

**FINANCE COMMITTEE
AGENDA
OCTOBER 1, 2020**

Committee Members: Frasier, Conover, Geraghty, Beaty, Braymer, McDevitt, Merlino, Simpson, and Strough

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be discussed by the County Treasurer:**
Review of 2021 Budget request.
 - 3) **Referrals from the County Facilities Committee:**
Airport -
 - A) Request to establish Capital Project H.402, *Airport Snow Removal Equipment Building - Construction*, in the amount of \$2,257,860.
 - B) Request to establish Capital Project H.403, *Rehabilitation of Airfield Taxiway Lighting System - Design*, in the amount of \$49,500.
 - 4) **Referral from the Public Safety Committee:**
Office of Emergency Services -
Request for a transfer of funds in the amount of \$17,900 from the Contingent Account, *Budget Code A.1990 469, Contingent Account, Other Payments/Contributions*, to cover the cost of Hazmat Team training and annual medical exams.
 - 5) **Referrals from the Public Works Committee:**
DPW -
 - A) Request to amend the County Budget in the amount of \$243.85 to reflect the receipt of an insurance recovery payment.
 - B) Request to declare surplus one Mid-Atlantic 6-ton tilt bed trailer, *VIN#5ANAF202X2R011472, County inventory Number 02-12*, and authorize the sale of same to the Town of Stony Creek for the amount of \$300.
 - 6) **Referral from the Support Services Committee:**
Information Technology -
Request for an appropriation of funds in the amount of \$7,102 from the Computer Reserve Fund, *Budget Code A.895.00*, to various departmental budget codes for the purchase of computers and related equipment and software.
 - 7) **Requests/Items to be Discussed by the County Administrator:**
 - A) Journal Report of transfers approved by the County Administrator staff - August 2020.
 - B) Review of Deficit Reduction Plan.
 - C) Request for transfers of funds as outlined in the Deficit Reduction Plan.

CONTINUED

Requests/Items to be Discussed by the County Administrator, continued

- D) Request to return funds in the amount of \$700,000 from Budget Code A.6010 470, *Social Services, Contracts*, to the General Fund Unappropriated Surplus due to Medicaid weekly share project savings in light of Federal action, as part of the 2020 Deficit Reduction Plan.
 - E) Request to return funds in the amount of \$117,200 from the County Road Fund, *Budget Code D.3310 444, Traffic Control, Travel - \$1,200; D.5020 110, Engineering, Regular Salaries - \$100,000; D.5020 444, Engineering, Travel - \$1,000; D.5110 418, Maintenance of Roads, Ins. General Liability - \$15,000*, to the County Road Fund Unappropriated Surplus as part of the 2020 Deficit Reduction Plan.
 - F) Request to return funds in the amount of \$106,000 from the Road Machinery Fund, *Budget Code DM.5130 230, Machinery, Automotive Equipment - \$100,000; Budget Code DM.5130 118, Machinery, Ins. General Liability - \$6,000*, to the Road Machinery Fund Unappropriated Surplus as part of the 2020 Deficit Reduction Plan.
 - G) Request to liquidate \$150,000 from Budget Code A.9550 916.00, *Assigned Fund Balance, Project Assessments*, as part of the 2020 Deficit Reduction Plan.
 - H) Request to liquidate \$150,000 from Budget Code A.9550 917.00, *Assigned Fund Balance, SUNY Adirondack Operations*, as part of the 2020 Deficit Reduction Plan.
 - I) On behalf of the Board of Elections - Request to authorize grant application and agreement with the Center for Tech and Civil Life for funding in the amount of \$31,008 to be used for the purpose of planning and operating safe and secure election administration in Warren County in 2020.
 - J) On behalf of the Board of Elections - Request to amend the County Budget in the amount of \$31,008 to reflect the receipt of grant funding from the center for Tech and Civil Life.
- 8) Finance Committee action is required on the following items approved by the Personnel & Administration Committee: Personnel & Administration Committee Agenda Item 6.

IV. Pending Items:

None.

V. Privilege of the Floor/Public Comment (*please allow for 15 second delay on live stream meetings*)

VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Mental Health

SIGNED: 

DATE: 9/21/20

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4320.0080 3490	Glens Falls Hospital	A. 4320.0105 3490	Behavioral Health Services North	\$166,792
A.4320.0080 470	Glens Falls Hospital	A. 4320.0105 470	Behavioral Health Services North	\$166,792

Please state reason for transfers requested: Behavioral Health Services North is a new provider, taking over certain outpatient behavioral health services from the Glens Falls Hospital.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

TRANSFERS FOR 2020 BUDGET

DATE: September 21, 2020

SIGNED: _____

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4018.110	Preventive Program-Full Time Salaries	A.4018.130	Preventive Program-Part Time Salaries	\$11,800.00

Total Transfers \$11,800.00

1. To reclass Salary for Temporary Per Diem position from Full time salaries to Part Time Salaries for 3 months. No need to do fringe. Already in budget lines.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

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

Attachment 1

Warren County
2021 Budget Highlights - Treasurer Department

1. Sales Tax - budgeted sales tax revenue and the distribution to towns using 2020 budget figures which amounts to a 0% increase in budget. We historically use the prior year actual amounts for the following year's budget which would have resulted in a 1.8% budget increase. Because of the pandemic, we are currently 6.1% below prior year's amount and 6.0% below the 2020 budgeted amount. We do not know at this point if we will fully recover next year.
2. Occupancy Tax Administration - historically we have recorded 3% of the prior year actual occupancy tax revenues which amounts to \$146,000 for 2021. The Treasurer's Office will be using increased labor relating to collection of occupancy tax on short term rentals which justifies keeping our administration charges at this level.
3. Interest and Earnings - decreased budget by \$140,000 due to significant drop in interest rates caused by the pandemic.
4. OTB Dist Earnings - budget decreased by \$13,000 due to decreases noted in first part of 2020 and uncertainty of future earnings with the pandemic.
5. VLT/Tribal Compact Moneys (Casino) - decreased budget by \$45,000 due to uncertainty of future earnings and the pandemic.
6. Contract - budget decreased by \$6,300 primarily due to actuary contract which is done every other year.
7. Total department expenses are down \$20,023 from 2020 budget which is a 1.7% decline.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Treasurer

BUDGET ACCOUNT CODE: A.1325

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$717,856.54	\$727,655.00	\$727,655.00	\$724,723.00
200's EQUIPMENT	\$650.58	\$500.00	\$11,050.00	\$500.00
400's CONTRACTUAL	\$119,246.88	\$131,302.00	\$132,802.00	\$127,306.00
800's EMPLOYEE BENEFITS	\$321,042.13	\$323,373.00	\$323,373.00	\$310,278.00
TOTALS	\$1,158,796.13	\$1,182,830.00	\$1,194,880.00	\$1,162,807.00

2019 REVENUES	2020 ADOPTED REVENUES	2020 ESTIMATED REVENUES	2021 DEPARTMENT REQUESTS
\$62,052,706.55	\$59,603,895.00	\$59,603,895.00	\$59,392,995.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Treasurer
 DATE: 9/8/20

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

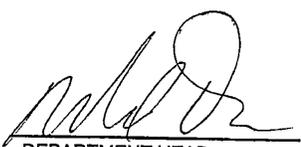
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Distribution of Sales Tax

BUDGET ACCOUNT CODE: A.1985

OBJECT CODES	2019 EXPENDITURES	2020 ADOPTED	2020 AMENDED	2021 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$26,278,798.52	\$25,865,137.00	\$25,865,137.00	\$25,865,137.00
TOTALS	\$26,278,798.52	\$25,865,137.00	\$25,865,137.00	\$25,865,137.00

SIGNED: 
DEPARTMENT HEAD

TITLE: Treasurer

DATE: 9/8/20

Warren County, NY

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
REVENUE						
Department 1325 - County Treasurer						
<i>Real Property Tax Items</i>						
1051	Gain - Sale of Tax Acq Prop	448,454.95	150,000.00	150,000.00	.00	150,000.00
1081	Other Pay in Lieu of Tax	135,429.60	175,500.00	175,500.00	149,490.05	141,600.00
1090	Int and Pen on RPT	2,165,525.55	1,850,000.00	1,850,000.00	1,254,412.91	1,850,000.00
<i>Real Property Tax Items Totals</i>		\$2,749,410.10	\$2,175,500.00	\$2,175,500.00	\$1,403,902.96	\$2,141,600.00
<i>Non-Property Tax Items</i>						
1110	Sales and Use Tax	56,051,782.01	55,015,895.00	55,015,895.00	27,043,651.92	55,015,895.00
1115	Towns Share of Sales Tax	1,050,000.00	950,000.00	950,000.00	950,000.00	950,000.00
1190	Interest&Penalty Non-Proptry Tax	24,595.40	8,000.00	8,000.00	4,932.15	8,000.00
<i>Non-Property Tax Items Totals</i>		\$57,126,377.41	\$55,973,895.00	\$55,973,895.00	\$27,998,584.07	\$55,973,895.00
<i>Departmental Income</i>						
1230	County Treasurer's Fees	20,772.14	17,000.00	17,000.00	2,767.71	18,000.00
1231	Occupancy Tax Administration	130,000.00	135,000.00	135,000.00	135,000.00	146,000.00
1232	P-Card Rebate	1,216.40	.00	.00	.00	.00
<i>Departmental Income Totals</i>		\$151,988.54	\$152,000.00	\$152,000.00	\$137,767.71	\$164,000.00
<i>Use of Money & Property</i>						
2401	Interest & Earnings	310,989.54	200,000.00	200,000.00	118,528.36	60,000.00
<i>Use of Money & Property Totals</i>		\$310,989.54	\$200,000.00	\$200,000.00	\$118,528.36	\$60,000.00
<i>Miscellaneous & Local Source</i>						
2701	Refund of Prior Year Expense	409,761.68	100,000.00	100,000.00	2,435,426.90	100,000.00
2705	Gifts & Donations	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
2720	OTB Dist Earnings	68,712.00	68,000.00	68,000.00	8,878.00	55,000.00
2770	Other Unclassified Revenue	165.00	.00	.00	.00	.00
<i>Miscellaneous & Local Source Totals</i>		\$508,638.68	\$198,000.00	\$198,000.00	\$2,474,304.90	\$185,000.00
<i>State Aid</i>						
3014	VLT/Tribal Compact Moneys	395,401.75	420,000.00	420,000.00	.00	375,000.00
3405	Compassionate Care Act	208,253.65	125,000.00	125,000.00	.00	125,000.00
<i>State Aid Totals</i>		\$603,655.40	\$545,000.00	\$545,000.00	\$0.00	\$500,000.00
<i>Interfund Transfers</i>						
5031	Interfund Transfers	246,693.42	.00	.00	54,825.60	.00
<i>Interfund Transfers Totals</i>		\$246,693.42	\$0.00	\$0.00	\$54,825.60	\$0.00
<i>Fines & Forfeitures</i>						
2620	Forfeiture of Deposits	25.00	4,000.00	4,000.00	.00	3,000.00
<i>Fines & Forfeitures Totals</i>		\$25.00	\$4,000.00	\$4,000.00	\$0.00	\$3,000.00

Warren County, NY

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
REVENUE						
Department 1325 - County Treasurer						
Sale of Property And Compensation for Loss						
2655	Minor Sales, Other	686.42	500.00	500.00	190.00	500.00
2656	Vending Machines	6,117.33	5,000.00	5,000.00	1,451.34	5,000.00
2690	Tobacco Settlement	348,124.71	350,000.00	350,000.00	399,367.32	360,000.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$354,928.46	\$355,500.00	\$355,500.00	\$401,008.66	\$365,500.00
Department 1325 - County Treasurer Totals		\$62,052,706.55	\$59,603,895.00	\$59,603,895.00	\$32,588,922.26	\$59,392,995.00
REVENUE TOTALS		\$62,052,706.55	\$59,603,895.00	\$59,603,895.00	\$32,588,922.26	\$59,392,995.00
EXPENSE						
Department 1325 - County Treasurer						
Personal Services						
110	Salaries - Regular	698,097.42	712,722.00	712,722.00	412,268.44	709,790.00
120	Salaries - Overtime	31.02	1,000.00	1,000.00	7.25	1,000.00
130	Salaries - Part Time	19,728.10	13,933.00	13,933.00	6,420.23	13,933.00
<i>Personal Services Totals</i>		\$717,856.54	\$727,655.00	\$727,655.00	\$418,695.92	\$724,723.00
Equipment						
210	Furniture/Furnishings	483.75	.00	.00	.00	.00
220	Office Equipment	166.83	500.00	500.00	224.00	500.00
Comments						
Level		Comment				
Departmental Request		Miscellaneous equipment; adding machines, etc.				
220.1	Office Equipment - Reserve	.00	.00	10,550.00	10,542.00	.00
<i>Equipment Totals</i>		\$650.58	\$500.00	\$11,050.00	\$10,766.00	\$500.00
Contractual Expense						
410	Supplies	8,704.50	9,300.00	9,300.00	5,618.14	9,300.00
422	Repair/Maint-Equipment	51,256.00	54,840.00	54,840.00	800.00	57,468.00
423	Telephone	1,045.50	1,100.00	1,100.00	555.90	1,100.00
424	Postage	5,653.91	6,000.00	6,000.00	3,319.34	6,000.00
427	Memberships & Dues	490.00	510.00	510.00	360.00	530.00
428	Data Processing & Internet Fees	924.00	702.00	702.00	648.00	858.00
436	Advertising Fees	572.97	750.00	750.00	748.24	750.00
444	Travel/Education/Conference	.00	1,000.00	1,000.00	.00	500.00

Warren County, NY

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2021 Departmental Request
Fund A - General						
EXPENSE						
Department 1325 - County Treasurer						
<i>Contractual Expense</i>						
470	Contract	50,600.00	57,100.00	58,600.00	36,000.00	50,800.00
Comments						
Level						
Departmental Request						
Comment						
Audit - \$43,500, Indirect Cost - \$7,300						
<i>Contractual Expense Totals</i>		\$119,246.88	\$131,302.00	\$132,802.00	\$48,049.62	\$127,306.00
<i>Employee Benefits</i>						
810	Retirement	93,164.56	101,204.00	101,204.00	59,701.87	102,487.00
830	Social Security	41,889.37	45,114.00	45,114.00	24,708.53	44,933.00
831	Medicare Contribution	9,796.66	10,550.00	10,550.00	5,778.59	10,509.00
860	Hospitalization	130,047.87	123,507.00	123,507.00	68,321.83	111,796.00
865	Dental Insurance	2,732.56	2,664.00	2,664.00	1,523.89	2,496.00
<i>Employee Benefits Totals</i>		\$277,631.02	\$283,039.00	\$283,039.00	\$160,034.71	\$272,221.00
<i>Other Benefits</i>						
840	Workmen's Compensation	3,625.71	3,420.00	3,420.00	3,419.77	2,779.00
861	Retirees Hospitalization	39,785.40	36,914.00	36,914.00	24,700.06	35,278.00
<i>Other Benefits Totals</i>		\$43,411.11	\$40,334.00	\$40,334.00	\$28,119.83	\$38,057.00
Department 1325 - County Treasurer Totals		\$1,158,796.13	\$1,182,830.00	\$1,194,880.00	\$665,666.08	\$1,162,807.00
Department 1985 - Distribution of Sales Tax						
<i>Contractual Expense</i>						
469	Other Payments/Contributions	26,278,798.52	25,865,137.00	25,865,137.00	10,581,049.04	25,865,137.00
<i>Contractual Expense Totals</i>		\$26,278,798.52	\$25,865,137.00	\$25,865,137.00	\$10,581,049.04	\$25,865,137.00
Department 1985 - Distribution of Sales Tax Totals		\$26,278,798.52	\$25,865,137.00	\$25,865,137.00	\$10,581,049.04	\$25,865,137.00
EXPENSE TOTALS		\$27,437,594.65	\$27,047,967.00	\$27,060,017.00	\$11,246,715.12	\$27,027,944.00
Fund A - General Totals						
REVENUE TOTALS		\$62,052,706.55	\$59,603,895.00	\$59,603,895.00	\$32,588,922.26	\$59,392,995.00
EXPENSE TOTALS		\$27,437,594.65	\$27,047,967.00	\$27,060,017.00	\$11,246,715.12	\$27,027,944.00
Fund A - General Totals		\$34,615,111.90	\$32,555,928.00	\$32,543,878.00	\$21,342,207.14	\$32,365,051.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$62,052,706.55	\$59,603,895.00	\$59,603,895.00	\$32,588,922.26	\$59,392,995.00
EXPENSE GRAND TOTALS		\$27,437,594.65	\$27,047,967.00	\$27,060,017.00	\$11,246,715.12	\$27,027,944.00
Net Grand Totals		\$34,615,111.90	\$32,555,928.00	\$32,543,878.00	\$21,342,207.14	\$32,365,051.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2021 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

FUND A TOTALS				
100's PERSONAL SERVICES	\$717,856.54	\$727,655.00	\$727,655.00	\$724,723.00
200's EQUIPMENT	\$650.58	\$500.00	\$11,050.00	\$500.00
300's DEPRECIATION				
400's CONTRACTUAL	\$26,398,045.40	\$25,996,439.00	\$25,997,939.00	\$25,992,443.00
600's INDEBTEDNESS				
700's INDEBTEDNESS				
800's EMPLOYEE BENEFITS	\$321,042.13	\$323,373.00	\$323,373.00	\$310,278.00
900's INTERFUND TRANSFERS				
REVENUES	\$62,052,706.55	\$59,603,895.00	\$59,603,895.00	\$59,392,995.00

SIGNED: 
 DEPARTMENT HEAD

TITLE: Treasurer

DATE: 9/8/20

2021 Salary Schedule (Position Budgeting)
Treasurer

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13296	Callanan, Shannon	Account Clerk #1 (19 hrs)	\$13,933.00	Less than Half	Less P/T12/21/12	2/11/2019
	04-00 / \$14.10	N/A / \$14.10				
13431	Chapman, Morgan	Payroll Technician	\$38,057.00	Full Time	CSEA/FT	3/31/2020
	10-00 / \$18.09	10-01 / \$18.37				
12023	Donohue, Daniel	Accountant	\$73,815.00	Full Time	Out of UnitFT	11/1/2011
	N/A / \$35.49	N/A / \$35.49				
7252	LaBruzzo, Diane	Principal Account Clerk #2	\$48,615.00	Full Time	CSEA/FT	12/22/1986
	10-30 / \$23.37	N/A / \$23.37				
11444	LeClair, Heidi	Payroll Supervisor	\$56,671.00	Full Time	CSEA/FT	4/14/2008
	18-12 / \$27.25	18-13 / \$27.25				
10539	Lynch, Robert	Deputy Treasurer	\$107,954.00	Full Time	Appointed F/T	1/21/2003
	N/A / \$63.26	N/A / \$63.26				
12518	Rose, Ellen	Accounting Technician	\$55,376.00	Full Time	CSEA/FT	4/23/2014
	19-06 / \$26.62	19-07 / \$26.62				
13346	Rothermel, James	Accounting Technician #2	\$48,518.00	Full Time	CSEA/FT	7/1/2019
	19-01 / \$23.13	19-02 / \$23.53				
12713	Stark, Monica	Junior Accountant	\$58,437.00	Full Time	Out of UnitFT	8/3/2015
	N/A / \$28.09	N/A / \$28.09				
8176	Swan, Michael	County Treasurer	\$103,336.00	Elected	Elected/FT	7/16/1990
	N/A / \$56.78	N/A / \$56.78				
13292	Toll, Sandra	Principal Account Clerk #4	\$38,796.00	Full Time	CSEA/FT	2/4/2019
	10-01 / \$18.37	10-02 / \$18.69				
11711	VanAlen, Aleisha	Principal Account Clerk #3	\$46,615.00	Full Time	CSEA/FT	10/26/2009
	10-11 / \$22.41	10-12 / \$22.41				
		Senior Account Clerk #4	\$33,600.00			
	07-00 / \$16.15	N/A / \$16.15				

ITEM 2

		Treasurer Overtime	\$1,000.00		
	N/A / \$0.00	N/A / \$0.00			
		14:	\$724,723.00		

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: Airport

DATE: September 22, 2020

- (a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): Airport Snow Removal Equipment Building - Construction H402
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$2,257,860
- (e) Source of Funding (including name & title of codes, etc.): FAA Grant Agreement No. 3-36-0033-067-2020 / 100% FAA Funded, except non-eligible item (bathroom) \$33,860 Local Funding
- (f) Purpose of Establishment: For the construction of a new Airport Snow Removal Equipment building at the Floyd Bennett Airport.

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: Airport

DATE: September 22, 2020

- (a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Rehabilitation of Airfield Taxiway Lighting System - Design H403
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$49,500
- (e) Source of Funding (including name & title of codes, etc.): FAA Grant Agreement No. 3-36-0033-066-2020 / 100% FAA Funded, no local match
- (f) Purpose of Establishment: For the rehabilitation of the airfield taxiway lighting system to new LED lights at the Floyd Bennett Airport.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: OFFICE OF EMERGENCY SERVICES

SIGNED:

DATE: SEPTEMBER 21, 2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.3410 435 A.3410 471	Fire Prevention & Control, Medical Fees Fire Prevention & Control, Contract	\$3,300.00 14,600.00

Please state reason for transfer request:

Transfer needed to cover the cost of Hazmat team training and annual medical exams

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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Department of Public Works

DATE: September 22, 2020

- (a) Purpose of Amendment: To Amend 2020 budget \$243.85 dollars to reflect Insurance Recovery payment dated July 31, 2020, for guiderail repairs, DOL 10/28/18.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 County Road, Traffic Control, Supplies \$243.85

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$243.85

RESOLUTION REQUEST FORM NO. 18

Request to Transfer or Sell County Equipment

DEPARTMENT NAME: DPW

DATE: September 22, 2020

- (a) Purchaser=s Name: Town of Stony Creek

- (b) Purchaser=s Address: 52 Hadley Road, Stony Creek, NY 12878

- (c) **Description, Serial Number and/or County Inventory Number** of Item being sold:
Mid-Atlantic 6 Ton Tilt Bed Trailer VIN 5ANAF202X2R011472, County Number 02-

- (d) Amount: \$300.00

- (e) Value of County Equipment being transferred or sold: \$300.00

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RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Information Technology

DATE: September 21, 2020

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

(b) Details:

Civil Service	A.1420 220.1	\$1,000
Public Health	A.4018 220.1	\$2,124
Public Health	A.4018 0030 220.1	\$753
Public Health	A.4054 0060 220.1	\$3,225

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

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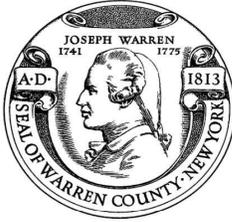
G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
8/11/2020	A.1011 410	Supplies	Transfer within Budget Code from A.1011 424	\$ 200.00	
8/11/2020	A.1011 424	Postage	Transfer within Budget Code to A.1011 410		\$ 200.00
Brd. of Election - Board of Elections					
8/3/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 300.00	
8/3/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 300.00
8/3/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 260		\$ 300.00
8/3/2020	A.1450 260	Other Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 220	\$ 300.00	
8/18/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 410		\$ 4,923.66
8/18/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 428		\$ 13,704.00
8/18/2020	A.1450 410	Supplies	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 220	\$ 4,923.66	
8/18/2020	A.1450 428	Data Processing & Internet Fees	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 220	\$ 13,704.00	
8/20/2020	A.1450 210	Furniture/Furnishings	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 1,022.00	
8/20/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 210		\$ 1,022.00
8/28/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 2,700.00	
8/28/2020	A.1450 424	Postage	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 9,000.00	
8/28/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 424		\$ 9,000.00
8/28/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 2,700.00
County Attorney - County Attorney					
8/31/2020	A.1420 419	Settlements	Transfer within Object Code from A.1420 440	\$ 5,884.49	
8/31/2020	A.1420 440	Legal/Transcript Fees	Transfer within Object Code to A.1420 419		\$ 5,884.49
DPW_DPW Admin - DPW,DPW Administration					
8/5/2020	A.7111 421	Equipment Rental	Transfer Within Budget Code from A.7111 470	\$ 15.00	
8/5/2020	A.7111 470	Contract	Transfer Within Budget Code to A.7111 421		\$ 15.00
8/5/2020	D.5110 410	Supplies	Transfer Within Budget Code to D.5110 465		\$ 15,000.00
8/5/2020	D.5110 421	Equipment Rental	Transfer Within Budget Code to D.5110 465		\$ 10,000.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/5/2020	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code from D.5110 410	\$ 15,000.00	
8/5/2020	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code from D.5110 421	\$ 10,000.00	
8/5/2020	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code from D.5110 470	\$ 45,000.00	
8/5/2020	D.5110 470	Contract	Transfer Within Budget Code to D.5110 465		\$ 45,000.00
8/12/2020	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 470		\$ 19,400.00
8/12/2020	D.3310 470	Contract	Transfer Within Budget Code from D.3310 410	\$ 19,400.00	
8/12/2020	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code from D.5110 470	\$ 10,000.00	
8/12/2020	D.5110 470	Contract	Transfer Within Budget Code to D.5110 465		\$ 10,000.00
8/12/2020	A.1625 410	Supplies	Transfer Within Budget Code to A.1625 423		\$ 666.00
8/12/2020	A.1625 423	Telephone	Transfer Within Budget Code from A.1625 410	\$ 666.00	
8/17/2020	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 470		\$ 610.00
8/17/2020	D.3310 470	Contract	Transfer Within Budget Code from D.3310 410	\$ 610.00	
8/31/2020	D.5020 831	Medicare Contribution	Transfer Within Budget Code to D.5020 850		\$ 2,640.00
8/31/2020	D.5020 850	Unemployment Insurance	Transfer Within Budget Code from D.5020 831	\$ 2,640.00	
Human Resources - Human Resources					
8/25/2020	A.1435 210	Furniture/Furnishings	Budget Transfers out of Object Code from A.1435.439	\$ 806.96	
8/25/2020	A.1435 439	Misc Fees & Expenses	Budget Transfers out of Object Code to A.1435.210		\$ 806.96
Infotech - Information Technology					
8/14/2020	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 422	\$ 1,680.00	
8/14/2020	A.1680 422	Repair/Maint-Equipment	Budget Transfer out of Object Code to A.1680 220		\$ 1,680.00
OFA - Office for the Aging					
8/6/2020	A.6772 442	Automotive - Gas & Oil	Within Object Code Transfer from A6772.445	\$ 18.31	
8/6/2020	A.6772 445	Foods	Within Object Code Transfer to A6772.442		\$ 18.31
8/6/2020	A.6772 435	Medical Fees	Within Object Code Transfer from A6772.445	\$ 400.00	
8/6/2020	A.6772 445	Foods	Within Object Code Transfer to A6772.435		\$ 400.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Office of EMS - Office of Emergency Services					
8/12/2020	A.3410 422	Repair/Maint-Equipment	Budget transfer within object code to A.3410 441		\$ 700.00
8/12/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 422	\$ 700.00	
8/17/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 442	\$ 300.00	
8/17/2020	A.3410 442	Automotive - Gas & Oil	Budget transfer within object code to A.3410 441		\$ 300.00
8/26/2020	A.3410 418	Ins-General Liability	Budget transfer within object code to A.3410 455		\$ 315.00
8/26/2020	A.3410 455	Safety Equipment	Budget transfer within object code from A.3410 418	\$ 315.00	
Planning_Planning - Planning,Planning					
8/11/2020	A.1990 469	Other Payments/Contributions	Out of Code Transfer to A.8020 470; Res#89 of 2020		\$ 25,239.00
8/11/2020	A.8020 470	Contract	Out of Code Transfer from A.1990 469; Res #89 of 2020	\$ 25,239.00	
Public Health_Health Services - Public Health,Health Services					
8/7/2020	A.4192 410	Supplies	Budget transfer COVID to A.4192.410 from A4192.442	\$ 200.00	
8/7/2020	A.4192 442	Automotive - Gas & Oil	Budget transfer COVID to A.4192.410 from A4192.442		\$ 200.00
8/14/2020	A.4192 410	Supplies	Budget transfer COVID from A4192.445	\$ 131.00	
8/14/2020	A.4192 445	Foods	Budget transfer COVID to A4192.410		\$ 131.00
8/20/2020	A.4013 435	Medical Fees	Budget Transfer WIC to A.4013.435 from A.4013.469 PPE	\$ 5,000.00	
8/20/2020	A.4013 469	Other Payments/Contributions	Budget Transfer WIC to A.4013.435 from A.4013.469 PPE		\$ 5,000.00
Residential Hall - Countryside Adult Home					
8/17/2020	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code from A.6030 437	\$ 2,000.00	
8/17/2020	A.6030 437	Consulting Fees	Budget Transfer out of object code to A.6030 210		\$ 2,000.00
8/20/2020	A.6030 423	Telephone	Budget Transfer within object code from A.6030 470	\$ 2,000.00	
8/20/2020	A.6030 470	Contract	Budget Transfer within object code to A.6030 423		\$ 2,000.00
Social Services - Social Services					
8/4/2020	A.6109 470	Contract	Out of Budget Code Transfer to A.6123 470		\$ 100,000.00
8/4/2020	A.6123 470	Contract	Out of Budget Code Transfer from A.6109 470	\$ 100,000.00	



2020 DEFICIT REDUCTION

The following appropriations will be held as 2020 Deficit Reduction Program measures. No payment should be made in calendar year 2020 on these items without the permission of the County Administrator, Treasurer and Budget Officer. The intention is for these unspent appropriations to fall back into Fund Balance at year-end to counterbalance expected revenue shortfalls unless these three officials first approve the payment against the appropriation, then seek the release of the appropriation by the full Board of Supervisors. These items were developed in consultation with Department Heads.

Fund	Dept Code	Object Code	Department	Expense Reduction Measure	Encumbrance
A	1170	444	Assigned Counsel	Reduce travel	\$ 400
A	1450	418	Board of Elections	Insurance savings	\$ 300
A	1450	439	Board of Elections	April 28 Primary delayed	\$ 34,156
A	3620	410	Building Codes	Reduction in the supplies used by the office	\$ 150
A	3620	427	Building Codes	Excess after paying annual memberships	\$ 60
A	3620	423	Building Codes	Office phones are not being used as much	\$ 100
A	3620	441	Building Codes	Fleet Vehicles are being used less	\$ 500
A	3620	442	Building Codes	Fleet Vehicles are being used less	\$ 1,500
A	3620	444	Building Codes	Fire Marshals Conference cancelled	\$ 2,500
A	3620	453	Building Codes	No New Inspectors Shirts will be purchased this year	\$ 1,000
A	1430	120	Civil Service	Reduce overtime	\$ 2,500
A	1430	130	Civil Service	Delay paper roster records scanning project	\$ 3,000
A	1010	444	Clerk of the Board of Supervisors	Reduce Legislative Board Travel	\$ 2,500
A	1040	410	Clerk of the Board of Supervisors	Reduce Clerk's Supply	\$ 666
A	1011	444	County Administrator	Reduce County Administrator, Travel/Education/Conference	\$ 300
A	1670	424	County Administrator	Reduce Mailroom, Postage	\$ 50
A	1910	418	County Administrator	Unallocated Insurance savings	\$ 150,000
A	3510	470	County Administrator	Reduce Control of Animals	\$ 5,000
A	7310	470	County Administrator	Reduce 4-H Camp	\$ 25,000
A	1420	120	County Attorney	Delete Overtime	\$ 500
A	1420	210	County Attorney	Reduce Furniture	\$ 500
A	1420	427	County Attorney	Reduce Membership and Dues	\$ 1,175
A	1420	440	County Attorney	Reduce Legal/Transcript Fees	\$ 40,000
A	1420	444	County Attorney	Reduce Conference and Travel	\$ 1,000
A	1320	444	County Auditor	No conference/training	\$ 1,000
A	1410	422	County Clerk	Reduce County Clerk repair	\$ 350
A	1410	423	County Clerk	Reduce County Clerk phone	\$ 200
A	1410	426	County Clerk	Reduce County Clerk subscriptions	\$ 1,000
A	1410	436	County Clerk	Reduce County Clerk advertising	\$ 300
A	1410	444	County Clerk	Reduce County Clerk travel	\$ 500
A	1665	410	County Clerk	Reduce Records supplies	\$ 1,000
A	1665	422	County Clerk	Reduce Records repair	\$ 430
A	1665	425	County Clerk	Reduce Records reproduction expenses	\$ 5,000
A	7510	444	County Clerk	Reduce Historian travel	\$ 600
A	1325	120	County Treasurer	Reduce overtime	\$ 900
A	1325	444	County Treasurer	Reduce travel/Educ/Conf	\$ 1,000
A	1165	250	District Attorney	Reduce DA technical equip 100%	\$ 3,000
A	1165	410	District Attorney	Reduce DA supplies by 20%	\$ 2,700
A	1165	424	District Attorney	Reduce DA postage by 20%	\$ 500
A	1165	440	District Attorney	Reduce DA Legal transcripts and fees by 20%	\$ 12,340
A	1165	444	District Attorney	Reduce DA Travel/mileage/extradition	\$ 4,800
A	1165	445	District Attorney	Reduce DA food	\$ 600
A	1168	130	District Attorney	Remove CVA part-time position 100% reduction	\$ 28,668
A	1168	830	District Attorney	Remove CVA part-time position 100% reduction - Social Security 6.2%	\$ 1,777
A	1168	831	District Attorney	Remove CVA part-time position 100% reduction - Medicare 1.45%	\$ 416
A	1168	410	District Attorney	Reduce CVA supplies by 20%	\$ 600
A	1168	424	District Attorney	Reduce CVA postage by 20%	\$ 100
A	1168	444	District Attorney	Reduce CVA travel by 25%	\$ 1,000
A	4010	418	Health Services	Insurance savings	\$ 4,000
A	4010	436	Health Services	Reduce CHHA Advertising Expense	\$ 5,000
A	4010	441	Health Services	Reduce CHHA Auto Repairs	\$ 3,000
A	4010	442	Health Services	Reduce CHHA Gasoline Expense	\$ 1,000
A	4010	444	Health Services	Reduce CHHA Education Expense	\$ 2,000
A	4010	444.01	Health Services	Reduce CHHA Job Related Courses Exp	\$ 3,000
A	4010	445	Health Services	Reduce CHHA Food Expense	\$ 200
A	4010	110	Health Services	CHHA vacancies - Salaries, Regular	\$ 57,722

A	4010	810	Health Services	CHHA vacancies - Retirement	\$ 5,599
A	4010	830	Health Services	CHHA vacancies - Social Security	\$ 3,579
A	4010	831	Health Services	CHHA vacancies - Medicare	\$ 836
A	4018.0020	441	Health Services	Reduce Family Health Auto Repairs	\$ 400
A	4018.0020	444	Health Services	Reduce Family Health Education Expense	\$ 700
A	4018.0020	445	Health Services	Reduce Family Health Food Expense	\$ 250
A	4018.0040	444.01	Health Services	Reduce Health Education Job Related Courses Exp	\$ 2,000
A	1435	422	Human Resources	Savings 422 (Maint/repairs)	\$ 1,000
A	1435	439	Human Resources	Savings 439 (Misc.)	\$ 1,500
A	1435	444	Human Resources	Reduce 444 (Travel, Education, Conference)	\$ 500
A	1435	470	Human Resources	Reduce 470 (Contracts)	\$ 750
A	1680	444	Information Technology	Reduce travel, education, conference	\$ 1,400
A	4310	130	Mental Health	Utilize existing staff rather than hire temporary	\$ 1,000
A	4310	220	Mental Health	Defer replacement of computers to 2021	\$ 1,500
A	4310	426	Mental Health	Delay subscription purchases to 2021	\$ 200
A	4310	436	Mental Health	Not able to advertise if we experience a staff vacancy	\$ 150
A	4310	437	Mental Health	Limit ability to bring in outside consultants	\$ 2,300
A	4310	444	Mental Health	Reduced in-person staff participation in meetings	\$ 800
A	4310	444.01	Mental Health	Delay training/education opportunities to 2021	\$ 1,200
A	4310	445	Mental Health	Not able to provide refreshments for board meetings	\$ 150
A	6772	444	Office for the Aging	Reduce GF/Qby deliveries to M/W/F	\$ 6,000
A	6772	110	Office for the Aging	Vacant Cedars Food Service Helper Position- Salary	\$ 15,606
A	6772	810	Office for the Aging	Vacant Cedars Food Service Helper Position- Retirement	\$ 1,483
A	6772	830	Office for the Aging	Vacant Cedars Food Service Helper Position- Social Security 6.2%	\$ 968
A	6772	831	Office for the Aging	Vacant Cedars Food Service Helper Position- Medicare 1.45%	\$ 226
A	6772	860	Office for the Aging	Vacant Cedars Food Service Helper Position- Health Ins	\$ 3,683
A	6772	865	Office for the Aging	Vacant Cedars Food Service Helper Position -Dental	\$ 65
A	3410	444	Office of Emergency Services	Reduce OES travel	\$ 1,000
A	3410	453	Office of Emergency Services	Delay uniform purchases	\$ 1,500
A	3640	444	Office of Emergency Services	Reduce Civil Defense travel	\$ 2,000
A	4022	220	Office of Emergency Services	delay equipment upgrade	\$ 400
A	8021	120	Planning	Reduce OT	\$ 1,800
A	8021	130	Planning	Reduce part time salaries	\$ 10,000
A	8021	444	Planning	Reduce 8021.444 (travel)	\$ 500
A	8022	444	Planning	Reduce 8022.444 (travel)	\$ 1,000
A	3140	120	Probation	Reduce Overtime	\$ 1,000
A	3140	418	Probation	Reduce Ins-General Liability	\$ 600
A	3140	423	Probation	Reduce Telephone	\$ 500
A	3140	424	Probation	Reduce Postage	\$ 500
A	3140	422	Probation	Reduce Maintenance	\$ 200
A	3140	441	Probation	Reduce Auotmobile-Gas & Oil	\$ 400
A	3140	444	Probation	Reduce Travel/Education/Conference	\$ 2,000
A	3140	470	Probation	No EM for Juveniles or after hours DRAI and RTA coverage	\$ 11,600
A	3140	470	Probation	No EM for adults or for bail reform	\$ 7,000
A	1171	437	Public Defender	Economize on utilization of experts	\$ 12,550
A	1171	444	Public Defender	Reduce travel expenses	\$ 18,375
A	1490	210	Public Works	Hold off for any furniture purchases for 2 staff	\$ 500
A	1490	410	Public Works	Conserve DPW supplies	\$ 500
A	1490	444	Public Works	Reduce conferences	\$ 1,000
A	1490	453	Public Works	No Steel toe shoe replacement this year	\$ 260
A	1620	110	Public Works	B&G personnel vacancy savings (Woodell position)	\$ 32,500
A	1620	410	Public Works	Conserve B&G supplies	\$ 5,000
A	1620	418	Public Works	B&G insurance savings	\$ 5,000
A	1620	465	Public Works	No new pavement in the Nurses parking lot and charging station lot	\$ 15,000
A	1624	110	Public Works	B&G personnel vacancy savings (Bell position less custodial)	\$ 18,000
A	1624	130	Public Works	B&G personnel vacancy savings	\$ 12,500
A	1626	470	Public Works	savings on snow & ice removal	\$ 5,000
A	7110	130	Public Works	Parks & Rec personnel vacancy savings	\$ 14,000
A	7110	418	Public Works	Parks & Rec insurance savings	\$ 3,000
A	7110	465	Public Works	Paving at Fairgrounds delayed	\$ 5,750
A	7110	470	Public Works	savings on snow & ice removal	\$ 10,000
A	1345	444	Purchasing	Travel/Education/Conference	\$ 500
A	1355	444	Real Property	Reduce Travel/Education	\$ 900
A	3110	413	Sheriff	Delay exterior LED lighting project	\$ 35,000
A	3110	418	Sheriff	Insurance savings	\$ 90,000
A	3110	440	Sheriff	Negotiate disciplinary settlements	\$ 2,500
A	3110	444	Sheriff	Reduce travel budget	\$ 10,000
A	3150	110	Sheriff	Correction Officer vacancies	\$ 71,850
A	3150	469	Sheriff	Negotiate disciplinary settlements	\$ 5,000
A	6010	418	Social Services	Insurance savings	\$ 4,000
A	6010	110	Social Services	Personnel vacancies (Gross) - Regular Salaries	\$ 250,000
A	6010	830	Social Services	Personnel vacancies (Gross) - Social Security	\$ 15,500
A	6010	831	Social Services	Personnel vacancies (Gross) - Medicare	\$ 3,625
A	6010	860	Social Services	Personnel vacancies (Gross) - Health Ins	\$ 30,875
A	6050	469	Social Services	unreimbursed secure detention facility placements	\$ 10,000
A	6123	470	Social Services	PINS placements (NYS cut off all reimbursements)	\$ 40,000
A	6129	470	Social Services	unreimbursed training school placements	\$ 150,000

A	3311	130	Traffic Safety	no immediate backfill of program director	\$ 1,400
A	3311	830	Traffic Safety	no immediate backfill of program director - Social Security 6.2%	\$ 87
A	3311	831	Traffic Safety	no immediate backfill of program director - Medicare 1.45%	\$ 20
A	3311	410	Traffic Safety	savings due to program review	\$ 1,500
A	3311	424	Traffic Safety	savings due to program review	\$ 100
A	3311	436	Traffic Safety	savings due to program review	\$ 250
A	3311	444	Traffic Safety	savings due to program review	\$ 150
A	6510	418	Veterans Services	Insurance savings	\$ 150
A	6510	436	Veterans Services	Reduce advertising	\$ 600
A	6510	442	Veterans Services	Reduce Gas & Oil	\$ 1,000
A	6510	444	Veterans Services	Travel/Education/Conference	\$ 1,900
A	6510	469	Veterans Services	Reduce Other Pmts/Cont Acct	\$ 750
A	6610	130	Weights & Measures	Reduce part time hours	\$ 2,000
A	6610	444	Weights & Measures	NEWMA class & Syracuse training cancelled	\$ 500
A	6610	442	Weights & Measures	NEWMA class & Syracuse training cancelled	\$ 295
Establish Contingent Account 469.03 - Deficit Reduction Plan General					\$ 1,402,792
A (Occ Tax)	6417.0002	469	County Administrator	100% 2020 Withholding to from Spending Plan (6417.0002.469)	\$ 367,500
A (Occ Tax)	6417.0002	480	County Administrator	Balloon Festival (cancelled)	\$ 40,000
A (Occ Tax)	6417.0002	480	County Administrator	Car Show (cancelled)	\$ 25,000
A (Occ Tax)	6417.0002	480	County Administrator	Basketball Tournament (cancelled)	\$ 20,000
A (Occ Tax)	6417.0002	480	County Administrator	Warrensburg Bike Rally (cancelled)	\$ 10,000
A (Occ Tax)	6417.0002	480	County Administrator	Warrensburg Garage Sale (cancelled)	\$ 28,250
A (Occ Tax)	6417.0002	480	County Administrator	Americade Block Party (cancelled)	\$ 5,000
A (Occ Tax)	6417.0002	480	County Administrator	Music Festival (cancelled)	\$ 7,000
A (Occ Tax)	6417.0002	480	County Administrator	Volleyball (cancelled)	\$ 5,000
A (Occ Tax)	6417.0002	480	County Administrator	Lacrosse (cancelled)	\$ 30,000
A (Occ Tax)	6417.0002	480	County Administrator	LG Triathlon (cancelled)	\$ 10,000
A (Occ Tax)	6417.0002	480	County Administrator	Adk Folk School (cancelled)	\$ 26,173
A (Occ Tax)	6417.0002	480.02	County Administrator	20% 2020-21 Withholding from Cool Arena (6417.0002.480.02)	\$ 12,500
A (Occ Tax)	6417.0002	480.05	County Administrator	20% 2020-21 Withholding from CVB (6417.0002.480.05)	\$ 150,000
A (Occ Tax)	6417.0001	220	Tourism	Defer office equipment purchases	\$ 450
A (Occ Tax)	6417.0001	424	Tourism	Reduced travel guide postage	\$ 35,000
A (Occ Tax)	6417.0001	444	Tourism	Reduced travel	\$ 4,000
A (Occ Tax)	6417.0001	470	Tourism	Reduce Working Pictures, social media influencers, photography, web	\$ 163,500
A (Occ Tax)	6417.0001	481	Tourism	Reduce Ad Workshop campaign per BOS	\$ 500,000
Establish Contingent Account 469.04 - Deficit Reduction Plan Tourism/Occupancy Tax					\$ 1,439,373
A	6100	470	Medicaid	Medicaid weekly share projected savings due to federal action	\$ 700,000
Return to Fund Balance					\$ 700,000
D	3310	444	Public Works	Reduce Traffic Control travel	\$ 1,200
D	5020	110	Public Works	Engineering personnel vacancy savings	\$ 100,000
D	5020	444	Public Works	Reduce Engineering travel	\$ 1,000
D	5110	418	Public Works	Engineering insurance savings	\$ 15,000
Return to Fund Balance					\$ 117,200
DM	5130	230	Public Works	Defer heavy equipment purchases	\$ 100,000
DM	5130	418	Public Works	Machinery insurance savings	\$ 6,000
Return to Fund Balance					\$ 106,000
A		916.00	County Treasurer	Liquidate Assigned Fund Balance, Project Assessments	\$ 150,000
A		917.00	County Treasurer	Liquidate Assigned Fund Balance, SUNY Adirondack Operations	\$ 150,000
Liquidate Assigned Fund Balance					\$ 300,000
V	9710	610, 710	County Treasurer	Refunded Bond-Reduced Debt Service-Principal and Interest	\$ 255,838
Refunded Bond Savings (no action needed)					\$ 255,838
GRAND TOTAL 2020 DEFICIT REDUCTION PROGRAM					\$ 4,321,203

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 10/1/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
VARIOUS (SEE ATTACHED SCHEDULE)		A.1990 469.03	Contingent Account - DRP General	\$1,402,792
See listing provided in Deficit Reduction Chart				
		A.1990 469.04	Contingent Account - DRP Tourism/Occ Tax	\$1,439,373

Please state reason for transfers requested: Adopting the 2020 Deficit Reduction Plan

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Administrator

DATE: 10/1/2020

- (a) Purpose of Request:
To return funds to General Fund Unappropriated Surplus due to Medicaid weekly share projected savings due to federal action

- (b) Details:
Included in the 2020 Deficit Reduction Plan

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
~~**A.6010 470 Social Services, Contracts - \$700,000-**~~
A.6100 470, Medicaid, Contracts - \$700,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Administrator

DATE: 10/1/2020

- (a) Purpose of Request:
To return funds to County Roads Unappropriated Surplus from various County Road Funds as part of the 2020 Deficit Reduction Plan

- (b) Details:
Included in the 2020 Deficit Reduction Plan

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
D.3310 444 Traffic Control, Travel \$1,200
D.5020 110 Engineering, Regular Salaries \$100,000
D.5020 444 Engineering, Travel \$1,000
D.5110 418 Maintenance of Roads, Ins Gen Liability \$15,000
Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Administrator

DATE: 10/1/2020

- (a) Purpose of Request:
To return funds to Road Machinery Unappropriated Surplus from various Road Machinery Accounts as part of the 2020 Deficit Reduction Plan
- (b) Details:
Included in the 2020 Deficit Reduction Plan
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
DM.5130 230 Machinery, Automotive Equipment \$100,000
DM.5130 ~~118~~ Machinery, Ins General Liability \$6,000
418

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Administrator

DATE: 10/1/2020

- (a) Purpose of Request:
To liquidate \$150,000 from A.~~9550~~ 916.00 Assigned Fund Balance, Project Assessments

- (b) Details:
Included in the 2020 Deficit Reduction Plan

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.~~9550~~ 916.00 Assigned Fund Balance, Project Assessments \$150,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Administrator

DATE: 10/1/2020

- (a) Purpose of Request:
To liquidate \$150,000 from A.~~9550~~ 917.00 Assigned Fund Balance, SUNY Adirondack Operations

- (b) Details:
Included in the 2020 Deficit Reduction Plan

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.~~9550~~ 917.00 Assigned Fund Balance, SUNY Adirondack Operations \$150,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 5***Request to Apply for a Grant Application and Grant Agreement*****DEPARTMENT NAME: WARREN COUNTY BOE****DATE: 09/24/2020**

- (a) Purpose of Grant:
Used exclusively for the public purpose of planning and operating safe and secure election administration in Warren County in 2020
- (b) Name of Grantor:
Center for Tech and Civic Life
- (c) Address of Contractor: **233 N. Michigan Avem, Suite 1800
Chicago, Il., 60601**
- (d) Grantor's Contact Person and Telephone Number:
Tiana Epps Johnson, Exec. Director (872)204-5714
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **ATTACHED**
- (f) Effective Date of Grant: **June 15, 2020**
- (g) Termination Date of Grant: **December 31, 2020**
- (h) Total Dollar Amount Involved (not to exceed): **\$31,008.00**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
- (j) Is a Budget amendment required? **YES** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **NO** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **NO** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

September 21, 2020

Warren County, New York
County Board of Elections
1340 State Rte. 9
Lake George, NY 12845

Dear Frank Thomas,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Warren County, the Center for Tech and Civic Life (“CTCL”), a nonprofit organization tax-exempt under Internal Revenue Code (“IRC”) section 501(c)(3), has decided to award a grant to support the work of the Warren County Board of Elections (“Grantee”).

The following is a description of the grant:

AMOUNT OF GRANT: \$31,008.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Warren County in 2020 (“Purpose”).

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement (“Grant Agreement”) and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction (“Applicable Laws”). Specifically, by signing this letter Grantee certifies and agrees to the following:

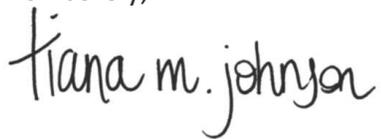
1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Board of Elections (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: _____

Title: _____

Date: _____

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: BOARD OF ELECTIONS

DATE: OCTOBER 1, 2020

(a) Purpose of Amendment:

To reflect the receipt of grant funding from the Center for Tech and Civic Life to be used for planning and operating safe and secure election administration in Warren County in 2020

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

A.1450 439, Board of Elections, Misc. Fees & Expenses - \$31,008

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

A.1450 2716, Board of Elections, Grants from Other Sources - \$31,008

AGENDA

OCTOBER 1, 2020

Committee Members: *Simpson, Geraghty, Frasier, Braymer, Conover, Magowan, McDevitt, Merlino and Wild*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor

- IV. **Action Agenda**
 - 1) **Requests/Items to be Discussed by the Clerk of the Board:**
 - A) Review of 2021 Budget request.
 - B) Resolution Tracking Report.

 - 2) **Requests/Items to be Discussed by the County Administrator:**
 - A) Review of 2021 Budget request.
 - B) Report from the Director of Public Affairs.

 - 3) **Requests/Items to be Discussed by the County Attorney:**
 - A) Review of 2021 Budget request.
 - B) Request for executive session to discuss:
 - i. Report on pending litigation - *Public Officer's Law Section 105(d)*
 - ii. Vincelleite arbitration request - *Public Officer's Law Section 105(d)*
 - iii. Employee termination (on behalf of the Department of Social Services) - *Public Officer's Law Section 105(f)*
 - C) On behalf of the Department of Public Works - request to rescind Resolution No. 287 of 2020, *Authorizing Agreement with Henderson Products, Inc. to Purchase Mobile Brine Unit for the Department of Public Works*, and authorize Memorandums of Understanding with the municipalities that will use the Unit.
 - D) On behalf of the Sheriff's Office - request to rescind Resolution No. 332 of 2020, *Authorizing Continuation of the Agreement with Nemer Ford as Proprietary Dealer Only for Repairs of Various Ford Makes and Models for the Warren County Sheriff's Office*, and award bid/authorize agreement with Nemer Ford under bid WC 34-20.

 - 4) **Items/Requests to be Discussed by the Human Resources Director:**
Human Resources-
 - A) Review of 2021 Budget request.
 - B) Report on tracking of vacancies filled.
 - C) Report on terminations and exit interviews.

 - 5) **Requests/Items to be Discussed by the Personnel Officer:**
 - Review of 2021 Budget request.

 - 6) **Referral from the County Facilities Committee:**
Buildings & Grounds -

Request to reclassify the position of Building Maintenance Mechanic, *Annual Salary \$53,234*, to Senior Building Maintenance Mechanic #4, *Annual Salary \$58,171*, in light of expanded work duties, as well as to fill the reclassified position.

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

VI. Positions authorized for filling by Standing Committees since last meeting:

- Office for the Aging** - Meal Site Cook #2, Grade 2, Base Annual Salary \$27,438 (25 hrs/week), due to retirement.
- Office of Emergency Services** - County Fire Coordinator - Temp, \$45.6093/hr., due to creation. *Note: the previous authorization provided has expired and the Public Safety Committee has re-approved the filling of this position.*
- Department of Public Works** - Highway Construction Supervisor II #1, Grade 18, Base Annual Salary \$46,492, due to retirement.