.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Warren County Community Health Assessment Process

In order to complete the 2019-2021 Community Health Assessment (CHA), Warren County Public Health partnered with the Adirondack Rural Health Network (ARHN) (part of the Adirondack Health Institute), six local health departments and six regional hospitals on a Community Health Assessment Committee.

The Community Health Assessment (CHA) Committee, facilitated by ARHN, is made up of hospitals and county health departments that have developed and implemented a sophisticated process for community health assessment and planning for the defined region to address identified regional priorities. The CHA Committee is made up of representatives from Adirondack Health Institute, Clinton County Health Department, University of Vermont Health Network - Alice Hyde Medical Center, University of Vermont Health Network - Elizabethtown Community Hospital, Essex County Health Department, Franklin County Public Health, Fulton County Public Health, Glens Falls Hospital, Hamilton County Public Health, Nathan Littauer Hospital, University of Vermont Health Network – Champlain Valley Physicians Hospital, Warren County Health Services, and Washington County Public Health.

Purpose of the CHA Committee: The CHA Committee, made up of the CHA service contract holders with AHI, is a multi-county, regional stakeholder group that convenes to support ongoing health planning and assessment by working collaboratively on interventions and developing the planning documents required by the New York State Department of Health and the Internal Revenue Service in an effort to advance the New York State Prevention Agenda.

The CHA Committee began meeting in July 2018 and met a total of seven times. Those meetings were used to discuss the Community Stakeholder Survey scope and design, data needs of the Counties and Hospitals, the results of the Community Stakeholder Survey and a summary written by ARHN for each County that would provide an overview of available data.

CHA Committee, Ad Hoc Data Sub-Committee: At the June 15, 2018 CHA meeting, it was decided that an Ad Hoc Data Sub-Committee would be created to review tools and processes used by CHA Committee members to develop their Community Health Assessments (CHA) and Community Health Improvement Plans (CHIP), as well as identify ways to enhance the CHA/CHIP process. A primary activity of the Ad Hoc Data Sub-Committee was to collaboratively develop a stakeholder survey.

The data subcommittee met seven times from mid-July through the end of October 2018. Meetings were held via conference call/webinar. Attendance ranged from 10 to 12 subcommittee members per meeting. Meetings were also attended by AHI staff from ARHN, Population Health Improvement Program (PHIP) and Data teams.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Community Stakeholder Survey Methodology:

Survey Creation: The 2019 Community Stakeholder Survey was drafted by the Ad Hoc Data Sub-Committee, with the final version approved by the full CHA Committee at the December 7, 2018 meeting.

Survey Facilitation: ARHN surveyed stakeholders in the seven-county service area, to provide the CHA Committee with input on regional health care needs and priorities. Stakeholders included professionals from health care, social services, educational, and governmental institutions as well as community members. The ARHN region is made up of Clinton, Essex, Franklin, Fulton, Hamilton, Warren and Washington Counties.

Survey Logistics: The survey was developed through SurveyMonkey and included 14 community health questions as well as several demographic questions. The CHA Committee provided a list of health care, social service, education, government, and service providers (hereafter referred to as community stakeholders) by county to be surveyed. The collected distribution list totaled 807 community stakeholders.

An initial email was sent to the community stakeholders in early January 2019 by the CHA Committee partners, introducing and providing a web-based link to the survey. A follow-up email was sent by ARHN staff approximately two weeks later after the initial reach out. CHA Committee members were provided the names of all non-respondents for additional follow-up, at partner discretion.

The survey requested that community stakeholders identify the top two priority areas from a list of five which they believe need to be addressed within their county. Community stakeholders also gave insight on what they felt were the top health concerns and what contributing factors were most influential for those specific health concerns.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Community Health Assessment Committee 2019 Data Methodology

Background:

The Community Health Assessment (CHA) Committee, facilitated by the Adirondack Rural Health Network (ARHN), a program of Adirondack Health Institute (AHI), is a multi-county, regional stakeholder group, that convenes to support ongoing health planning and assessment by working collaboratively on interventions, and developing the planning documents required by the New York State Department of Health and the Internal Revenue Service to advance the New York State Prevention Agenda.

The overall goal of collecting and providing this data to the CHA Committee was to provide a comprehensive picture of the individual counties and overview of population health within the ARHN region, as well as Montgomery and Saratoga counties.

Demographic Profile:

Demographic data was primarily taken from the 2013-2017 American Consumer Survey 5-year estimates, utilizing the United States Census Bureau American FactFinder website. Other sources include the 2010-2014 American Consumer Survey 5-year estimates, Centers for Medicaid and Medicare Services, through the CMS Enterprise Portal, NYS Department of Health, U.S. Department of Agriculture (USDA), and the National Agriculture Statistics Service.

Information incorporated into the demographic report includes square mileage, population, family structure and status, household information, education and employment status.

Health System Profile:

The vast majority of health systems data comes from the New York State Department of Health, including the NYS Health Profiles, Nursing Home Weekly Bed Census, License Statistics and Adult Care Facility Directory. Other sources include Health Resources and Services Administration (HRSA) and Center for Health Workforce Studies, Health Workforce Planning Data Guide.

Health system profile data incorporated hospital, nursing home, and adult care facilities bed counts, health professional shortage areas (HPSAs), physician data, and licensure data.

Education Profile:

The education profile is separated into two parts; education system information and school districts by county. Part one of the education profiles includes data pertaining to education systems in the ARHN region, including student teacher ratios, English proficiency rates, and free lunch eligibility rates as well as available education programs and graduates. Data was pulled from the NYS Education Department, National Center for Education Statistics and Center for

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Health Workforce Studies. Part two identifies school districts by county includes county school districts as well as regional school districts.

Data was pulled from the NYS Education Department, National Center for Education Statistics and Center for Health Workforce Studies.

ALICE Profile: Asset Limited, Income-Constrained, Employed

All data provided in the ALICE profile comes from the 2016 ALICE report, which can be found at www.unitedforalice.org/new-york. Sources utilized in the report include American Consumer Survey, Bureau of Labor Statistics, Consumer Reports, IRS and U.S. Department of Agriculture.

In April 2018, the NYS Department of Health released guidance for 2019-2021 community health assessment and planning. It was suggested that local health departments and hospitals submit one plan per county and hospitals serving more than one county were strongly encouraged to select and prioritize high poverty neighborhoods for action. To address these updates, the Asset Limited, Income Constrained, Employed (ALICE) profile was added. ALICE profile data includes total households, poverty and ALICE percentages, unemployment rates, percent of residents with health insurance and average annual earnings. Please note that all data on the ALICE profile is reflective of 2016 figures.

Data Sheets:

The data sheets, compiled of 271 data indicators, provide an overview of population health as compared to the ARHN region, UpState New York and New York State. The reports feature a status field that specifies whether indicators were met, better, or worse than their corresponding benchmarks. When indicators were worse than their corresponding benchmarks, their distances from their respective benchmarks were calculated. On the report, distances from benchmarks were indicated using quartile rankings.

Quartile 1: Less than 25%	Quartile 3: 50% - 74.9%
Quartile 2: 25% - 49.9%	Quartile 4: 75% - 100%

The report also showed the percentage of total indicators that were worse than their respective benchmarks by focus area.

- For example, if 20 of the 33 child health focus area indicators were worse than their respective benchmarks, the quartile summary score would be 61% (20/33).
- Additionally, the report identified a severity score, i.e., the percentage of those indicators that were either in quartile 3 or 4. Using the above example, if 9 of the 20 child health focus indicators that were worse than their respective benchmarks were in quartiles 3 or 4, the severity score would be 45% (9/20).

Quartile summary scores and severity scores were calculated for each focus area as well as for Prevention Agenda indicators and “other indicators” within each focus area. Both quartile

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

summary scores and severity scores were used to understand if the specific focus areas were challenges to the counties and hospitals. In certain cases, focus areas would have low severity scores but high quartile summary scores indicating that while not especially severe, the focus area offered significant challenges to the community.

Indicators were broken out by the Prevention Agenda focus areas, across ten tabs. Tabs include *Mortality, Injuries, Violence and Occupational Health, Built Environment and Water, Obesity, Smoke Exposure, Chronic Disease, Maternal and Infant Health, HIV, STD, Immunization and Infections Substance Abuse and Mental Health, and Other.*

Data and statistics for all indicators come from a variety of sources, including:

- Prevention Agenda Dashboard
- Community Health Indicator Reports (CHIRs)
- NYS Behavioral Risk Factor Surveillance System (BRFSS) Health Indicators
- Division of Criminal Justice Services Index, Property, and Firearm Rates
- NYS Traffic Safety Statistical Repository
- Student Weight Status Category Reporting System (SWSCRS) Data
- USDA Economic Research Service Fitness Facilities Data
- NYS Department of Health Tobacco Enforcement Compliance Results
- State and County Indicators for Tracking Public Health Priority Areas
- NYS Department of Health, Asthma Dashboard – County Level
- NYS Department of Health Hospital Report on Hospital Acquired Infections
- NYS Office of Mental Health, PCS
- County Health Rankings & Roadmaps

[Sharing the Findings with the Community](#)

To inform the community about the Warren County Community Health Assessment the document has been posted to the Warren County Public Health website www.warrencountyny.gov/healthservices. CHA partners have also agreed to post a link to the CHA on their websites.

Along with an electronic version of the CHA print copies of the CHA have also been made available at the Warren County Municipal Center and by request. Request can be sent to Warren County Public Health, 1340 State Route 9, Lake George, NY 12845.

For questions, concerns or suggestions about the Warren County CHA and its findings the public can contact the Warren County Public Health department. Phone calls should be directed to 518-761-6580. Electronic communications can be sent to the general Public Health email healthservices@warrencountyny.gov.

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Data Sources for 2019-2021 Warren County Community Health Assessment

Demographic, Health Systems, Education and ALICE Profile Data Sources:

Center for Health Workforce Studies, Health Workforce Planning Data Guide, 2014
Centers for Medicare and Medicaid Services, CMS Enterprise Portal
Health Resources and Services Administration, HPSA Find, 2017-2018
Institute of Education Sciences, National Center for Education Statistics, District Directory Information 2016-2017
NYS Department of Health, Adult Care Facility Directory
NYS Department of Health, Nursing Home Weekly Bed Census, 2018
NYS Department of Health, NYS Health Profiles
NYS Department of Health, Vital Statistics of New York State, 2016
NYS Education Department, 3-8 ELA Assessment Data, 2017-2018
NYS Education Department, School Report Card Data, 2016-2017
NYS Office of the Professions, License Statistics, 2019
United For ALICE
US Census Bureau, 2010-2014 American Community Survey 5-year Estimates
US Census Bureau, 2013-2017 American Community Survey 5-year Estimates
US Department of Agriculture, National Agriculture Statistics Service, 2012

2019 CHA Data Sheets and Written Analysis Data Sources:

Community Health Indicator Reports
County Health Rankings & Roadmaps
Department of Health, Wadsworth Center
Division of Criminal Justice Services Index, Property, and Firearm Rates
NYS Bureau of Sexual Health and Epidemiology
NYS Department of Health Hospital Report on Hospital Acquired Infections
NYS Immunization Information System (NYSIIS)
NYS Department of Health Tobacco Enforcement Compliance Results
NYS Expanded Behavioral Risk Factor Surveillance System
NYS Child Health Lead Poisoning Prevention Program
NYS Traffic Safety Statistical Repository
Prevention Agenda Dashboard
State and County Indicators for Tracking Public Health Priority Areas
Student Weight Status Category Reporting System (SWSCRS) Data
USDA Economic Research Service Fitness Facilities Data

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

Warren County Public Health Community Health Improvement Planning Process

The purpose for Warren County Public Health to complete a Community Health Assessment in cooperation with community partners was to allow for a thorough review of existing health data and identification of health improvement programs currently being provided in Warren County. This review process has allowed Warren County Public Health and its partners to identify two priority areas in which to focus limited public health and partner resources as part of a Community Health Improvement Plan (CHIP).

The two priority areas that have been identified for the 2019 – 2022 Community Health Improvement Plan (CHIP) are **Preventing Chronic Disease** and **Promote Well-Being & Prevent Mental and Substance Abuse Disorders**. These priority areas were also identified in previous CHIPs.

The Priority Selection Process

In May 2019, Warren County Public Health sent out an email to community partners asking if they would be interested in serving on the Community Health Assessment & Improvement Planning committee. The invitees were asked to complete a short Doodle poll indicating whether or not they would be interested in participating and what date and time they would be available to begin meeting.

The community partner's that were contacted included Glens Falls Hospital, Hudson Headwaters Health Network, Warren County Department of Social Services, Warren County Office for the Aging, The Office of Community Services for Warren and Washington Counties, United Way, Warren County Board of Supervisors and Council for Prevention.

Prior to the first meeting all partners were provided with an overview of the Prevention Agenda, data tables and instructions for reviewing the data. All of the participating partners were asked to come with a summary of the data they reviewed and any questions that they had and bring them to the meeting. Partners that could not be at the meeting in person were asked to provide a summary via email the Warren County Public Health a few days before the first meeting.

The initial meeting was held in June. The meeting was used to provide an overview of the Prevention Agenda, explain the purpose of the committee, set a time line of activities, briefly review the previous Community Health Improvement Plan and go over the data tables. Committee members were also asked to try and identify other partners that should be invited to the meetings.

The committee met three more times during the year. The second meeting was spent reviewing the data in detail and discussing if critical data was missing and the process and criteria that would be used for determining what the priority areas would be. At the conclusion of the third meeting it was decided that a list of potential community resources that could be used to address the priority areas once they were chosen should be created. A google document was

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

created so that everyone serving on the committee could add to the list without having to worry about duplicating the responses of another committee member.

At the third meeting committee members reviewed the list of potential resources available to address the priorities and any changes were made then. The committee members also settled on the list of criteria that would be used to inform the priority decision making process. The criteria included

- The seriousness of the issue – the death of a homeless person due to extreme temperatures, child hunger, etc.
- The frequency of the issue – rare, affecting a majority of the community, confined to a single area, targeting a single population group.
- The cost of the issue to the community – in dollars, in time spent dealing with it, in social costs (people afraid to leave their houses after dark, lost productivity from illness, etc.)
- The feasibility of affecting the issue.
- The resources needed to address the issue adequately.
- The community's perception of the issue's importance.
- The readiness of the community to recognize and address the issue.
- The long-term impact of the issue.
- The long-term benefit of your effort.

(This list was modified from a list provided by County Health Rankings Road Map Website)

At the final meeting, committee members were provided one last opportunity to ask questions or discuss any information they felt was important to the decision making process. All of the potential priority areas were posted on a wall in order to allow committee members to cast their votes for the priority areas they felt were most important.

Following any last minute discussion committee members were provided with six colored dots which were to be placed on the priority areas he/she felt were the highest priority in their mind based on the criteria that had been established. The instructions were simple; committee members could place as many dots as they wanted on any potential priority area(s). The two priority areas with most votes would be the ones that the CHIP would address. In the event of a tie between three or more priority areas each member would be provided with one extra dot to be placed at the priority area they felt was most important.

Following the priority selection process committee members were asked to identify several focus areas within the priority areas that should be targeted in the CHIP. The focus areas chosen in each priority area are

- Preventing Chronic Disease
 - Healthy Eating & Food Security
 - Tobacco Prevention
 - Chronic Disease Preventive Care and Management

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

- Prevent Mental and Substance Abuse Disorders
 - Promote Well-being
 - Mental and Substance Use Disorders Prevention

After the committee members selected the focus areas the process for setting the work-plan was discussed. It was decided that Warren County Public Health would reach out to each partner individually to discuss what evidence-based interventions they were currently working on to address the identified focus areas. The interventions would be added to the CHIP work-plan template that was provided by New York State Department of Health (NYSDOH) and shared with the committee.

If the Committee felt that certain focus areas were not being adequately addressed upon review of the CHIP work-plan the Committee would meet again to discuss the feasibility of implementing specific interventions. However, the majority of the Committee members felt it would be difficult to take on new interventions due to the current workload each has as part of their own organizations efforts.

Committee members agreed to approve the workplan prior to its submission to NYSDOH at the end of December.

Thank You!

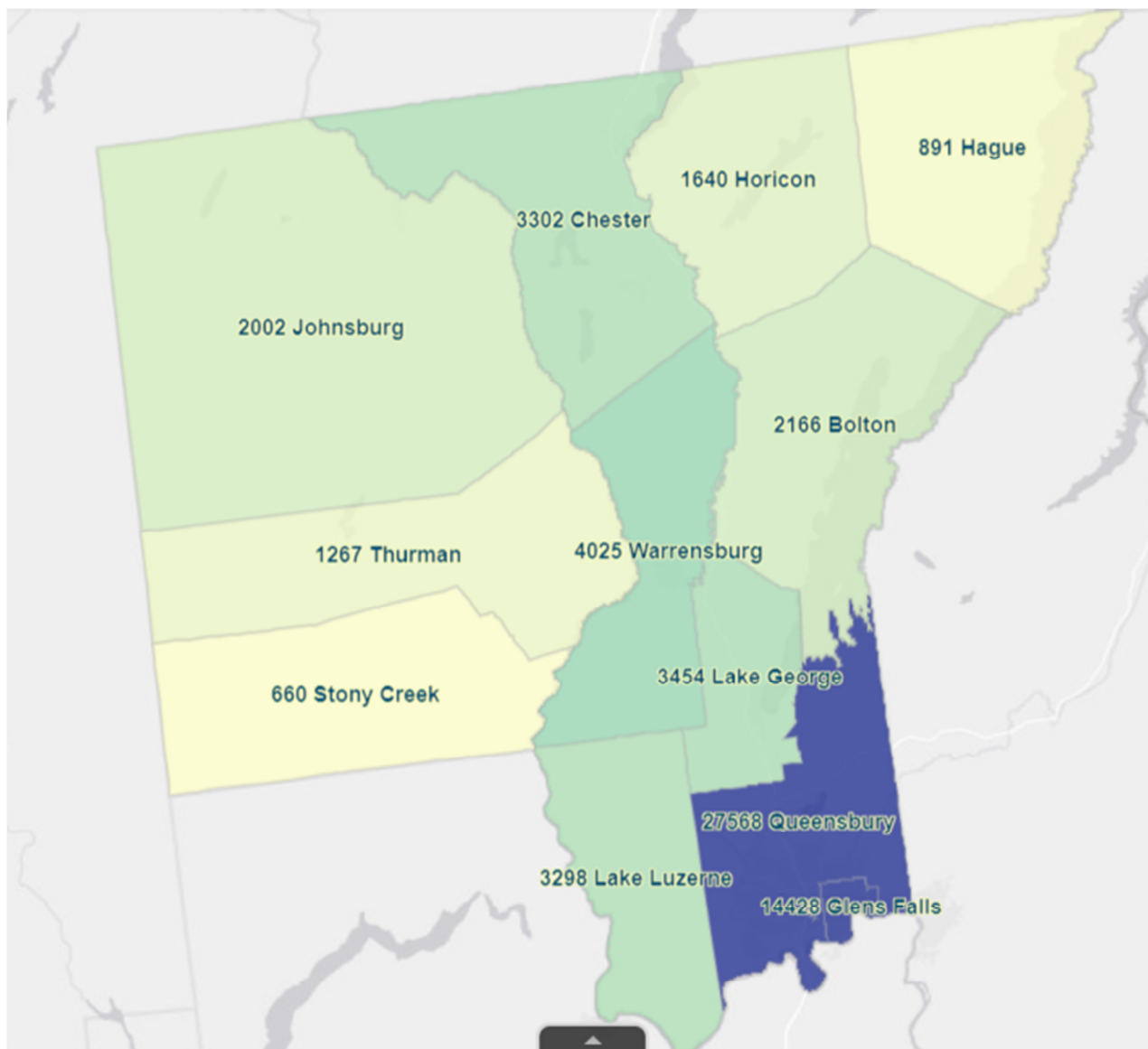
Warren County Public Health would like to thank all of the individuals, organizations and agencies that contributed directly or indirectly to this report by participating on the CHA Committee or by sharing information with CHA Committee members when requested. We hope that this document proves to be a useful resource for all of the organizations, agencies and individuals working to improve the health of Warren County residents.

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Appendix A – Map of Warren County Population

This map shows the estimated population of Warren County by local municipality for 2017. This map was created using the Warren County Geographic Information System web mapping application. The data for the map comes from US Census and yearly population estimates from the American Community Survey for Warren County's municipalities.



*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Appendix B – Health Systems Table

Appendix B: Health Systems Profile

Adirondack Rural Health Network	County									ARHN Region	Upstate NYS	New York State
Summary of Health Systems Information	Clinton	Essex	Franklin	Fulton	Hamilton	Montgomery	Saratoga	Warren	Washington			
Population, 2013-2017	81,224	38,233	51,054	53,955	4,646	49,500	226,632	64,701	62,183	355,996	11,238,156	19,798,228
Total Hospital Beds¹												
Hospital Beds per 100,000 Population	369.3	65.4	334.9	137.2	n/a	262.6	75.5	627.5	n/a	274.2	n/a	n/a
Medical/Surgical Beds	214	0	129	47	n/a	70	115	300	n/a	690.0	n/a	n/a
Intensive Care Beds	14	0	14	8	n/a	5	12	12	n/a	48.0	n/a	n/a
Coronary Care Beds	7	0	0	0	n/a	3	7	12	n/a	19.0	n/a	n/a
Pediatric Beds	10	0	3	12	n/a	0	7	14	n/a	39.0	n/a	n/a
Maternity Beds	21	0	13	7	n/a	8	14	23	n/a	64.0	n/a	n/a
Physical Medicine and Rehabilitation Beds	0	0	0	0	n/a	10	0	15	n/a	15.0	n/a	n/a
Psychiatric Beds	34	0	12	0	n/a	20	16	30	n/a	76.0	n/a	n/a
Other Beds	0	25	0	0	n/a	14	0	0	n/a	25.0	n/a	n/a
Hospital Beds Per Facility¹												
Adirondack Medical Center-Lake Placid Site	-	-	-	-	-	-	-	-	-	-	-	-
Adirondack Medical Center-Saranac Lake Site	-	-	95	-	-	-	-	-	-	-	-	-
Alice Hyde Medical Center	-	-	76	-	-	-	-	-	-	-	-	-
Champlain Valley Physicians Hospital Medical Center	300	-	-	-	-	-	-	-	-	-	-	-
Elizabethtown Community Hospital	-	25	-	-	-	-	-	-	-	-	-	-
Glens Falls Hospital	-	-	-	-	-	-	-	406	-	-	-	-
Nathan Littauer Hospital	-	-	-	74	-	-	-	-	-	-	-	-
Saratoga Hospital	-	-	-	-	-	-	171	-	-	-	-	-
St. Mary's Healthcare	-	-	-	-	-	120	-	-	-	-	-	-
St. Mary's Healthcare-Amsterdam Memorial Campus	-	-	-	-	-	10	-	-	-	-	-	-
Total Nursing Home Beds²												
Nursing Home Beds per 100,000 Population	603.3	889.3	381.9	667.2	0.0	1191.9	317.3	616.7	849.1	-	-	-
Nursing Home Beds per Facility²												
Alice Hyde Medical Center	-	-	135	-	-	-	-	-	-	-	-	-
Capstone Center for Rehabilitation and Nursing	-	-	-	-	-	120	-	-	-	-	-	-
Champlain Valley Physicians Hospital Medical Center SNF	34	-	-	-	-	-	-	-	-	-	-	-
Clinton County Nursing Home	80	-	-	-	-	-	-	-	-	-	-	-
Elderwood at North Creek	-	-	-	-	-	-	-	82	-	-	-	-
Elderwood at Ticonderoga	-	84	-	-	-	-	-	-	-	-	-	-
Elderwood of Uihlein at Lake Placid	-	156	-	-	-	-	-	-	-	-	-	-
Essex Center for Rehabilitation and Healthcare	-	100	-	-	-	-	-	-	-	-	-	-
Fort Hudson Nursing Center, Inc.	-	-	-	-	-	-	-	-	196	-	-	-
Fulton Center for Rehabilitation and Healthcare	-	-	-	176	-	-	-	-	-	-	-	-
Glens Falls Center for Rehabilitation and Nursing	-	-	-	-	-	-	-	117	-	-	-	-
Granville Center for Rehabilitation and Nursing	-	-	-	-	-	-	-	-	122	-	-	-
Meadowbrook Healthcare	287	-	-	-	-	-	-	-	-	-	-	-
Mercy Living Center	-	-	60	-	-	-	-	-	-	-	-	-
Nathan Littauer Hospital Nursing Home	-	-	-	84	-	-	-	-	-	-	-	-
Palatine Nursing Home	-	-	-	-	-	70	-	-	-	-	-	-
Plattsburgh Rehabilitation and Nursing Center	89	-	-	-	-	-	-	-	-	-	-	-
River Ridge Living Center	-	-	-	-	-	120	-	-	-	-	-	-
Saratoga Center for Rehab and Skilled Nursing Care	-	-	-	-	-	-	257	-	-	-	-	-
Seton Health at Schuyler Ridge Residential Healthcare	-	-	-	-	-	-	120	-	-	-	-	-
Slate Valley Center for Rehabilitation and Nursing	-	-	-	-	-	-	-	-	88	-	-	-
St Johnsville Rehabilitation and Nursing Center	-	-	-	-	-	120	-	-	-	-	-	-
The Pines at Glens Falls Center for Nursing & Rehabilitation	-	-	-	-	-	-	-	120	-	-	-	-
Warren Center for Rehabilitation and Nursing	-	-	-	-	-	-	-	80	-	-	-	-
Washington Center for Rehabilitation and Healthcare	-	-	-	-	-	-	-	-	122	-	-	-
Wells Nursing Home Inc	-	-	-	100	-	-	-	-	-	-	-	-
Wesley Health Care Center Inc	-	-	-	-	-	-	342	-	-	-	-	-
Wilkinson Residential Health Care Facility	-	-	-	-	-	160	-	-	-	-	-	-

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Total Adult Care Facility Beds ³												
Adult Care Facility Beds per 100,000 Population	221.6	928.5	176.3	307.7	0.0	977.8	390.1	452.9	403.6	375.0	550.2	404.7
Total Adult Home Beds	150	194	60	114	n/a	294	483	248	142	908	38,328	49,670
Total Assisted Living Program Beds	30	30	30	52	n/a	160	0	45	69	256	7,072	12,192
Total Assisted Living Residence (ALR) Beds	0	131	0	0	n/a	30	401	0	40	171	16,434	18,255
Adult Home Beds by Total Capacity per Facility ³												
Adirondack Manor HFA D.B.A Adirondack Manor HFA ALP	-	-	-	-	-	-	-	60	-	-	-	-
Adirondack Manor HFA D.B.A Montcalm Manor HFA	-	40	-	-	-	-	-	-	-	-	-	-
Ahana House	-	-	-	-	-	-	17	-	-	-	-	-
Alice Hyde Assisted Living Program	-	-	30	-	-	-	-	-	-	-	-	-
Argyle Center for Independent Living	-	-	-	-	-	-	-	-	35	-	-	-
Arkell Hall	-	-	-	-	-	24	-	-	-	-	-	-
Beacon Pointe Memory Care Community	-	-	-	-	-	-	52	-	-	-	-	-
Champlain Valley Senior Community	-	81	-	-	-	-	-	-	-	-	-	-
Cook Adult Home	-	-	-	-	-	-	13	-	-	-	-	-
Countryside Adult Home	-	-	-	-	-	-	-	48	-	-	-	-
Elderwood Village at Ticonderoga	-	23	-	-	-	-	-	-	-	-	-	-
Emeritus at the Landing of Queensbury	-	-	-	-	-	-	-	88	-	-	-	-
Hillcrest Spring Residential	-	-	-	-	-	80	-	-	-	-	-	-
Holbrook Adult Home	-	-	-	-	-	-	-	-	33	-	-	-
Home of the Good Shepherd at Highpointe	-	-	-	-	-	-	86	-	-	-	-	-
Home of the Good Shepherd	-	-	-	-	-	-	42	-	-	-	-	-
Home of the Good Shepherd Moreau	-	-	-	-	-	-	72	-	-	-	-	-
Home of the Good Shepherd Saratoga	-	-	-	-	-	-	105	-	-	-	-	-
Home of the Good Shepherd Wilton	-	-	-	-	-	-	54	-	-	-	-	-
Keene Valley Neighborhood House	-	50	-	-	-	-	-	-	-	-	-	-
Pine Harbour	66	-	-	-	-	-	-	-	-	-	-	-
Pineview Commons H.F.A.	-	-	-	94	-	-	-	-	-	-	-	-
Samuel F. Vilas Home	44	-	-	-	-	-	-	-	-	-	-	-
Sarah Jane Sanford Home	-	-	-	-	-	40	-	-	-	-	-	-
The Cambridge	-	-	-	-	-	-	-	-	40	-	-	-
The Farrar Home	-	-	30	-	-	-	-	-	-	-	-	-
The Mansion at South Union	-	-	-	-	-	-	-	-	34	-	-	-
The Sentinel at Amsterdam, LLC	-	-	-	-	-	150	-	-	-	-	-	-
The Terrace at the Glen	-	-	-	-	-	-	-	52	-	-	-	-
Valehaven Home for Adults	40	-	-	-	-	-	-	-	-	-	-	-
Willing Helpers' Home for Women	-	-	-	20	-	-	-	-	-	-	-	-
Woodlawn Commons	-	-	-	-	-	-	42	-	-	-	-	-
Health Professional Shortage Areas (HPSAs) ^{4,5}												
Number of Primary Care HPSAs ⁴	1	8	5	1	2	1	0	3	1	21	111	181
Primary Care HPSA Population ⁵	10,339	4,481	5,997	13,950	2,949	11,456	0	2,168	189	40,073	n/a	n/a
Number of Dental Care HPSAs ⁴	1	3	5	1	0	1	0	1	1	12	87	139
Dental Care HPSA Population ⁵	0	6,368	16,181	0	0	0	0	0	0	22,549	n/a	n/a
Number of Mental Health HPSAs ⁴	2	3	2	1	1	1	0	2	2	13	96	159
Mental Care HPSA Population ⁵	10,339	39,309	51,698	6,698	4,835	11,456	0	0	0	112,879	n/a	n/a
Population, 2013-2017 ²												
Primary Care Physicians per 100,000 population	119.2	66.2	101.9	99	84.9	83.9	87.5	153	66.4	n/a	102.8	124.1
Subspecialty per 100,000 population												
Obstetrics/Gynecology	14.9	0.0	18.3	7.4	0.0	5.4	8.4	18.6	0.0	n/a	11.0	14.5
IM Subspecialty	34.8	7.0	13.1	9.9	0.0	37.9	21.1	60.0	0.0	n/a	31.8	49.8
General Surgery	6.6	3.5	10.5	9.9	0.0	2.7	3.6	12.4	2.1	n/a	7.9	8.8
Surgical Subspecialties	23.2	10.5	0.0	7.4	0.0	8.1	10.9	37.2	0.0	n/a	17.8	21.6
General Psychiatry	24.8	0.0	15.7	9.9	0.0	8.1	21.1	20.7	8.6	n/a	18.8	36
Other	107.6	20.9	65.3	32.2	56.6	56.9	33.8	159.2	4.3	n/a	87.8	121.1

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Total Physician ⁵												
Total Physician per 100,000 population	317.9	108.0	206.5	168.3	141.5	200.4	179.2	442.5	81.4	n/a	268.0	362.9
Licensure Data ⁶												
Clinical Laboratory Technician	14	6	5	1	0	4	21	9	5	40	1,208	1,649
Clinical Laboratory Technologist	54	19	27	32	1	38	161	50	24	207	7,730	12,064
Dental Assistant	11	2	9	4	0	7	33	10	11	47	1,338	1,435
Dental Hygienist	42	15	16	23	2	26	241	44	38	180	8,035	10,428
Dentist	41	14	17	17	1	25	175	46	15	151	8,771	15,075
Dietitian/Nutritionist, Certified	21	9	8	4	1	10	122	22	7	72	3,667	5,492
Licensed Clinical Social Worker (R/P psychotherapy)	42	24	31	21	2	15	266	72	35	227	14,629	25,254
Licensed Master Social Worker (no privileges)	34	22	26	18	2	23	267	53	26	181	14,861	26,884
Licensed Practical Nurse	382	215	321	308	10	362	895	335	438	2,009	48,582	63,082
Physician	211	49	85	59	6	87	528	265	36	711	42,475	75,565
Mental Health Counselor	59	20	32	10	1	13	147	32	13	167	4,647	6,853
Midwife	6	1	3	4	0	2	14	12	5	31	595	1,022
Nurse Practitioner	79	13	36	38	2	27	258	94	29	291	15,282	22,128
Pharmacist	106	29	41	36	2	40	484	64	44	322	13,780	21,306
Physical Therapist	64	40	48	30	3	43	395	67	30	282	13,417	19,277
Physical Therapy Assistant	17	10	18	20	0	26	55	27	16	108	3,988	5,518
Psychologist	11	15	8	10	1	5	109	28	4	77	6,018	11,519
Registered Physician Assistant	43	30	34	21	3	19	199	88	17	236	9,154	13,640
Registered Professional Nurse	1,270	494	744	643	57	714	3,769	1,145	755	5,108	172,978	243,639
Respiratory Therapist	18	3	6	17	0	18	110	21	13	78	4,107	5,763
Respiratory Therapy Technician	6	0	2	2	0	1	12	4	3	17	579	747

(n/a) Data Not Available

Sources:

- (1) NYS Department of Health, NYS Health Profiles
- (2) NYS Department of Health, Nursing Home Weekly Bed Census, 2018
- (3) NYS Department of Health, Adult Care Facility Directory
- (4) Health Resources and Services Administration, HPSA Find, 2017-2018
- (5) Center for Health Workforce Studies, Health Workforce Planning Data Guide, 2014
- (6) NYS Office of the Professions, License Statistics, 2019

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Appendix C – Education Profile Chart

Appendix C: Education System Profile

Adirondack Rural Health Network	County									ARHN	Upstate	New York
Summary of Education System Information	Clinton	Essex	Franklin	Fulton	Hamilton	Montgomery	Saratoga	Warren	Washington	Region	NYS	State
School System Information^{1,2,3}												
Total Number of Public School Districts	9	11	8	6	5	6	12	9	12	60	725	733
Total Pre-K Enrollment	250	188	335	377	27	432	399	137	344	1,658	51,063	122,681
Total K-12 Enrollment	10,599	3,618	7,158	7,423	401	7,254	33,329	8,743	8,311	46,253	1,604,870	2,629,970
Number of Students Eligible for Free Lunch	4,410	1,533	3,594	3,504	141	3,869	6,646	3,158	3,511	19,851	592,339	1,263,175
Number of Students Eligible for Reduced Lunch	521	290	471	320	32	310	959	321	477	2,432	69,464	131,974
Percent Free and Reduced Lunch	47.0%	50.0%	57.0%	51.0%	43.0%	57.0%	23.0%	40.0%	48.0%	46.5%	40.0%	53.0%
Number Limited English Proficiency ²	1,259	636	546	965	75	848	6,718	1,684	1,356	6,521	220,797	437,130
Percent with Limited English Proficiency ²	42.0%	43.0%	25.0%	33.0%	45.0%	30.0%	55.0%	48.0%	42.0%	13.6%	13.3%	45.0%
Total Number of Graduates	774	273	505	514	27	474	2,531	688	561	3,342	116,704	179,863
Number Went to Approved Equivalency Program	1	0	2	0	n/a	3	9	21	5	29	1,097	2,653
Number Dropped Out of High School	78	18	48	89	n/a	112	176	38	94	365	10,670	21,368
Percent Dropped Out of High School	2.0%	2.0%	2.0%	4.0%	n/a	5.0%	2.0%	1.0%	4.0%	0.8%	0.64%	3.0%
Total Number of Public School Teachers ³	1,008.9	422.0	701.9	602.8	89.5	627.1	2,277.3	784.2	813.8	4,422.9	132,652.7	209,093.4
Student to Teacher Ratio ³	10.9	9.1	10.7	13.3	4.9	12.6	13.4	11.4	10.8	10.97	12.37	13.05
Education Programs⁴												
Medical Resident Programs	0	0	0	0	0	0	0	0	0	0	203	967
Medical Resident Graduations/Completions	0	0	0	0	0	0	0	0	0	0	920	5,790
Physician Assistant Programs	0	0	0	0	0	0	0	0	0	0	7	27
Physician Assistant Graduations/Completions	0	0	0	0	0	0	0	0	0	0	103	764
Nurse Practitioner Programs	0	0	0	0	0	0	0	0	0	0	24	58
Nurse Practitioner Graduations/Completions	0	0	0	0	0	0	0	0	0	0	249	725
Pharmacist Programs	0	0	0	0	0	0	0	0	0	0	3	6
Pharmacist Graduations/Completions	0	0	0	0	0	0	0	0	0	0	398	913
Dental Hygienist Programs	0	0	0	0	0	0	0	0	0	0	7	13
Dental Hygienist Graduations/Completions	0	0	0	0	0	0	0	0	0	0	197	429
Licensed Practical Nursing Programs	1	1	0	0	0	1	1	0	0	2	36	52
Licensed Practical Nurse Graduations/Completions	23	23	0	0	0	26	70	0	0	46	2,186	3,369
Registered Nursing Programs	2	2	0	0	0	1	1	1	0	5	68	118
Registered Nurse Graduations/Completions	93	93	0	0	0	32	19	86	0	272	4,606	10,192
Social Worker Programs	0	0	0	0	0	0	0	0	0	0	7	22
Social Worker Graduations/Completions	0	0	0	0	0	0	0	0	0	0	645	3624

Sources:

- (1) NYS Education Department, School Report Card Data, 2016-2017
- (2) NYS Education Department, 3-8 ELA Assessment Data, 2017-2018
- (3) Institute of Education Sciences, National Center for Education Statistics, District Directory Information 2016-2017 School Year Data
- (4) Center for Health Workforce Studies, Health Workforce Planning Data Guide, 2014

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Appendix D – ALICE Profile Chart

Appendix D: ALICE Profile												
ALICE is a United Way acronym that stands for Asset Limited, Income Constrained, Employed.												
Adirondack Rural Health Network	County									ARHN	Upstate NY	NYS
Summary of ALICE Information	Clinton	Essex	Franklin	Fulton	Hamilton	Montgomery	Saratoga	Warren	Washington			
ALICE Household Information												
Total Households	30,624	15,298	19,299	22,450	1,239	19,540	93,703	28,841	24,027	141,778	4,101,529	7,216,340
Total Households Over 65 Years of Age	8,150	5,144	4,817	6,339	544	5,484	24,083	8,898	6,738	40,630	705,081	1,839,483
Total ALICE Households	7,350	4,589	5,404	6,511	632	6,448	19,678	6,922	7,208	38,615	1,059,036	2,222,633
ALICE Households Over 65 Years of Age	2,119	1,749	1,590	2,282	261	2,468	6,502	2,936	2,291	13,408	380,182	662,214
Poverty %	15.0%	10.2%	18.2%	15.0%	12.2%	17.6%	6.8%	11.0%	12.1%	13.6%	11.3%	14.4%
ALICE %	24.4%	30.1%	27.8%	29.3%	50.7%	33.2%	21.1%	24.0%	30.4%	27.4%	28.7%	30.8%
Above ALICE %	60.6%	59.7%	54.0%	55.7%	37.1%	49.2%	72.1%	65.1%	57.5%	59.0%	60.0%	54.8%
# of ALICE and Poverty Households	12,062	6,161	8,869	9,945	779	9,928	26,181	10,079	10,204	58,099	1,640,619	3,262,043
Unemployment Rate	5.0%	7.5%	8.5%	8.0%	9.2%	8.4%	2.9%	4.6%	8.1%	n/a	n/a	n/a
Percent of Residents with Health Insurance	95.8%	93.2%	91.3%	91.4%	90.4%	91.2%	96.1%	96.5%	91.9%	n/a	n/a	n/a
Average Annual Earnings	\$36,372.00	\$37,128.00	\$35,148.00	\$32,892.00	\$32,940.00	\$37,704.00	\$47,604.00	\$40,932.00	\$38,028.00	n/a	n/a	n/a
ALICE Households by Race/Ethnicity												
White	8,119	4,449	5,191	6,683	622	6,112	19,596	6,635	7,404	39,103	922,506	1,245,865
Asian	50	n/a	2	28	n/a	28	191	65	27	172	31,141	180,688
Black	122	n/a	13	32	n/a	134	255	100	14	281	125,980	433,433
Hispanic	81	33	41	156	n/a	651	425	126	200	637	134,063	494,216
2+ races	95	49	44	71	n/a	79	278	38	64	361	22,672	54,130

*UpState is all counties in New York, minus the New York City counties (Bronx, Kings, New York, Queens and Richmond).

*Data in all categories except *Two or More Races* is for one race alone. Because race and ethnicity are overlapping categories, the totals for each income category do not add to 100 percent exactly.

(n/a) Data Not Available

Sources:

(1) American Community Survey, 2016.

ALICE Demographics:

(2) American Community Survey and the ALICE Threshold, 2016.

Wages:

(3) Bureau of Labor Statistics, 2016

Budget:

(4) Bureau of Labor Statistics, 2016a; Consumer Reports, 2017; Internal Revenue Service, 2016

(5) New York State Office of Children & Family Services, 2016; Tax Foundation, 2016, 2017; U.S. Department of Agriculture; U.S. Department of Housing and Urban Development

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Appendix E – CHIRS Indicator Table

Warren - CHIRS Indicators Table

s: Data do not meet reporting criteria.

*: The rate/percentage is unstable or unreliable.

CHIRS Indicators	Data Years	Warren		NYS excluding NYC		New York State	
		Numerator	Percentage (or) Rate (or) Ratio	Percentage (or) Rate (or) Ratio	Significant Different	Percentage (or) Rate (or) Ratio	Significant Different
Cancer Indicators							
1-All cancer incidence rate per 100,000	2013-2015	1,584	814.1	629.7	Yes	564.4	Yes
2-Age-adjusted all cancer incidence rate per 100,000	2013-2015	1,584	571.7	508.1	Yes	485.6	Yes
3-All cancer mortality rate per 100,000	2013-2015	535	275	198.7	Yes	176.2	Yes
4-Age-adjusted all cancer mortality rate per 100,000	2013-2015	535	181.6	155.4	Yes	149.2	Yes
5-Lip, oral cavity and pharynx cancer incidence rate per 100,000	2013-2015	48	24.7	14.7	Yes	12.9	Yes
6-Age-adjusted lip, oral cavity and pharynx cancer incidence rate per 100,000	2013-2015	48	17.8	11.6	Yes	10.9	Yes
7-Lip, oral cavity and pharynx cancer mortality rate per 100,000	2013-2015	12	6.2	2.6	Yes	2.5	Yes
8-Age-adjusted lip, oral cavity and pharynx cancer mortality rate per 100,000	2013-2015	12	4.1	2	No	2.1	No
9-Colon and rectum cancer incidence rate per 100,000	2013-2015	119	61.2	48.5	Yes	45.7	Yes
10-Age-adjusted colon and rectum cancer incidence rate per 100,000	2013-2015	119	45.6	39	No	39.3	No
11-Colon and rectum cancer mortality rate per 100,000	2013-2015	42	21.6	16.7	No	15.6	No
12-Age-adjusted colon and rectum cancer mortality rate per 100,000	2013-2015	42	14.3	13	No	13.1	No
13-Lung and bronchus cancer incidence rate per 100,000	2013-2015	252	129.5	84.2	Yes	69.7	Yes
14-Age-adjusted lung and bronchus cancer incidence rate per 100,000	2013-2015	252	84.8	66.3	Yes	59.2	Yes
15-Lung and bronchus cancer mortality rate per 100,000	2013-2015	134	68.9	53	Yes	43.5	Yes
16-Age-adjusted lung and bronchus cancer mortality rate per 100,000	2013-2015	134	44.6	41.6	No	36.9	Yes
17-Female breast cancer incidence rate per 100,000	2013-2015	210	211.6	175.9	Yes	158.6	Yes
18-Age-adjusted female breast cancer incidence rate per 100,000	2013-2015	210	146.8	139.5	No	132.8	No
19-Female breast cancer mortality rate per 100,000	2013-2015	34	34.3	26.1	No	24.7	No
20-Age-adjusted female breast cancer mortality rate per 100,000	2013-2015	34	21	18.9	No	19.2	No
21-Female breast cancer late stage incidence rate per 100,000	2013-2015	56	56.4	53.1	No	50.7	No
22-Age-adjusted female breast cancer late stage incidence rate per 100,000	2013-2015	56	40.1	43.3	No	43.4	No

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

23-Cervix uteri cancer incidence rate per 100,000	2013-2015	7	7.1*	7.6	No	8.5	No
24-Age-adjusted cervix uteri cancer incidence rate per 100,000	2013-2015	7	7.9*	7	No	7.8	No
25-Cervix uteri cancer mortality rate per 100,000	2013-2015		s	2.3	N/A	2.7	N/A
26-Age-adjusted cervix uteri cancer mortality rate per 100,000	2013-2015		s	1.9	N/A	2.2	N/A
27-Ovarian cancer incidence rate per 100,000	2013-2015	17	17.1	15.9	No	14.8	No
28-Age-adjusted ovarian cancer incidence rate per 100,000	2013-2015	17	13	12.5	No	12.2	No
29-Ovarian cancer mortality rate per 100,000	2013-2015	7	7.1*	10.4	No	9.1	No
30-Age-adjusted ovarian cancer mortality rate per 100,000	2013-2015	7	4.8*	7.5	No	7.1	No
31-Prostate cancer incidence rate per 100,000	2013-2015	155	162.6	151.7	No	141.2	No
32-Age-adjusted prostate cancer incidence rate per 100,000	2013-2015	155	106.3	121.8	No	123.4	Yes
33-Prostate cancer mortality rate per 100,000	2013-2015	29	30.4	17.7	Yes	17.2	Yes
34-Age-adjusted prostate cancer mortality rate per 100,000	2013-2015	29	23.7	16.6	No	17.8	No
35-Prostate cancer late stage incidence rate per 100,000	2013-2015	29	30.4	26.8	No	25.2	No
36-Age-adjusted prostate cancer late stage incidence rate per 100,000	2013-2015	29	19.2	21.5	No	22.1	No
37-Melanoma cancer mortality rate per 100,000	2013-2015	7	3.6*	3	No	2.3	No
38-Age-adjusted melanoma cancer mortality rate per 100,000	2013-2015	7	2.2*	2.4	No	1.9	No
39-Percentage of women aged 21-65 years receiving cervical cancer screening based on 2012 guidelines	2016		87.7 (80.4-95.0)	83.5	No	82.2	No
40-Percentage of women aged 50-74 years receiving breast cancer screening based on recent guidelines	2016		87.7 (81.3-94.1)	79.2	Yes	79.7	No
41-Percentage of women (aged 50-74 years) who had a mammogram between October 1, 2014 and December 31, 2016	2016	158	66.9	65	No	71.2	No
Oral Health Indicators							
288-Lip, oral cavity and pharynx cancer incidence rate per 100,000	2013-2015	48	24.7	14.7	Yes	12.9	Yes
289-Age-adjusted lip, oral cavity and pharynx cancer incidence rate per 100,000	2013-2015	48	17.8	11.6	Yes	10.9	Yes
290-Lip, oral cavity and pharynx cancer mortality rate per 100,000	2013-2015	12	6.2	2.6	Yes	2.5	Yes
291-Age-adjusted lip, oral cavity and pharynx cancer mortality rate per 100,000	2013-2015	12	4.1	2	No	2.1	No
292-Oral cancer mortality per 100,000 - Aged 45-74 years	2013-2015		s	4.3	N/A	4.5	N/A

*Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).

** All rates are per 100,000 unless otherwise specified.

Tobacco, Alcohol, and Other Substance Abuse Indicators

346-Alcohol related motor vehicle injuries and deaths per 100,000	2014-2016	96	49.4	38.8	Yes	29.9	Yes
347-Age-adjusted percentage of adults who are current smokers	2016		26.4 (20.6-32.2)	17	Yes	14.5	Yes
348-Age-adjusted percentage of adults living in homes where smoking is prohibited	2008-2009		80.1 (75.4-84.8)	79.3	No	80.9	No
349-Age-adjusted percentage of adults binge drinking during the past month	2016		20.9 (15.7-26.2)	19.1	No	18.3	No

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

**Upstate New York is defined as all counties other than that which make up New York City (Bronx, New York, Kings, Richmond and Queens Counties).*

*** All rates are per 100,000 unless otherwise specified.*

WARREN COUNTY COMMUNITY HEALTH IMPROVEMENT PLAN 2019-2021

Warren County Public Health, Glens Falls Hospital & Community Partners collaborative efforts to reduce the impacts of chronic disease and promote well-being & prevent mental and substance use disorders among Warren County residents.

*Executive
Summary*

Introduction

Warren County Public Health and the Warren County Community Health Improvement Committee are happy to share with you the 2019-2021 Warren County Community Health Improvement Plan executive summary.

The Community Health Improvement Committee is a partnership between Warren County Public Health, Glens Falls Hospital and Community Partners including Adirondack Health Institute, Warren County Office for the Aging, Warren County Department of Social Services, Warren County Certified Home Health Agency, Warren/Washington County Office of Community Services, United Way and a citizen representative.

The Committee was formed to bring people from a variety of backgrounds and areas of expertise together to determine what the health priorities in Warren County should be for 2019-2021 through discussion and data review. The Committee was also tasked with developing a Community Health Improvement Plan to address the health priority areas.

This report will provide an overview of two health priorities identified by the Community Health Improvement Committee as having the greatest impact on the residents of Warren County. It will also include a summary of the data reviewed to identify the two priority areas. This report will also provide a basic outline of several evidence-based interventions being utilized to address the priority areas, the roles of partners in implementation and how the Committee is attempting to engage the broader community in the implementation of the interventions.

Finally, the process for tracking progress and evaluating the impact of the interventions will also be discussed in this report.

Warren County Health Priorities

The Warren County Community Health Improvement Committee utilized the New York State Department of Health Prevention Agenda's five priority areas and the previous Warren County Community Health Improvement Plan (CHIP) as a starting point for determining the health priorities for Warren County in 2019-2021.

During the prioritization process large volumes of data from various sources were analyzed and discussed including socio-demographic, health system profiles, morbidity and mortality rates, health behaviors (i.e. smoking rate), environmental (including built environment), a community stakeholder survey and County Health Rankings (see Warren County Community Health Assessment for a complete list of data sources).

The data review allowed each Committee member to make their case for what they felt should be the health priorities in Warren County using objective data. It became apparent as the committee members discussed the data that two health priority areas were emerging. A final vote by committee members identified Preventing Chronic Disease and Promoting Well-being & Prevent Mental & Substance Use

Disorders as the two health priorities in Warren County. It is important to note that these two health priorities were identified in the previous Community Health Improvement Plan as well.

Since the two identified health priorities are influenced by a large number of variables the Committee broke each health priority down further. Identified in each health priority were focus areas that the committee determined were the best options to pursue evidence-based interventions that could bring about positive changes.

The focus areas for Preventing Chronic Disease include

- Increasing Healthy Eating & Food Security
- Tobacco Prevention
- Chronic Disease Preventive Care and Management

The focus areas for Promoting Well-being & Prevent Mental & Substance Use Disorders include

- Improving Well-Being
- Mental & Substance Use Disorder Prevention

Along with identifying the two priority areas Committee members were asked to review the data to identify and health disparities that might exist among certain populations in Warren County. Committee members looked for health disparities among racial, ethnic, and socio-economic groups, age groups, and persons with disabilities. Due to Warren County's overall lack of racial and ethnic diversity and relatively small population Committee members decided that the largest health disparities existed within populations that had lower socio-economic status.

Partner Roles in Addressing Health Priorities

In order to bring about positive change to the identified health priority areas it was important for Committee members to identify their roles in the implementation and assessment of the evidence-based interventions being utilized.

Glens Falls Hospital fills many roles as a partner. The Glens Falls Hospital has been a healthcare leader in Warren County for many years. The Hospital holds many of the New York State grants that provide funding and resources to address chronic disease within County. Glens Falls Hospital houses the New York State Cancer Services program and is the lead agency for increasing access to preventive cancer screenings. The Hospital is able to gather and share data regarding the success of the interventions being utilized.

Glens Falls Hospital also has the Health Promotion Center which works to improve the health and well-being of the people and communities in Warren County and the region. Their work focuses on strategies to make it easier for people to eat well, be tobacco-free, be physically active and obtain preventative care.

This work is currently supported through grant-funded initiatives housed within the Health Promotion Center, including Creating Healthy Schools and Communities and the Health Systems for a Tobacco-Free NY programs. The grant reporting requirements allow for regular tracking and assessment of the effectiveness of the evidence-based interventions being implemented.

Through these programs, Health Promotion Center staff work collaboratively with school districts, businesses, communities, hospitals, and healthcare provider organizations to support healthy lifestyles for their patients and community members. Specific strategies focus on policy, systems, and environmental changes that reduce risks for chronic disease and improve quality of life for both children and adults.

Adirondack Health Institute (AHI) has been instrumental in the Community Health Improvement Planning process. Staff at AHI has provided support for the Warren County CHIP by creating a standardized format for compiling and sharing the data used to justify the CHIP. AHI has also helped create, distribute, collect and analyze data from the stakeholder survey. Adirondack Health Institute has also provided staff and resources to bring together regional stakeholders that work collaboratively on interventions to advance each partner's goals and objectives as identified in the Warren County CHIP.

The remaining partners all play vital roles in advancing the Warren County CHIP. All of the partners provide content experts to discuss the health challenges facing Warren County residents. They engage in regular meetings and keep the committee abreast of what is happening in the community with regards to their area of concern. Several of the partners hold grants or are engaged in activities with other community partners that address the health priorities identified in Warren County.

All of the partners that have been involved in the CHIP planning process have agreed to share this information with their leadership and are actively sharing this information with other community partners that were not directly involved in the creation of the CHIP.

Evidence-based Intervention Strategies Being Implemented

Although not a guarantee, implementing interventions that have been shown to positively impact health with other populations improves the likelihood of similar changes in the Warren County health priority areas. However, because of limited staffing and financial resources the Warren County CHIP Planning Committee decided not to begin new intervention strategies to address the health priorities in Warren County. Instead, the Committee decided to work with partners that were already working in the health priority areas and piggyback on their current efforts.

Almost all of the partners are utilizing evidence-based strategies in their daily work to create change within the health priority areas identified. These strategies include...

Health Priority Area – Prevent Chronic Disease Intervention Strategies

- Increase the availability fruit and vegetable incentive programs.
- Use media and health communications to highlight the dangers of tobacco, promote effective tobacco control policies and reshape social norms.
- Pursue policy action to reduce the impact of tobacco marketing in lower-income and racial/ethnic minority communities, disadvantaged urban neighborhoods and rural areas.
- Decrease the availability of flavored tobacco products including menthol flavors used in combustible and non-combustible tobacco products and flavored liquids including menthol used in electronic vapor products.
- Increase the number of smoke-free parks, beaches, playgrounds, college and other public spaces.

- Use small media such as videos, printed materials (letters, brochures, newsletters) and health communications to build public awareness and demand for free and low-cost cancer screening.
- Promote strategies that improve access and adherence to medications and devices for the management of chronic diseases.

Health Priority Area – Promote Well-being and Prevent Mental & Substance Use Disorders

- Implement a multilevel intervention model that focused at the individual, health systems, community and policy-levels.
- Identify and support people at risk: Gatekeeper Training, crisis intervention, treatment for people at risk of suicide, treatment to prevent re-attempts, postvention, safe reporting and messaging about suicides.
- Create protective environments: Reduce access to lethal means among persons at risk of suicide; integrate trauma informed approaches, reduce excessive alcohol use
- Strengthening resources for families and caregivers.
- Grow resilient communities through education, engagement, activation/mobilization and celebration.
- Increase availability of/access and linkages to medication-assisted treatment (MAT) including Buprenorphine
- Mental Health First Aid is an evidence- based public education program that teaches people how to respond to individuals who are experiencing one or more acute mental health crises (such as suicidal thoughts or behavior, an acute stress reaction, panic attacks or acute psychotic behavior) or are in the early stages of one or more chronic mental health problems (such as depressive, anxiety or psychotic disorders, which may occur with substance abuse).

Tracking Progress to Evaluate Impact

It can take months to years for the health impacts of specific interventions to be noticed. It is important though for the Warren County CHIP Committee to continue to follow-up with partners to measure progress they are making specific interventions and also to document if an intervention has been stopped due to funding issues or unforeseen circumstances.

Therefore, the Warren County CHIP Committee will meet at least twice a year to share information about how specific interventions are going and to maintain strong working relationships with partners.

Partners working on specific interventions will be asked to share annual progress reports with the committee and to provide updates on anticipated changes to or continuation of specific interventions.

The strong collaborative relationship with CHIP Committee members enables Warren County Public Health, Glens Falls Hospital and all of our community partners the opportunity to create real change within the identified health priorities. It also ensures better use of limited funding and staffing resources available to positively impact the health of Warren County residents.

Warren County Board of Supervisors

RESOLUTION NO. 42 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

AUTHORIZING CONTINUATION AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH FOR SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR THE WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM

WHEREAS, the Director of Public Health/Patient Services has requested to continue its contractual relationship with the New York State Department of Health (NYSDOH) relating to a Special Supplemental Food Program for the Women, Infants and Children (WIC) Program, in an amount not to exceed One Million One Hundred Twenty Thousand Two Hundred Fifty-Six Dollars (\$1,120,256) for a multi year term commencing October 1, 2020 and terminating September 30, 2022, now, therefore, be it

RESOLVED, that Warren County continue its contractual relationship with the New York State Department of Health relating to a Special Supplemental Food Program for the Women, Infants and Children (WIC) Program, 150 Broadway, Suite 650, Menands, New York 12204, in an amount not to exceed One Million One Hundred Twenty Thousand Two Hundred Fifty-Six Dollars (\$1,120,256) for a multi year term commencing October 1, 2020 and terminating September 30, 2022, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with the New York State Department of Health relating to the Special Supplemental Food Program for the Women, Infants and Children (WIC) Program, in an amount not to exceed One Million One Hundred Twenty Thousand Two Hundred Fifty-Six Dollars (\$1,120,256) for a multi year term commencing October 1, 2020 and terminating August 30, 2022, in a form approved by the County Attorney, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the annual certifications and annual funding renewal agreements for such additional annual terms through September 30, 2022 contingent upon funding availability and program performance, in a form approved by

RESOLUTION NO. 42 OF 2020

PAGE 2 OF 2

the County Attorney without the need for further resolution, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all documents necessary to accept any Cost of Living Adjustment (COLA) payments that the County may receive relating to the above-described contract term commencing October 1, 2020 and terminating September 30, 2022, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this contract, no further resolution to accept monies will be necessary to accept these funds and the Chairman of the Board of Supervisors is authorized to execute any documents necessary to receive the funds.

Warren County Board of Supervisors

RESOLUTION NO. 43 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

AUTHORIZING AGREEMENT WITH NEW YORK STATE DEPARTMENT OF HEALTH TO PROVIDE SERVICES TO CHILDREN AND YOUTH WITH SPECIAL HEALTH CARE NEEDS

WHEREAS, the Director of Public Health/Patient Services has requested that the County enter into a multi-year agreement with the New York State Department of Health, Division of Family Health for a five year term commencing October 1, 2020 and terminating September 30, 2025, in an annual amount not to exceed Twenty-Three Thousand Eighty-Eight Dollars (\$23,088), now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with the New York State Department of Health, Division of Family Health, Room 878, Corning Tower Building, Albany, New York 12237, to provide services to children and youth with special health care needs for a multi-year term commencing October 1, 2020 and terminating September 30, 2025 in an annual amount not to exceed Twenty-Three Thousand Eighty-Eight Dollars (\$23,088), and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the annual funding renewal agreement for such additional annual terms through September 30, 2025 contingent upon funding availability and program performance, in a form approved by the County Attorney without the need for further resolution, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all documents necessary to accept any Cost of Living Adjustment (COLA) payments that the County may receive relating to the above-described contract term commencing October 1, 2020 and terminating September 30, 2025, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this agreement, no further resolution to accept said monies is necessary and the Chairman of the Board of Supervisors is authorized to execute any documents necessary to receive the additional funds in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 44 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

AMENDING THE AGREEMENT WITH NORTH COUNTRY HOME SERVICES TO REFLECT AN INCREASE IN RATES FOR PARAPROFESSIONAL CARE SERVICES FOR THE HEALTH SERVICES DEPARTMENT

WHEREAS, Resolution No. 495 of 2018 authorized an amendment agreement with North Country Home Services, Inc. (the “Agency”) to reflect an increase in rates for 2019 for paraprofessional care services under the CHHA Program, and

WHEREAS, the Director of Public Health/Patient Services has advised that the Home Health Aide rate for North Country Home Services, Inc., 25 Church Street, Saranac Lake, New York 12983 will be increasing to Thirty-Five Dollars and Fifty Cents (\$35.50) per hour for 2020, now, therefore, be it

RESOLVED, that the rates for the services for 2020 be and hereby are, increased as follows:

<u>CONTRACTOR/ AGENCY</u>	<u>PURPOSE</u>	<u>ESTIMATED CONTRACT AMOUNTS/RATES</u>
North Country Home Services, Inc.	Paraprofessional Care Services-CHHA	Home Health Aide \$35.50/hr

and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an amendment agreement with North Country Home Services, Inc. to reflect the rate increase, effective January 1, 2020, in a form approved by the County Attorney, and be it further

RESOLVED, that unless there should be a material change in contract terms or a change in rates/costs, a further Board resolution will not be necessary for the Chairman of the Board of Supervisors to execute contracts for continuous one year terms, provided appropriations for such are made in the Health Services budget and the Department Head recommends continuation of the contract, and be it further

RESOLVED, that the funds for the agreement will be paid from Budget Code A.4010 470, Health Services, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 45 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

AUTHORIZING THE DIRECTOR OF WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING TO SUBMIT A FOUR YEAR IMPLEMENTATION PLAN AND THE 2020-2021 FUNDING APPLICATION TO THE NEW YORK STATE OFFICE FOR THE AGING

WHEREAS, the New York State Office for the Aging requires submission of a Four Year Implementation Plan for the period 04/01/2020 - 03/31/2024 and a Funding Application for the period 04/01/2020 - 03/31/2021 for Warren-Hamilton Counties' Office for the Aging, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute said Four Year Implementation Plan, annual updates to the Four Year Implementation Plan, and the Funding Application for the program years 4/1/2020 - 3/31/2024, on behalf of the Warren-Hamilton Counties' Office for the Aging in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 46 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

AMENDING MEMORANDUM OF UNDERSTANDING BETWEEN SOUTHERN ADIRONDACK INDEPENDENT LIVING CENTER (SAIL) AND WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING AND REGIONAL NY CONNECTS ILC GRANTEES TO PROVIDE SERVICES TO THE ELDERLY IN WARREN AND HAMILTON COUNTIES THROUGH THE NEW YORK CONNECTS PROGRAM

WHEREAS, pursuant to Resolution No. 264 of 2017, the Chairman of the Board of Supervisors was authorized to execute a memorandum of understanding with Southern Adirondack Independent Living Center (SAIL) and Regional NY Connects ILC Grantees to provide services to elderly residents in both Warren and Hamilton Counties through the New York Connects Program, and

WHEREAS, the Director of the Office for the Aging has requested that the memorandum of understanding be amended to delete Southern Adirondack Independent Living Center (SAIL) as the Independent Living Center of the Hudson Valley no longer sub-contracts NY Connects services to SAIL, now, therefore, be it

RESOLVED, that the memorandum of understanding with Regional NY Connects ILC Grantees, be, and hereby is, amended to delete Southern Adirondack Independent Living Center (SAIL), in a form approved by the County Attorney, and be it further

RESOLVED, other than the changes outlined herein, all other terms and conditions of Resolution No. 264 of 2017 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 47 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, MERLINO, STROUGH, BRAYMER, BRUNO, FRASIER, GERAGHTY, LEGGETT AND SEEBER

**AUTHORIZING WARREN COUNTY TOURIST AND
CONVENTION DEVELOPMENT AGREEMENT WITH
THE ADIRONDACK CIVIC CENTER COALITION, INC.
FOR OCCUPANCY TAX SPECIAL EVENT FUNDING**

WHEREAS, the Occupancy Tax Committee is recommending that Warren County enter into a Tourist and Convention Development Agreement (“Agreement”) with the Adirondack Civic Center Coalition, Inc. (“Coalition”), 1 Civic Center Plaza, Glens Falls, New York 12801, wherein the County would provide funding in a total amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000) to be paid on a quarterly basis for year 2020, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with the Adirondack Civic Center Coalition, Inc. as outlined in the preambles of this resolution and the Chairman of the Board of Supervisors is hereby authorized to execute the Agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.6417.0002 480.02 Tourism/Occupancy, Occupancy Tax, Tourism - Convention Event Development Fund.

Warren County Board of Supervisors

RESOLUTION NO. 48 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, MERLINO, STROUGH, BRAYMER, BRUNO, FRASIER, GERAGHTY, LEGGETT AND SEEBER

AUTHORIZING CONTINUATION OF THE INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE TO PROVIDE FUNDING FOR PROMOTION SPACE WITHIN THE LAKE GEORGE VISITOR CENTER

WHEREAS, Resolution No. 219 of 2019 authorized continuation of an intermunicipal agreement with the Village of Lake George for promotional space within the Lake George Visitor Center, for a term commencing January 1, 2019 and terminating December 31, 2019, for an amount not to exceed Twenty-Five Thousand Dollars (\$25,000), and

WHEREAS, the Occupancy Tax Coordination Committee is requesting to continue this agreement for a term commencing January 1, 2020 and terminating December 31, 2020, upon the same terms and conditions as previously authorized, now, therefore be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement consistent with the terms and provisions of this resolution and in the form approved by the County Attorney, and be it further

RESOLVED, that the funding for the agreement authorized herein shall be paid from Budget Code A.6417.0002 480.05 - Tourism/Occupancy, Occupancy Tax, Tourism-Business Promotion, upon receipt of a verified voucher in the amount authorized above.

Warren County Board of Supervisors

RESOLUTION NO. 49 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, MERLINO, STROUGH, BRAYMER, BRUNO, FRASIER, GERAGHTY, LEGGETT AND SEEBER

AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2020 OCCUPANCY TAX REVENUES

RESOLVED, that Warren County enter into the standard form Warren County Tourist and Convention Development Agreement with certain applicants as listed on the attached "Schedule A" with each agreement to be in a form approved by the County Attorney, and be it further

RESOLVED, that the Chairman of the Warren County Board of Supervisors be, and hereby is, authorized and directed to execute the agreements identified herein and that the funds will be expended from Budget Code A.6417.0002 480, Tourism/Occupancy, Occupancy Tax, Tourism-Special Events - \$285,000; Budget Code A.6417.0002 480.03, Tourism/Occupancy, Occupancy Tax, Tourism-Special Events Discretionary Fund - \$80,000; Budget Code A.6417.0002 469, Tourism/Occupancy, Occupancy Tax, Other Payments/Contributions - \$37,500; and A.6417.0001 481, Tourism/Occupancy, Tourism, Tourism Promotion - \$23,250.

SCHEDULE "A"

2020 Occupancy Tax Awards

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
1	Adirondack Festivals, LLC	6 th Annual Adirondack Wine & Food Festival	6/27/20 - 6/28/20	\$35,000.00
2	Adirondack Hot Air Balloon Festival, Inc.	Balloon Festival	9/17/20-9/20/20	\$35,000.00
3	Adirondack Sports Complex, LLC	ADKSC Softball Tournaments	1/1/20-12/20/20	\$40,000.00
4	Albany Rods & Kustoms, Inc.	32 nd Adirondack Nationals Car Show	9/10/20-9/13/20	\$25,000.00
5	Americade	Americade	6/2/20-6/6/20	\$50,000.00
6	Greater Glens Falls Amateur Athletic Champ. Assoc.	NYSPHSAA Boys Basketball	3/20/20-3/22/20	\$25,000.00
7	Lake George Winter Carnival	Lake George Winter Carnival	1/24/20 and weekends in Feb. 2020	\$35,000.00
8	North Creek Business Alliance	3 year Commitment for Shuttle Bus	2020	\$12,500.00
9	Warren County Safe & Quality Biking Organization	Promotion of Bicycling	2020	\$5,000.00
10	Warrensburg Bike Rally	20 th Warrensburg Bike Rally	5/29/20-6/7/20	\$10,000.00
11	Warrensburg Chamber of Commerce	41 st Annual World's Largest Garage Sale	10/2/20-10/4/20	\$28,250.00
12	Americade	Block Party	6/5/20-6/6/20	\$5,000.00

RESOLUTION NO. 49 OF 2020

PAGE 3 OF 3

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
13	Hyde Collection	Marketing and Publications	2020	\$15,000.00
14	Improv Records, Inc.	Adirondack Independence Music Festival	9/4/20-9/6/20	\$25,000.00
15	Iroquois Empire Regional Volleyball Association	IREVA Junior Regional Championships	5/2/20-5/3/20	\$5,000.00
16	PrimeTime Lacrosse	2020 LG National Invitational - Lacrosse	7/8/20-7/9/20 & 7/11/20-7/12/20	\$30,000.00
17	Adirondack Race Management	Lake George Triathlon Festival	9/5/20-9/6/20	\$10,000.00
18	Adirondack Folk School	2020 Christkindlmarkt	12/4/20-12/6/20	\$35,000.00
	TOTAL			\$425,750.00

Warren County Board of Supervisors

RESOLUTION NO. 50 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, MERLINO, STROUGH, BRAYMER, BRUNO, FRASIER, GERAGHTY, LEGGETT AND SEEBER

APPROVING THE 2020 OCCUPANCY TAX SPENDING PLAN AND AUTHORIZING AGREEMENTS BETWEEN MUNICIPALITIES IN WARREN COUNTY AND OTHER ORGANIZATIONS FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES

WHEREAS, the County derives revenues from the Occupancy Tax authorized by act of the New York State Legislature (Chapter 422 of the Laws of 2003) and, after deducting the amount provided for administering such tax, is to allocate the funds to enhance the general economy of the County of Warren and its cities, towns and villages through the promotion of tourist activities, conventions, trade shows, special events and other directly related and supported activities, and

WHEREAS, the Warren County Board of Supervisors has previously authorized contracts with the various municipalities in Warren County to provide funds, annually, to enhance the general economy of the various municipalities and therefore, the County of Warren, through the promotion of tourist activities, conventions, trade shows, special events, and other directly related and supported activities, and

WHEREAS, the Occupancy Tax Coordination Committee has approved the 2020 Occupancy Tax Spending Plan to authorize the contracts with various municipalities for 2020 as outlined above, as well as to provide funding for the following: Warren County Event Funding and the Lake George Convention and Visitors Bureau for the following stated amounts in January of 2020 or as soon thereafter as agreements between the municipalities and the various organizations can be executed and payment thereunder processed:

RESOLUTION NO. 50 OF 2020

PAGE 2 OF 2

2020 Occupancy Tax Spending Plan

Lake George	\$145,000	(Combined Town and Village allocation)
Bolton	\$ 55,000	
Queensbury	\$ 55,000	
Towns & City of Glens Falls	\$112,500	\$12,500 each of the eight remaining towns & City of Glens Falls
County Event Funding	\$425,750	Remaining County event funding for major regional activities only
Lake George Convention & Visitors Bureau	\$550,000	

now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute agreements providing funds for the various municipalities listed above, as well as for Warren County Event Funding and the Lake George Convention & Visitors Bureau, as approved in the 2020 Occupancy Tax Spending Plan stated in the preambles of this resolution in a form approved by the County Attorney, and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to pay the amounts specifically set forth herein above as soon as possible upon receipt of a fully executed agreement, and be it further

RESOLVED, that the remaining amounts provided to the municipalities under the previously existing agreements to be distributed as provided therein and based on the formula previously approved by the Warren County Board of Supervisors in distributing twenty-five percent (25%) of the total occupancy tax collections to the municipalities in Warren County.

Warren County Board of Supervisors

RESOLUTION NO. 51 OF 2020

**RESOLUTION INTRODUCED BY SUPERVISORS MERLINO, DICKINSON, FRASIER, MAGOWAN
(ALTERNATE COUNTY MEMBER - SUPERVISOR HOGAN)**

RATIFYING THE AUTHORIZATION OF A REDUCED FEE FOR USE OF THE FESTIVAL COMMONS AT THE CHARLES R. WOOD PARK FOR THE LAKE GEORGE WINTER CARNIVAL OUTHOUSE RACES

WHEREAS, the Park Operations & Management (O&M) Committee recognizes the value of programs administered and funded by the Lake George Winter Carnival and in recognition of such has suggested authorizing a reduced fee of \$500 for use of the Festival Commons at the Charles R. Wood Park during the Lake George Winter Carnival for the Outhouse Race event to be held on February 1, 2020, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors does hereby ratify the authorization of a reduced fee of \$500 for use of the Festival Commons at the Charles R. Wood Park during the Lake George Winter Carnival for the Outhouse Race event to be held on February 1, 2020.

Warren County Board of Supervisors

RESOLUTION No. 52 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING OUT-OF-STATE TRAVEL FOR MICKI GUY, EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR; TRAVIS HOWE, 2ND DEPUTY EMS COORDINATOR AND JACK TIMS, 3RD DEPUTY EMS COORDINATOR TO ATTEND THE EMS TODAY CONFERENCE AND EXPOSITION IN TAMPA, FLORIDA

RESOLVED, that Micki Guy, Emergency Medical Services (EMS) Coordinator; Travis Howe, 2nd Deputy EMS Coordinator; and Jack Tims, 3rd Deputy EMS Coordinator, are hereby authorized to attend the EMS Today Conference and Exposition in Tampa, Florida March 2, 2020 through March 7, 2020, at a cost of Two Thousand Three Hundred Forty-Nine Dollars (\$2,349) to be paid from Budget Code A.4022 444 - Emergency Medical Service, Travel/Education/Conference.

Warren County Board of Supervisors

RESOLUTION NO. 53 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES UNDER THE FY20 STATE HOMELAND SECURITY GRANT PROGRAM

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board to execute and submit a grant application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Building 7A, 6th Floor, Albany, New York 12242, under the FY20 State Homeland Security Grant Program for a total amount not to exceed One Hundred Thousand Dollars (\$100,000) with a term to be determined and no matching County funds required, and be it further

RESOLVED, that upon notification of the grant award, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 54 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR FY20 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT FUNDING FOR THE OFFICE OF EMERGENCY SERVICES

WHEREAS the New York State Division of Homeland Security and Emergency Services provides grant performance grant funding for local emergency management staff, and

WHEREAS the Warren County Office of Emergency Management desires to obtain grant funding to pay a portion of the salary and fringe benefits for the Emergency Services Coordinator and staff, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes a grant application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Building 7A, 6th Floor, Albany, New York 12242, for FY20 Local Emergency Management Performance Grant funding, for an amount not to exceed Thirty-Five Thousand Dollars (\$35,000), with a term to be determined, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said grant application in a form approved by the County Attorney, and be it further

RESOLVED, that upon notification of the award of said grant funds, the Chairman of the Warren County Board of Supervisors be, and hereby is, authorized and directed to execute any and all grant documents on behalf of the County of Warren relative to the above grant.

Warren County Board of Supervisors

RESOLUTION NO. 55 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR THE FY20 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT FOR THE LOCAL EMERGENCY PLANNING COMMITTEE

RESOLVED, that the Warren County Board of Supervisors hereby authorizes a grant application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, State Campus, Building 7A, Albany, New York 12242, for an FY20 Hazardous Materials Emergency Preparedness Grant, for an amount not to exceed Fifty Thousand Dollars (\$50,000), and a local match of not more than 25% to be paid through in-kind services may be required, with a term to be determined, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said grant application in a form approved by the County Attorney, and be it further

RESOLVED, that upon notification of the award of said grant funds, the Chairman of the Warren County Board of Supervisors be, and hereby is, authorized and directed to execute any and all grant documents on behalf of the County of Warren relative to the above grant.

Warren County Board of Supervisors

RESOLUTION NO. 56 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING AGREEMENT WITH THE CITY OF GLENS FALLS TO PROVIDE REIMBURSEMENT FOR TRAINING AND FOR THE CITY FIRE DEPARTMENT TO BE FIRST RESPONDERS TO HAZARDOUS MATERIALS/WEAPONS OF MASS DESTRUCTION INCIDENTS -FIRE PREVENTION & CONTROL

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 181 of 2003 and Resolution No. 217 of 2004), with the City of Glens Falls Fire Department to reimburse the Fire Department for the cost and expenses, including personnel cost, of training its members and enter into an agreement with the City of Glens Falls Fire Department to have the Fire Department act as the County's Hazardous Materials/Weapons of Mass Destruction First Responders for a term commencing upon execution by both parties and terminating upon sixty (60) days written notice by either party, and be it further

RESOLVED, that the County of Warren hereby agrees to pay the actual costs over and above the City's regular payroll under said agreement for a sum not to exceed Twenty-Five Thousand Dollars (\$25,000), and be it further

RESOLVED, that the Chairman of the Board of Supervisors, be, and hereby is, authorized to execute an agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that funds shall be expended from Budget Code A.3410 470, Fire Prevention & Control, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 57 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

**AWARDING BID AND AUTHORIZING AGREEMENT WITH
CAPITAL DIGITRONICS, INC. FOR PREVENTATIVE MAINTENANCE AND SERVICE
FOR COMMUNICATION EQUIPMENT (WC 72-19)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Preventative Maintenance and Service for Communication Equipment (WC 72-19), and

WHEREAS, the Sheriff has recommended awarding the bid to Capital Digitronics, Inc., as the lowest responsible bidder per the bid specifications, now, therefore, be it

RESOLVED, that the Purchasing Agent notify Capital Digitronics, Inc. of the acceptance of their bid, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Capital Digitronics, Inc., 264 Bradford Street, Albany, New York 12206 for Preventative Maintenance and Service for Communication Equipment, pursuant to the terms and provisions of the specifications (WC 72-19) and proposal, for the term commencing January 1, 2020 and terminating December 31, 2020, with the option of two (2) one-year extensions at a negotiated rate of One Hundred Fifteen Thousand Dollars (\$115,000) per year, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3020 470 Sheriff's 911 Center, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 58 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING AGREEMENT WITH MOTOROLA SOLUTIONS, INC. TO PROVIDE HARDWARE REFRESH AND SUPPORT FOR COMMUNICATIONS CENTER EQUIPMENT

RESOLVED, that Warren County enter into an agreement with Motorola Solutions, Inc., 123 Tice Boulevard, Suite 202, Woodcliff Lake, New Jersey 07677, to provide hardware refresh and support for Communications Center equipment, in an amount not to exceed Four Hundred Eighty-One Thousand Nine Hundred Fifty-Nine Dollars and Sixty Cents (\$481,959.60) for a term commencing January 1, 2020 and terminating December 31, 2024, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3030 4042 Sheriff's 911 Center, 2019 Interoperable Comm Grant.

Warren County Board of Supervisors

RESOLUTION NO. 59 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING RENEWAL OF INTERMUNICIPAL AGREEMENT WITH THE TOWN OF SCHROON AND ESSEX COUNTY SHERIFF'S DEPARTMENT FOR MARINE LAW ENFORCEMENT ON SCHROON LAKE IN THE TOWN OF SCHROON, ESSEX COUNTY, NEW YORK

RESOLVED, that Warren County renew and continue the Intermunicipal Agreement (the previous agreement being authorized by Resolution No. 230 of 2017), with the Town of Schroon, and the Essex County Sheriff's Department, to provide boat patrol law enforcement services on the portion of Schroon Lake located within Essex County, for an amount of Four Thousand Dollars (\$4,000) to be paid to Warren County, for a term commencing January 1, 2020 and terminating December 31, 2020, and the Chairman of the Board of Supervisors and the Warren County Sheriff are hereby authorized to execute a renewal of the Intermunicipal Agreement with the Town of Schroon and the Essex County Sheriff's Department in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 60 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEGER AND SHEPLER

AUTHORIZING AGREEMENT WITH NEC CORPORATION OF AMERICA TO PROVIDE BASIC MONITORING OF VOICE NETWORK COMPONENTS FOR THE SHERIFF'S OFFICE

RESOLVED, that the Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 277 of 2018), with NEC Corporation of America, 3929 West John Carpenter Freeway, Irving, Texas 75063, to provide basic remote monitoring of voice network components for the Sheriff's Office, in an amount not to exceed Three Thousand Six Hundred Twenty-One Dollars (\$3,621), for a term commencing February 1, 2020 and terminating January 31, 2021, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3020 470 Sheriff's 911 Center, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 61 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES TO UPGRADE COMMUNICATIONS CENTER 911 SYSTEMS FOR THE SHERIFF'S DEPARTMENT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board to execute and submit a grant application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Building 7A, Suite 710, Albany, New York 12242, to upgrade the Communications Center 911 systems, for a total amount not to exceed Four Hundred Ninety-Three Thousand Four Hundred Fifty-Six Dollars (\$493,456), with no matching County funds required, for a term commencing January 1, 2020 and terminating December 31, 2020 and be it further

RESOLVED, that upon notification of the grant award, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 62 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES TO PURCHASE PUBLIC SAFETY ANSWERING POINT/DISPATCH EQUIPMENT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board to execute and submit a grant application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Building 7A, Suite 710, Albany, New York 12242, to purchase public safety answering point/dispatch equipment, for a total amount not to exceed One Hundred Forty-Five Thousand Nine Hundred Thirty-Five Dollars (\$145,935), with no matching County funds required, for a term commencing January 1, 2020 and terminating December 31, 2020 and be it further

RESOLVED, that upon notification of the grant award, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 63 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SIMPSON, BRAYMER, DIAMOND, DRISCOLL, SEEBER AND SHEPLER

**RATIFYING THE ACTIONS OF THE FORMER SHERIFF IN EXECUTING A
MEMORANDUM OF UNDERSTANDING WITH CBH MEDICAL, P.C.
TO REVISE THE STAFFING SCHEDULE**

RESOLVED, that the Warren County Board of Supervisors does hereby ratify the actions of former Sheriff Nathan H. York in executing a memorandum of understanding with CBH Medical, P.C., to revise the staffing schedule commencing retroactive to October 19, 2019 and terminating December 31, 2019 which incorporates the terms of the Memorandum of Understanding.

Warren County Board of Supervisors

RESOLUTION NO. 64 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, LEGGETT, BRAYMER, BRUNO, MAGOWAN, MERLINO, STROUGH AND WILD

AMENDING SNOWMOBILE TRAIL LICENSE AGREEMENT WITH LYME ADIRONDACK TIMBERLANDS I, LLC FOR SNOWMOBILE TRAIL SYSTEM LOCATED IN THE TOWN OF HAGUE, TO INCREASE THE NOT TO EXCEED AMOUNT

WHEREAS, pursuant to Resolution No. 350 of 2019, the Chairman of the Board of Supervisors was authorized to execute a snowmobile trail license agreement with Lyme Adirondack Timberlands I, LLC, 123 Quaker Road, Suite 107, Queensbury, New York 12804, to continue the use of the snowmobile trail system located in the Town of Hague for a total amount not to exceed Three Thousand One Hundred Eighty-Five Dollars (\$3,185), and

WHEREAS, the Superintendent of Public Works has requested that the snowmobile trail license agreement be amended to increase the not to exceed amount to Three Thousand Two Hundred Eighty Dollars (\$3,280), now, therefore, be it

RESOLVED, that the snowmobile trail license agreement with Lyme Adirondack Timberlands I, LLC, be, and hereby is, amended to increase the not to exceed amount to Three Thousand Two Hundred Eighty Dollars (\$3,280), commencing upon execution by both parties and terminating April 15, 2020, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.7110 411 Parks & Recreation, Rent - Building/Property, and be it further

RESOLVED, other than the changes outlined herein, all other terms and conditions of Resolution No. 350 of 2019 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 65 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, LEGGETT, BRAYMER, BRUNO, MAGOWAN, MERLINO, STROUGH AND WILD

AUTHORIZING AGREEMENT WITH HAGUE SNO-GOERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2020

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Hague Sno-Goers Snowmobile Club, 448 New Hague Road, Hague, New York 12836, to provide snowmobile trail maintenance and equipment, in an amount not to exceed Nine Thousand Dollars (\$9,000), for a term commencing January 1, 2020 and terminating December 31, 2020, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.7110 470 Parks & Recreation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 66 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, LEGGETT, BRAYMER, BRUNO, MAGOWAN, MERLINO, STROUGH AND WILD

**AUTHORIZING AGREEMENT WITH NORTHERN WARREN TRAILBLAZERS
SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL
MAINTENANCE AND EQUIPMENT FOR 2020**

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with the Northern Warren Trailblazers Snowmobile Club, P.O. Box 613, Chestertown, New York 12817, to provide snowmobile trail maintenance and equipment, in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), for a term commencing January 1, 2020 and terminating December 31, 2020, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.7110 470 Parks & Recreation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 67 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, LEGGETT, BRAYMER, BRUNO, MAGOWAN, MERLINO, STROUGH AND WILD

AUTHORIZING AGREEMENT WITH THURMAN CONNECTION SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2020

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Thurman Connection Snowmobile Club, 133 Bear Pond Road, Athol, New York 12810, to provide snowmobile trail maintenance and equipment, in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000), for a term commencing January 1, 2020 and terminating December 31, 2020, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.7110 470 Parks & Recreation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 68 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, LEGGETT, BRAYMER, BRUNO, MAGOWAN, MERLINO, STROUGH AND WILD

REJECTING ALL BIDS REGARDING THE SALE OF THE BOSTON & MAIN CABOOSE #482 CURRENTLY LOCATED AT THE THURMAN STATION (WC 81-19)

WHEREAS, the Purchasing Agent advertised for sealed bids for the Sale of the Boston & Maine Caboose #482 currently located at the Thurman Station (WC 81-19), and

WHEREAS, the Public Works Committee has reviewed the bids and determined none to be sufficient and therefore has recommended that all bids be rejected, now, therefore, be it

RESOLVED, that all bids received for the Sale of the Boston & Maine Caboose #482 currently located at the Thurman Station (WC 81-19) be, and hereby are, rejected, and be it further

RESOLVED, that the Purchasing Agent notify the companies that submitted bids of the County's rejection of all bids.

Warren County Board of Supervisors

RESOLUTION NO. 69 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, LEGGETT, WILD, BRUNO, DRISCOLL, HOGAN AND SHEPLER

ADOPTING THE 2020 PURCHASING POLICY FOR WARREN COUNTY

WHEREAS, the Purchasing Agent for Warren County has updated and clarified the Warren County Purchasing Policy and the Support Services Committee has recommended that the same be advanced to the full Board of Supervisors for consideration, and

WHEREAS, the updated and clarified Warren County Purchasing Policy is included with this resolution as Schedule "A", now, therefore, be it

RESOLVED, that the proposed 2020 Purchasing Policy for Warren County, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Purchasing Policies, Resolutions or parts thereof inconsistent with the 2020 Purchasing Policy are hereby repealed, except that the former Purchasing Policy, as amended, shall continue to apply to any purchases made under the former Policy and to those purchases started but not completed under said former Policy.

WARREN COUNTY

PURCHASING

POLICY

2020

Purchasing Policy and Procedures Manual Index

SECTION I

Introduction Page 3

SECTION II

- A. Procedures Applicable to all Purchases
 Regardless of Dollar Amount Page 4
- B. Procedures Specific to Each Type of Purchase Page 8
 - 1. Commodity/Equipment/Furniture Purchases Page 8
 - 2. Public Works Projects/Contracts Page 11
 - 3. Best Value Methodology Page 13
 - 4. Professional Services Page 14
- C. Exemptions Page 16
 - 1. Emergencies, ETA Services, Medical, etc. Page 16
 - 2. Sole Source/Single Source Page 17
 - 3. True Leases Page 18

SECTION III

- Purchase Orders Page 19
 - A. General Page 19
 - B. Blanket Purchase Orders Page 20
 - C. Emergency Purchase Orders Page 20
 - D. Purchase Order Checklist Page 20

SECTION IV

- Asset Management Page 21
 - A. Fixed Assets Page 21
 - B. Capital Assets Page 21

SECTION V

Transfer and Sale of Second Hand Equipment Page 22

SECTION VI

Purchasing Policy - General Conditions Page 23

SECTION I

I. INTRODUCTION

Goods and services must be procured in a manner so as to assure the prudent and economical use of public monies in the best interest of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Adopted by the Warren County Board of Supervisors as internal policies and procedures, this Purchasing Policy governs all procurement of goods and services required to be made pursuant to the competitive bidding requirements of General Municipal Law §103 and those goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding as per General Municipal Law §104-b.

The County of Warren is hereby authorized to make all purchases of necessary goods and services by any means legal within the State of New York and in compliance with all applicable laws, rules and regulations.

The responsibilities and authority for purchasing are assigned by the governing board to Julie Butler, Purchasing Agent, Jason Shpur, Deputy Purchasing Agent and Amber Brownell, Purchasing Assistant. The keynote of any successful purchasing system is cooperation between the employees, Department Heads, staff, Auditor, Treasurer, and the governing board.

SECTION II

II. PURCHASING PROCEDURES

A. Procedures Applicable to all Purchases Regardless of Dollar Amount

Before making any purchase, the following steps must be taken.

1. Confirm that there isn't already a County bid for the item(s).
2. If there's no County bid, check Preferred Source Offerings in the following order:
 - a. Corcraft
New York State Department of Correctional Services
Division of Industries
550 Broadway, Menands, NY 12204
Ph: 518-436-6321
Fax: 518-436-6007
website: <http://www.corcraft.org>
 - b. NYS Preferred Source Program for People Who are Blind (NYSPSP)
136 State Street, 2nd Floor
Albany, NY 12207
Ph: 518-621-0605
Fax: 518-456-3587
website: <http://www.nyspsp.org>
 - c. New York State Industries for the Disabled, Inc.
11 Columbia Circle Drive
Albany, NY 12203
Ph: 518-463-9706
Fax: 518-463-9708
e-mail: administrator@nysid.org
website: <http://www.nysid.org>

Items must meet the form, function and utility of the Department. Catalogs and guidelines may be obtained in the Purchasing Department. If the price from a Preferred Source is within 15% of the lowest quote and meets the specifications of the Department, the item must be purchased from the Preferred Source.

3. If the item/service is not available from a Preferred Source, search the New York State Office of General Services (NYS OGS) website (www.ogs.state.ny.us) for a State Contract. Purchases should be made through available State Contracts (OGS), or under County contract pursuant to Section 408-a of the County Law, and Subd 3 of General Municipal Law (hereinafter "GML") §103 revised in 2013 to allow purchases of materials, equipment or supplies, or to contract for services through any county within the state, whenever such purchases are deemed by the Purchasing Agent to be in the best interest of the County.

RESOLUTION NO. 69 OF 2020

PAGE 6 OF 36

4. If no State Contract is available, or you feel the County can obtain better pricing than State Contract, then Purchasing will proceed with a County bid or the Department may obtain quotes, depending on the dollar thresholds (see pages 8-15).
5. The County is also authorized to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, as authorized by the addition of Subdivision 16 as an amendment to GML §103, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be let in a manner that constitutes competitive bidding to the lowest responsible bidder, or on the basis of best value, “consistent with state law”, meaning in harmony with New York State Law, and made available for use by other governmental entities. Purchases made in accordance with GML §103(16) are not subject to the competitive bidding requirements of GML §103. The stated purpose of GML §103(16) is to reduce costs, and increase efficiencies. The prerequisites that must be met are as follows:
 - a. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. Therefore, there must be an underlying contract let by one of the listed governmental entities. Contracts developed for use by local governments that are let by private parties (e.g. a private company, association or not-for-profit corporation is the party awarding the contract to the vendor), and not by the United States or any agency thereof, any state or any other political subdivision or district therein, would not fall within the exception.
 - b. The contract must have been made available for use by other governmental entities. This means that the other governmental entity has taken steps to make its contract available for New York local governments by including a clause extending the terms and conditions of the contract to other governmental entities. Unilateral offers by vendors to extend contract pricing and other terms and conditions would not fall within the exception.
 - c. The contract must have been let in a manner that constitutes competitive bidding “consistent with state law.” “State law” refers to New York State’s bidding law applicable to its political subdivisions (GML §103 and related case law). Departments exercising the option to purchase under this exemption will be required to obtain background information on the procedures used to let the contract and, as necessary, consult with counsel, to determine whether this prerequisite is met.
6. As allowed by law (see paragraph 5 above), the County has become a member of several National Cooperatives including: National Joint Powers Alliance (NJPA); now known as Sourcewell; US Communities; and National IPA/TCPN; and National Cooperative Purchasing Alliance (NCPA); and Pennsylvania Education Purchasing Program for Microcomputers (PEPPM). The Purchasing Department utilizes these cooperatives on a regular basis in determining the best course of action for particular purchases. Vendors may reference one of these cooperatives in discussions with departmental employees. Purchasing should be consulted to confirm that the company is, in fact, a participating vendor.
7. Vendor numbers must be requested for each vendor receiving payment from Warren County. All

requests for new or changed vendor numbers must be submitted to the Purchasing Department. Vendor numbers are necessary in order to complete a Purchase Order and must contain the following information:

- a. Correct and full name of the individual/organization
- b. Remittance address for payment & phone number
- c. Federal ID or Social Security Number
- d. Reason for payment (so that Purchasing can identify 1099 status)

County Departments are responsible for obtaining W-9 forms from the vendors confirming that payment information provided to the County is valid. A W-9 form must be submitted with each new vendor request in order for a vendor number to be issued.

8. Prevailing Wages apply any time a vendor employs laborers, workmen or mechanics. Vendors are required to pay prevailing rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. Pursuant to Article 9 of the New York State Labor Law, prevailing wages must also be paid for building service contracts such as moving, landscaping, elevator maintenance, etc., for any contract exceeding \$1,500 per year. Owners/operators, who have no employees, are exempt and do not need to pay themselves Prevailing Wages. Certified payrolls must be provided by the Contractor to the applicable County Department, prior to submitting an invoice. The Certified Payroll forms are required to be kept on file by the Departments for which the contract applies. The form can be found at www.co.warren.ny.us/purchasing/forms.php

All prevailing wage schedules must be requested through the Purchasing Department prior to obtaining quotes or bids. All vendors must be provided with the New York State Department of Labor PRC number assigned to each individual project so that appropriate labor rates are included in their quotes/bids. If the contract is cancelled at any time, Purchasing must be notified in order to cancel the prevailing wage schedule for that project.

On occasion, the New York State Department of Labor, Bureau of Public Works, upon receiving complaints for non-payment of prevailing wages shall direct the County to withhold monies due to a vendor. The original notice is forwarded to the Superintendent of the Department of Public Works, a copy is kept in Purchasing and a copy forwarded to the Treasurer's Office. These monies are held until notification is received from the Department of Labor on how they are to be disbursed.

Contractors and the applicable County Department must check prevailing wage schedules for each project on the 1st of each month. The Department of Labor posts corrections to each schedule (when applicable), and both parties must be informed of all updates to ensure proper payment to Contractor's employees, and for the purpose of checking certified payrolls.

New York State Office of General Services obtains a prevailing wage schedule for the State when awarding a State Contract. However, if the County uses the State Contract, the County is required to obtain a separate prevailing wage schedule specific to the County project.

It is the County's responsibility to confirm that the Prime Contractor has provided all sub-contractors with a copy of the prevailing wage schedule. A verified, signed statement must be obtained from each sub-contractor, certifying that they were provided with a copy of the schedule.

RESOLUTION NO. 69 OF 2020

PAGE 8 OF 36

9. A contract is always required when a service is being provided to the County (regardless of dollar amount). Where appropriate, short form contracts are available. When determining the term of a contract, please take into consideration the nature of the procurement: What is the likelihood that the original term may be extended? Most contracts are capped at 3 years, with an initial one year term and two additional (optional) one year extensions. More involved contracts with larger investments by the Contractors may have longer terms which will be negotiated as part of the contract process.

In consultation with and in a form approved by the County Attorney, the Chairman of the Board of Supervisors (or the Vice-Chairman in his absence) shall have authority to execute contracts without the need for a Board Resolution for contracts under \$1,000.99 annually. The Department Head must provide the Chairman with their approval prior to execution of the contract. Contracts over \$1,001.00 annually shall require Board Resolutions unless blanket authority (by Resolution) has already been given to the Department.

10. Each set of Specifications will identify the person to which questions should be directed. This is a control mechanism so that all vendors fairly receive the same information relative to the Specifications. In the event the Purchasing Agent does not know the answer, he/she will contact the appropriate department to obtain the correct response. The appropriate information will then be distributed to the vendors in the form of a written addendum. Written addenda must be issued at least five (5) business days prior to the bid opening. If the five (5) day requirement is not met, the bid opening date will be changed in order to comply.
11. GML §103 makes it possible for the County to standardize on a particular type of material or equipment. A Resolution approved by the Department's standing committee and at least two-thirds majority of the Board of Supervisors, shall state that for reasons of efficiency or economy, there is a need for standardization. Such reasons may include, but are not limited to the following:
- a. Larger quantities of fewer items;
 - b. More economical buying;
 - c. Flexibility of inventory;
 - d. Reduction of purchasing time;
 - e. Lower departmental operating costs; and
 - f. Reduced inventories

Adoption of such a Resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment or supply, but does not limit the vendors it can be purchased from.

12. Anticipate your needs! Once you have determined what you need, within the limitations of your budget, contact Purchasing to help you develop the specifications for the quote or bid to get the best value possible for the expenditure of tax dollars. The key is time and preparation. Turn around time is dependant on many factors ranging from the complexity of the specifications, and the need for a pre-bid meeting and addendums to the number of bids and quotes currently in process with Purchasing. **Remember, poor planning does not move your request to the top of the list!**

RESOLUTION NO. 69 OF 2020

PAGE 9 OF 36

13. Warren County takes the position, consistent with County Law §369; the State Comptrollers Opinion 81-83 and Opinion 81-90; and good business sense, that prepayments should not be made using County funds.
14. As standard business procedure, all County vendors are entitled to prompt payment. Invoices should be processed as soon after goods/services are obtained and in accordance to batch deadlines established by the County Auditor. **If the Auditor receives any claims for goods or services for which no Purchase Order was issued, the Purchasing Agent in conjunction with the County Auditor will have the authority to nullify the payment of such claim.**
15. The Purchasing Department endeavors to aide in getting Departments the right material on time. There will be occasions when inferior goods or services are received or they are not received in a reasonable amount of time. If the problem cannot be resolved by the Department it should be reported to Purchasing as soon as possible. This can be done via e-mail or phone. Remember to include the vendors name, bid number, the problem you have with the order and your name and extension. Purchasing will contact the vendor and try to come to a resolution of the problem. If necessary the County Attorney's Office will be contacted for assistance.
16. When developing specifications, it is understood that Departments may require the expertise of vendors. When consulting with vendors it must be clearly stated that their services, in no way, give them an advantage in the bidding or proposal process. Departments must be especially diligent in this situation to ensure that the specifications are not written in such a way that the consulting vendor is given such an advantage (i.e. writing the specifications so narrowly that only their company or firm can respond).
17. When the County is seeking commodities, public works and/or professional services to be funded by New York State and/or Federal Grants, the Purchasing Department will actively and affirmatively solicit bids for supplies and/or contracts from qualified New York State certified MBEs or WBEs as more fully set forth in Warren County Resolution No. 635 of 2014. In the event the County receives Federal grant funding, Uniform Guidance provisions apply as required by CFR Title 2 Part 200, which are attached hereto as Appendix "A."

Expenditures and contracts funded by New York State must be in compliance with New York State Executive Law Article 15-A revised on June 16, 2019 which expands the provisions for meeting M/WBE utilization goals and awarding bids to MWBE's. The law applies to professional services public works and commodities, or any combination thereof, in excess of \$25,000; and acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon in excess of \$100,000. Whether or not such procurements meet bidding thresholds, the Purchasing Department must be consulted to ensure compliance with the requirements of said Law.

18. P-Cards may be utilized on a limited basis for purchases in accordance with the Credit Card Policy adopted by the Board of Supervisors via Resolution No. 222 of 2015. Even when using a P-Card, procurements must be made in compliance with this policy.

B. Procedures Specific to Each Type of Purchase¹

1. Commodity/Equipment/Furniture Purchases

These purchases may be made without a Resolution of the Board of Supervisors to the extent your Department budgeted/planned for the same. Most often, purchases made under State Contract do not require quotes, however, there are instances where quotes or a mini-bid process are required. Please read each State Contract carefully to make sure all requirements are being met before making the purchase. Some vendors may offer GSA (federal) pricing to the County. Please note, this does not exempt the County from following State and/or County procurement requirements. The GSA pricing may be used as a quote, but additional pricing is still required in accordance with the guidelines set forth below. The only exceptions to this are for Information Technology purchases offered under GSA Federal Supply Schedule 70 and Law Enforcement products under Schedule 84. Additionally, some vendors may offer to sell products as part of an Alliance or Private Cooperative. If authorized by Board Resolution, the County may purchase through National Cooperatives such as, and by way of example, the National Joint Powers Alliance. Please contact the Purchasing Department if a vendor has offered pricing from a national cooperative in order to determine whether or not you have authority to proceed.

a. Competitive Bidding:

Legal notices are published in the official County newspapers, informing the public of the products or services being bid. The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. All bid openings will be conducted at a public

¹Commodities vs. Public Works

Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over \$20,000.00 and public works contracts involving over \$35,000.00 shall be awarded to the lowest responsible bidder only after public advertising soliciting formal sealed bids (GML §103). The term public works contracts would apply to those projects involving labor or both materials and labor where the labor portion exceeds the material component. Included in this category would be construction, paving, printing, and repair contracts.

Although not defined in GML §103, the Office of the State Comptroller has expressed the opinion that the term “contract for public work” encompasses contracts for services, or labor or construction by a “laborer, workman or mechanic service requiring wage rates”. When a bid involves acquisition of both goods and services, such as a commodity where installation is required, the contract should be viewed as a purchase for purposes of the competitive bidding monetary threshold only if the service portion is minor, incidental, or customarily provided by the vendor as a component of the purchase. Conversely, if the services are extensive, substantial, or involve specialized skills, so that the acquisition of the commodity is incidental to the work, the contract should be treated as a contract for public work (1987 Opns St Comp No. 87-46, p 70). For example, a contract for interior painting of a building involves both material and labor. In most cases, the labor component of the contract will be predominant, making it a contract for public work. In contrast, replacing a boiler or furnace, while involving both labor and equipment will, in most cases, consist primarily of a charge for the equipment, making it a commodity purchase.

In determining the necessity for competitive bidding and quoting, the aggregate cost of an item or commodity estimated to be purchased in a fiscal year would have to be considered. As a general guide, items of the same or similar nature which are customarily handled by the same vendor or kind of vendor should be treated as a single item for purposes of determining whether the dollar threshold will be exceeded, i.e. plumbing materials, electrical materials, lumber, hardware, etc. It is the responsibility of the Purchasing Agent and/or County Auditor to note where purchases over the course of a fiscal year are exceeding the bidding thresholds from the purchase orders submitted by the various departments.

Items purchased through Warren County bid or the New York State Office of General Services (OGS) on State Contract have already been subject to bidding and are therefore exempt. However, all political subdivisions must purchase from the vendor holding a current State or County contract, even if another vendor’s price is equal or lower, or said political subdivision must go to separate bid. The purchasing exemption made through the NYS OGS does not apply to a purchase from the State Contract vendor upon terms and conditions which materially or substantially vary from the State Contract. Used items are not exempt from bidding requirements except as noted in the exceptions section of this policy.

meeting and all interested parties may attend.

Where bids are required, the Department Head will assist the Purchasing Agent in the preparation of specifications and contracts. It is the responsibility of the Department Head to provide an adequate description of items needed so that the Purchasing Agent may be able to prepare the specifications to procure the desired commodity or service. The Purchasing Agent will send specifications to vendors from a list prepared jointly by the Purchasing Agent and the Department Head for all bids. Warren County does NOT accept faxed documents where original (ink) signatures are required, i.e. on proposal pages, Non-Collusive Certifications, Corporate Resolutions and Iran Divestment Act Certifications.

When soliciting bids, a “Statement of General Conditions” will be included with all specifications and contracts provided to vendors. These General Conditions will be incorporated into contracts awarded for the purchase of commodities and the procurement of public works services.

Plan holders lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a County department for this information are to be directed to Purchasing. Construction bids are an exception as allowing subs to contact bidders will most likely result in better pricing.

After the public opening of a sealed bid, a tabulation sheet shall be prepared, recording all pricing as submitted by the responding vendors. The appropriate Department(s) shall evaluate the bid responses and prepare a recommendation letter.

b. Bid Approval Process:

Bids for commodities will be awarded by the Purchasing Department after the following conditions are met:

- i. Sufficient appropriations are contained within the Department’s current budget (or after a budget transfer has been completed).
- ii. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the lowest bid meets the intent of the specifications.

NOTE: Commodity bids do not require a Resolution unless the lowest bid is not accepted.

c. Bidding Timeline:

The following represents the estimated amount of time required to complete a bidding cycle. Timelines for commodities and services will be different. Times may change depending on the complexity of the project. Not all items pertain to all bids. The cycle does not begin until Purchasing is able to move your project to the top of its system. ie: first come, first served. If in doubt of the Purchasing workload at any given time, give the Purchasing Department a call to see how long it will be before you can get your project started. These are meant as a guideline, not a rule. Times may be shorter or longer depending on the circumstances.

1. Requisition or request for bid comes to Purchasing
2. Plus up to 15 working days until Purchasing begins bidding process
3. Plus 5 working days for Purchasing to review documents

1. Commodity/Equipment/Furniture Purchases (continued)

4. Plus appropriate time to supply Purchasing with approved set of documents
5. Plus 1 working day for printing of documents (except large Construction projects)
6. Plus 5 working days for papers to publish Notice to Bidders (Saturdays only, Purchasing Department's deadline is the Monday before the Saturday publication)
7. Plus 5-20 working days for vendors to pick up bids
8. Plus 1 day for prebid meeting (if applicable)
9. Plus 1-3 working days for tabulation / evaluation by Purchasing Department
10. Plus 5 working days for each addendum
11. Plus 1 day for opening of bids
12. Plus a minimum of 7 calendar days for review of bid results by the using department or by consultants.
13. Get on the agenda for all appropriate committees including sending all necessary documentation, evaluations, resolutions, etc.
14. Plus appropriate days to receive all necessary committee endorsements
15. Board of Supervisors Meeting (this may require 2 meetings)
16. Plus 1 working day for "Notice of Award" to be mailed to successful vendor
17. Plus 10 calendar days to receive contracts, bonds etc.
18. Plus anticipated delivery time (best guess or check with vendors)

d. Dollar limit guidelines:

- \$1 - \$3,000.99: Purchases can be made at the discretion of the Purchasing Department and/or Department Head. All equipment/furniture costing more than \$3000.00 aggregate, (ex. 10 chairs costing \$350 each for a total of \$3,500) requires 3 verbal quotes. For coding purposes, ANY equipment/furniture with a useful life of more than one year shall be a .2 object code regardless of cost.
- \$3,001 - \$10,000.99: Documented verbal quotes from at least 3 separate vendors, if available. If 3 quotes cannot be obtained, the Purchasing Agent must be consulted before the goods are ordered. When the lowest quoted item is deemed as not acceptable, documented facts must support the decision and approval must be obtained from Purchasing BEFORE the item is ordered.
- \$10,001 - \$19,999.99: Formal written or fax quotes from at least 3 separate vendors, if available. If 3 quotes cannot be obtained, the Purchasing Agent must be consulted before the goods are ordered. When the lowest quoted item is deemed as not acceptable, documented facts must support the decision and approval must be obtained from the appropriate committee, and a Board of Supervisors Resolution adopted BEFORE the item is ordered.
- \$20,000 & Up: Sealed bids in conformance with GML §103.

1. Commodity/Equipment/Furniture Purchases (continued)

COMMODITY PURCHASES	AS PER PURCHASING AND/OR DEPT. HEAD	3 VERBAL QUOTES	WRITTEN QUOTES	
			3	Other
Under \$3,000.99 (.2 & .4 codes)	X			
\$3,001 - \$10,000.99		X		
\$10,001 - \$19,999.99			X	
\$20,000 & up				Bid

- e. Best Value Methodology - see section II(B)(3) for complete guidelines.

2. Public Works Projects/Contracts

A Board of Supervisors Resolution must be adopted to award a Public Works bid and authorize a contract and hence acquisition of the services. In some instances, Departments have been provided, by Resolution, with general authority to enter into Public Works contracts within certain parameters. On-call service contracts may be entered into for smaller projects (quotes or bids must be obtained on a per hour basis with a mark-up for materials). However, if a project is expected to exceed the public works threshold of \$35,000, then a bid specific to that project, or portions thereof, must be established. The \$35,000 threshold includes public works expenditures, as well as materials/commodities purchased as part of the public works project. However, if a project is undertaken by the County workforce, the commodity needed for that project shall be acquired pursuant to the County Purchasing Policy in accordance with the commodity thresholds. If contract labor or services should be needed for that project, the same will be independently bid or otherwise acquired pursuant to the County Purchasing Policy in accordance with the public works threshold. Regardless of the source of funding, i.e. grant funding or County funding, the County Purchasing Policy must be adhered to. (Please note that a “project” can be 2 or more construction projects lumped together for bidding purposes.)

Plan holders lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a County department for this information are to be directed to Purchasing. Construction bids are an exception as allowing subs to contact bidders will most likely result in better pricing.

Resolutions for multi-department use are handled by the predominant Department and are submitted to the appropriate Committee for approval.

2. **Public Works Projects/Contracts (continued)**

a. **Competitive Bidding:**

See Paragraph II(B)(1)(a) above.

b. **Bid Approval Process:**

a. Bids for public works projects will be awarded by a Board of Supervisor's Resolution after the following conditions are met:

- i. Sufficient appropriations are contained within the Department's current budget (or after a budget transfer has been completed).
- ii. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the bids received meet the intent of the specifications.

c. **Bidding Timeline:**

See Paragraph II(B)(1)(c) above.

Note: The amount of time required is dependant on the frequency the Board meets. Remember, if you miss the Board meeting you may delay the start of the project for up to a month.

d. **Dollar limit guidelines:**

- | | |
|-------------------------|--|
| \$1 - \$5,000.99: | At the discretion of the Department Head. |
| \$5,001 - \$19,000.99: | Written or fax quotes from at least 3 separate vendors, if available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered. |
| \$19,001 - \$34,999.99: | Formal written or fax quotes from at least 4 separate vendors, if available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered. |
| \$35,000 & Up: | Formal sealed bids according to GML §103. |

PUBLIC WORKS Wage rates and Board Approval Required	AS PER PURCHASING AND/OR DEPT. HEAD	WRITTEN QUOTES		
		3	4	Other
Under \$5,000.99	X			
\$5,001 - \$19,000.99		X		
\$19,001 - \$34,999.99			X	
\$35,000 & up				Bid

e. **Best Value Methodology - see section II(B)(3) for complete guidelines.**

f. **Retainage:**

Retainage is a form of security for proper completion of the work under construction contracts. Under General Municipal Law section 106-b(1), the County will retain five percent of each progress payment to the Contractor if the Contractor is required to provide a performance bond and a labor and material bond in the full amount of the contract. In all other cases, the County will retain 10 percent of each progress payment. The contract dollar amount that will be subject to this provision will follow the capitalization threshold as follows:

<u>Contract Purpose</u>	<u>Retainage Threshold</u>
Land Improvements	\$25,000
Buildings & Improvements	\$50,000
Infrastructure	\$250,000

Exceptions - This policy does not apply to the following:

1. Unit price contracts where Contractors are paid per unit of work when complete and approved by the County.
2. Contracts subject to administrative requirements for Disadvantaged Business Enterprise Programs for Federally-assisted contracts.
3. Contracts which require only one payment in full after the County has reviewed and approved work.
4. Term agreement contracts which cover emergency work and work as needed during the term of the contract.

3. Best Value Methodology

General Municipal Law §103 now provides local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work (but excluding any purchase contracts necessary for the completion of a public works contract

pursuant to Article 8 of the Labor Law) on the basis of best value. With the increased complexity of the goods and services that the County must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria that measure factors other than cost in the strictest sense. Best value procurement links the procurement process directly to the County's performance requirements, including, but not limited to, selection factors such as useful life span, quality and options and incentives for more timely performance and/or additional services. Best value procurement can provide much needed flexibility in obtaining important goods and services at favorable prices, and can reduce the time to procure such goods and services.

"Best value" means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. Such basis shall reflect, whenever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor of offerors that are small businesses or certified minority or women-owned business enterprises as defined in subdivision one, seven, fifteen and twenty of section three hundred ten of the Executive Law to be used in evaluation of offers for awarding of contracts for services.

When developing solicitation documents for competitive bids for the award of purchase contracts including contracts for service work, the Purchasing Agent may, and subject to the requirements herein and the applicable requirements set forth in this policy, determine that an award of a purchase contract shall be based upon best value methodology. In making such determination, the Purchasing Agent shall consider the recommendation, if any, of the Department Head or designee of the Department the purchase contract is being procured for. The Department Head or designee shall, in all instances, obtain the approval of the Purchasing Agent to utilize best value methodology prior to issuance of the competitive bid documents.

Requirements:

Where the basis for an award of a purchase contract will be the best value offer, the Purchasing Agent shall, in all instances:

- a. Document in the procurement record as a component of the competitive award process and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
- b. Shall select a formal competitive procurement process in accordance with guidelines established under this policy and document the determination in the procurement record. The process of selection shall include, but may not necessarily be limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerors to submit responsive offers; and a balanced and fair method of award. Where the basis for award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.
- c. The solicitation shall prescribe the minimum specifications or requirements that must be

met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the County in its determination of best value.

4. Professional Services

Professional Services are not subject to competitive sealed bidding requirements, but are subject to the guidelines of GML §104-b for competitive pricing to be obtained for these services. When a Department Head determines that professional services, except for legal services pursuant to §501 of County Law are necessary, they must solicit proposals by obtaining written quotes and/or letting RFPs depending upon the anticipated cost for service (see below). Upon receiving responses, the Department Head will then bring proposals before the appropriate committee. The cost of said services shall be outlined as price per hour and/or total cost, and the names of qualified, licensed persons to perform said services will be presented to the committee. Data from other counties or individuals may be used at this time to compare costs. Department questions as to which services require Requests for Proposals should be directed to the Purchasing Department.

Engineers and other professionals may be retained in accordance with any of the following award methods:

- a. The "Lowest Cost for Service" method which allows for awarding to the lowest proposer, **OR** other than the lowest proposer when the lowest proposal is deemed as non-responsive. Documented facts must support the decision and approval must be obtained from the appropriate committee. A Board of Supervisors Resolution is required prior to award.
- b. The "Best Value" method, based on weighted average scores from all criteria stated in the RFP specifications and submitted by sealed proposals; or
- c. The "Two Envelope" method where criteria is stated in the RFP specifications and professionals submit two separate sealed envelopes, one with the Proposal, the other with the Price. First, all Proposals are opened and the three "best" are selected. Only the "best" Proposal price envelopes will be opened and the low price will determine the award.

Proposals must be formally opened at a set time. The aforesaid methods must be authorized by the appropriate Board of Supervisors committee or used when required by Federal or State Law, Rule or Regulation.

When the County is seeking professional services to be funded by Community Development Block Grant ("CDBG") funding, a Notice to Professionals must be advertised in the official County newspapers, as well as the appropriate MWBE publications required by New York State. The Purchasing Department is responsible for placing said ads as part of the procurement

4. Professional Services (continued)

process provided an RFP is required, and in all other instances the Department Head shall bare similar responsibility.

Proposals for professional services will be awarded by a Warren County Board of Supervisor's Resolution after the following conditions are met:

- a. Sufficient appropriations are contained within the Department's current budget (or after a budget transfer has been completed).
- b. The Department Head provides the Purchasing Agent with a written recommendation for award indicating that the bids received meet the intent of the specifications.

If passed, a service contract shall be prepared by the County Attorney and signed by the Professional before services are rendered. Contracts may contain the option for an extension for a second or third year, or more, before new RFP's need to be processed.

A Board of Supervisors Resolution must be adopted before services are ordered and shall be referenced on the Purchase Order together with the appropriate quotes.

See Paragraph II(B)(1)(c) above for bidding/RFP timeline.

Thresholds for seeking proposals is determined by the anticipated cost as follows:

- | | |
|----------------------|--|
| \$1 - \$5,000.99: | No solicitation of quotes or proposals is required at the discretion of the Department Head (quotes or proposals are encouraged when practical). |
| \$5,001-\$19,999.99: | Written quotes from at least 3 qualified sources, where available. When the lowest quote is deemed as not acceptable, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered. |
| \$20,000 & Up: | RFP through the Purchasing Department from at least 3 qualified sources, where available. When the lowest proposal is deemed as non-responsive, documented facts must support the decision, and approval must be obtained from the Board of Supervisors, by Resolution, BEFORE the services are ordered. |

4. Professional Services (continued)

PROFESSIONAL SERVICES Board Approval Required	AS PER PURCHASING AND/OR DEPT. HEAD	WRITTEN QUOTES	
		3	RFP
\$1 - \$5,000.99	X		
\$5,001 - \$19,999.99		X	
\$20,000 & Up			X

C. Exemptions and Exceptions to Purchasing Policy:

1. It will NOT be necessary to seek quotes, RFP’s or bids to comply with this Purchasing Policy for the following, however, contracts for services shall still be required (unless it’s determined by the County Administrator, Chairman of the Board and/or the County Attorney that one is not required):
 - a. Emergencies: GML §103(4) describes an emergency as an urgent need affecting the health and safety of citizens, which requires immediate action, where the occurrence or condition is “unforeseen”. Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process. An exception to the competitive bidding requirements exists for emergency situations. There are three basic statutory criteria to be met in order to fall within this exception. These are that: (1) the situation arises out of an accident or unforeseen occurrence or condition; (2) public buildings, public property or the life, health, safety or property of the political subdivision’s residents are affected; and (3) the situation requires immediate action which cannot await competitive bidding. When the Board of Supervisors passes a Resolution that a public emergency exists, the public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances. The County Attorney and the Chairman of the Board shall be consulted and will make a recommendation as to how to proceed. The Board of Supervisors’ committee chairperson (and committee, if time permits) shall also be advised.
 - b. Employment and Training Services obtained through SUNY Adirondack and/or Washington-Saratoga-Warren-Hamilton-Essex (WSWHE) Board of Cooperative Educational Services for educational services.
 - c. Membership dues and conference fees.
 - d. All Physicians, Dentists and any Medical Providers for departments including, but not

RESOLUTION NO. 69 OF 2020

PAGE 20 OF 36

limited to, the Health Services Department, Warren County Sheriff's Office, Office of Emergency Services, Self-Insurance, Countryside Adult Home and the Department of Public Works. Also included shall be counseling services for the Office of Community Services. Data from other counties or individuals may be used to compare costs.

- e. Attorneys needed for a particular or specialized requirement as reviewed and approved by the Finance Committee.
 - f. Situations not required by Law such as New York State Executive Law, Article 2B, State and Local Natural and Man-Made Disaster Preparedness Subsection 29A Suspension of Other Laws.
 - g. Subscriptions for updates to existing Law Libraries.
 - h. Public works services where, upon the determination by the Department Head, it is not feasible to determine the amount to be spent for repairs to vehicles, equipment or machinery (outside of standard repairs to be handled by County employees including auto body repairs), until the item is inspected and/or dismantled and a cost for inspection or diagnosis has already been incurred and for which it would not be practical to transport the equipment or machinery for multiple quotes. If auto repairs are authorized by the Insurance Carrier as a result of an accident, Department Head may proceed upon the recommendation of the Insurance Adjuster.
 - i. Pursuant to GML §103(6), surplus and second hand supplies, material or equipment may be purchased without competitive bidding or competitive offering from the Federal Government, the State of New York or from any other political subdivision, district or public benefit corporation.
 - j. When procurements for goods or services are funded by State and/or Federal agencies, and procurement policies other than Warren County's are required, by law, to be followed, the Federal and/or State procurement policies shall supercede the County's Purchasing Policy.
 - k. Produce purchases which shall not exceed \$20,000 in the aggregate on an annual basis, due to the volatility of the market, large minimum order requirements, and remoteness of some County sites. In the event of large orders over \$1,500 per site, or at the point that the commodity threshold is exceeded, State Contract must be utilized.
2. Quotes or proposals are not required for Sole Source & Single Source Commodities or Services

Competitive bidding is not required under GML §103 where the subject of the contract is controlled by a monopoly, or where there is only one possible (sole) source from which to procure certain patented goods or services, and therefore no possibility of competition exists. Should certain supplies or materials be obtainable only from a specific manufacturer, then a true monopoly would exist and the purchase would not be subject to bidding requirements. The mere likelihood that only one firm will bid, however, is insufficient to justify a sole source

procurement. Further, a political subdivision may not artificially create a sole source situation such as by, without proper justification, tailoring bid specifications to limit competition to only one bidder.

In determining whether a sole source item is required in the public interest, the County should show, at a minimum:

- a. The unique benefits to the County of the item or service as compared to other products or services available in the marketplace;
- b. That no other product or service provides substantially equivalent or similar benefits;
- c. And that, considering the benefits received, the cost of the item or service is reasonable in comparison to other products or services in the marketplace.

In addition, the County should document that, as a matter of fact, there is no possibility of competition, as from competing dealers or distributors. The sole source exception may apply, for example, in those instances when:

- d. Services from a regulated public utility are available from only one source;
- e. There is only one source from which to acquire equipment which meets state-mandated requirements; or
- f. A political subdivision, which owns equipment uniquely suited to or compatible with a particular make of equipment, has adopted a standardization resolution for that make of equipment and the equipment is only available from one source.

A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering an “or equal.” Prior to a vendor being considered a sole source, a letter on the vendor’s official letterhead must be on file with the Purchasing Department detailing their sole source status.

A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer’s letterhead must be on file with the Purchasing Department confirming the single source authorized vendor.

Should there be ANY possibility of purchasing the item from two or more vendors, sealed bids should be requested after public advertising. Contracts ARE required when services are being provided regardless of sole source or single source status.

3. True Leases are not subject to the previous purchasing rules but rather must comply with the following requirements.

True leases are neither purchases nor contracts for public works, and thus, are not subject to bidding under the General Municipal Law. County policy however, requires that:

- a. After a Department has been given budget funding and approval to lease equipment, unless the lease is on State Contract, RFP’s must be obtained through the Purchasing

RESOLUTION NO. 69 OF 2020

PAGE 22 OF 36

Department. Where a lease will not exceed a total of \$2,000 annually, no RFP shall be required. Quotes must be obtained and the Purchasing Agent shall sign the lease as indicated in Section II(C)(3)(e) below.

- b. A written explanation must be sent to Purchasing when the lowest lease quotation or response to an RFP is not taken, and a Board of Supervisors Resolution must be obtained;
- c. Appropriations must be specifically available for the lease (this will be considered authorization by the Board to enter into the lease);
- d. The lease agreement entered into may be for multiple years but must:
 - i. not contain any automatic buyout or automatic renewal clauses;
 - ii. contain a non-appropriation clause; and
 - iii. address the disposition of the equipment at the end of the lease so that the vendor pays the cost for return of the equipment, etc.
- e. All lease agreements shall be treated as purchases and signed by the Purchasing Agent; and
- f. While the lease agreement may not contain an automatic renewal clause, at the end of the lease term, departments may extend the lease agreement beyond the original term for a period of up to 18 months without securing additional quotes or engaging in an RFP process provided that:
 - i. the lease payments do not increase;
 - ii. the department has appropriations therefore; and
 - iii. Purchasing Agent approval is received.

SECTION III

III. PURCHASE ORDERS

A. General

The Purchasing Department is designated to review and approve Purchase Orders. It is the individual Department Heads responsibility to insure that expenditures are within the budgetary appropriations and that the proper Department account is charged.

Should there be insufficient funds available, Departments must do a budget transfer and secure all the necessary approvals before the order can be processed.

Most purchases exceeding \$499.99 require a Purchase Order. The Purchase Order provides a formal document authorizing the purchase of goods and services as well as the necessary authority to pay vendor claims and proof of tax-exempt sales. Purchase Orders are prepared by the Department with all the necessary documentation such as contracts, quotes and insurance forms (where applicable) on file.

The Purchasing Department verifies the following information when approving a Purchase Order:

1. Vendor/vendor number
2. County contract/resolution/bid number/quotation information/ state contract number
3. Comments/special instructions
4. Description of goods and services being ordered
5. Quantity/unit of measure
6. Unit price/extension and total cost
7. Commodity codes/budget codes
8. Asset status (if over \$1,000)

The Purchasing Department will determine if the best method of procurement has been followed. If available, a current County bid or NYS contract or National Contract will be used. If none apply, the formal bid or quotation process may be commenced depending on estimated annual expenditures.

Once the Purchase Order has been approved by the Purchasing Department, it is posted by the Treasurer's Office and is then available for use.

In all instances, Purchase Orders are to be completed before a purchase is made. The only exceptions are exempt and emergency purchases as described below.

If at any time a Department finds they will exceed the competitive bidding threshold for a particular product or service, they should notify the Purchasing Department to allow time for specifications to be developed and the formal bid process to be completed, to meet their anticipated needs.

Purchases of \$499.99 or under do NOT require a Purchase Order. The following additional purchases do NOT require a Purchase Order. Purchases billed to the Department on a monthly basis not requiring Purchase Orders are Postal costs, Internet and Telephone charges, and routine Printing needs, which are

to be handled by the Print Shop, via a Printing Order Form. Also exempt from the Purchase Order requirement are mileage, utilities and gas. To obtain routine maintenance and repairs, a Work Order Form must be completed and submitted to the Buildings & Grounds Department at the Municipal Center. Requests for shelving, bookcases, bulletin boards, and computer work stations may also be handled in this manner. When Buildings & Grounds funds are available for such requests, there will be no charge for Work Order requests to the individual departments. However, if Buildings & Grounds funds are not available or otherwise committed, it is the responsibility of the department to purchase required materials. Department Heads must be responsible for making sure that all these procedures are complied with as outlined in this Purchasing Policy.

B. Blanket Purchase Orders

A Blanket Purchase Order (BPO) is created for products or services that are purchased on an “as needed” basis from a vendor throughout the year where the dollar value will vary for each purchase. These are issued for a maximum period of twelve (12) months and must be reissued at the beginning of each fiscal year.

For vendors used by all County Departments, each Department will issue a BPO for their Department only. There has to be quotes, a bid and/or a contract established with the vendor and insurance on file (if required) before a BPO can be issued.

PLEASE NOTE: Whenever possible, BPO’s must be for the total amount (or aggregate) amount to be spent with the vendor annually or for the term of the bid and/or contract. The Purchasing Department issues several commodity bids that are for less than one-year terms. The BPO’s for the commodity bids should only include enough funding for the term of the bid and not an annual total. If multiple budget codes are involved in the purchase, the department may either assign multiple codes to one PO, or individual PO’s may be submitted for each code even if the PO’s are less than \$500.00

Departments are responsible for providing the BPO number to the vendor and verify that the number also appears on the documentation sent to Audit for payment processing.

C. Emergency Purchase Order

General Municipal Law Section 103 (4) defines an emergency as “a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants requires immediate action”.

If an emergency arises, the department must contact the Chairman of the Board of Supervisors and the County Administrator to obtain approval prior to making any emergency purchases. Purchasing may be contacted for assistance in procuring products or services required to deal with the emergency. If the Chairman of the Board of Supervisors and the County Administrator determine there is a true emergency, the vendor who can immediately provide the required goods or services will be given prime consideration for the purchase.

The Purchasing Department will **not** approve an Emergency Purchase Order when the purchase is not justified, where the purchase is being made to circumvent established procedures, or where there is a lack of proper planning.

D. Purchase Order Checklist

For reference purposes, the following checklist should be used when submitting PO's:

- √ Is the vendor remit to address correct (submit vendor form to Purchase if a change is required).
- √ Is the description complete ? (One-time message should include bid number, state contract number, quotes and/or any other information relevant to the purchase). If the one-time message indicates that the purchase is from a sole source vendor, a copy of the sole source letter must be provided to the Purchasing Department or attached as a document to the PO.
- √ Is the form type "REGULAR-REGULAR"? ("REG-Regular" should not be selected.)
- √ Deliver by Date and Expiration Date fields must be left blank.
- √ Is the correct Resolution Number referenced in the Resolution Field (not in the one-time message)? Confirm that the authorizing resolution is current.
- √ Is the dollar amount correct? Does it match the contract or quote amount? We cannot approve PO's that exceed the authorized amount.
- √ Create New Asset Box - if the item is less than \$1,000 use the item code for items <\$1,000 which will automatically uncheck the asset box.
- √ Contracts - If applicable, has the contract been signed? The Purchasing Department will not approve PO's until it's confirmed that the contract is fully executed. If the contract is for an exact dollar amount, it must be attached to the PO prior to approval.

SECTION IV

IV. ASSET MANAGEMENT

The purpose of the asset inventory management system is to establish proper procedures for monitoring the movement of fixed assets to maintain accurate reporting of assets values as required by NYS Audit and Control.

A. Fixed Assets

Fixed assets are defined as those properties the County of Warren retains more or less permanently, not for sale, but for utilization in the normal course of operations.

Fixed assets will always imply tangible fixed assets. The general accepted practice, as in Warren County, is to record and report fixed assets at their historical acquisition cost. The cost of a fixed asset should include all expenses of transporting the asset to the proper location and placing it in the condition necessary for its intended use. Only items costing One Thousand Dollars (\$1,000.00) or more and with a useful life of more than one year will be inventoried.

Upon receipt of an asset valued over \$1,000, the Treasurer's Office will issue a numbered inventory sticker to be attached to the new asset. Stickers are necessary to provide positive identification of assets. They also provide a quick and accurate method of identifying assets during the annual physical inventory. If a sticker is lost or damaged the Department should contact the Treasurer's Office.

Please note that all stickers must remain on the item until the time of sale or disposition. When sold or scrapped, the sticker shall be removed and placed on the Treasurer's Office copy of the Disposition Form.

Each Department Head has the ultimate responsibility to conduct and maintain the individual inventory pertaining to that Department. It is also the responsibility of the Department Head to evaluate on a continuing basis the suitability and need for materials, supplies and equipment. If they should become obsolete by reason of age, wear or technical advancement or should become surplus, unnecessary for the operation of his/her department, the department inventory manager should send an e-mail to the Purchasing Agent with details and condition of the item for sale or disposal. The Department will then complete a work order to have the item removed either for the sale or disposal.

B. Capital Assets

Capital assets include property, plant, equipment and infrastructure assets (e.g. roads, bridges, airport runways and similar items). Such assets are recorded at historical cost or estimated historical cost. The reported value excludes normal maintenance and repairs, which are essentially amounts spent in relation to capital assets that do not increase capacity or efficiency of the item or increase its estimated

RESOLUTION NO. 69 OF 2020

PAGE 27 OF 36

useful life. Donated capital assets are recorded at estimated fair market value of the item at the date of donation.

The capital assets are capitalized at certain thresholds and depreciated using a straight line method over their useful lives as follows:

<u>Capital Assets</u>	<u>Capitalization Threshold</u>	<u>Useful Lives (Years)</u>
Land Improvements	\$25,000	20
Buildings & Improvements	\$50,000	40
Vehicles & Equipment	\$5,000	5-10
Infrastructure	\$250,000	10-40

SECTION V

V. TRANSFER AND SALE OF SECOND-HAND EQUIPMENT

The Purchasing Agent is designated by the Board of Supervisors to be responsible for the salvage control program. The same precautions must be taken when disposing of property as when purchasing. A Physical Inventory Deletion Form is needed for items sold, scrapped or traded in. Surplus equipment may be transferred to another department where it is needed by using a Property Transfer Form. Both forms are available through the Purchasing Department. The Purchasing Agent is solely authorized to sell or trade in used and/or obsolete equipment to a vendor, even those under State Contract, and to accept a trade in allowance from such vendor. If all above procedures have been exhausted, the Purchasing Agent will arrange to sell such articles at a widely advertised public auction, on-line auction through a contracted Auction, or on eBay. Items that have no value and are broken beyond repair, must be properly disposed of by the appropriate Department.

Department personnel assigned the task of inventory management are to report any surplus equipment or materials they have to the Purchasing Department. These items will be made available to all County Departments on a first-come first-served basis. If an asset remains unclaimed on the list for over 2 weeks, it will be made available to the towns, village and city in Warren County. If unclaimed the Purchasing Agent will determine the most beneficial disposition of this surplus equipment.

Any vehicle or equipment that requires a title to be signed for transfer will be handled by the Purchasing Agent and/or the Superintendent of the Department of Public Works or his designee.

Items under the asset threshold of \$1,000 sold to another municipality shall require proper documentation of the sale, i.e. invoice of sale and completion of a deletion form created specifically for this purpose and available through the Purchasing Department. Funds shall be deposited in Purchasing Department Revenue Code A.1345 2665 unless legally required to be deposited elsewhere.

SECTION VI

VI. PURCHASING POLICY - GENERAL CONDITIONS

- ▶ The Purchasing Agent is appointed at the pleasure of the Board of Supervisors and is responsible for reviewing and administering the purchasing policy of Warren County.
- ▶ Employees of the Purchasing Department shall maintain effective and professional public, vendor and customer relationships.
- ▶ To maintain a high level of quality service to Warren County Departments and Municipal Subdivisions, Purchasing staff shall participate in educational opportunities offered in the purchasing field, and keep abreast of current developments in market conditions, pricing, new products and the Law.
- ▶ The Purchasing Policy herein shall be administered in accordance with all ethical rules called for by the County of Warren.
- ▶ Any County Officer or employee who has, will have, or acquires an interest in, any actual or proposed contract with the County of which he/she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Supervisors as soon as he/she has knowledge of an actual or prospective interest. This written disclosure will be made part of the official minutes of the Board of Supervisors. **If an officer or employee has a reason to believe that he/she may have a conflict of interest, the office of the County Attorney should be contacted immediately.**
- ▶ Each Purchase Order will be examined by a member of the Warren County Purchasing Department and processed according to the guidelines set forth under the section of applicable Purchasing Procedures.
- ▶ The Warren County Purchasing Department and Department Heads will maintain adequate documentation of all action taken in connection with each method of procurement. Such documentation may include, but not be limited to any and all pertinent Board Resolutions, Memoranda, Written Quotes, Contracts and any other appropriate form of documentation.
- ▶ Opportunity will be provided to all responsible suppliers to do business with the County. To this end, the Purchasing Department will maintain a listing of potential bidders for the various types of material, equipment, supplies and services used by County Departments. This list will be used for the distribution of notices for bids and quotes. Any supplier may be included on the list upon request.

RESOLUTION NO. 69 OF 2020

PAGE 30 OF 36

- ▶ Suppliers will be removed from the bidders list if they make a formal written request, or if the Purchasing Agent finds the supplier to be an irresponsible bidder. This is determined by failing to provide proof of responsibility, having repeatedly made slow or unsatisfactory delivery of supplies or services or having been found by a Court of competent jurisdiction to have engaged in unlawful employment or business practices within the previous 12 months.
- ▶ Supplies used by various County Departments should be uniform whenever consistent with operational goals in the interest of efficiency or economy. The material, equipment, supplies, and services purchased by Warren County shall be of the quality and quantity required to serve ALL departments in a satisfactory manner, as will be determined by the requisitioner and the Purchasing Agent.
- ▶ Credit cards or P-Cards whose use is approved by the Clerk of the Board of Supervisors are held by same and signed out for use by County staff. Some Departments hold cards specific to their operations and reference is herein made to the County Credit Card Policy for further details.
- ▶ On occasion, County Departments are asked by vendors to complete credit applications in order to be able to set up an account. Said applications should not be returned as the County is not applying for credit. In most cases, a Purchase Order is sufficient documentation for the vendor to set up an account.
- ▶ No official or employee will be interested financially in contracts entered into by the municipality (as defined in Section 800 of General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, as stated in the Warren County Code of Ethics.
- ▶ The County of Warren will not be deemed responsible for any commitment made at the departmental level circumventing these procedures. If County procedures are circumvented, disciplinary action may be taken.
- ▶ Salespersons are encouraged to visit the Purchasing Department prior to or in conjunction with initial, individual Department contact.
- ▶ The Finance Committee will annually review the policies and procedures set forth in this manual prior to adoption by the Warren County Board of Supervisors.
- ▶ The unintentional failure to fully comply with the provisions of GML §103 and 104-b shall not be grounds to void any action taken or give rise to cause of action against the County of Warren, the Purchasing Department, or any officer or employee thereof.
- ▶ The County Attorney and the Warren County Board of Supervisors shall make the final decision regarding any issues related to procurement of goods and services for Warren County.
- ▶ Standard lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Agent and the appropriate requisitioners. These lists shall be used as a basis for determining the feasibility for obtaining quotations on quantity purchases or the necessity of advertising for formal bids.

RESOLUTION NO. 69 OF 2020

PAGE 31 OF 36

- ▶ It is the responsibility of the Purchasing Agent to make alternative suggestions to the requisitioner if, in the judgment of the Purchasing Agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications, the Board of Supervisors, after reviewing all available data, should make the final determination.

- ▶ The Purchasing Department offers a vendor library which includes many reference materials. NYS OGS contracts, [Buyer's (Consumer) Guides,] vendor catalogues, preferred source catalogues, industrial buying guides, and all materials pertaining to Warren County bids. These materials may be viewed in the Purchasing Department Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

- ▶ When a low bidder proposes an alternative as an "equal" to that specified, it is the responsibility of the Department Head to determine whether the proposed substitution is, in fact, an equal.

- ▶ Grant/Revenue and Asset Forfeiture funding is NOT exempt from the County's Purchasing Policy or GML §103 or §104-b. These funds are still considered to be taxpayer money and procurement guidelines must be followed as with any other budgetary appropriation.

- ▶ The Purchasing Department posts all public bid documents on the County's WCEAS system, including, but not limited to:
 - * Specifications
 - * Recommendation Letters
 - * Resolutions
 - * Extension Letters
 - * Addenda
 - * Award Letters
 - * Tab Sheets

If a bid document is not posted, please contact the Purchasing Department for further information.

APPENDIX “A”

Uniform Guidance for Federal Awards

Purpose

The Code of Federal Regulations (CFR) Title 2 Part 200 (subparts A-F) of the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” requires organizations receiving federal awards to establish and maintain effective internal controls over Federal awards. This includes those instances where Warren County is a sub-recipient of the state.

General Policy Statement

Warren County does not have a centralized grants department, therefore, it is the responsibility of each department obtaining a grant to be familiar with and follow all grant documents and requirements. For the purpose of this policy, “Program Director” shall apply to the individual(s) within a given department who will be responsible for the grant. A list of the name(s) of the Program Director(s) along with the corresponding grants that they oversee shall be supplied to the County Administrator.

To comply with 2 CFR Part 200 (subparts A-F), Warren County implements policies and procedures to include, but not be limited to, those contained herein. In addition, Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts under Federal Awards shall be applicable and is on file in the Purchasing Department.

§200.318 General Procurement Standards

- A. The County will use its own procurement procedures which reflect applicable State and Local Laws and Regulations, provided that the procurements conform to applicable Federal Law and Uniform Guidance. As such, County procurements related to Federal grants will be subject to New York State General Municipal Law, Warren County Purchasing Policy, and Uniform Guidance Requirements.
- B. The Program Director within each department shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees and agents of Warren County may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value shall be governed by the Code of Ethics of Warren County. The Code of Ethics provides for enforcement actions to be applied for violations of such standards by officers, employees, or agents of Warren County.

Uniform Guidance for Federal Awards (continued)

- D. The County will avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any appropriate analysis to determine the most economical approach.
- E. The County may enter into state and local intermunicipal agreements, where appropriate, for procurement or use of common or shared goods and services.
- F. The County may consider Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- G. The County may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- H. The County will only award contracts to responsible vendors and will document, in writing, such determination. To aid in the documentation process, the “Vendor Responsibility Questionnaire” shall be included in any competitive solicitations issued that will use Federal grant funding. §200.213 Suspension and debarment shall also apply:
 - 1. A contract award must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 and 12689 “Debarment and Suspension”.
 - 2. The County will include a suspension/debarment clause within its “Standard Clauses for Federal Awards” requiring the vendor/contractor to certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Government immediately upon becoming suspended or debarred.
 - 3. The Program Director within each department shall be required to check the Vendor/Contractor’s name through SAM to determine any exclusion. A copy of the SAM search shall be included with the contract documentation. To register on the SAM website, use this link: <https://www.sam.gov/portal/SAM#1>
 - 4. If a Vendor/Contractor is found to be suspended or debarred, the County will immediately cease to do business with the vendor.
- I. The Program Director within each department shall maintain grant files. Documentation must include a significant history of the procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis of contract price.
- J. The County will only utilize time and material contracts when it has been determined that no other contract type is suitable.

Uniform Guidance for Federal Awards (continued)

- K. The County must be responsible, in accordance with good administrative practice and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the County of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the County unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

§200.319 Competition

- A. Procurements will provide for full and open competition as set forth in the Uniform Guidance, or State and local procurement policy/law, whichever is most restrictive.
- B. The County shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.

§200.320 Methods of Procurement to be Followed

See Appendix C Competitive Procurement Standards for further information that pertains to all competitive solicitations.

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source. Documentation from the manufacturer must be provided to substantiate this.
2. The public need or emergency for the requirement will not permit a delay resulting from competitive solicitation. This should not be the result of poor planning.
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the County.
4. After solicitation of a number of sources, competition is determined inadequate.

§200.321 Contracting with small and minority businesses, woman-owned business enterprises, and labor surplus area firms

- A. The County shall take all necessary affirmative steps to assure that minority businesses, woman-owned business enterprises, and labor surplus firms are used when possible. Steps to include:
1. Placing qualified small and minority businesses and woman-owned business enterprises on solicitation lists;
 2. Assuring that small and minority businesses and woman-owned business enterprises are solicited whenever they are potential sources;

Uniform Guidance for Federal Awards (continued)

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and woman-owned business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and woman-owned business enterprises; and
5. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1-4 of this section.

§200.323 Contract cost and price

The County must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (as of December 2017 - \$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the County will make independent estimates before receiving bids or proposals. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the County under Subpart E - Cost Principles of this part. The cost plus percentage of cost and percentage of construction cost methods of contracting will not be used.

§200.324 Federal awarding agency or pass-through entity review

The County shall make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed.

§200.325 Bonding requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the County shall require:

1. A bid guarantee from each bidder equivalent to 5% of the bid price;
2. A performance bond on the part of the contractor for 100% of the contract price; and
3. A payment bond on the part of the contractor for 100% of the contract price.

§200.326 Contract provisions

County contracts under Federal awards shall contain the “Standard Clauses for Federal Awards” in conformance with the provisions described in Appendix II to Part 200 - Contract Provisions for non-Federal Entity Contracts Under Federal Awards. Program Directors shall ensure that these clauses are included with any procurement contract that is part of a Federal award.

Warren County Board of Supervisors

RESOLUTION No. 70 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLANS FOR 2019 AND 2020

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plans for 2019 and 2020 are hereby amended as follows:

SOCIAL SERVICES

<u>Decreasing Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>A.6010 110</u>	11/18/2019 - 12/31/2019	
<u>TITLE:</u> Assistant Social Services Attorney #2		\$75,480

<u>Decreasing Salary To:</u>		
<u>A.6010 110</u>	11/18/2019 - 12/31/2019	\$69,891
<u>TITLE:</u> Assistant Social Services Attorney #2		

<u>Creating Position:</u>		
<u>A.6010 130</u>	02/24/2020	\$43,390
<u>TITLE:</u> Caseworker, Part-Time, Temporary		Grade 16 (up to 20 hrs/wk)

<u>Deleting Position:</u>		
<u>A.6010 110</u>	02/24/2020	\$43,390
<u>TITLE:</u> Caseworker #11		

PUBLIC DEFENDER

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>A.1171 110</u>		
<u>TITLE:</u> 9 th Assistant Public Defender	02/24/2020	\$69,891

OFFICE OF EMERGENCY SERVICES

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>A.3410 130</u>		
<u>TITLE:</u> County Fire Coordinator - Temp	02/24/2020	\$45.6093/hr (not to exceed \$10,000/yr)

RESOLUTION No. 70 OF 2020

PAGE 2 OF 2

OFFICE OF EMERGENCY SERVICES

<u>Deleting Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.3640 130		
<u>TITLE:</u> Grant Administrator	02/24/2020	\$10,000

WEIGHTS & MEASURES

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.6610 130		
<u>TITLE:</u> Weights & Measures Inspector (per diem #2)	01/28/2020	\$28.9285/hr (not to exceed \$8,000/yr)

<u>Decreasing Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.6610 110		
<u>TITLE:</u> Director Weights & Measures	February 17, 2020	\$61,171

<u>Decreasing Salary To:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.6610 110		
<u>TITLE:</u> Director Weights & Measures	February 17, 2020	\$58,120

SHERIFF

<u>Extending Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.3110 130		
<u>TITLE:</u> Building Maintenance Mechanic Part Time Temporary	01/01/2020 - 04/30/2020	\$48,673.83 (up to 16 hrs/wk)

Warren County Board of Supervisors

RESOLUTION NO. 71 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

FURTHER AMENDING RESOLUTION NO. 374 OF 2017, APPROVING THE PAYMENT FOR SERVICES PROPOSAL SUBMITTED BY THE WARREN COUNTY CORONER, TO UPDATE REMOVAL, TRANSPORT AND FORENSIC MEDICAL SERVICES FEES

WHEREAS, by Resolution No. 374 of 2017, which was subsequently amended by Resolution Nos. 132 of 2018, 461 of 2018 and 440 of 2019, the Warren County Board of Supervisors approved a payment for services proposal submitted by the Warren County Coroner in an effort to help control Warren County's costs for removal and transportation of deceased, and

WHEREAS, the County Coroner has advised certain adjustments to the removal related services are necessary and the same have been reported to the Personnel & Administration Committee, now, therefore, be it

RESOLVED, that the Personnel & Administration Committee has considered and approved the updated payment for services proposal as outlined below:

- Removal - \$400 to Glens Falls Hospital, \$500 to Albany Medical Center (includes vehicle and any related removal equipment; staff personal protective equipment; treatment; transport and disposal of hazardous materials, mileage); with exigent removal stipend approved by the Coroner not to exceed an aggregate total of One Thousand Dollars (\$1,000); (\$75.00 per person for extra personnel);
- Mileage - from Warren County line to Albany Medical Center, approximately 50 miles @ \$1.50 per mile for a total of Seventy-Five Dollars (\$75);
- Infectious Disease Transport Body Bag: Black, heavy duty - Ninety Dollars (\$90); White, light/med. duty - Fifty Dollars (\$50);
- Forensic Medical Services, PC - Albany Medical Center: One Thousand Dollars (\$1,000) autopsy fee and death certificate; Glens Falls Hospital: One Thousand One Hundred Fifty Dollars (\$1,150);
- Resource Recovery - research the ability to recover some/all funds for autopsies conducted as a result of a motor vehicle or industrial accident;
- Custodial Fee - Seventy-Five Dollars (\$75) per day when storage is required while awaiting autopsy.
- Off-Site Refrigeration - \$100 per transfer for off-site refrigeration at local funeral homes, as necessary.

Warren County Board of Supervisors

RESOLUTION NO. 72 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY

WHEREAS, the Board of Supervisors adopted the Credit Card Policy for Warren County by Resolution No. 222 of 2015, which was subsequently amended by Resolution Nos. 460 of 2015, 133 of 2019 and 411 of 2019, and

WHEREAS, the County Administrator has requested revisions to said Credit Card Policy to authorize an additional credit card in the name of the Social Services Director with a monthly limit of One Thousand Dollars (\$1,000) and another in the name of the Health Services Director with a monthly limit of One Thousand Dollars (\$1,000) for general use purposes, and

WHEREAS, the Personnel & Administration Committee has reviewed the changes requested by the County Administrator and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Credit Card Policy for Warren County annexed hereto along with Schedules "A-F", be and the same is hereby adopted as the official Credit Card Policy for Warren County, and be it further

RESOLVED, that any and all prior Credit Card Policies, Resolutions or parts thereof inconsistent with the annexed Credit Card Policy for Warren County are hereby repealed effective February 21, 2020.

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 \$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 Cardholders 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 vendors 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 Cardholders 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 Auditor Review and Payment by Treasurer

1. The Auditors 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.

RESOLUTION NO. 72 OF 2020

PAGE 7 OF 12

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. 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. 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. 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. One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and
- g. 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 \$147,500.
- h. One credit card in the name of the Veterans’ Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of \$500.
- i. One credit card in the name of the Social Services Director for general use purposes with a monthly credit limit of \$1,000.
- j. One credit card in the name of the Health Services Director for general use purposes with a monthly credit limit of \$1,000.

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 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.

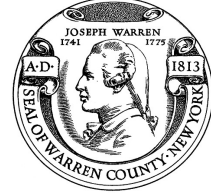
Department Head Name: _____
(Please Print)

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

Frank Thomas, 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.

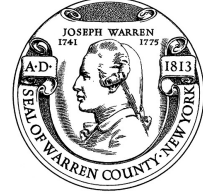
I understand that I am responsible for all charges noted above that are incurred on this account.

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

Frank Thomas, 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: _____

- Room and room tax charges (tax exempt must have form)
- Long distance phone calls
- Banquet and meeting room charges
- Local phone calls
- Restaurant charges
- 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 Auditors Office and County Administrator or Assistant County Administrator.

Warren County Board of Supervisors

RESOLUTION NO. 73 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

AUTHORIZING THE USE OF PAID ADMINISTRATIVE LEAVE IN THE EVENT OF A MEDICAL QUARANTINE FOR DISEASE PREVENTION

WHEREAS, the County Administrator has requested to allow paid time off for those quarantined pursuant to the order of a public health agency, in the interest of disease prevention, and

WHEREAS, a paid administrative leave code already exists in the payroll system, and

WHEREAS, the Personnel & Administration Committee has approved this request, now, therefore,
be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the use of paid administrative leave in the event a county employee has been quarantined by a public health agency, in the interest of disease prevention, and be it further

RESOLVED, that this resolution be retroactive to January 1, 2020.

Warren County Board of Supervisors

RESOLUTION No. 74 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

AUTHORIZING LICENSE AGREEMENT WITH REVOLUTION RAIL COMPANY FOR USE OF COUNTY OWNED RAILROAD TRACKS

RESOLVED, that Warren County enter into a License Agreement with Revolution Rail Company, 3 Railroad Place, North Creek, New York 12853, for use of County owned railroad tracks, for a term commencing January 1, 2020 and terminating December 31, 2020, with the option for four (4) additional one (1) year renewals upon mutual agreement, for an amount of Thirty Thousand Dollars (\$30,000) for 2020, no less than Thirty-Five Thousand Dollars (\$35,000) for 2021 and no less than Forty Thousand Dollars (\$40,000) in years 2022, 2023 and 2024, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said License Agreement, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION No. 75 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

**AUTHORIZING ACCEPTANCE OF SETTLEMENT FOR A
RESIDENT AT WESTMOUNT HEALTH FACILITY AND AUTHORIZING COUNTY
TREASURER TO WRITE-OFF REMAINING DEBT**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes a settlement agreement as outlined below for skilled nursing services for a resident at the former Westmount Health Facility as currently set forth in the books and records of the County's General Fund as follows:

<u>RESIDENT NUMBER</u>	<u>AMOUNT</u>
1145	\$867.00

and be it further

RESOLVED, that the Warren County Treasurer is hereby authorized to write-off the remaining balance owed to the County for skilled nursing services in the amount of Two Hundred Eighty-Nine Dollars (\$289.00).

Warren County Board of Supervisors

RESOLUTION No. 76 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

AUTHORIZING WAIVER OF PERSONAL JURISDICTION ISSUES IN THE MATTER OF DANIEL VINCELETTE V. THE COUNTY OF WARREN, ET. AL.

WHEREAS, Daniel Vincelette commenced a lawsuit against the County of Warren, et. al. on November 13, 2019, and

WHEREAS, The County filed a motion to dismiss, asking the court to dismiss Mr. Vincelette's lawsuit, on the grounds that there is no personal jurisdiction, among other arguments in support of dismissing the claim, and

WHEREAS, The Plaintiff has requested that the County stipulate to waiving the personal jurisdiction issues, and allow the motion to dismiss to be decided on the merits, and

WHEREAS, the Plaintiff has also requested an extension of time to file his opposition to the motion to dismiss, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the waiver of personal jurisdiction issues and does not authorize any further extensions to oppose the motion to dismiss.

Warren County Board of Supervisors

RESOLUTION No. 77 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

ADOPTING REVISED WARREN COUNTY ALCOHOL & DRUG TESTING POLICY FOR EMPLOYEES HOLDING A COMMERCIAL DRIVERS LICENSE (CDL)

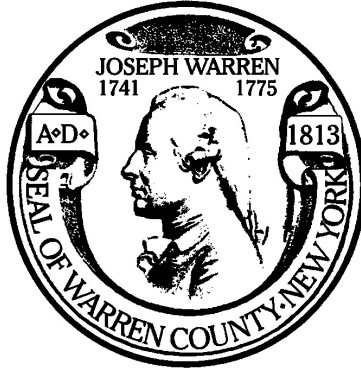
WHEREAS, the Board of Supervisors adopted an Alcohol and Drug Testing Policy for Warren County employees in possession of a Commercial Drivers License (CDL) by Resolution No. 570 of 1995, and previously amended by Resolution No. 137 of 2019, and

WHEREAS, the Director of Human Resources presented to the Personnel & Administration Committee a revised policy which has been substantially updated, and

WHEREAS, the Personnel & Administration Committee has reviewed the changes presented by the Director of Human Resources and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Alcohol & Drug Testing Policy Commercial Driver License (CDL) annexed hereto, be and the same hereby is, adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Alcohol & Drug Testing Policies for employees holding Commercial Drivers Licenses, Resolutions or parts thereof inconsistent with the annexed are hereby repealed effective February 21, 2020.



**Warren County
Alcohol & Drug Testing Policy
Commercial Driver License (CDL)**

Adopted: February 21, 2020

RESOLUTION No. 77 OF 2020

PAGE 3 OF 20

TABLE OF CONTENTS

1.0	Statement of Purpose and Scope of Policy	5
2.0	Definitions	5
3.0	Prohibited Conduct	7
3.1	Prohibited Conduct Concerning Driver's Use of Drugs and Alcohol	7
3.2	Refusal to Submit	8
3.3	Consumption of Food or Food-Products Containing 'Hemp'	9
3.4	Prohibition on Supervisor or Manager Permitting a Driver to Work	9
3.5	Prohibition Against Working While Using Any Drug Medications Which Can Affect Safety or Performance	9
4.0	Required Tests and Past Test Results Information	10
4.1	The FMCSA Clearinghouse	10
4.2	Pre-Employment Drug Testing and Past Test Results Information	11
4.3	Post-Accident Drug and Alcohol Testing	11
4.4	Random Drug and Alcohol Testing	12
4.5	Reasonable Suspicion Drug and/or Alcohol Testing	13
5.0	Self-Identification of Substance Abuse Problem	14
6.0	Drug and Alcohol Testing Procedure	14
6.1	Drug Testing Procedures	15
6.2	Alcohol Testing Procedures	16
7.0	Consequences for Policy Violations	17
7.1	Automatic Removal From Safety-Sensitive Function	17
7.2	Refusal to Submit	17
7.3	Positive Test Results	18
7.4	Other Policy Violations	18
7.5	Potential Forfeiture of Worker's Compensation and/or Unemployment Compensation Benefits	18
8.0	Notification of Test Results	19
9.0	Testing Expenses and Compensation for Tests	19
10.0	Recordkeeping, Access to Records and Confidentiality of Test Results	19
11.0	Inspections	19
11.1	Inspections of County Property	19
11.2	Inspections of Driver Property	19
12.0	Employee Assistance Program ("EAP")	20
13.0	Applicants Policy	20

INTRODUCTION

On February 15, 1994 the United States Department of Transportation (DOT) published the final rules for drug and alcohol testing of Commercial Driver License (CDL) holders. The final rules must be implemented by all employers of CDL holders by January 1, 1996.

These rules prohibit CDL holders from engaging in certain drug and alcohol related conduct and require employers to test employees to ensure compliance with the drug and alcohol rules.

This policy has been developed as a means to ensure that all Warren County employees who hold a CDL are informed of the FEDERAL rules for the drug and alcohol testing and the consequences of any violation.

IF YOU POSSESS A CDL AND DRIVE, INSPECT, REPAIR, LOAD OR UNLOAD A COMMERCIAL VEHICLE ON COUNTY BUSINESS, THE FOLLOWING RULES APPLY TO YOU.

IF YOU ARE A CDL HOLDER AND CURRENTLY OCCUPY A DEPARTMENT OF PERSONNEL ADMINISTRATION DESIGNATED SAFETY-SENSITIVE CLASSIFICATION, YOU ARE SUBJECT TO SUBSTANCE TESTING UNDER BOTH STATE AND FEDERAL AUTHORITIES.

**TO ALL WARREN COUNTY EMPLOYEES WHO HOLD A CLASS A OR CLASS B
COMMERCIAL DRIVER LICENSE (CDL)**

Federal Highway Administration (FHWA) regulations require annual random, unannounced alcohol and controlled substance (drug) testing of all CDL holders. The penalties for violation of the new FHWA alcohol misuse and controlled substance use regulations are considerable. If a CDL holder tests positive for drug use or the misuse of alcohol the CDL holder will be prohibited from performing safety-sensitive functions associated with the operation of a commercial vehicle and the CDL holder may be subject to a \$10,000 fine under 49 U.S.C. 521 (b). Additionally, Warren County will take corrective disciplinary action up to and including termination for any employee found in violation of the FHWA regulations.

If you are experiencing difficulty with the use of alcohol or drugs, you are strongly encouraged to notify your supervisor, or Department Head. Warren County will assist you as much as is operationally practicable in helping you to overcome problems associated with substance abuse and protect your employment status. Please see the section entitled "Where to Get Help".

**WARREN COUNTY
SUBSTANCE ABUSE POLICY FOR
COMMERCIAL MOTOR VEHICLE DRIVERS**

1.0 STATEMENT OF PURPOSE AND SCOPE OF POLICY

- 1.1 Warren County is firmly committed to ensuring a safe, healthy, productive and efficient work environment for our employees and the public we serve. The County has a vital interest in ensuring a safe, healthy and efficient working environment and the prevention of accidents and injuries which can result from the misuse of alcohol or controlled substances by drivers of the County's commercial motor vehicles. For these reasons, and as required by the drug and alcohol testing regulations of the Federal Motor Carrier Safety Administration ("FMCSA"), the County has established this substance abuse policy for the drivers of its commercial motor vehicles. Drug and alcohol testing is an integral part of our policy and program. Compliance with this policy is required by applicants as a condition of employment and by drivers as a condition of continued employment.
- 1.2 This policy applies to any "driver" (as defined in Section 2.6 of this policy) who operates a "commercial motor vehicle" (as defined in Section 2.3 of this policy) for or on behalf of the County and who is required to have a commercial driver's license ("CDL") in order to operate that vehicle. The policy also applies to all applicants who seek employment for such driver positions. Additionally, this policy applies to any County supervisor and other managerial personnel who drive or may be required to drive a commercial motor vehicle from time-to-time on the County's behalf.
- 1.3 This policy explains the FMCSA's drug and alcohol regulations and the County's own policies with respect to the use controlled substances or misuse alcohol. Provisions of this policy which are imposed under the County's independent authority are specifically noted by text which has been underlined.
- 1.4 The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist recovering addicts or alcoholics and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others.
- 1.5 Any questions regarding the meaning or application of this policy should be directed to the Program Administrator (Warren County Department of Human Resources.)

2.0 DEFINITIONS

- 2.1 "**Alcohol**" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- 2.2 "**Alcohol Use**" means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

RESOLUTION No. 77 OF 2020

PAGE 7 OF 20

- 2.3 **"Clearinghouse"** means the online database maintained by the Federal Motor Carrier Safety Administration of the U.S. Department of Transportation which contains information about drug and alcohol program violations for drivers who are licensed to operate commercial vehicles.
- 2.4 For purposes of this policy, **"Commercial Motor Vehicle"** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
- a. has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) including a towed unit with a gross vehicle weight of more than 4,536 kilograms (10,000 pounds); or
 - b. has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
 - c. Is designed to transport 16 or more passengers, including the driver; or
 - d. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).
- 2.5 **"Controlled Substances" and "Drugs"** are used interchangeably in this policy and mean marijuana, cocaine, opioids including semi-synthetic opioids, amphetamines, phencyclidine (PCP), or their metabolites, and any other substance included in Schedules I through V, as defined by the Controlled Substances Act, 21 U.S.C. §812, as they may be revised from time to time. The terms "controlled substances" and "drugs" include legal substances obtained illegally or used in an unauthorized manner, but do not refer to the proper use of controlled substances authorized by law which do not affect job safety or performance.
- 2.6 **"Disabling Damage"** means damage which prevents a motor vehicle from being driven from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if driven. This term **does not include** damage which can be remedied temporarily at the scene of the accident without special tools or parts; tire disablement without other damage even if no spare tire is available; headlight or taillight damage; or damage to turn signals, horn or windshield wipers which make them inoperative.
- 2.7 **"Driver"** means any person who operates a "commercial motor vehicle" (as defined in Section 2.3.) Under FMCSA regulations, this includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers.
- 2.8 **"Performing A Safety-Sensitive Function"** means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- 2.9 **"Query"** a search of an individual driver's information contained in the Clearinghouse. A query can be a **"limited query"** which indicates only that there is information about a drug or alcohol program violation in the Clearinghouse, or a **"full query"** which includes the details of the driver's drug or alcohol program violation(s) and whether that driver is cleared to return to duty.
- 2.10 **"Safety-Sensitive Function"** means the following activities and includes the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved

RESOLUTION No. 77 OF 2020

PAGE 8 OF 20

from work and all responsibility for performing work:

- a. All time at a County facility, terminal, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the County;
- b. All time inspecting equipment as required by the FMCSA's regulations 49 C.F.R. §§392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- c. All time spent at the driving controls of a commercial motor vehicle in operation;
- d. All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth (a berth conforming to the requirements of the FMCSA's regulation 49 C.F.R. §393.76);
- e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- f. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

2.11 **"Substance Abuse Professional" ("SAP")** means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol And Other Drug Abuse). All SAPs must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

3.0 PROHIBITED CONDUCT

3.1 Prohibited Conduct Concerning Driver's Use Of Drugs and Alcohol:

- a. Drivers are prohibited from reporting for duty or remaining on duty when using any drugs (as defined in Section 2.4), except when the use is pursuant to the instructions of a medical doctor who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. (For details concerning the lawful use of prescription drugs, refer to Section 3.4.)
- b. Drivers are prohibited from reporting for duty or remaining on duty with an alcohol concentration of 0.04 or greater. Drivers found to have an alcohol concentration of 0.02 or greater, but less than 0.04, are prohibited from performing any safety-sensitive functions for at least 24 hours from the test.
- c. Drivers are prohibited from using alcohol in any form (***including medications containing alcohol***) while performing safety-sensitive functions (refer to Section 2.7 of this policy for the definition of performing safety-sensitive functions).
- d. Drivers are prohibited from performing safety-sensitive functions within four (4) hours after using alcohol. On-call employees who are not at work, but could be called to drive or perform other safety-sensitive functions, are subject to this pre-duty alcohol prohibition. This means a driver who is on-call must decline a call to work if his or her acceptance would require the employee to drive or perform other safety-sensitive functions within four (4) hours after consuming alcohol. An on-call driver who is required to decline work because of his/her use of alcohol in violation of the four-hour rule is subject to discipline up to and including termination.
- e. Drivers are prohibited from using alcohol for eight (8) hours following an accident

or until the driver takes a post-accident alcohol test (and tests negative), whichever occurs first.

- f. Drivers may not “refuse to submit” to any drug or alcohol test required under the FMCSA's drug and alcohol rules and/or this policy. (For further details concerning what actions will be considered as a “refusal,” refer to section 3.2 of the policy.)
 - g. Drivers are prohibited from performing or continuing to perform a safety-sensitive function if they have tested positive for controlled substances or alcohol.
 - h. Drivers may not refuse to submit to any inspection required under section 11.0 of this policy.
 - i. During a driver’s workday, a driver is prohibited from engaging in the unlawful or unauthorized manufacture, distribution, dispensation, sale, purchase, solicitation, transfer, possession, use or transport of controlled substances or alcohol. This prohibition does not include the authorized distribution, dispensation, sale, purchase, solicitation, transfer, possession, use or transport of alcoholic beverages in connection with County-sponsored functions or events.
 - j. Drivers are prohibited from failing to stay in contact with the County or its medical review officer while awaiting the results of a drug test.
- 3.2 **Refusal to Submit:** For purposes of this policy, the following employee conduct will be considered as a refusal to submit to a test:
- a. refusing to complete the chain-of-custody form or any other required drug or alcohol testing form(s);
 - b. refusing to provide a urine sample, or breath or saliva specimen for testing;
 - c. failing to provide an adequate amount of urine or breath for testing, without a valid medical explanation;
 - d. failing to promptly notify the County that the driver was in an accident or not being readily available for testing after an accident (except as necessary to obtain assistance or medical care);
 - e. refusing or failing to report directly to the collection site after being notified of the need to submit to a test;
 - f. delaying the collection, testing or verification process;
 - g. adulterating or substituting a urine sample or attempting to adulterate or substitute a urine sample; or
 - h. otherwise engaging in conduct that clearly obstructs the testing process.
- 3.3 **Consumption of Food or Food-Products Containing Hemp:** The consumption of food and food-products containing hemp (for example, “Seedy Sweeties” and hemp oil) may cause a driver to test positive for marijuana. A test result that is positive as a result of a driver’s consumption of food or food-products containing hemp will be reported as a positive test. (Refer to Section 7.3 regarding the consequences of a positive test result.)
- 3.4 **Prohibition On Supervisor Or Manager Permitting A Driver To Work:** No supervisor or manager who has actual knowledge that an employee has engaged in or is engaging in conduct prohibited under this policy shall permit the employee to work or continue working under such circumstances. Any employee who has been directed not to work or directed to stop working under such circumstances must immediately comply.
- 3.5 **Prohibition Against Working While Using Any Drug Medications Can Which Affect Safety Or Performance:**
- a. Except as otherwise provided in this section, the lawful use of any medication

- (therapeutic drugs) while performing a safety-sensitive function is prohibited to the extent such use may affect the driver's ability to perform his/her job duties safely.
- b. A driver who will use, or who is using, any medication that contains a controlled substance has an obligation to inquire and determine whether the medication the driver is using or may use could affect the driver's ability to perform his/her job duties safely.
 - c. If the driver is or will be using any such drug medication, the driver is required to obtain from the driver's licensed medical practitioner a written statement which provides that the medication will not interfere with the driver's ability to safely and efficiently perform the driver's job duties or provides the work restrictions, if any, which the driver is subject to for the period of time the driver is taking the medication. The County's "Certification of Driver's Authorized Use of Prescription and/or Non-Prescription Medication" form is to be used for this purpose.
 - d. In the event a driver is using or will be using drug medication which will interfere with or adversely affect the driver's ability to do his or her job duties, such information must be reported to the driver's immediate supervisor prior to commencing any safety-sensitive functions, without disclosing the identity of the substance. The driver must also have the medication available for review by the County's MRO in its original container, which must identify the medication dosage and other pertinent information about the medication.
 - e. A driver may continue to work, if the County's MRO and the licensed medical practitioner have determined that the medication will not adversely affect the driver's ability to safely and efficiently perform the driver's safety-sensitive functions, or they have determined that a reasonable accommodation can be made concerning the driver's medication. A driver will not be permitted to perform his or her safety-sensitive functions unless such a determination or reasonable accommodation has been made.

4.0 REQUIRED TESTS AND PAST TEST RESULTS INFORMATION

As required by the FMCSA's regulations, the County will conduct drug and alcohol tests and Clearinghouse queries under the conditions and circumstances described below.

4.1 The FMCSA Clearinghouse

- a. Existing Employees: Under FMCSA rules the County will conduct the following searches of the Clearinghouse:
 1. A limited query of every driver once during the calendar year. All drivers shall sign a consent form granting the County permission to perform a query of the Clearinghouse once during each calendar year. The consent so given shall be valid for as long as the driver is employed by the County. If the results of a Clearinghouse query show that there are no records in the Clearinghouse for that driver, then no other action is necessary.
 2. A full query. If the results of a Clearinghouse limited query indicate that a driver has a record in the Clearinghouse, then the County will conduct a full query of the Clearinghouse to obtain the details of that violation. Each individual driver for whom the County will conduct a full query will give permission to the County by signing into the Clearinghouse online and give permission electronically.
 3. **Refusal to Consent.**
 - a. **Automatic Removal From Safety-Sensitive Functions:** FMCSA regulations mandate that drivers who refuse to give consent to the

RESOLUTION No. 77 OF 2020

PAGE 11 OF 20

County to perform either a limited query or a full query be immediately removed from, and prohibited from performing, safety-sensitive functions. Safety-sensitive functions include driving, repairing, inspecting, loading, and unloading commercial motor vehicles as defined in section 2.3 of this policy.

- b. Any driver who refuses to give consent to the County to conduct a Clearinghouse query will be terminated.
- b. Applicants: Each person applying for employment with the County as a driver or who holds a commercial driver's license shall grant permission to the County to perform a full query in the Clearinghouse by signing into the Clearinghouse online and give permission electronically.

Any applicant who refuses to give consent to the County to conduct a Clearinghouse query will be ineligible for employment with the County.

4.2 Pre-Employment Drug Testing and Past Test Results Information:

- a. All applicants who have received a conditional offer of employment in a CMV driver position, and all existing employees whose transfer to a CMV position has been conditionally approved, are required to submit to a pre-employment drug test and must receive a negative test result as a condition of employment. Such tests will be conducted prior to the time the applicant is hired or transferred.
- b. In addition to a pre-employment drug test, FMCSA's regulations require the County to obtain the following specific information concerning an applicant's past drug and alcohol tests from an applicant's former motor carrier employers during the previous two years: (i) alcohol tests with results of 0.04 or greater; (ii) drug tests whose results were verified positive; and (iii) all instances in which the applicant refused to be drug or alcohol tested. All such information will be obtained in a confidential manner and the County will maintain a written confidential record with respect to each former carrier contacted. The information obtained from a previous carrier may contain alcohol and drug information which that carrier obtained on or after January 1, 1995 from another previous motor carrier employer.
 - 1. Although FMCSA regulations only require the County to go back two years, FMCSA requires information regarding positive test results to be maintained for 5 years. Therefore, the County has elected to request past test results for the previous 5 years. As a condition of employment with the County, applicants for CMV driver positions are required to complete and sign the County's "Applicant's Authorization to Obtain Past Drug and Alcohol Test Results" form, which authorizes the applicant's former motor carriers for whom the applicant drove during the preceding five years (from the date of application) to release to the County information concerning the applicant's: (i) alcohol tests with results of 0.04 or greater; (ii) drug tests whose results were verified positive; and (iii) all instances in which the applicant refused to be drug or alcohol tested.
- c. If the County learns from the driver's previous carriers that the driver had an alcohol test result of 0.04 or greater, a verified positive drug test, or refused to be tested, the driver either will be ineligible to drive for the County, or if hired, the driver will be terminated, unless the County obtains evidence that the driver has complied with the referral and rehabilitation requirements set forth in §382.605 of FMCSA's regulations.

4.3 Post-Accident Drug And Alcohol Testing:

- a. A driver who is performing safety-sensitive functions (as defined in Section 2.8 of this policy) involving a commercial motor vehicle is required to submit to a post-accident drug and/or alcohol test as soon as practicable following the accident, under the following circumstances:
 1. **Fatal accidents:** A driver who is involved in an accident which results in a death to another human being must always submit to a drug and alcohol test.
 2. **Non-fatal accidents:** A driver who is involved in a non-fatal accident, must submit to a post-accident drug and alcohol test if:
 - (a) the driver was given a citation for a moving traffic violation involving the accident **and**
 - (b) the accident also results in one of the following:
 - (1) bodily injury to the driver or another individual, requiring immediate medical treatment away from the scene of accident; or
 - (2) one or more of the vehicles involved in the accident incurs disabling damage (as defined in Section 2.5 of the policy), requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.
- b. Drivers involved in any accident involving their vehicle must notify the Program Administrator as soon as possible to obtain information on how to proceed with the required testing. Drivers are obligated to follow the Program Administrator's instructions and, if directed to submit to post-accident drug and alcohol tests, must do so as soon as possible.
- c. A driver who is subject to post-accident testing must remain readily available for such testing or else will be deemed to have refused to submit to such testing. However, this "readily available" requirement does not require the delay of necessary medical attention for injured people, or prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- d. A driver who is required to submit to a post-accident test will be suspended after completion of the drug and/or alcohol tests. The County also reserves the right to evaluate the conduct of the driver which may have caused or contributed to the accident, to determine if this conduct in and of itself should warrant discipline, up to and including termination.

4.4 Random Drug And Alcohol Testing:

- a. Each year the County will administer random alcohol and drug tests. Random *drug* tests may be conducted at any time. Random *alcohol* tests will only be conducted while a driver is performing safety-sensitive functions, just before the driver performs safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.
- b. The County shall select drivers for testing using a random number table or a computer-based random number generator that is matched with the drivers' social security numbers, or other comparable identification numbers which will ensure that each driver has an equal chance of being tested each time selections are made.
- c. All random tests will be unannounced and the dates for administering the tests will be spread reasonably throughout the calendar year. The dates of random testing, locations and names of those to be tested are kept in the strictest confidence by the Program Administrator and the specimen collector.
- d. Each driver who is notified of selection for random drug or alcohol testing must

proceed to the test site immediately. If the driver is performing a safety-sensitive function (refer to section 2.8) at the time of notification, the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible, but not longer than two hours from the time of notification. Drivers who do not proceed to the test site immediately upon notification of the test may be considered to have refused to submit to the test.

4.5 Reasonable Suspicion Drug and/or Alcohol Testing:

- a. A driver must submit to a reasonable suspicion drug and/or alcohol test whenever a manager or supervisor has reasonable suspicion to believe that the driver has violated the drug or alcohol prohibitions contained in this policy. Reasonable suspicion drug tests may be conducted at any time. Reasonable suspicion alcohol tests may be conducted only while the driver is performing safety-sensitive functions, just before the driver performs safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.
- b. Reasonable suspicion determinations will be based on specific, contemporaneous, articulable observations concerning the driver, including but not limited to, the driver's appearance, behavior, speech, or body odors. For drug testing, the observations may also include indications of the chronic and withdrawal effects of drugs.
- c. Documentation of the observations leading to a reasonable suspicion test will be prepared and signed by the supervisor or manager who made the observations. The supervisors and managers who will make reasonable suspicion determinations have received training on alcohol misuse and controlled substances use in accordance with the FMCSA's regulations. The particular supervisor or manager who makes a reasonable suspicion determination will not conduct the drug or alcohol test.
- d. A driver who is directed to take a reasonable suspicion drug and/or alcohol testing must submit to the test as directed. The County shall transport or ensure transport of the driver both to and from the collection site.
- e. A driver who is requested to submit to a reasonable suspicion drug and/or alcohol test will be suspended after the completion of the tests. The County also reserves the right to evaluate the conduct of the driver which warranted the reasonable suspicion drug or alcohol tests to determine if the conduct in and of itself should warrant discipline, up to and including termination.

5.0 SELF-IDENTIFICATION OF SUBSTANCE ABUSE PROBLEM

- 5.1 Consistent with and subject to the County's policies concerning medical and personal leaves and vacations, a driver who voluntarily self-identifies himself or herself as having a drug or alcohol problem and requests assistance for such a problem will be referred to a substance abuse professional for an evaluation and, if recommended, an appropriate counseling, treatment or rehabilitation program. The cost of the counseling, treatment or rehabilitation is the driver's responsibility. (For further details concerning the employee's payment obligations, employees should refer to their medical insurance plan.)
- 5.2 **This request must be made before the driver is directed or otherwise required to submit to a drug or alcohol test required by DOT or this policy.**
- 5.3 Once leave commences, periodic certification that the employee is actively continuing to participate in the program, together with progress reports, shall also be required. As a further condition of taking such leave, the employee will be required to authorize the

RESOLUTION No. 77 OF 2020

PAGE 14 OF 20

attending substance abuse professional to communicate directly with the County, including to release the employee's relevant treatment records to the County, except as federal or state law may otherwise require. All such oral and written communications between the substance abuse professional and County shall be treated as confidential.

- 5.4 Except where the federal or state law prohibits, all leave time taken for the evaluation, counseling, treatment or rehabilitation will be counted against the leave to which the employee may be entitled under the federal or state Family and Medical Leave laws.
- 5.5 Prior to the time such leave begins, the driver will be required to execute the County's "Agreement for Treatment and Conditions for Continued Employment." This agreement provides, among other things, that before a driver will be permitted to return to his/her driving duties or perform other safety-sensitive functions for the County, the driver will be required to submit to post-voluntary rehabilitation return-to-duty drug test test and/or post-voluntary rehabilitation return-to-duty alcohol and must receive a negative result. The agreement also provides that the driver may be required to submit to post-voluntary rehabilitation follow-up drug tests and/or post-voluntary rehabilitation follow-up alcohol tests after returning to work, if directed by the treating substance abuse professional. Any return-to-duty and follow-up drug and/or alcohol tests performed under this section of the policy will be conducted as permitted by and in accordance with the applicable state or local law, if any. Where there is no applicable state or local law, or where such laws do not provide specific detailed procedures governing such testing, the County will follow the Federal Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 40, as amended.

6.0 DRUG AND ALCOHOL TESTING PROCEDURES

As required by the FMCSA's rules, the County's drug and alcohol testing procedures comply with the Federal Procedures For Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 40, as amended. (A copy may be obtained from the Program Administrator). These procedures ensure the integrity, confidentiality and reliability of the testing processes, safeguard the validity of the test results and ensure that these results are attributed to the correct driver. Further, these procedures minimize the impact upon the privacy and dignity of persons undergoing such tests. The following provides a summary of the federal procedures.

6.1 Drug Testing Procedures:

- a. **Drugs being tested for:** The drugs that may be tested for include: marijuana, opioids including semi-synthetic opioids, amphetamines and amphetamine variants, cocaine, phencyclidine (PCP) and their metabolites, and certain painkilling medications.
- b. **Chain-of-custody and laboratory:** For purposes of conducting drug tests, the County has established a chain-of-custody procedure for the collection and analysis of urine samples that will verify the identity of each sample and test result. All drug tests conducted pursuant to this policy shall be performed by laboratories which are certified by the Department of Health and Human Services ("DHHS")

- c. **Confirmation and review of drug test results:**
1. All positive drug test results will be confirmed by gas chromatography and mass spectrometry (GC/MS). All confirmed positive drug test results will be reviewed by a medical review officer ("MRO") to determine whether there is any legitimate explanation for the positive test result. This review may include a medical interview, review of the applicant's or driver's medical history, or review of any other relevant biomedical factors and all medical records made available by the tested individuals.
 2. Individuals testing positive will be given the opportunity to discuss with the MRO any legitimate explanation for the positive test result. If, after speaking with the driver, the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as "negative" to the Program Administrator or a designated representative. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified as a "confirmed positive test result" by the MRO.
 3. Under the circumstances set forth in 49 C.F.R. Part 40, the MRO is permitted to verify a test result as a confirmed positive without having first communicated directly with the driver. In the event that serious illness, injury or other unavoidable circumstances prevented the driver from being contacted by the MRO or a designed County representative, however, the MRO may reopen the verification process to permit the driver to provide information concerning a legitimate explanation for the positive test. (Refer to Section 3.1.j. of the policy concerning the driver's duty to remain in contact with the County and MRO.)
- d. **Right to have split-sample analyzed:** All applicants and drivers whose primary urine sample is verified positive have the right to request that their split-sample be analyzed in a different DHHS certified laboratory, selected by the County, for the presence of the drug(s) for which a positive result was obtained. The request must be made to the MRO within 72 hours of being notified by the MRO of a verified positive test result. If the split-sample fails to reconfirm the presence of the drug(s) found in the primary sample, or if the split-sample is unavailable, inadequate for testing or untestable, the MRO shall cancel the test and report the cancellation and the reasons for it to the Program Administrator or a designated representative and the tested individual. However, if the split-sample reconfirms the presence of the drug(s) or drug metabolite(s), the MRO will notify the Program Administrator or a designated representative and the tested individual of the test results.
- e. **Inability to provide adequate amount of urine sample:** Applicants and drivers must provide a urine sample of at least 45 milliliters of urine for a drug test. If the tested individual is unable to provide such a quantity of urine, then the tested individual will be instructed to drink a set amount of fluids and after a set period of time, again attempt to provide a complete sample. If an applicant refuses to drink the fluids as directed, or to provide a new urine sample, this will constitute a refusal to submit to a test and the applicant will be ineligible for employment with the County. If a driver refuses to drink the fluids as directed or to provide a new urine sample, this will constitute a refusal to submit to testing and the driver will be terminated. If a driver has not provided a sufficient sample within a certain time period after the first unsuccessful attempt to provide the sample, the County will direct the driver to obtain as soon as possible, a medical evaluation from a physician selected by the County. If the physician determines that there is no legitimate medical explanation for the driver's failure to provide an adequate amount of urine,

this will constitute a refusal to submit to a test and the driver will be terminated.

- f. **Altered or substituted urine samples:** Procedures for collecting urine samples allow an individual privacy unless there is a reason to believe that a particular individual has altered or substituted, or attempted to alter or substitute, the sample, as defined in the Federal Procedures For Transportation Workplace Drug Testing Programs, 49 C.F.R. Part 40. In such cases, a sample may be obtained under the direct observation of a specimen collector of the same gender as the individual being tested.
 - g. **Dilute Specimens:** In the event the county receives a dilute positive specimen, then the test shall be accepted as a positive test. In the event that the county receives a negative dilute specimen, the county shall require a retest to be conducted in each of the following cases: return to duty tests, follow-up tests, reasonable suspicion tests, and random tests. The result of the retest shall become the test of record. If the employee refuses to take the retest it will be considered the same as a positive test result.
- 6.2 **Alcohol Testing Procedures:**
- a. **How test will be performed:** Alcohol screening tests will be performed by a screening test technician ("STT") using a non-evidential screening device, or by a breath alcohol technician ("BAT") using an evidential breath testing device ("EBT"). The County ensures that the STTs are proficient in the operation of non-evidential screening devices and that the BATs are proficient in the operation of EBTs. In addition, the County use only non-evidential alcohol screening devices and EBTs which are listed on the conforming products list issued by the National Highway Traffic Safety Administration.
 - b. **Confirmation of alcohol test results:** If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed using an EBT. The confirmation test will be conducted within 30 minutes from the end of the screening test. The confirmation test result is the final result upon which any discipline or other action taken under the County's policy shall be based.
 - c. **Inability to provide adequate amount of specimen for alcohol testing:**
 - 1. If a driver fails to provide or claims that he or she is unable to provide a sufficient amount of breath to permit a valid breath test because of a medical condition, the County will require the driver to be evaluated by a physician selected by the County. If the physician determines that the driver's alleged medical condition could not preclude the driver from providing an adequate amount of breath, this will constitute a refusal to test and the driver will be terminated.
 - 2. If the driver is unable to provide sufficient saliva to complete a test on a saliva screening device, the STT shall conduct a new test, using a new device. If the driver refuses to complete the new test, this will constitute a refusal submit to a test and the driver will be terminated. If the new test is completed, but there is an insufficient amount of saliva to activate the device, the driver shall immediately take an alcohol test using an EBT. If the driver refuses to submit to the test using an EBT, the driver will be terminated.

7.0 CONSEQUENCES FOR POLICY VIOLATIONS

The consequences discussed below apply to applicants and drivers who are found to have violated this policy. Regardless of the discipline imposed, however, FMCSA's regulations require drivers

who engage in any prohibited conduct under this policy to be advised of available resources for evaluating and resolving problems associated with drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. This information will be provided through the County's Human Resource Department.

- 7.1 **Automatic Removal From Safety-Sensitive Functions:** FMCSA's regulations require drivers who violate this policy in any way to be immediately removed from their safety-sensitive functions. Such drivers are prohibited from performing, or being permitted to perform, a safety-sensitive function, including driving County trucks and motor vehicles with gross vehicle weight ratings between 10,001 and 26,000 pounds or which weigh 10,001 or more pounds when loaded (regardless of the vehicle's gross vehicle weight rating).
- 7.2 **Refusal To Submit:** Any driver who refuses to submit to a test will be terminated. Applicants who refuse to submit to a test will be ineligible for employment with the County. Refer to section 3.2 concerning what actions will constitute a driver's "refusal to submit."
- 7.3 **Positive Test Results:**
- a. **Applicants:** All applicants who receive a verified confirmed positive drug test result will be ineligible for employment with the County.
 - b. **Drivers:**
 1. **Temporary suspension:** Any driver who is required to submit to a reasonable suspicion or post-accident drug or alcohol test pursuant to this policy will be temporarily suspended.
 2. **Confirmed positive drug test and alcohol test results of 0.04 or greater:** If a driver receives a confirmed positive drug test or an alcohol test result of 0.04 or greater, for the first time, the driver will be terminated from employment.
 3. **Positive alcohol test results of 0.02 or greater but less than 0.04:** A driver who receives a confirmed alcohol test result of 0.02 or greater, but less than 0.04, **for the first time**, will be suspended for at least 24 hours. A driver who receives a confirmed positive alcohol test result of 0.02 or greater **for a second time** will be terminated.
 4. **Fitness-for-duty evaluation in the event of driver's legal and authorized use of a controlled substance:** Whenever an employee is required to submit to a reasonable suspicion drug test and receives a positive test result caused by the employee's legal and authorized use of a controlled substance, the County will require the employee to submit to a fitness-for-duty evaluation. An employee who tests negative may also be required to submit to a fitness-for-duty evaluation. The evaluation may include a review of the employee's medical records and/or a medical examination. The purpose of the evaluation is to determine whether the employee poses a significant risk of substantial harm to the health and safety of the employee or others in the workplace, including customers and visitors. Employees will be required to provide the necessary authorizations for obtaining the medical records and conducting the examination. Depending upon the results of the evaluation, the County will consider whether the safety or health risk can be eliminated or sufficiently reduced by a reasonable accommodation, if applicable.

RESOLUTION No. 77 OF 2020

PAGE 18 OF 20

- 7.4 **Other Policy Violations:** Drivers who commit policy violations other than those addressed in Sections 7.2 and 7.3 above will be subject to discipline, up to and including, immediate termination. Applicants who violate this policy will be ineligible for employment with the County.
- 7.5 **Potential Forfeiture of Workers' Compensation and/or Unemployment Compensation Benefits:** For purposes of this policy, violations of FMCSA's regulations and/or the requirements of this policy constitute gross and willful misconduct. In addition to the discipline and other consequences imposed by FMCSA and the County under this policy, such gross and willful misconduct may also result in the denial of unemployment compensation under the applicable state law. In addition, drivers who are injured as a result of a violation of FMCSA's regulations and/or the County's safety rules (including but not limited to the conduct prohibited under this policy) may also forfeit workers' compensation benefits under the applicable state law.

8.0 NOTIFICATION OF TEST RESULTS

Applicants will be notified of the results of a pre-employment drug test, if the applicant requests his/her test results within 60 days of being notified of the disposition of the employment application. Drivers will be advised of drug test results which are verified positive and the drug or drug(s) for which a positive result was verified. Drivers will be notified of the results of their alcohol tests immediately after the administration of the screening test and, if necessary, the confirmatory test.

9.0 TESTING EXPENSES AND COMPENSATION FOR TESTS

The County will pay for drug and alcohol tests and related expenses as follows:

- 9.1 All drug and alcohol tests required to be taken by drivers or applicants under this policy, including confirmation tests will be paid for by the County. The County will also pay for the analysis of the driver's split-sample. Any test taken at a driver's request will be at the driver's expense, unless the result of the test is negative. Applicants will be required to pay for split-sample tests in all locations, but will be reimbursed by the County if the result is negative. The County will also pay for the cost of the driver's transportation to the test site, if the test is conducted at a place other than the driver's normal work site.
- 9.2 All time spent by drivers providing a specimen required under this policy, including travel time to and from the collection site, will be considered as on-duty time. The driver will receive his or her regular compensation, including overtime, if applicable for such time.

10.0 RECORDKEEPING, ACCESS TO RECORDS AND CONFIDENTIALITY OF TEST RESULTS

- 10.1 The County will maintain records related to its drug and alcohol testing program as required by the FMCSA's regulations. These records will be maintained in a secure location with controlled access and will not be released to any person except as required by law or expressly authorized by the driver.
- 10.2 The laboratory may disclose drug test results only to the MRO. The MRO, STT and BAT may disclose test results only to the individual tested, designated County representatives, a treatment program, or a court of law or administrative tribunal to the extent required by law. Beyond that, a driver's test results shall not be released to any person without the individual's written consent.

11.0 INSPECTIONS

11.1 **Inspections Of County Property:** The County may conduct unannounced random inspections for drugs and alcohol on County facilities and property such as, but not limited to, County vehicles, desks, file cabinets, and County-issued employee lockers. Drivers are expected to cooperate in the conduct of such inspections. Inspections of County facilities and property may be conducted at any time and need not be based on reasonable suspicion.

11.2 **Inspections Of Driver Property:** Inspections of drivers and their personal property such as, but not limited to, vehicles, clothing, packages, purses, brief cases, lunch boxes, or other containers brought onto or being taken off of County premises may be conducted when there is reasonable suspicion to believe that the driver may have or has violated the drug or alcohol prohibitions contained in this policy.

12.0 EMPLOYEE ASSISTANCE PROGRAM (“EAP”)

As part of the County’s commitment to provide a safe, healthy and efficient working environment for our employees, the County maintains an Employee Assistance Program (“EAP”). The EAP provides information concerning the effects and consequences of alcohol and drug use on an individual’s health, work, and personal life and the signs and symptoms of an alcohol or drug problem. In addition, the EAP provides referral services to drivers and their families seeking help with problems resulting from alcohol misuse and drug use. Participation in this program is voluntary and confidential. The EAP can discuss available counseling, treatment and rehabilitation programs, fiscal responsibilities, and can help the employee decide what program might be best for his or her situation. For further information, call the Human Resources Department.

13.0 SUBSTANCE ABUSE POLICY FOR WARREN COUNTY EMPLOYMENT APPLICANTS

The applicants policy applies to applicants for all positions with the County that if hired would be covered by the Warren County Alcohol & Drug Testing Policy Commercial Driver License Policy above. Questions regarding the meaning or application of this section of the policy should be directed to the Human Resources Department.

This policy is not a contract of employment. If an applicant fails to comply with this policy, the applicant will be ineligible for employment.

FMCSA Clearinghouse

Each person applying for employment with the County as a driver or who holds a commercial driver’s license shall grant permission to the County to perform a full query in the Clearinghouse by signing into the Clearinghouse online and giving permission electronically.

Any applicant who refuses to give consent to the County to conduct a Clearinghouse query will be ineligible for employment with the County.

Required Pre-employment Drug Testing of all Applicants

All applicants to whom the County has given a conditional offer of employment may be required to submit to a pre-employment drug test and must receive a negative result as a condition of employment.

Testing Procedures

The County’s pre-employment drug testing procedures comply with applicable state and local law.

RESOLUTION No. 77 OF 2020

PAGE 20 OF 20

Except as otherwise may be required or permitted by the applicable state or local law, the County's pre-employment drug test procedures will follow the Federal Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 CFR Part 40, in effect on January 18, 2001 and in accordance with revisions to take effect on August 1, 2001 (with the exception of the provisions pertaining to Public Interest Exclusions and related provisions). The County's procedures ensure the integrity, confidentiality and reliability of the testing process, safeguard the validity of the test results and ensure that test results are attributed to the correct individual. These procedures are also intended to minimize the impact upon the privacy and dignity of employees being tested. A copy of the federal procedures and any applicable state law is available for review through the Human Resources Manager.

Consequences for Policy Violations

Positive Test Results: Any applicant who receives a confirmed positive drug test result will be ineligible for employment with the County.

Refusal to Submit: Any applicant who refuses to submit to a test will be ineligible for employment with the County. The following conduct will be considered as refusing to submit to a test:

1. Refusing to provide a urine sample or failing to provide an adequate amount of urine without a legitimate medical explanation.
2. Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the County as part of the "shy bladder" procedures.
3. Refusing to complete the chain-of-custody or another form whose completion is required and necessary to conduct the test.
4. Refusing or failing to report promptly to the site where the drug test will be conducted after the applicant is notified that he or she must submit to the test.
5. Failing or declining to take a second drug test that the County or collector has directed to be taken.
6. Failing to cooperate with any part of the testing process, such as by delaying the collection, testing or verification process.
7. Adulterating or substituting a urine sample or attempting to adulterate or substitute a sample.
8. Otherwise engaging in conduct that clearly obstructs or manipulates, or attempts to obstruct or manipulate, the testing process.

Consumption of Food or Food-Products Containing Hemp: The consumption of food and food-products containing hemp may cause an applicant to test positive. A test result that is positive as a result of an applicant's consumption of food or food-products containing or made from hemp or hemp products will be reported as a positive test.

Warren County Board of Supervisors

RESOLUTION No. 78 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

ADOPTING PROPOSED CHANGES TO THE WARREN COUNTY PLANS AND POLICIES MANUAL TO REVISE OUT OF UNIT EMPLOYEE POLICIES TO MATCH CSEA NEGOTIATED POLICY CHANGES AND BENEFIT LEVELS, TO MAKE TECHNICAL CORRECTIONS AND UPDATES TO THE OUT OF UNIT POLICIES

RESOLUTION TABLED

WHEREAS, by Resolution No. 416 of 2015 the Warren County Board of Supervisors adopted the Warren County Plans and Policies set forth in the Warren County, New York Plans and Policies and Municipal Code, which includes Chapter VI, Human Resources/Civil Service, Sections VI.045 - VI.051, most recently amended by Resolution No. 222 of 2018, and

WHEREAS, the Director of Human Resources has requested that Section VI.049 be amended to make technical corrections and updates to the out of unit policies to bring language in line with current practice and bargaining agreement language, and

WHEREAS, the Personnel & Administration Committee has reviewed and approved these changes, now, therefore, be it

RESOLVED, that Section VI.049 (1)(B)(1) of the Warren County Plans and Policies, be, and hereby is amended to read as follows:

- 1.) Effective February 1, 2020, the County shall offer health insurance to current full-time employees not part of any collective bargaining unit on an individual, two-person or family coverage basis (depending on the qualifications and election of the employee) provided that the employee contributes nineteen percent (19%) of the health insurance premium. Commencing December 1, 2020, the amount of the aforesaid contribution shall be increased to twenty percent (20%). Commencing December 1, 2021, the amount of the aforesaid contribution shall be increased to twenty-one percent (21%). Commencing December 1, 2022, the amount of the aforesaid contribution shall be increased to twenty-two percent (22%).

and be it further

RESOLVED, that Section VI.049(1)(C)(1) of the Warren County Plans and Policies, be, and hereby is, amended to read as follows:

- 1.) Effective December 1, 2018, the County shall offer health insurance to current full-time employees not part of any collective bargaining unit on an individual, two-person or family coverage basis (depending on the qualifications and election of the employee) provided that the employee contributes twenty-five percent (25%) of the health insurance premium.

Warren County Board of Supervisors

RESOLUTION No. 79 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

APPOINTING JEFFERY WODELL AS DIRECTOR OF WEIGHTS AND MEASURES

RESOLVED, that Jeffery Woodell be, and hereby is, appointed as Director of Weights and Measures, for a term commencing retroactive to February 17, 2020, or such subsequent date authorized by the County Administrator, to serve at the pleasure of the Warren County Board of Supervisors at an annual salary of \$58,120.

Warren County Board of Supervisors

RESOLUTION NO. 80 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

**ESTABLISHING CAPITAL PROJECT NO. H399, AIRPORT SNOW SWEEPER;
AUTHORIZING TRANSFER OF FUNDS;
AND AMENDING WARREN COUNTY BUDGET FOR 2020**

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H399, Airport Snow Sweeper, as follows:

1. Capital Project No. H399, Airport Snow Sweeper, is hereby established.
2. The estimated cost of such Capital Project is the amount of Six Hundred Forty Thousand Dollars (\$640,000).
3. The proposed method of financing such Capital Project consists of the following:
 - a. New York State grant funding in the amount of Five Hundred Seventy-Six Thousand Dollars (\$576,000); and
 - b. Local share funding in the amount of Sixty-Four Thousand Dollars (\$64,000)

and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to transfer funds in the amount of Six Hundred Forty Thousand Dollars (\$640,000) to Capital Project H399, Airport Snow Sweeper, and be it further

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

<u>ADVANCE TO</u>	<u>AMOUNT</u>
H399 - Airport Snow Sweeper	\$640,000.00

Warren County Board of Supervisors

RESOLUTION NO. 81 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT REPAIR & PROJECTS RESERVE FUND TO TRANSFERS-CAPITAL PROJECTS FOR THE PURPOSE OF FUNDING CAPITAL PROJECT H399, AIRPORT SNOW SWEEPER; AND AMENDING 2020 WARREN COUNTY BUDGET

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in an amount not to exceed Sixty-Four Thousand Dollars (\$64,000) from Budget Code A.892.00 Reserve, Airport Repair & Projects, to Budget Code A.9950 910 Transfers - Capital Projects, and be it further

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 82 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

HOME RULE REQUEST BY WARREN COUNTY FOR AN EXTENSION TO THE LAW AUTHORIZING THE COUNTY OF WARREN TO IMPOSE AN ADDITIONAL MORTGAGE RECORDING TAX

WHEREAS, the Warren County Board of Supervisors, on behalf of the County, desires to request enactment of an extension to the law authorizing the county of Warren to impose an additional mortgage recording tax, and

WHEREAS, the local government, Warren County, does not have the power to enact such legislation by local law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, on behalf of the County of Warren, pursuant to Article 11 of the Constitution, hereby requests the Legislature to enact a bill extending tax law relating to authorizing the County of Warren to impose an additional mortgage recording tax, and be it further

RESOLVED, that it is hereby declared that a necessity exists for the enactment of such legislation in that the local government, Warren County, does not have the power to enact such legislation by local law, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and he hereby is, authorized to complete the Municipal Home Rule Request form, complete the certification contained thereon, and indicate that the Board of Supervisors has voted in favor of the Municipal Home Rule Request stated therein, and transmit the same together with this resolution to the Senate and the Assembly.

Warren County Board of Supervisors

RESOLUTION NO. 83 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

RESCINDING RESOLUTION NO. 25 OF 2020 AUTHORIZING AN AGREEMENT WITH SOUTHERN ADIRONDACK LIBRARY SYSTEM TO COMPLETE PHASE 1 OF THE 2020 CENSUS OUTREACH PLAN

WHEREAS, Resolution No. 25 of 2020 authorized the Chairman of the Board of Supervisors to execute an agreement with Southern Adirondack Library System to complete Phase 1 of the 2020 Census Outreach Plan, at an estimated cost of Twenty-Four Thousand Seven Hundred Sixty-One Dollars (\$24,761), and

WHEREAS, the County Administrator has advised that New York State will not approve grant reimbursement to Southern Adirondack Library System and is requesting that Resolution No. 25 of 2020 be rescinded, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby rescinds Resolution No. 25 of 2020 due to New York State determining no grant reimbursement would be available to Southern Adirondack Library System.

Warren County Board of Supervisors

RESOLUTION NO. 84 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

ESTABLISHING BUDGET CODE A.917.00, ASSIGNED FUND BALANCE, SUNY ADIRONDACK OPERATIONS, FOR THE PURPOSE FUNDING WARREN COUNTY'S SHARE OF SUNY ADIRONDACK OPERATING COSTS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020

RESOLVED, that the Warren County Board of Supervisors does hereby establish Budget Code A.917.00, Assigned Fund Balance, SUNY Adirondack Operations, for the purpose of funding Warren County's share of SUNY Adirondack Operating Costs as follows:

1. Budget Code A.917.00, Assigned Fund Balance, SUNY Adirondack Operations, is hereby established.
2. The proposed method of financing such Assigned Fund Balance consists of the following:
 - a. Transfer of funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) from Budget Code A.9620 962.03 Other Budgetary Purposes, Assigned for SUNY Adirondack Operations;

and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to transfer funds in the amount of One Hundred Fifty Thousand Dollars (\$150,000) to Budget Code A.917.00, Assigned Fund Balance, SUNY Adirondack Operations, and be it further

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 85 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, MCDEVITT, MERLINO, SIMPSON AND STROUGH

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS;
AMENDING 2020 WARREN COUNTY BUDGET**

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in an amount not to exceed One Hundred Six Thousand Three Hundred Thirty Dollars (\$106,330) from the Computer Reserve Fund Budget Code A.895.00 to the following Departmental budgets:

PROJECT	TITLE	AMOUNT
A.1450 220.1	Board of Elections	\$6,000
A.1165 220.1	District Attorney	\$15,000
A.6030 220.1	Countryside Adult Home	\$7,530
A.1680 220.1	Information Technology	\$10,250
A.1325 220.1	Treasurer	\$10,550
A.3110 220.1	Sheriff's Law Enforcement	\$26,000
A.1010 220.1	Legislative Board	\$1,000
A.6010 220.1	Social Services	\$30,000
	Total	\$106,330

and be it further,

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 86 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUES TO THE OFFICE FOR THE AGING BUDGET FOR THE PURPOSE OF UTILIZING DSRIP (DELIVERY SYSTEM REFORM INCENTIVE PAYMENT) PROGRAM FUNDS; AND AMENDING 2020 WARREN COUNTY BUDGET

RESOLVED, that the Warren County Board of Supervisors hereby appropriates funds in the amount of Eight Thousand Nine Hundred Forty-Six Dollars (\$8,946) from Deferred Revenues (A.691.00) to the following Budget Codes: A.6772.4300 130 OFA-Warren County/DSRIP Program, Salaries-Part Time (\$8,000); A.6772.4300 830 OFA-Warren County/DSRIP Program, Social Security (\$500); A.6772.4300 831 OFA-Warren County/DSRIP Program, Medicare Contribution (\$116); A.6772.4300 220 OFA-Warren County/DSRIP Program, Office Equipment (\$330), and be it further

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 87 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

AUTHORIZING THE SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS TO REIMBURSE THE VILLAGE OF LAKE GEORGE FOR EXPENDITURES AT THE CHARLES R. WOOD PARK AND AUTHORIZING APPROPRIATION OF FUNDS FROM DEFERRED REVENUE - GASLIGHT VILLAGE PARKING FEES TO THE CHARLES R. WOOD PARK PROPERTY BUDGET AS NECESSARY

WHEREAS, the County periodically reimburses the Village of Lake George for expenditures relating to repair and maintenance of building/property, repair and maintenance for equipment and various supplies associated with the Festival Space of the Charles R. Wood Park, and

WHEREAS, the Finance Committee has requested that the Superintendent of the Department of Public Works be authorized to approve those reimbursements without Board approval in an amount up to Two Thousand Five Hundred Dollars (\$2,500) per month, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Superintendent of the Department of Public Works to reimburse the Village of Lake George for expenditures relating to repair and maintenance of building/property, repair and maintenance for equipment and various supplies associated for the Festival Space of the Charles R. Wood Park, in an amount not to exceed Two Thousand Five Hundred Dollars (\$2,500) per month, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County Treasurer to appropriate funds, as necessary, when requested from the Superintendent of the Department of Public Works, from Deferred Revenue - Gaslight Village Parking Fees (A.691.07) to the following Budget Codes: A.1625 410 Charles R. Wood Park, Supplies; A.1625 413 Charles R. Wood Park, Repair & Maintain-Building/Property; A.1625 422 Charles R. Wood Park, Repair/Maint Equipment.

Warren County Board of Supervisors

RESOLUTION NO. 88 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUE - GASLIGHT VILLAGE PARKING FEES TO THE CHARLES R. WOOD PARK, REPAIR & MAINT.-BLDG./PROPERTY BUDGET; AUTHORIZING REIMBURSEMENT TO THE VILLAGE OF LAKE GEORGE FOR VARIOUS EXPENSES; AND AMENDING 2020 WARREN COUNTY BUDGET

WHEREAS, the Superintendent of the Department of Public Works has advised that the Village of Lake George has submitted an invoice totaling Three Thousand Four Hundred Ninety-Seven Dollars and Fifty Cents (\$3,497.50) for property maintenance expenses associated with the Festival Space of the Charles R. Wood Park, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby appropriates funds in the amount of Three Thousand Four Hundred Ninety-Seven Dollars and Fifty Cents (\$3,497.50) from Budget Code A.691.07 Deferred Revenue - Gaslight Village Parking Fees to Budget Code A.1625 413 Charles R. Wood Park, Repair & Maint.-Bldg./Property., and be it further

RESOLVED, that the Warren County Board of Supervisors does hereby authorize reimbursement in a total amount of Three Thousand Four Hundred Ninety-Seven Dollars and Fifty Cents (\$3,497.50) to the Village of Lake George for property maintenance expenses associated with the Festival Space of the Charles R. Wood Park, and be it further

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 89 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, McDEVITT, MERLINO, SIMPSON AND STROUGH

DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR IN AUTHORIZING CONTRACT APPROVALS, BUDGET AMENDMENTS AND EXPENDITURES TO EFFECTUATE THE CENSUS OUTREACH PROJECT

WHEREAS, the County Administrator has requested authority to authorize contract approvals, budget amendments and expenditures to effectuate the census outreach project in an amount not to exceed Fifty Thousand Dollars (\$50,000), and

WHEREAS, this authority needs to be retroactive to January 31, 2020, and

WHEREAS, the Finance Committee has approved the request of the County Administrator, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County Administrator to authorize contract approvals, budget amendments and expenditures to effectuate the census outreach project, in an amount not to exceed Fifty Thousand Dollars (\$50,000), retroactive to January 31, 2020, and be it further

RESOLVED, that the County Administrator shall report to the Economic Growth & Development and Higher Education Committee on all actions taken.

Warren County Board of Supervisors

RESOLUTION NO. 90 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, MCDEVITT, MERLINO, SIMPSON AND STROUGH

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE SHERIFF'S OFFICE BUDGET; AND AMENDING 2020 WARREN COUNTY BUDGET

WHEREAS, the Warren County Sheriff has requested funding in the amount of Ninety-Two Thousand Five Hundred Dollars (\$92,500) due to purchase orders from 2019 not being carried over to the 2020 budget, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in an amount not to exceed Ninety-Two Thousand Five Hundred Dollars (\$92,500) from the General Fund Unappropriated Surplus to the following budget code:

CODE	DEPARTMENT	AMOUNT
A.3150 250	Sheriff's Correction Division, Technical Equipment	\$ 70,000.00
A.3110 250	Sheriff's Law Enforcement, Technical Equipment	\$ 22,500.00
	TOTAL	\$ 92,500.00

and be it further

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly.

Warren County Board of Supervisors

RESOLUTION No. 91 OF 2020

RESOLUTION INTRODUCED BY CHAIRMAN THOMAS

**APPOINTING MEMBER OF THE COUNTIES OF WARREN AND WASHINGTON
INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION**

RESOLUTION NOT BROUGHT TO THE FLOOR

RESOLVED, that Larry Stephenson (replacing Matthew Simpson, who resigned) be, and hereby is, appointed effective February 21, 2020, as a member of the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation, to serve at the pleasure of the appointing authority, upon the adoption of a similar resolution by the County of Washington.