

**FINANCE COMMITTEE
AGENDA
DECEMBER 3, 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:**
 - A) Request for a transfer of funds in the amount of \$4,480 from the Contingent Account to cover the difference in property taxes for County land in the Industrial Park which were underestimated.
 - B) Request to appropriate funds in the amount of \$60,000 from the General Fund Unappropriated Surplus Account to Budget Code A.2490 439, *Community College Tuition, Misc. Fees*, to cover out- of-County Community College costs which have increased more than expected.
 - C) Request for a new contract with Korn Ferry for actuarial services (*cost detailed in attachment*).
 - D) Request for a new contract with Maximus US Services, Inc. for indirect cost analysis services (*cost detailed in attachment*).
 - E) Request to authorize cancelling/correcting of assessments and refunds/chargebacks for taxes approved by the Director of Real Property Tax Services or Town Supervisors for the year 2020 (*listing of chargebacks included in attachment*).
 - 3) **Referral from the Economic Growth & Development and Higher Education Committee:**
Planning & Community Development -
Request to close CD74 (*Countryside Adult Home Sewer*) and CD75 (*Countryside Adult Home Building Assessment*) as both projects are complete and ready to be closed.
 - 4) **Referrals from the Health Services Committee:**
Office for the Aging -
 - A) Request to amend the County Budget in the amount of \$4,887.46 to appropriate DSRIP funds into the Departmental budget for use.***Office of Community Services -***
 - B) Request to amend the County Budget in the amount of \$3,708 to appropriate DSRIP funds to be used for the purchase of six laptop computers.***Public Health -***
 - C) Request to amend the County Budget in the amount of \$1,625 to appropriate a portion of the 2020-2021 Bioterrorism Grant which will be used to cover salary and fringe related expenses for a per diem position needed to cover COVID-19 pandemic related activities for the remainder of 2020.
 - D) Request to amend the County Budget in the amount of \$9,400 to appropriate a portion of the 2019-2020 Bioterrorism Grant which will be used to cover salary and fringe related expenses for the Bioterrorism Program related to contact tracing for the months of April, May and June of 2020.
 - 5) **Referral from the Human Services Committee:**
Department of Social Services -
Request to amend the County Budget in the amount of \$13,000 to reflect the receipt of funding from the New York State Office of Children and Family Services to be used for Foster Care aging out support during the COVID-19 pandemic.

CONTINUED

6) **Referral from the Park O&M Committee:**

Request for a transfer of funds in the estimated amount of \$26,227.91 from the Contingent Account to cover shortages in the Charles R. Wood Park budget.

7) **Referrals from the Public Works Committee:**

DPW -

- A) Request to amend the County Budget in the amount of \$3,432.50 to reflect the receipt of an insurance recovery payment dated November 4, 2020 for vehicle repairs.
- B) Request to amend the County Budget in the amount of \$1,615.20 to reflect the receipt of an insurance recovery payment dated November 3, 2020 for guiderail repairs.
- C) Request to amend the County Budget in the amount of \$21,776.76 to reflect the receipt of funds from a NYS Department of State grant intended for the purchase of snow and ice removal related equipment.
- D) Request to increase Capital Project H.381, *South Johnsbury Road (CR57) over Mill Creek*, (Town of Johnsbury) in the amount of \$86,462 to increase the local match share for estimated construction and construction inspection costs.
- E) Request to increase Capital Project H.386, *Bay Road (CR7) over Halfway Brook Bridge Replacement*, (Town of Queensbury) in the amount of \$2,000 to increase the local match share for estimated right-of-way acquisition costs.
- F) Request to increase Capital Project H.396, *East River Drive (CR16) & Call Street (CR32) Rehabilitation Project*, (Town of Lake Luzerne) in the amount of \$133,004 to increase the local match share for estimated construction and construction inspection costs.
- G) Request to increase Capital Project H.390, *County Bridge & Culvert Projects*, (various towns) in the amount of \$12,719.59 to transfer the 2020 budgeted allocation for the capital project.
- H) Request to establish Capital Project H.404, *Quaker Road (CR47/CR70) Pavement Preservation Project*, (Town of Queensbury) in the amount of \$540,000 to cover preliminary engineering phase of the project.

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

Information Technology -

Request to amend the County Budget in the amount of \$9,000 to adjust for increased expenses related to telephone service.

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

- A) Journal Report of transfers approved by the County Administrator staff - October 2020.
- B) Request for a transfer of funds in the amount of \$60,797 from the Contingent Account, *Budget Code A.1990 469*, to cover the salary and related fringe expenses associated with creation of the Director of Public Affairs position; *contingent upon approval by the Personnel & Administration Committee.*
- C) Fiscal impacts of allowing Health Services Division to authorize insurance amendments based on Federal/State funding changes (*action authorized by the Health Services Committee*).
- D) On behalf of the Health Services Division: Request for a transfer of funds between various codes totaling \$38,747.

10) **Requests/Items to be Discussed by the Clerk of the Board:**

Request for a transfer of funds in the amount of \$10,000 from the Contingent Account to cover a deficit in the Coroner's budget; *contingent upon approval by the Personnel & Administration Committee.*

- 11) Finance Committee action is required on the following items approved by the Personnel & Administration Committee: Personnel & Administration Committee Agenda Items 2G & 6A.

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: Countryside Adult Home

SIGNED:

DATE: 11/5/20

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 860	Hospitalization	A.6030 120	Salaries - Overtime	\$25,000
A.60308 861	Retirees Hospitalization	A.6030 120	Salaries - Overtime	\$30,000

Subsequent to the Human Services Committee meeting it was determined there were insufficient funds to make this transfer

Please state reason for transfers requested: To cover overtime cost through year end.

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

DEPARTMENT NAME: Social Services

SIGNED:

DATE: 11/5/20

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 860	Hospitalization	A.6010 120	Salaries - Overtime	\$50,000

Please state reason for transfers requested: To cover overtime cost through year end.

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: CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Office for the Aging

SIGNED: DATE: 11/16/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6772.130	Warren County PT Salaries	A6772.445	Warren County Food	\$19,128
A6772.110	Warren County FT Salaries	A6772.445	Warren County Food	\$15,000
A6772.860	Warren County Hospitalization	A6772.445	Warren County Food	\$5,872

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: Transfer money to cover increased food costs for 2020 related to COVID-19.

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

<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 transfer request:

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: November 23, 2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 110	Fire Prevention & Control - Salaries-Regular	A.3640 110	Civil Defense - Salaries-Regular	\$11,495
A.3410 830	Fire Prevention & Control - Social Security	A.3640 830	Civil Defense - Social Security	\$93
A.3410 831	Fire Prevention & Control - Medicare	A.3640 831	Civil Defense - Medicare	\$22
A.3410 860	Fire Prevention & Control - Hospitalization	A.3640 860	Civil Defense - Hospitalization	\$361
A.3640 130	Civil Defense - Salaries-Part Time	A.3410 130	Fire Prevention & Control - Salaries-Part Time	\$10,000
A.3640 810	Civil Defense - Retirement	A.3410 810	Fire Prevention & Control - Retirement	\$111

Please state reason for transfers requested:

Transfers needed to correct 2020 salary and fringe appropriations for the OES Director and Temporary Fire Coordinator. Total transfer from Fire Prevention & Control to Civil Defense is \$11,971. Total transfer from Civil Defense to Fire Prevention & Control is \$10,111.

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.

REQUEST FOR TRANSFER OF FUNDS

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

FROM Department of Public Works - Parks, Recreation & Railroad
Name of Department

SIGNED: _____ DATE: 11/24/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7111 260	General, Up Yonda Farm, Other Equipment	A.7111 413	General, Up Yonda Farm, Repair&Maint-Bldg/Prop	\$ 3,600.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			
	Please state reason for transfer request:			
	cover cost of Central A/C Unit			

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

TRANSFERS FOR 2020 BUDGET

SIGNED: _____

DATE: November 23, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4189.411	Bioterrorism-Rent Expense	A.4191.110	Bioterrorism -Full Time Salaries	\$1,360.00
	A.4189.445	Bioterrorism-Food Expense	A.4191.110	Bioterrorism -Full Time Salaries	\$100.00
	A.4189.470	Bioterrorism-Contract Expense	A.4191.110	Bioterrorism -Full Time Salaries	\$100.00
2.	A.4193.110	COVID-CommCare-Full time salary expense	A.4193.130	COVID-CommCare-Part time salary expense	\$25,000.00
3.	A.4018.0030.110	Disease Program-Full Time Salaries	A.4018.0035.120	LHD Support for Flu and COVID 19-Overtime Salaries	\$500.00
	A.4018.0030.110	Disease Program-Full Time Salaries	A.4018.0035.130	LHD Support for Flu and COVID 19-Part Time Salaries	\$5,500.00
	A.4018.0030.830	Disease Program-Social Security Expense	A.4018.0035.830	LHD Support for Flu and COVID 19-Social Security Expense	\$372.00
	A.4018.0030.831	Disease Program-Medicare Expense	A.4018.0035.831	LHD Support for Flu and COVID 19-Medicare Expense	\$87.00
	A.4018.0030.410	Disease Program-Supplies Expense	A.4018.0035.410	LHD Support for Flu and COVID 19-Supplies Expense	\$700.00
	A.4018.0030.424	Disease Program-Postage Expense	A.4018.0035.424	LHD Support for Flu and COVID 19-Postage Expense	\$300.00
	A.4018.0030.435	Disease Program-Medical Expense	A.4018.0035.435	LHD Support for Flu and COVID 19-Medical Expense	\$546.00
	A.4018.0030.436	Disease Program-Advertising Expense	A.4018.0035.436	LHD Support for Flu and COVID 19-Advertising Expense	\$6,000.00
	A.4018.0030.442	Disease Program-Gasoline Expense	A.4018.0035.442	LHD Support for Flu and COVID 19-Gasoline Expense	\$100.00
	A.4018.0030.3407	Disease Program-Revenue	A.4018.0035.3407 4409	LHD Support for Flu and COVID 19-Revenue	\$14,105.00
			Total Transfers		\$54,770.00

1. To reclass funds to cover Full Time salary for BT Coordinator til year end within the BT grant.
2. To reclass Full time salary expense to part time salary expense to cover those Contact tracers that are per diem and expensed under Part time Salaries. Full time expense will not be used this year with this COMM Care grant.
3. To reclass funds from the Disease program (and the IAP grant) to the new Grant Codes for LHD Support for Flu and COVID 19. NYS notified Warren County 11/20/20 that this new amount will not be affiliated with the IAP grant directly but will be a separate contract, therefore funding needs to be kept separate. The Treasurer's office has created new codes listed above for LHD Support for Flu and COVID 19 Grant.

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: SHERIFF

SIGNED: _____

DATE: November 23, 2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 110	Law Enforcement Salaries - Regular	A.3110 120	Law Enforcement Salaries - Overtime	\$150,000
A.3110 110	Law Enforcement Salaries - Regular	A.3110 130	Law Enforcement Salaries - Part Time	\$10,000
A.3110 810	Law Enforcement Retirement	A.3110 130	Law Enforcement Salaries - Part Time	\$50,000
A.3110 830	Law Enforcement Social Security	A.3110 130	Law Enforcement Salaries - Part Time	\$7,000
A.3110 831	Law Enforcement Medicare Contribution	A.3110 130	Law Enforcement Salaries - Part Time	\$5,000
A.3150 130	Corrections Salaries - Part Time	A.3110 130	Law Enforcement Salaries - Part Time	\$40,000
A.3150 830	Corrections Social Security	A.3110 130	Law Enforcement Salaries - Part Time	\$10,000
A.3150 831	Corrections Medicare Contribution	A.3110 130	Law Enforcement Salaries - Part Time	\$6,000
A.3150 110	Corrections Salaries - Regular	A.3150 120	Corrections Salaries - Overtime	\$155,000
A.3150 130	Corrections Salaries - Part Time	A.3150 120	Corrections Salaries - Overtime	\$130,000
A.3020 110	911 Center Salaries - Regular	A.3020 120	911 Center Salaries - Overtime	\$40,000
A.3020 110	911 Center Salaries - Regular	A.3020 130	911 Center Salaries - Part Time	\$10,000

Please state reason for transfers requested: To fund codes currently in deficit.

CONTINGENT FUND TRANSFER REQUESTS

<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:

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

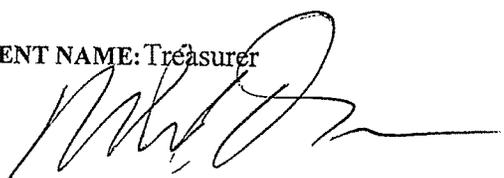
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED:



DATE: 11/18/2020

<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.1950 417	Taxes & Assessments on Property- Water/Sewer/Taxes	\$4,480.00

Please state reason for transfer request: Property taxes for County Land in Industrial Park underestimated.

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 TREASURER

DATE: DECEMBER 3, 2020

- (a) Purpose of Request:
To appropriate \$60,000 from the General Fund Unappropriated Surplus account to Budget Code A.2490 439, Community College Tuition, Misc. Fees
- (b) Details:
Funding is needed to cover the cost of out-of-County Community College costs which have increased more than expected.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
General Fund Unappropriated Surplus Account

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: Treasurer****DATE: October 29, 2020**

- (a) Is this a Result of a Bid or Request for Proposal? Yes - RFP - WC 49-20. We selected the second low bidder, Korn Ferry, based on the County's past history of 6 years with the firm. We are very pleased with their work. They have a long history in the actuarial consulting business. The total contract with Korn Ferry for the 6 years is only \$2,000 more than the low bidder which is an average of \$333 per year.
- (b) Purpose of Contract: Actuarial Services
- (c) Name of Contractor: Korn Ferry
- (d) Address of Contractor: 11911 Freedom Dr., Reston, VA 20190
- (e) Contractor's Contact Person and Telephone Number: Kristopher Seets, 703-841-3103
- (f) Has or will the Contract be provided, if so, please attach: Will be provided
- (g) Commencement Date of Contract: January 1, 2021
- (h) Termination Date of Contract: 12/31/2023 (we have 3 year renewal option to 12/31/2019)
- (i) Payment Provisions:
- | | | |
|----|---------------------------------|-----------------------------------|
| i) | lump sum amount | \$5,500 - 2021 actuarial analysis |
| | | \$1,100 - 2022 actuarial update |
| | | \$5,750 - 2023 actuarial analysis |
| | 3 year renewal | \$1,200 - 2024 actuarial update |
| | | \$6,000 - 2025 actuarial analysis |
| | | \$1,300 - 2026 actuarial update |
| | ii) hourly rate amount | |
| | iii) total amount not to exceed | |

iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Upon completion

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1325 470 Treasurer - Contract \$5,500

**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

RESOLUTION REQUEST FORM NO. 3**Request for New Contract****DEPARTMENT NAME: Treasurer****DATE: October 28, 2020**

- (a) Is this a Result of a Bid or Request for Proposal? **Yes - WC 51-20, Low bidder did not have any NYS cost allocation clients - Maximus is next lowest bidder which we have used for past 15 years and they have a strong NYS county client base. The total contract with Maximus for the 6 years is only \$1,800 more than the low bidder which is an average of \$300 per year.**
- (b) Purpose of Contract: **Indirect Cost Analysis**
- (c) Name of Contractor: **Maximus US Services, Inc.**
- (d) Address of Contractor: **6385 Flank Dr. Suite 400, Harrisburg, PA 17112**
- (e) Contractor's Contact Person and Telephone Number: **Nelson Clugston, (804) 823-8131**
- (f) Has or will the Contract be provided, if so, please attach: **Will be provided**
- (g) Commencement Date of Contract: **January 1, 2021**
- (h) Termination Date of Contract: **December 31, 2023, with 3 year renewal option**
- (i) Payment Provisions: i) lump sum amount **2021 - \$7,000**
2022 - \$7,000
2023 - \$7,000

3 year extension 2024 - \$7,200
2025 - \$7,200
2026 - \$7,200
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Upon Completion**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.1325 470 - County Treasurer, Contract - \$7,000.**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: November 25, 2020

- (a) Purpose of Request:
Cancelling or Correcting assessments and Refunds or Chargebacks for taxes approved by the Director of Real Property or Town Supervisors for the year of 2020

- (b) Details:
See attached list of corrections to be made Schedule A and annexed to the resolution. This is under Article 5, Title 3 of Real Property Tax Law

- (c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

Chargeback of Taxes

Town	Year	Assessed to & Tax Map No.	Location	Breakdown		Coding	Reason
Queensbury	2020	BT NEWYO, LLC 309.14-1-1	52 Big Boom Rd.	County	\$522.90		Court Order Assesment Change
				Town	\$68.47		
				Emerg Med	\$32.39		
				Fire Prot	\$98.10		
				Crandall Lib.	\$63.21		
				Qsby Water	\$37.89		
				Total	\$822.96		
Queensbury	2020	Lowe's Home Centers, Inc. 296.20-1-50.1	251 Quaker Rd.	County	\$6,247.99		Court Order Assessment Change
				Town	\$818.02		
				Emerg Med	\$387.07		
				Fire Prot	\$1,172.19		
				Crandall Lib.	\$755.34		
				Qby Lightng	\$162.97		
				Qby Cons SSD	\$115.62		
				Qby Water	\$452.73		
				Total	\$10,111.93		
Queensbury	2020	Anthony Cavarretta 226.19-1-59	28 North Lane	County	\$320.34		Veterans Adjustment
				Town	\$41.93		
				Emerg Med	\$19.84		
				Fire Prot	\$60.10		
				Crandall Lib.	\$38.73		
				Shore Col. Wtr.	\$59.78		
				Total	\$540.72		
Queensbury	2020	Tyler Lingel 290.13-1-27	75 Overlook Drive	County	45.77		Lakeshore/ Lakerights Adjustment
				Town	5.98		
				Emerg Med	2.84		
				Fire Prot	8.79		
				Crandall Lib.	5.63		
				Qby Cons SSD	0.16		
				Qby Water	3.26		
				Total	72.43		

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Planning & Community Development

DATE: November 6, 2020

- (a) Purpose of Request: **Close CD 74 (Countryside Adult Home Sewer) and CD75 (Countryside Adult Home Building Assessment)**
- (b) Details: **Two (2) Community Development Block Grants (CDBG) are ready to be closed. The Countryside Adult Home sewer project (CD74) and the Countryside Adult Home Building Assessment (CD75)**
- (c) Previous Resolution Number: **35/2015 and 97/2018**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: OFFICE FOR THE AGING

DATE: 11/2/2020

- (a) Purpose of Amendment:
Transfer DSRIP monies from A 691.00 Deferred Revenues into department and utilize.
- (b) Appropriation Code, Object Code, Full Title and Amount:
A.6772.4300 260 Equipment \$4,887.46
- (c) Revenue Code (with title), and Amount:
A.6772.4300 3426 (\$4,887.46)

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

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 11/23/2020

- (a) Purpose of Amendment: Amend the 2020 Warren County budget to utilize DSRIP funds for the purchase of six laptop computers.

- (b) Appropriation Code, Object Code, Full Title and Amount: A. 4310 220
Equipment, \$3,708

- (c) Revenue Code (with title), and Amount: A.4310 3426 - DSRIP Engagement Funds, \$3,708

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services-Bioterrorism Program

DATE: November 23, 2020

(a) **Purpose of Amendment:** To amend the 2020 budget to accept a portion of Bioterrorism Grant from the 2021 budget which began 7/1/20 and will end 6/30/21. This is an estimate for additional Salary and fringe related to the per diem position and additional hours that are needed to cover during COVID activities to year end. All expenses fully funded by the BT Grant.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

(c) Bioterrorism Program- Part Time Salaries A.4189.130 \$ 1500

(d) Bioterrorism Program –Social Security Expense A.4189.830 \$ 100

(e) Bioterrorism Program- Social Security Expense A.4189.831 \$ 25

Revenue Code (with title), and Amount: **Bioterrorism Program- Grant Revenue A.4189.4401 \$1,625.00.**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services-Bioterrorism Program

DATE: November 23, 2020

- (a) **Purpose of Amendment:** To amend the 2020 budget to accept a portion of Bioterrorism Grant which began 7/1/19 and ended 6/30/20. This is an estimate for expenses related to the BT program for salaries /fringe related to contact tracing from 4/01/20 to 6/30/20. All expenses fully funded by the BT Grant. Since these expenses were not utilized in 2019, we are able to bill the state in 2020 when the expenses occurred.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

(c)	Bioterrorism Program- Part Time Salaries	A.4189.130	\$ 8,250
(d)	Bioterrorism Program –Retirement Expense	A.4189.810	\$ 500
(e)	Bioterrorism Program- Social Security Expense	A.4189.830	\$ 525
(f)	Bioterrorism Program)-Medicare Expense	A.4189.831	\$ 125

Revenue Code (with title), and Amount: **Bioterrorism Program- Grant Revenue A.4189.4401
\$9,400.00.**

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

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

DEPARTMENT NAME: Social Services

DATE: 11/5/20

- (a) Purpose of Amendment: To increase expenses and revenue based on allocation received from NYS OCFS, money to be used for Foster Care Aging Out Support during Covid-19.
- (b) Appropriation Code, Object Code, Full Title and Amount: A.6010 439 Misc Fees & Expenses \$13,000
- (c) Revenue Code (with title), and Amount: A.6010 3610 State Aid Admin \$13,000

NYS Office of Children and Family Services
 Aging Out Support During COVID-19
 County Allocations

District	Count of Foster Youth Aging Out 3/1/20 - 12/31/20	Funding Available Per Foster Youth	Allocation
Albany	3	\$ 6,500	\$ 19,500
Cattaraugus	1	\$ 6,500	\$ 6,500
Chautauqua	1	\$ 6,500	\$ 6,500
Chenango	1	\$ 6,500	\$ 6,500
Clinton	1	\$ 6,500	\$ 6,500
Columbia	2	\$ 6,500	\$ 13,000
Cortland	1	\$ 6,500	\$ 6,500
Dutchess	6	\$ 6,500	\$ 39,000
Erie	15	\$ 6,500	\$ 97,500
Genesee	1	\$ 6,500	\$ 6,500
Herkimer	1	\$ 6,500	\$ 6,500
Madison	1	\$ 6,500	\$ 6,500
Monroe	4	\$ 6,500	\$ 26,000
Nassau	7	\$ 6,500	\$ 45,500
Niagara	5	\$ 6,500	\$ 32,500
Oneida	4	\$ 6,500	\$ 26,000
Onondaga	9	\$ 6,500	\$ 58,500
Ontario	1	\$ 6,500	\$ 6,500
Orange	6	\$ 6,500	\$ 39,000
Otsego	1	\$ 6,500	\$ 6,500
Rockland	2	\$ 6,500	\$ 13,000
St. Lawrence	1	\$ 6,500	\$ 6,500
Saratoga	1	\$ 6,500	\$ 6,500
Schenectady	5	\$ 6,500	\$ 32,500
Steuben	2	\$ 6,500	\$ 13,000
Suffolk	10	\$ 6,500	\$ 65,000
Sullivan	3	\$ 6,500	\$ 19,500
Warren	2	\$ 6,500	\$ 13,000
Westchester	11	\$ 6,500	\$ 71,500
Upstate Totals	108	\$ 188,500	\$ 702,000
New York City	400	\$ 3,245	\$ 1,298,000
Statewide Totals	508	\$ 191,745	\$ 2,000,000

ALCOID LOGOS.
 MISC. 439

REQUEST FOR TRANSFER OF FUNDS

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

FROM Park O & M
Name of Department

SIGNED: _____ DATE: 11/24/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund	A.1625 417	General, CR Wood Park, Water/Sewer/Taxes	\$3,385.22
A.1990 439	Contingent Fund	A.1625 413	General, CR Wood Park, Repair & Maint-Bldg/Pro	\$7,744.04
A.1990 439	Contingent Fund	A.1625 415	General, CR Wood Park, Electric	\$900.00
A.1990 439	Contingent Fund	A.1625 423	General, CR Wood Park, Telephone	\$177.35
A.1990 439	Contingent Fund	A.1625 428	General, CR Wood Park, Data Processing & Inter	\$229.98
A.1990 439	Contingent Fund	A.1625 470	General, CR Wood Park, Contracts	\$13,791.32
Please state reason for transfer request:				\$26,227.91
Unable to Cover Expenditures due to Cancelled Events (Covid-19)				

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: November 24, 2020

- (a) Purpose of Amendment: To Amend 2020 budget \$3,432.50 dollars to reflect Insurance Recovery payment dated November 4, 2020, for vehicle repairs, DOL 12/17/19.

- (b) Appropriation Code, Object Code, Full Title and Amount: DM.5130 441 Road Machinery, Automotive – Supplies & Repair \$3,432.50.

- (c) Revenue Code (with title), and Amount: DM.5130 2680 Road Machinery, Insurance Recovery \$3,432.50

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: November 24, 2020

- (a) Purpose of Amendment: To Amend 2020 budget \$1,615.20 dollars to reflect Insurance Recovery payment dated November 3, 2020, for guiderail repairs, DOL 9/17/20.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 County Road, Traffic Control, Supplies \$1,615.20.

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$1,615.20

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: 11/24/2020

- (a) Purpose of Amendment: To Amend 2020 Budget \$21,776.76 dollars for purchase of a LiveEdge Plow, 3000 Gallon Tank, and Roadwatch SS Complete Kit & Extension Cables funded by NYSDOS Grant, Contracted by Lake George Watershed Management Priority Action Plan Implementation Project (C1000532).

- (b) Appropriation Code (with title), Object Code (with title) and Amount:
DM.5130 230 Road Machinery, Machinery, Automobile Equipment - \$16,455.00;
DM.5130 441 Road Machinery, Machinery, Auto Supplies & Repair - \$1,601.96;
D.5110 260 County Roads, Maintenance of Roads, Other Equipment - \$3,719.80.

- (c) Revenue Code (with title), and Amount: DM.5130 2390 Road Machinery, Machinery, Joint Share of Activities, Govt - \$18,056.96; D.5110 2390 County Roads, Maintenance of Roads, Joint Share of Activities, Govt - \$3,719.80.

VOUCHER

Purchase Order No. _____ Check No. _____

Ordered for Lake George Watershed Priority Action Plan Implementation
Village of Lake George C1000532 Code No. DM.5130 2390 \$18,056.96
D.5110 2390 \$3,719.80

VENDOR # _____ WARREN COUNTY

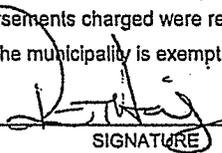
CLAIMANT'S NAME Warren County Treasurer
AND Department of Public Works
ADDRESS RESOLUTION NO. _____
TAX EXEMPT NO. 14 600 2576

Dates	Quantity	Description of Materials or Services	Unit Price	Total Amount
		Lake George Wataershed Priority Action Plan Implementation Village of Lake George C1000532		
10/7/2019	RC Lacy Inc Inv 51339	In-Kind Match	\$81,368	
2/18/2020	FUND for Lake George, Inc. Inv WarrenCo-9			\$ 16,455.00
1/3/2020	CENTRAL EQUIPMENT of CNY, INC Inv 6629			\$ 3,719.80
1/7/2020	TRIUS Inc. Inv SI062531			\$ 1,601.96
			Total	\$ 21,776.76

CLAIMANT'S CERTIFICATION

I, Kevin Hajos, PE certify that the above account in the amo \$ 21,776.76 is true and correct; that the items, services, and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes from which the municipality is exempt are not included; and that the amount claimed is actually due.

6/2/2020



Superintendent of Public Works

DATE

SIGNATURE

TITLE

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

DATE

AUTHORIZED OFFICIAL
SUPERINTENDENT OF PUBLIC WORKS

DATE

COUNTY AUDITOR

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing 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: DPW

DATE: 11/24/2020

- (a) Exact Title and Number of Project*: H381 South Johnsburg Road (CR 57) over Mill Creek, Town of Johnsburg (PIN 1757.27)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$86,462.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 86,462.00 Local Match (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase local match share for estimated construction and construction inspection costs

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing 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: DPW

DATE: 11/24/2020

- (a) Exact Title and Number of Project*: H386 Bay Road (CR 7) over Halfway Brook Bridge Replacement, Town of Queensbury (PIN 1761.23)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$2,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 2,000.00 Local Match (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase local match share for estimated right of way acquisition costs

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing 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: DPW

DATE: 11/24/2020

- (a) Exact Title and Number of Project*: H396 East River Drive (CR 16) & Call Street (CR 32) Rehabilitation Project, Town of Lake Luzerne (PIN 1761.46)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$133,004.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 133,004.00 Local Match (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase local match share for estimated construction and construction inspection costs

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing 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: DPW

DATE: 11/24/2020

- (a) Exact Title and Number of Project*: H390 County Bridge & Culvert Projects, Various Towns
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$12,719.59
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 12,719.59 (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Transfer of 2020 budgeted allocation for capital project

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: DPW****DATE: 11/24/2020**

(a) Exact Title and Number of Project (must be obtained from Treasurer's Office): Quaker Road (CR 47 / CR 70) Pavement Preservation Project, Town of Queensbury (PIN 1761.47) H404.9550 280

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Project: \$540,000.00

(e) Source of Funding (including name & title of codes, etc.):

\$432,000.00 Federal Share (80%)

\$ 81,000.00 State "Marchiselli" Share (15%)

\$ 27,000.00 Local Match Share (5%) (transfer from D.9950 910 Tranfers - Capital Projects)

(f) Purpose of Establishment: To cover preliminary engineering phase of the project

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: 1681 Telecommunications

DATE: November 23, 2020

(a) Purpose of Amendment: **Adjust for increased expenses in telephone service**

(b) Appropriation Code, Object Code, Full Title and Amount: **1681 423 Telephone \$9,000**

(c) Revenue Code (with title), and Amount: **1681 2227 Telecommincatinos \$9,000**

WARREN COUNTY
Journal Report - October 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
10/22/2020	A.1011 410	Supplies	Transfer within Budget Code from A.1011 439	\$ 50.00	
10/22/2020	A.1011 439	Misc Fees & Expenses	Transfer within Budget Code to A.1011 410		\$ 50.00
10/22/2020	A.1011 428	Data Processing & Internet Fees	Transfer within Budget Code from A.1011 444	\$ 54.00	
10/22/2020	A.1011 444	Travel/Education/Conference	Transfer within Budget Code to A.1011 428		\$ 54.00
Brd. of Election - Board of Elections					
10/31/2020	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 1,139.74	
10/31/2020	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 1,139.74
DPW_DPW Admin - DPW,DPW Administration					
10/6/2020	A.5610 860	Hospitalization	Transfer Within Budget Code from A.5610 861	\$ 727.00	
10/6/2020	A.5610 861	Retirees Hospitalization	Transfer Within Budget Code to A.5610 860		\$ 727.00
10/6/2020	A.7110 860	Hospitalization	Transfer Within Budget Code to A.7110 862		\$ 170.00
10/6/2020	A.7110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.7110 860	\$ 170.00	
10/7/2020	A.7111 410	Supplies	Transfer Within Budget Code from A.7111 413	\$ 4.00	
10/7/2020	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7111 410		\$ 4.00
10/9/2020	A.7110 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.7110 470	\$ 283.00	
10/9/2020	A.7110 470	Contract	Transfer Within Budget Code to A.7110 428		\$ 283.00
10/13/2020	A.7111 410	Supplies	Transfer Within Budget Code from A.7111 415	\$ 200.00	
10/13/2020	A.7111 415	Electricity	Transfer Within Budget Code to A.7111 410		\$ 200.00
10/13/2020	A.7110 250	Technical Equipment	Transfer Within Budget Code from A.7110 270	\$ 100.00	
10/13/2020	A.7110 270	Lawn & Landscaping	Transfer Within Budget Code to A.7110 250		\$ 100.00
10/15/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 423		\$ 210.00
10/15/2020	A.7111 423	Telephone	Transfer Within Budget Code from A.7111 416	\$ 210.00	
10/16/2020	D.5110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to D.5110 418		\$ 4,980.00
10/16/2020	D.5110 418	Ins-General Liability	Transfer Within Budget Code from D.5110 413	\$ 4,980.00	
10/21/2020	A.1625 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1625 470	\$ 1,500.00	
10/21/2020	A.1625 470	Contract	Transfer Within Budget Code to A.1625 413		\$ 1,500.00

WARREN COUNTY
Journal Report - October 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/22/2020	DM.5130 260	Other Equipment	Transfer Within Budget Code to DM.5130 270		\$ 297.00
10/22/2020	DM.5130 270	Lawn & Landscaping	Transfer Within Budget Code from DM.5130 260	\$ 297.00	
10/23/2020	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7111 416	\$ 1,435.00	
10/23/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 413		\$ 1,435.00
10/28/2020	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7111 416	\$ 200.00	
10/28/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 413		\$ 200.00
10/28/2020	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 424		\$ 11.00
10/28/2020	A.7111 424	Postage	Transfer Within Budget Code from A.7111 416	\$ 11.00	
10/29/2020	D.5020 410	Supplies	Transfer Within Budget Code to D.5020 436		\$ 91.00
10/29/2020	D.5020 436	Advertising Fees	Transfer Within Budget Code from D.5020 410	\$ 91.00	
Infotech - Information Technology					
10/2/2020	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 422	\$ 1,000.00	
10/2/2020	A.1680 422	Repair/Maint-Equipment	Budget Transfer out of Object Code to A.1680 220		\$ 1,000.00
10/30/2020	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 410	\$ 200.00	
10/30/2020	A.1680 410	Supplies	Budget Transfer out of Object Code to A.1680 220		\$ 200.00
Legal Def-Indgnt - Legal Defense - Indigents					
10/22/2020	A.1170 410	Supplies	A. 1170 410 from A. 1170 440 overbudget on Printer Abstract	\$ 250.00	
10/22/2020	A.1170 440	Legal/Transcript Fees	A. 1170 410 from A. 1170 440 overbudget on Printer Abstract		\$ 250.00
Office of EMS - Office of Emergency Services					
10/22/2020	A.3640 421	Equipment Rental	Budget transfer within object code to A.3640 435		\$ 2,018.00
10/22/2020	A.3640 428	Data Processing & Internet Fees	Budget transfer within object code from A.3640 453	\$ 110.00	
10/22/2020	A.3640 435	Medical Fees	Budget transfer within object code from A.3640 421	\$ 2,018.00	
10/22/2020	A.3640 453	Uniforms & Clothing	Budget transfer within object code to A.3640 428		\$ 110.00
10/22/2020	A.3410 230	Automotive Equipment	Budget transfer within object code from A.3410 250	\$ 300.00	
10/22/2020	A.3410 250	Technical Equipment	Budget transfer within object code to A.3410 230		\$ 300.00
10/22/2020	A.3410 410	Supplies	Budget transfer within object code to A.3410 441		\$ 200.00

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 442	\$ 600.00	
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 410	\$ 200.00	
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 445	\$ 100.00	
10/22/2020	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 453	\$ 300.00	
10/22/2020	A.3410 442	Automotive - Gas & Oil	Budget transfer within object code to A.3410 441		\$ 600.00
10/22/2020	A.3410 445	Foods	Budget transfer within object code to A.3410 441		\$ 100.00
10/22/2020	A.3410 453	Uniforms & Clothing	Budget transfer within object code to A.3410 441		\$ 300.00
Probation_Probation - Probation,Probation					
10/19/2020	A.3140 441	Auto-Supplies & Repair	Budget Transfers within Object Code from A.3140.442	\$ 400.00	
10/19/2020	A.3140 442	Automotive - Gas & Oil	Budget Transfers within Object Code to A.3140.441		\$ 400.00
10/21/2020	A.3140 441	Auto-Supplies & Repair	Budget Transfer within Object Code from A.3140.444	\$ 400.00	
10/21/2020	A.3140 444	Travel/Education/Conference	Budget Transfer within Object Code to A.3140.441		\$ 400.00
10/29/2020	A.3140 426	Subscriptions	Budget Transfers Within Object Code from A.3140.428	\$ 174.00	
10/29/2020	A.3140 428	Data Processing & Internet Fees	Budget Transfers Within Object Code to A.3140.426		\$ 174.00
Public Health_Health Services - Public Health,Health Services					
10/13/2020	A.4018.0040 410	Supplies	Budget Transfer Health Ed to A4018.0040423 &428 fr A40180040410		\$ 22.00
10/13/2020	A.4018.0040 423	Telephone	Budget Transfer Health Ed to A4189.423 from A4189 .410supplies	\$ 20.00	
10/13/2020	A.4018.0040 428	Data Processing & Internet Fees	Budget Transfer Health Ed to data A4018.0040.428 fr 4018.0040410	\$ 2.00	
10/13/2020	A.4018.0040 860	Hospitalization	Budget Transfer Health Ed to Health reimA4018.0040862 fm 860		\$ 3.54
10/13/2020	A.4018.0040 862	Health Insurance Cost Reimbursement	Budget Transfer Health Ed Health reim to A.4018.0040.862 fm 860	\$ 3.54	
10/14/2020	A.4010 865	Dental Insurance	Out of Code Dental NedraFrasier fm A.4010.865 to A.4018.0030.865		\$ 100.00
10/14/2020	A.4018.0030 865	Dental Insurance	Out of Code Dental NedraFrasier fm A.4010.865 to A.4018.0030.865	\$ 100.00	
10/14/2020	A.4193 220	Office Equipment	Budget Transf out of code to A.4193.423, A4193.410 fm A.4193.220		\$ 1,000.00
10/14/2020	A.4193 410	Supplies	Budget Transf out of code to A.4193.423, A4193.410 fm A.4193.220	\$ 500.00	
10/14/2020	A.4193 423	Telephone	Budget Transf out of code to A.4193.423, A4193.410 fm A.4193.220	\$ 500.00	

Residential Hall - Countryside Adult Home

WARREN COUNTY
Journal Report - October 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/7/2020	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer within object code from A.6030 470	\$ 2,000.00	
10/7/2020	A.6030 470	Contract	Budget Transfer within object code to A.6030 413		\$ 2,000.00
10/19/2020	A.6030 410	Supplies	Budget Transfer within object code to A.6030 435		\$ 1,500.00
10/19/2020	A.6030 435	Medical Fees	Budget Transfer within object code from A.6030 410	\$ 1,500.00	
10/19/2020	A.6030 416	Oil & Gas-Heating	Budget Transfer within object code to A.6030 417		\$ 3,500.00
10/19/2020	A.6030 417	Water/Sewer/Taxes	Budget Transfer within object code from A.6030 416	\$ 3,500.00	
10/30/2020	A.6030 415	Electricity	Budget Transfer within object code to A.6030 428		\$ 1,000.00
10/30/2020	A.6030 428	Data Processing & Internet Fees	Budget Transfer within object code from A.6030 415	\$ 1,000.00	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
10/2/2020	A.3020 422	Repair/Maint-Equipment	Budget Transfer out of object code from A.3150 260	\$ 4,411.79	
10/2/2020	A.3150 260	Other Equipment	Budget Transfer out of object code to A.3020 422		\$ 4,411.79
10/20/2020	A.3110 250	Technical Equipment	Budget Transfer out of object code to A.3110 413		\$ 12,000.00
10/20/2020	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.3110 250	\$ 12,000.00	
10/20/2020	A.3110 260	Other Equipment	Budget Transfer out of object code to A.3110 413		\$ 14,600.00
10/20/2020	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.3110 260	\$ 14,600.00	
10/27/2020	A.3110 410	Supplies	Budget Transfer out of object code from A.3150 410	\$ 2,000.00	
10/27/2020	A.3150 410	Supplies	Budget Transfer out of object code to A.3110 410		\$ 2,000.00
Social Services - Social Services					
10/14/2020	A.6010 210	Furniture/Furnishings	Budget Transfer within object code to A.6010 220		\$ 1,500.00
10/14/2020	A.6010 220	Office Equipment	Budget Transfer within object code from A.6010 210	\$ 1,500.00	
10/23/2020	A.6010 210	Furniture/Furnishings	Budget Transfer within object code to A.6010 220		\$ 3,000.00
10/23/2020	A.6010 220	Office Equipment	Budget Transfer within object code from A.6010 210	\$ 3,000.00	
10/30/2020	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 440	\$ 1,000.00	
10/30/2020	A.6010 440	Legal/Transcript Fees	Budget Transfer out of object code to A.6010 220		\$ 1,000.00
Tourism - Tourism					
10/1/2020	A.6417.0001 470	Contract	Transfer to A.6417.0001 481		\$ 24,900.00

WARREN COUNTY
Journal Report - October 2020

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/1/2020	A.6417.0001 481	Tourism Promotion	Transfer from A.6417.0001 470	\$ 24,900.00	
10/20/2020	A.6417.0001 470	Contract	Transfer to A.6417.0001 481		\$ 1,150.00
10/20/2020	A.6417.0001 481	Tourism Promotion	Transfer from A.6417.0001 470	\$ 1,150.00	
Veterans Service - Veterans Service					
10/19/2020	A.6510 442	Automotive - Gas & Oil	Funds transfer to 489 Other		\$ 100.00
10/19/2020	A.6510 469	Other Payments/Contributions	Funds transfer from 442 Gas/Oil	\$ 100.00	

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: 12/03/2020

<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.1011 110	County Administrator, Salaries Regular	\$51,545
		A.1011 810	, Retirement	\$5,309
		A.1011 830	, Social Security	\$3,196
		A,1011 831	, Medicare	\$747

Please state reason for transfer request:

To cover the salary and salary related fringe expenses associated with creation of the Director of Public Affairs position

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

RESOLUTION REQUEST FORM NO. 10

ITEM 9D

Request for Transfer of Funds

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

TRANSFERS FOR 2020 BUDGET

SIGNED: _____

DATE: November 23, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4192.120	COVID-Overtime Salary	A.4193.120	COVID COMM CARE-Overtime Salary Expense	\$1,216.37
	A.4192.130	COVID-Part Time Salary Expense	A.4193.130	COVID COMM CARE-Part time Salary Expense	\$32,139.01
	A.4192.810	COVID-Retirement Expense	A.4193.810	COVID COMM CARE-Retirement Expense	\$2,839.93
	A.4192.830	COVID-Social Security Expense	A.4193.830	COVID COMM CARE-Social Security Expense	\$2,068.04
	A.4192.831	COVID-Medicare Expense	A.4193.831	COVID COMM CARE-Medicare Expense	\$483.66
Total Transfers					\$38,747.01

1. To reclass Salaries and Fringe related to per diem contact tracers from COVID grant to COMM CARE grant from 7/5/20 to 11/8/20.

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: CLERK OF THE BOARD

SIGNED:

DATE: DECEMBER 3, 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.1185 435	Medical Examiners & Coroners, Medical Fees	\$10,000.00

Please state reason for transfer request:

Coroner's budget is fully expended and we have \$8,602 in bills to pay currently - remaining \$1,398 will be applied towards any additional bills received for 2020

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

PERSONNEL & ADMINISTRATION COMMITTEE

AGENDA

DECEMBER 3, 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) Resolution Tracking Report.
- B) Request to further amend Resolution No. 374 of 2017 to increase transportation and forensic medical fees.
- C) Request for a transfer of funds in the amount of \$10,000 from the Contingent Account to cover a deficit in the Coroner's budget.

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

- A) Request for a transfer of funds in the amount of \$60,797 from the Contingent Account, *Budget Code A. 1990 469*, to cover the salary and related fringe expenses associated with creation of the Director of Public Affairs position.
- B) Authorizing new agreement with New York State Industries for the Disabled, Inc. for mail fulfillment services.
- C) On behalf of the Assigned Counsel Office: Request to amend agreement with Supervising Attorney for the Assigned Counsel Office to include termination date of March 31, 2021.
- D) On behalf of Countryside Adult Home: Request to authorize out-of-title pay to Judith Tennant for performing duties required as a result of a vacancy in the Senior Account Clerk position.
- E) On behalf of the Department of Social Services: Request to amend Resolution No. 209 of 2020, which authorized certain contracts for special delinquency prevention programs, to add a contract with Wait House in the amount of \$5,000.
- F) On behalf of the Planning & Community Development Department: Request to authorize a grant application to the NYS Housing Trust Fund in an amount to be determined for the Main Street Program.
- G) On behalf of the Public Health Division: Request to create and fill up to 10 additional Public Health Assistant Per Diem positions, *Grade 10, Base Annual Salary \$37,633 (pro-rated to \$18.09 per hour)*, effective December 21, 2020.

3) Requests/Items to be Discussed by the County Attorney:

Litigation update.

4) Items/Requests to be Discussed by the Human Resources Director:

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.

5) Items/Requests to be Discussed by the Personnel Officer:

Request to authorize a new agreement with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC, to provide Patrol and Police Officer candidate physical exam services.

6) Referrals from the Health Services Committee:***Public Health -***

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position Business Specialist-Public Health, *Grade 18, Base Annual Salary \$46,492*, as well as to delete the position of Public Health Program Manager, *Grade 21, Base Annual Salary \$50,816*, effective December 21, 2020.
- B) Request to authorize carryover of all remaining 2020 accrued leave balances as of December 31, 2020, (*including vacation, vacation carryover, floating holidays, personal time, and days in lieu of*), with the exception of cancer screening leave time, to 2021 accrual balances to be available through December 31, 2021 for the Assistant Director of Homecare, Assistant Director of Public Health and Director of Public Health and Patient Services.

CONTINUED

V. Pending Items: None.

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

- Buildings & Grounds** - Carpenter/Maintenance Worker, *Grade 12, Base Annual Salary \$38,818*, due to promotion.
- Countryside Adult Home** - Case Manager-Part Time, *Grade 14, Base Annual Salary \$40,954*, due to anticipated vacancy.
- Institutional Aide #18 Part Time, *Grade 3, Base Annual Salary \$28,026*, due to anticipated vacancy.
- DPW** - Highway Construction Supervisor, *Grade 12, Base Annual Salary \$38,818*, due to promotion.
- Department of Social Services** - Case Manager (Full Time), *Grade 14, Base Annual Salary \$40,954*, due to promotion.
- Caseworker #38, *Grade 16, Base Annual Salary \$43,390*, due to creation (03/20).
- Caseworker #39, *Grade 16, Base Annual Salary \$43,390*, due to creation (03/20).
- Caseworker #TBD, *Grade 16, Base Annual Salary \$43,390*, due to promotion.
- Grade B Supervisor #1 - Preventive Unit, *Grade 20, Base Annual Salary \$49,557*, due to retirement.
- Intake Clerk #4, *Grade 4, Base Annual Salary \$29,333*, due to promotion.
- Intake Clerk #7, *Grade 4, Base Annual Salary \$29,333*, due to promotion.
- Principal Social Welfare Examiner, *Grade 15, Base Annual Salary \$42,141*, due to retirement.
- Senior Caseworker #TBD, *Grade 18, Base Annual Salary \$46,492*, due to promotion.
- Social Services Attorney, *Annual Salary \$79,241*, due to termination.
- Office for the Aging** - Meal Site Manager #1, *Grade 2, 30 hrs/week, Base Annual Salary \$20,578*, due to retirement.
- Meal Site Manager #3, *Grade 2, 20 hrs/week, Base Annual Salary \$13,719*, due to retirement.
- Public Health** - Registered Professional Nurse #39, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- Part Time Public Health Assistant (24 hrs/wk avg.), *Grade 10, \$18.09/hr.*, due to creation in the 2021 Budget
- Senior Account Clerk #3, *Grade 7, Base Annual Salary \$33,600*, due to creation in the 2021 Budget.

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: DECEMBER 3, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
CONOVER
GERAGHTY
BRAYMER
MCDEVITT
MERLINO
SIMPSON
STROUGH

OTHERS PRESENT:

MIKE SWAN, WARREN COUNTY TREASURER
FRANK THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR BEATY

SUPERVISORS DIAMOND
DRISCOLL
HOGAN
LEGGETT
MAGOWAN

SEEBER

WILD

TAMMY BREEN, CHILDREN’S SERVICES SUPERVISOR, DEPARTMENT OF
SOCIAL SERVICES

TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS

GINELLE JONES, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES

WAYNE LAMOTHE, COUNTY PLANNER

DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS

SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the December 3, 2020 meeting of the Finance Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://www.warrencountyny.gov/gov/comm/Archive/2020/finance/>

Note: As per Governor Cuomo’s Executive Order 202.1: “Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed”. All committee members were physically present, aside from Supervisors Conover and Strough who participated via videoconference.

Mrs. Frasier called the meeting of the Finance Committee to order at 11:17 a.m.

Copies of the agenda were distributed to those present, those attending remotely accessed the agenda via the Warren County website; a copy of the agenda is on file with the meeting minutes.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Commencing the agenda review, Mrs. Frasier called for a motion to approve the requests for transfers of funds, as included in the agenda packet for Committee approval.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the requests and the necessary resolution was authorized for the December 18th Board Meeting.

Mrs. Frasier advised Agenda Items 2A-E consisted of the following Requests/Items to be discussed by the County Treasurer:

- 2A) Request to transfer funds in the amount of \$4,480 from the Contingent Account to cover the difference in property taxes for County land in the Industrial Park which were underestimated.

Mike Swan, *County Treasurer*, apprised this request pertained to the land located on Queensbury Avenue in the Town of Queensbury where the Armory was. He said the County had planned on selling the remaining lots to the Warren County EDC (*Economic Development Corporation*), last year, but this did not occur due to their concerns with being able to resell them. He stated the County was responsible for paying the property taxes on this land which was underestimated by \$4,480.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the requests and the necessary resolution was authorized for the December 18th Board Meeting.

Ms. Braymer inquired whether there were any plans on selling this land and Mr. Swan replied he was aware that it was being advertised for sale, but with the change in leadership at the EDC he was unsure if marketing the land was still one of their priorities. Mr. Moore informed he had discussed the land with Jim Siplon, *Interim President, Warren County EDC*, who had indicated the report regarding the land got caught up in the leadership transition, but it would be going before the full Board; he added there were some challenges in marketing those properties, but EDC was still working on that.

- 2B) Request to appropriate funds in the amount of \$60,000 from the General Fund Unappropriated Surplus to Budget Code A.2490 439, *Community College Tuition, Misc. Fees*, to cover out-of-County Community College costs which have increased more than expected.

Mike Swan, *County Treasurer*, apprised when someone who had a certificate of residency attended a college in another county, such as Herkimer Community College, that student was billed for half of the tuition and the remainder was paid by Warren County, but if a resident of Herkimer County attended SUNY Adirondack, the student was responsible for half of the tuition and Herkimer County paid the other half. He explained the amount they had estimated for this expense in the 2020 County Budget was insufficient causing a shortfall which they needed funds to cover.

Mr. Geraghty questioned whether a summary of where the students were attending by County was provided and Mr. Swan replied affirmatively. Mr. Swan explained the community college's remitted bills to the County which allowed him to track who was attending which college. Mr. Geraghty asked Mr. Swan if he could provide a report detailing where more students were attending as compared to the prior year. Mr. Swan stated FIT (*Fashion Institute of Technology*) which was located in New York City had a significant number of residents from Warren County attending college there, adding the tuition for that college was significant and there was more residents attending there as compared to previous years.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

2C) Request for a new contract with Korn Ferry for actuarial services (*cost detailed in attachment*).

Mr. Swan informed he was not comfortable awarding this contract to the lowest responsible bidder because they only had two contracts for this service within the State nor did they have any experience completing any type of these audits before. He stated the amount of staff time that would be required to bring them up to speed negated the amount of money the County would save by awarding them with this contract. He apprised this was a required audit by the State to determine if the County was at risk in the future for insurance claim issues and pension issues.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

2D) Request for a new contract with Maximus Us Services, Inc. for indirect cost analysis services. (*cost detailed in attachment*).

Mr. Swan stated this was another circumstance where the lowest bidder was a from the State of Florida who had no contracts or experience in New York State and the amount of time his staff would have to spend bringing them up to speed far outweighed the savings. He added this was also an audit required by the State that reviewed indirect costs that were associated with projects, such as salaries that had resulted in a significant amount of savings in previous years.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

2E) Request to authorize cancelling/correcting of assessments and refunds/chargebacks for taxes approved by the Director of Real Property Tax Services or Town Supervisors for the year 2020 (*listing of chargebacks included in attachment*).

Mr. Swan apologized, as he should have presented this request back in April, but it got lost in the shuffle with all of his other work.

Motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

Ms. Braymer inquired about the status of occupancy tax collections on Airbnb properties located within the County and Mr. Swan responded they were in the process of determining how all 877 properties could be registered resulting in the total number of short-term rental properties located in the County increasing from 250 to well over 1,000. He apprised the County was in ongoing discussions with Airbnb in an attempt to get them to collect occupancy tax on behalf of the County. He informed they had collected some occupancy tax from the short-term rentals, but they had not received a significant amount of them because the due date was not until the end of the month; he added he would know in January how much had been collected from these properties. Ms. Braymer noted a number of the short-term property owners were complaining about having to collect the occupancy tax themselves so the sooner the County could enter into an agreement with Airbnb the better. Mr. Swan apprised he concurred that the sooner an agreement was in the place the better off the County would be; however, he noted, they could not enter into an agreement with Airbnb that was not correct or favorable to the County which was what the sticking point was.

Ms. Kissane remarked it would be helpful if the short-term rental property owners who were complaining about having to collect occupancy tax themselves contacted Airbnb to voice their frustrations because part of the issue was Airbnb was refusing to collect occupancy tax. Ms. Braymer stated she was perplexed that the County was having such an issue with this Airbnb, as both Washington and Essex Counties had come to an agreement rather quickly on this matter. Mr. Swan noted the agreements those Counties had were more favorable to Airbnb and he was appreciative of the fact that the County Attorney's Office had decided to take a stand on this and ensure the County was represented fairly in that agreement. Mr. Swan stated the issue had been Airbnb did not want to relinquish some of what the County was requesting. Ms. Braymer asked what the County was requesting from them and Ms. Kissane replied in the contracts with the other Counties Airbnb had agreed to provide them with a set amount. She said this meant they were not actually collecting the requisite amount of occupancy tax whereas Warren County was asking them to collect the full amount due of occupancy tax and remit it back to the County. She added another issue was Airbnb was letting the property owners decide whether they wanted to collect the occupancy tax; she said when property owners submitted the occupancy tax to Airbnb they were not keeping track of this and were just keeping it for themselves. Ms. Braymer thanked Ms. Kissane and Mr. Swan for bringing all of this to light, as she had been unaware of all of these issues and the fact that the other Counties were not receiving the full amount due to them. Mr. Swan apprised the County Attorney's Office was also pushing for Airbnb to remit the past occupancy tax they believe had been collected to the County, as he was aware of several short-term rentals in the County that had been collecting occupancy tax for several years now.

Prior to continuing with the Agenda review, Mrs. Frasier stated she would like to report the Agenda included several requests for transfers of funds from the Contingent Account, whose current balance was \$120,253.33.

Proceeding with the Agenda review, Mrs. Frasier asked Wayne LaMothe, *Director, Planning & Community Development*, whether he would like to have Agenda Item 3 which pertained to a referral from the Economic Growth & Development and Higher Education Committee, *Planning & Community Development*, regarding

a request to close CD74 (*Countryside Adult Home sewer*) and CD75 (*Countryside Adult Home Building Assessment*) as both projects are complete and ready to be closed to be pulled from the Agenda and Mr. LaMothe replied affirmatively. He stated he had submitted this request to close these accounts so that the grantor agency would not require the County to provide them with another audit for the 2021 year, as the projects were completed and the County had signed a close out agreement; however, he noted, in regard to the CD 75 account the Treasurer's Office had located some discrepancies with charges that were levied against the account that he was unaware of. He indicated it was necessary to get these discrepancies straightened out before the accounts were closed resulting in it being necessary to send them back to Committee. He said he hoped they would have everything in order by the end of January. Mrs. Frasier asked if the Committee members were comfortable sending the request back to committee and the Committee members all replied in the positive.

Continuing to Agenda Items 4A-D, Mrs. Frasier advised these concerned the following referrals from the Health Services Committee:

- 4A) *Office for the Aging*- Request to amend the County Budget in the amount of \$4,887.46 to appropriate DSRIP funds into the Departmental budget for use.
- 4B) *Office of Community Services*- Request to amend the County Budget in the amount of \$3,708 to appropriate DSRIP to be used for the purchase of six laptop computers.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 18th Board Meeting.

- 4C) *Public Health* - Request to amend the County Budget in the amount of \$1,625 to appropriate a portion of the 2020-2021 Bioterrorism Grant which will be used to cover salary and fringe related expenses for a per diem position needed to cover COVID-19 pandemic related activities for the remainder of 2020.
- 4D) *Public Health* - Request to amend the County Budget in the amount of \$9,400 to appropriate a portion of the 2020-2021 Bioterrorism Grant which will be used to cover salary and fringe related expenses for the Bioterrorism Program related to contact tracing for the months of April, May and June of 2020.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 18th Board Meeting.

Mrs. Frasier announced Agenda Item 5 included a referral from the Human Services Committee on behalf of the Department of Social Services requesting to amend the County Budget in the amount of \$13,000 to reflect the receipt of funding from New York State Office of Children and Family Services to be used for Foster Care aging out of support during the COVID-19 pandemic.

Motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

Agenda Item 6, Mrs. Frasier advised this request concerned a referral from the Park Operations & Management

Committee regarding a request for a transfer of funds in the estimated amount of \$26,227.91 from the Contingent Account to cover shortages in the Charles R. Wood Park budget.

Motion was made by Mr. Merlino, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

Proceeding, Mrs. Frasier outlined Agenda Items 7A-H, referrals from the Public Works Committee on behalf of the DPW, as follows:

7A) Request to amend the County Budget in the amount of \$3,432.50 to reflect receipt of insurance recovery payment dated November 4, 2020 for vehicle repairs.

7B) Request to amend the County Budget in the amount of \$1,612.50 to reflect receipt of insurance recovery payment dated November 4, 2020 for guardrail repairs.

Motion was made by Ms. Braymer seconded by Mr. Simpson and carried by majority vote, with Mr. Strough voting in opposition, to approve the requests as outlined above and the necessary resolution was authorized for the December 18th Board Meeting.

7C) Request to amend the County Budget in the amount of \$21,776.76 to reflect receipt of grant funding to pay for the purchase of a live edge plow, 3000 gallon tank, and Roadwatch SS kit & extension cables.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson, and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

7D) Request to increase Capital Project No. H381, *South Johnsbury Road (CR 57) over Mill Creek*, in the amount of \$86,462 to increase local match share for estimated construction and construction inspection costs.

7E) Request to increase Capital Project No. H386, *Bay Road (CR 7) over Halfway Brook Bridge Replacement*, in the amount of \$2,000 to increase local match share for estimated right-of-way acquisition costs.

7F) Request to increase Capital Project No. H396, *East River Drive (CR 16) & Call Street (CR 32) Rehabilitation Project*, in the amount of \$133,004 to increase local match share for estimated construction and construction inspection costs.

7G) Request to increase Capital Project No. H390, *County Bridge & Culvert Projects*, in the amount of \$12,719.59 to reflect transfer of 2020 budgeted allocation for capital project.

7H) Request to establish Capital Project No. H404, *Quaker Road (CR 47/ CR70) Pavement Preservation Project*, in the amount of \$540,000 to cover the cost of the preliminary engineering phase of project.

Motion was made by Mr. Simpson, seconded by McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

Next, Mrs. Frasier presented Agenda Item 8, which included a referral from the Support Services Committee on behalf of the Information Technology department to amend the County Budget in the amount of \$9,000 to adjust for increased expenses related to telephone service.

Ms. Braymer asked which department this was for and Mrs. Frasier replied this request was for the Information Technology Department. Mr. Magowan explained that due to the pandemic there had been a significant surge in the amount of phone calls being made which caused an unanticipated increase in the expense for this service. He stated each department would be charged slightly more for this service and these funds would be used to pay the bill.

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

Privilege of the floor was extended to Ryan Moore, *County Administrator*, who addressed Agenda Items 9A-D, as follows:

- 9A) Mr. Moore advised the Journal Report of transfers approved by the County Administrator staff for the month of October 2020 was included in the agenda packet. *Report provided for informational purposes.*

- 9B) Request for a transfer of funds in the amount of \$60,797 from the Contingent Account, *Budget Account A.1990 469*, to cover the salary and related fringe expenses associated with creation of the Director of Public Affairs position.

Mr. Moore stated this requested had been vetted and approved by the Personnel & Administration Committee and now approval from the Finance Committee was required.

Motion was made by Mr. Simpson, seconded by Mr. Merlino and carried by majority vote, with Mr. Strough voting in opposition, to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

- 9C) Fiscal Impact of allowing the Health Services Division to authorize insurance amendments based on Federal/State funding changes (*action authorized by the Health Services Committee*).

Mr. Moore apprised Ginelle Jones, *Director of Public Health and Patient Services*, had brought this request before the Health Services Committee in order to account for what was believed to be a 20% withholding that related to difficulties with COVID following which they determined they would go before the Finance Committee to report what the estimated fiscal impact that would be. He explained essentially what was occurring was the County was a provider who was paid by those different sources and so the 20% withholding they thought was going to occur would have had a significant impact on the County; however, he noted, it was determined the actual amount was 2% or less depending upon which source and when it was billed. He noted

no resolution was required because in 2001 when these contracts were initially authorized they were authorized in a manner that would allow the Chairman of the Board to execute any amendments related to these withholdings, as they did occur upon occasion depending first and foremost on the State's finances. He mentioned the last time there were any withholdings was in 2014. He stated Tawn Driscoll, *Fiscal Manager, Health Services*, had done an estimate of what the impact of what the Federal/State funding changes could be based on the billings for this year and last year and she determined it would be less than \$10,000.

9D) On behalf of the Health Services Division: Request for transfer of funds between various codes totaling \$38,747.

Mr. Moore informed this request was also on behalf of the Health Services Department and was contingent upon whether the State allowed the County to pay these personnel costs out of the Comm Care grant. He stated earlier in the year the general grant amount made available to Health Services was \$7,000 and then an additional \$95,000 was awarded, both of which were used to cover any COVID related expenses such as the County's testing site, as well as the per-diem positions that assisted Health Services with contact tracing and other COVID related tasks. He mentioned those positions could continue to be covered with the general grant funding; however, he noted, the more appropriate way to maximize those positions was to cover them under the Comm Care grant that the State has made available with Warren County's award totaling around \$216,000 and this transfer of funds would move those costs from the general grant over to the Comm Care grant. He apprised the request was before them today in the event that the State was agreeable to cover these expenses under the Comm Care grant which the Department of Health had originally indicated was covered under this expense, but then they decided they wanted County's to use these funds in a different manner. He stated Health Services was working closely with the Department of Health to ensure the County was in compliance with the manner in which the County used their contract tracing data system, as well as to ensure as a result of that they would indeed do what they originally stated and cover these costs beginning with the inception of the grant. He added if the State did not agree to this then the request may be pulled.

Ms. Braymer recognized Ms. Jones and her staff for doing an exceptional job managing all aspects of the pandemic, including the County's finances.

Motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

Mrs. Frasier advised Agenda Item 10 pertained to a Request/Item to be discussed by the Clerk of the Board regarding a request for a transfer of funds in the amount of \$10,000 from the Contingent Account to cover a deficit in the Coroner's budget.

Amanda Allen, *Clerk of the Board*, advised this request had been presented and approved by the Personnel & Administration Committee and concerned the shortage in funds in the Coroner's Budget which required approval from the Finance Committee, as well.

Motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to approve the request

and the necessary resolution was authorized for the December 18th Board Meeting.

Mrs. Frasier advised Finance Committee action was required in connection with Personnel & Administration Agenda Items 2G and 6A.

Motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

Mrs. Frasier advised the balance of the Contingent Account was now around \$18,000.

Concluding the agenda review, Mrs. Frasier noted there were no pending or referral items to address; she called for any public comments and Don Lehman, *Director of Public Affairs*, advised there were no comments posted on the YouTube live stream feed.

There being no further business to discuss, on motion made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously, Mrs. Frasier adjourned the meeting at 11:44 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board