

Warren County Board of Supervisors

AGENDA
FRIDAY AUGUST 20, 2021
BOARD MEETING



10:00 a.m. Call Meeting to Order

Pledge of Allegiance - Supervisor Wild

Roll Call

Motion to approve minutes of the July 16, 2021 Board Meeting, subject to correction by the Clerk of the Board

Presentation of Proclamation to Sam Parker, Capital Region Representative for the Office of the Governor of the State of New York

Presentation of Employee of the Month Award

Graduates of County's Leadership Training Program recognized

Chair declares public hearing open on Proposed Local Law No. 6 of 2021, Entitled "*A Local Law Amending and Updating Local Law No. 5 of 2021, 'A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law'*", and requests Deputy Clerk of the Board read the Notice of Public Hearing aloud - privilege of the floor extended to anyone wishing to be heard on this matter

Reports by Committee Chairs

Report by County Administrator

Report by County Attorney

Reading of Communications

Reading of Resolutions

Discussion and Public Comment on Proposed Resolutions

Requests for roll call votes

Vote on Resolutions

Privilege of the Floor and Public Comment

Announcements

Motion to Adjourn

Warren County Board of Supervisors

AUGUST 20, 2021 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
PR15		PROCLAMATION - PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK
PR16		PROCLAMATION - WOMEN'S EQUALITY DAY
PR17		PROCLAMATION - APPRECIATION TO SAM PARKER FOR ASSISTANCE WITH VACCINATION EFFORTS
299	ROLL CALL	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS
300	ROLL CALL	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY
301		COUNTY FACILITIES (<i>AIRPORT</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION/AIRPORT IMPROVEMENT PROGRAM FOR THE REIMBURSEMENT OF ELIGIBLE AIRPORT COSTS UNDER THE 2021 AMERICAN RESCUE PLAN ACT FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT
302		COUNTY FACILITIES (<i>AIRPORT</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR MULTI-MODEL FUNDS TO BE USED FOR TRANSPORTATION RELATED PROJECTS AT THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT
303		COUNTY FACILITIES (<i>AIRPORT</i>) - AUTHORIZING DEDICATION OF THE DRIVEWAY AT THE MAIN ENTRANCE TO THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT AS "LOU TESSIER WAY"
304		COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>) - RESOLUTION AUTHORIZING CORNELL COOPERATIVE EXTENSION TO USE THE COUNTY OWNED TRAINING FACILITY FOR FAIR ACTIVITIES
305		CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING AGREEMENTS WITH VARIOUS AGENCIES/INDIVIDUALS FOR A RE-ENTRY AMBASSADOR IN ASSOCIATION WITH THE Y-RECONNECTS GRANT
306		CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING AGREEMENT WITH BIG BROTHERS AND BIG SISTERS OF THE SOUTHERN ADIRONDACKS TO PROVIDE CONSULTATION AND PARTICIPATION IN THE TRAININGS IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT

Warren County Board of Supervisors

AUGUST 20, 2021 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
307		CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION FOR PARENT PROGRAMMING IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT
308		CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING AGREEMENT WITH MEDIATION MATTERS FOR RESTORATIVE PRACTICES TRAINING IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT
309		CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING AGREEMENT WITH PROGRESSIVE PARENTING TO PROVIDE SUPPORT, EDUCATION, ADVOCACY AND MENTORING TO FAMILIES IN THE COMMUNITY FOR THE PROBATION DEPARTMENT
310		CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR FUNDING FOR THE THIRD COUNSEL AT FIRST APPEARANCE GRANT FOR THE PUBLIC DEFENDER
311		CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE THIRD UPSTATE QUALITY IMPROVEMENT AND CASELOAD REDUCTION GRANT (C3RD652) FOR THE PUBLIC DEFENDER'S OFFICE
312		ECONOMIC GROWTH & DEVELOPMENT - RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD IN SIGNING A LETTER SUPPORTING A NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION (NTIA) BROADBAND APPLICATION
313		ECONOMIC GROWTH & DEVELOPMENT - AMENDING RESOLUTION NO. 448 OF 2020, "AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION ASSOCIATION OF WARREN COUNTY FOR YOUTH CAMPING PROGRAM AT SKYE FARM CAMP", TO REMOVE LANGUAGE SPECIFYING THAT THE CAMPING PROGRAM IS LIMITED TO SKYE FARM CAMP
314		ECONOMIC GROWTH & DEVELOPMENT (<i>EMPLOYMENT & TRAINING ADMINISTRATION</i>) - APPROVING WORKFORCE DEVELOPMENT BOARD (WDB) BUDGET FOR PROGRAM YEAR 2021-2022; AUTHORIZING MEMORANDUM OF UNDERSTANDING RELATING TO COST ALLOCATION PLAN WITH THE WDB AND OTHER AGENCIES

Warren County Board of Supervisors

AUGUST 20, 2021 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
315		ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - AUTHORIZING CONTINUATION OF AGREEMENT WITH LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD FOR THE COUNTY TO PROVIDE GIS AND MAPPING SERVICES NECESSARY TO COMPLETE ALL TASKS IN THE QUANTIFYING PHOSPHORUS REDUCTIONS FOR PROPOSED PROJECTS IN NY REDUCTION PLAN
316		ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING SEPARATE ON-LINE PUBLIC AUCTION FOR TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 AND AUTHORIZING THE TOWN OF QUEENSBURY TO PURSUE A STUDY, AT NO COST TO THE COUNTY, REGARDING THE VIABILITY OF USING THIS PARCEL AS A PARKING LOT FOR THE WARREN COUNTY BIKEWAY
317	ROLL CALL	ETHICS FINANCIAL DISCLOSURE FORM REVIEW - ENACTING LOCAL LAW NO. 6 OF 2021, ENTITLED "A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, 'A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW'"
318		GOVERNMENTAL OPERATIONS & ADVOCACY (<i>BOARD OF ELECTIONS</i>) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE BOARD OF ELECTIONS FOR THE EARLY VOTING EXPANSION GRANT PROGRAM
319		GOVERNMENTAL OPERATIONS & ADVOCACY (<i>BOARD OF ELECTIONS</i>) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE BOARD OF ELECTIONS FOR THE TECHNOLOGY INNOVATION AND ELECTION RESOURCE (TIER) GRANT PROGRAM
320		GOVERNMENTAL OPERATIONS & ADVOCACY (<i>BOARD OF ELECTIONS</i>) - RESOLUTION REQUESTING WARREN COUNTY BE EXEMPT FROM NEW YORK STATE SENATE BILL S.4306B AND NEW YORK STATE ASSEMBLY BILL A.5424 RELATED TO REQUIREMENTS FOR EARLY VOTING POLLING LOCATION IN THE LARGEST CITY IN THE COUNTY
321		HEALTH SERVICES (<i>HEALTH SERVICES</i>) - AUTHORIZING CONTINUATION AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH AND HEALTH RESEARCH INSTITUTE FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS PLAN FUNDING

Warren County Board of Supervisors

AUGUST 20, 2021
BOARD MEETING
INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
322		HEALTH SERVICES (<i>HEALTH SERVICES</i>) - AUTHORIZING RENEWAL OF THE GRANT AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION FOR THE CHILDHOOD LEAD POISONING PREVENTION PROGRAM
323		PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - ACCEPTING DONATION OF A COMPROD ANTENNA FROM PAUL W. BURLETT TO BE USED WITH THE GORE MOUNTAIN AMATEUR RADIO REPEATER AND AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO SEND A LETTER OF APPRECIATION FOR SAID DONATION
324		PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AMENDING RESOLUTION NO. 132 OF 2021, APPOINTING MEMBERS OF WARREN COUNTY EMS ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES, TO ADJUST MEMBERSHIP
325		PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AMENDING RESOLUTION NO. 133 OF 2021, APPOINTING MEMBERS OF WARREN COUNTY FIRE ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES, TO ADJUST MEMBERSHIP
326		PUBLIC SAFETY (<i>SHERIFF'S OFFICE</i>) - RATIFYING THE ACTIONS OF THE WARREN COUNTY SHERIFF IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR STATEWIDE POLICE TRAFFIC SERVICES PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME
327		PUBLIC SAFETY (<i>SHERIFF'S OFFICE</i>) - RATIFYING THE ACTIONS OF THE WARREN COUNTY SHERIFF IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR PUBLIC SAFETY ANSWERING POINTS OPERATIONS PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME
328		PUBLIC SAFETY (<i>SHERIFF'S OFFICE</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE STOP-DWI FOUNDATION FOR HIGH VISIBILITY ENGAGEMENT CAMPAIGNS FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE

Warren County Board of Supervisors

AUGUST 20, 2021 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
329		PUBLIC SAFETY (SHERIFF'S OFFICE) - AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/ DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY
330		PUBLIC WORKS (DPW) - AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE CORRESPONDENCE APPROVING JUST COMPENSATION AMOUNTS AND AUTHORIZING NEGOTIATIONS WITH PROPERTY OWNERS FOR LAND ACQUISITIONS RELATED TO CR 19 OLMSTEDVILLE ROAD RECONSTRUCTION PROJECT
331		PUBLIC WORKS (DPW) - AWARDING BID AND AUTHORIZING AGREEMENT WITH CARVER CONSTRUCTION, INC. FOR CALL STREET (CR 32) CULVERT REPLACEMENT AT BENNIE BROOK, TOWN OF LAKE LUZERNE, WARREN COUNTY (WC 35-21)
332		TOURISM & OCCUPANCY TAX COORDINATION - AMENDING RESOLUTION NO. 229 OF 2021, AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES, TO AWARD FUNDING TO NY SKI EDUCATIONAL FOUNDATION
333		TOURISM & OCCUPANCY TAX COORDINATION - ADOPTING THE EVALUATION STRATEGY, GRADING CRITERIA AND SCORING SHEET FOR WARREN COUNTY OCCUPANCY TAX GRANT FUNDING
334		TOURISM & OCCUPANCY TAX COORDINATION - ADOPTING THE OCCUPANCY TAX GRANT APPLICATION FOR CONVENTIONS, TRADE SHOWS AND EVENTS
335	ROLL CALL	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021
336		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (CLERK OF THE BOARD) - AMENDING RESOLUTION NO. 216 OF 2020; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES
337		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - AUTHORIZING AGREEMENT WITH JAEGER & FLYNN ASSOCIATES, INC. TO ADMINISTER FLEXIBLE SPENDING ACCOUNTS OFFERED TO WARREN COUNTY EMPLOYEES

Warren County Board of Supervisors

AUGUST 20, 2021 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
338		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE WARREN COUNTY POLICE BENEVOLENT ASSOCIATION (“PBA”), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND WARREN COUNTY POLICE BENEVOLENT ASSOCIATION FOR A TERM COMMENCING JANUARY 1, 2020 THROUGH DECEMBER 31, 2022
339		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE WARREN COUNTY SHERIFF’S EMPLOYEES’ ALLIANCE
340		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>SELF-INSURANCE</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH AMERICAN WORKERS’ COMPENSATION PRESCRIPTIONS, LLC DBA AWPRx FOR PHARMACY NETWORK VENDOR FOR SELF-INSURED WORKERS’ COMPENSATION PROGRAM (WC 34-21) FOR THE SELF-INSURANCE DEPARTMENT
341		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>SELF-INSURANCE</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH ONE CALL MEDICAL, INC. D/B/A ONE CALL FOR DIAGNOSTIC TESTING NETWORK VENDOR FOR SELF-INSURED WORKERS’ COMPENSATION PROGRAM (WC 33-21) FOR THE SELF-INSURANCE DEPARTMENT
342		PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>SELF-INSURANCE</i>) - AUTHORIZING AGREEMENT WITH CARISK INTELLIGENT CLEARINGHOUSE, LLC FOR THE PURPOSE OF BECOMING THE SUBMISSION PARTNER TO SATISFY THE NEW WORKERS’ COMPENSATION BOARD CMS-1500 INITIATIVE
343		FINANCE (<i>AIRPORT</i>) - AMENDING RESOLUTION NO. 166 OF 2020, AMENDING AGREEMENT WITH HI-LITE AIRFIELD SERVICES TO PROVIDE AIRFIELD PAVEMENT MARKING PAINTING FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT, TO CORRECT THE LANGUAGE RELATING TO THE COST

Warren County Board of Supervisors

AUGUST 20, 2021 BOARD MEETING INDEX



<u>RES. NO.</u>	<u>VOTE</u>	<u>DESCRIPTION</u>
344	ROLL CALL	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H385, CR 32 OVER BENNIE BROOK CULVERT REPLACEMENT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021
345		FINANCE (TREASURER) - AMENDING RESOLUTION NO. 194 OF 2021, AUTHORIZING TRANSFER OF TOWN OF JOHNSBURG TAX MAP PARCEL NO. 30.-2-68 TO THE TOWN OF JOHNSBURG FOR HIGHWAY PURPOSES, TO REMOVE LANGUAGE RELATING TO FEES TO BE PAID BY THE TOWN OF JOHNSBURG AND REPLACE IT WITH LANGUAGE INDICATING THE PROPERTY TRANSFER WILL BE MADE AS A GIFT TO THE TOWN, AS WELL AS TO AUTHORIZE THE COUNTY TREASURER TO DELETE OUTSTANDING TAXES ON THE PARCEL
346		FINANCE (VETERANS' SERVICES) - ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY
347	ROLL CALL	EXECUTIVE COMMITTEE (COUNTY ATTORNEY) - MAKING SUPPLEMENTAL APPROPRIATIONS
348	ROLL CALL	EXECUTIVE COMMITTEE (REAL PROPERTY TAX SERVICES) - MAKING SUPPLEMENTAL APPROPRIATIONS
349	ROLL CALL	EXECUTIVE COMMITTEE (COUNTY ATTORNEY) - AUTHORIZING PAYMENT OF BACK WAGES, LESS TAXES AND OTHER LAWFUL DEDUCTIONS, TO A WARREN COUNTY EMPLOYEE
350	ROLL CALL	EXECUTIVE COMMITTEE (REAL PROPERTY TAX SERVICES) - AUTHORIZING AGREEMENT WITH AUCTIONS INTERNATIONAL, INC. FOR PROFESSIONAL AUCTIONEER/BROKER TO CONDUCT ON-LINE PUBLIC AUCTION FOR TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 (275 BAY ROAD)
351	ROLL CALL	EXECUTIVE COMMITTEE (COUNTY ATTORNEY) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE AIRPORT BUDGET; AMENDING 2021 WARREN COUNTY BUDGET; AND AUTHORIZING PAYMENT TO FOREST ENTERPRISES MANAGEMENT, INC. RESOLUTION FAILED
352		EXECUTIVE COMMITTEE (COUNTY ATTORNEY) - ACCEPTING SETTLEMENT WITH REGARD TO OPIOID LITIGATION

RESOLUTION NOS. 299 - 352 WERE DISTRIBUTED TO THE BOARD OF SUPERVISORS ON MONDAY, AUGUST 16, 2021 WHICH MET THE DISTRIBUTION DEADLINE SPECIFIED IN THE RULES OF THE BOARD

Warren County Board of Supervisors

**BOARD MEETING
FRIDAY, AUGUST 20, 2021**



Please note that the following is a summarization of the Board Meeting; the meeting, in its entirety, can be viewed on the Warren County website: <https://warrencountyny.gov/mma>

The Board of Supervisors of the County of Warren convened at the Supervisors' Room in the Warren County Municipal Center, Lake George, New York; meeting called to order at 10:03 a.m.

Ms. Rachel E. Seeber presiding.

Salute to the flag was led by Supervisor Wild.

Roll called, the following members present:

Supervisors Conover, Leggett, Diamond, McDevitt, Braymer, Bruno, Driscoll, Frasier, Smith, Hogan, Dickinson, Wild, Magowan, Beaty, Shepler, Geraghty and Seeber-17; Absent -3 Supervisors Strough, Merlino and Thomas.

Motion was made by Supervisor Shepler, seconded by Supervisor Driscoll and carried unanimously to approve the minutes of the July 16, 2021 Board Meeting, subject to correction by the Clerk of the Board.

Presentation of Proclamation was made to Sam Parker, Capital Region Representative for the Office of the Governor of the State of New York.

Supervisor Thomas entered the meeting at 10:10 a.m.

Presentation of the Employee of the Month Award was made to Gail Mender.

The following individuals were recognized for completing their Leadership Badge Training in Senior Management which was offered to Department Heads and individuals in Senior Management positions: Tammy DeLorenzo, Carla Curren, Ginelle Jones and Julie Butler.

Proceeding with the Agenda review, Chair declared the Public Hearing on Proposed Local Law No. 6 of 2021, Entitled "*Enacting Local Law No. 6 of 2021, Entitled "A Local Law Amending and Updating Local Law No. 5 of 2021, 'A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law"*", open at 10:14 a.m. and requested the Deputy Clerk of the Board read aloud the Notice of Public Hearing. Chair called for public comment.

Supervisor Diamond read a paragraph aloud the last paragraph of page 17 of 18 of Resolution No. 317 of 2021, *Enacting Local Law No. 6 of 2021, Entitled "A Local Law Amending and Updating Local Law No. 5 of 2021, 'A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law"*, for purposes of clarification pertaining to the responsibilities of the Ethics Board members.

There being no public comments made, the Chair closed the public hearing at 10:19 a.m.

WARREN COUNTY BOARD OF SUPERVISORS

BOARD MEETING

FRIDAY AUGUST 20, 2021

Report by the Chair of the Board was given.

Reports by Committee Chairs were given. During Committee Reports the following actions were taken:

Privilege of the floor was offered to James Dobkowski, *Town of Queensbury Resident*, who voiced his concerns with short-term rentals.

Report by the County Administrator was given.

Report by the County Attorney was given.

Reading of communications by the Deputy Clerk of the Board was provided, as follows:

Reports from:

1. Capital District Regional Off Track Betting Corp. - Financial Report dated May 31, 2021
2. Warren County Probation - Reports of Criminal and Family Workloads for the months of May and June 2021.

Letters/emails from:

1. NYS Parks, Recreation & Historic Preservation - informing that Mountainside Free Library in Queensbury is to be considered by the New York State Board for Historic Preservation for nomination to the National and State Registers of Historic Places.

Other:

1. Capital District Regional Off Track Betting Corp. - June 2021 surcharge payment in the amount of \$2,299.
2. Capital District Regional Off Track Betting Corp. - 2020 Regional Benefit Distribution Installments #18, #19, #20 and #21 each in the amount of \$1,631.
3. Washington County Board of Supervisors - Resolution No. 135 of 2021, "*To Adopt Adirondack Community College Budget*".

Discussion on resolutions occurred, during which:

Chairwoman Seeber acknowledged Daniel Waterhouse, *Deputy Supervisor, Town of Lake Luzerne*, who was present to observe the meeting in the absence of Supervisor Merlino, who was out on medical leave.

Supervisor Geraghty requested a roll call vote on proposed Resolution No. 349, *Authorizing Payment of Back Wages, Less Taxes and Other Lawful Deductions to a Warren County Employee*.

Discussion occurred regarding proposed Resolution No. 317, *Enacting Local Law No. 6 of 2021, Entitled "A Local Law Amending and Updating Local Law No. 5 of 2021, 'A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law'"*, during which Supervisor Wild voiced his opposition. It was also noted that the Ethics Board would be taking on a more active role than they had in prior year, adding the policy included a requirement that they meet at minimum two times a year.

In regard to proposed Resolution No. 350, *Authorizing Agreement with Auctions International, Inc. for Professional Auctioneer/Broker to Conduct On-line Public Auction for Town of Queensbury Tax Map Parcel No. 302.8-1-2 (275 Bay Road)*, several Supervisors voiced their desire for it to be disclosed to potential bidders that the property may be contaminated, as

WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY AUGUST 20, 2021

well as provide access to the letter from the NYS DEC (*New York State Department of Environmental Conservation*) indicating same. During the discussion, Supervisor Magowan requested a roll call vote on proposed Resolution No. 350. Chairwoman Seeber notified that no action was required by the Board to release any information regarding the property provided by the NYS DEC

A motion was made by Supervisor Shepler and seconded by Supervisor Wild to table proposed Resolution No. 350, *Authorizing Agreement with Auctions International, Inc. for Professional Auctioneer/Broker to Conduct On-line Public Auction for Town of Queensbury Tax Map Parcel No. 302.8-1-2 (275 Bay Road)*, until the September 17th Board Meeting to allow the County Attorney time to determine whether there was the potential for future liability issues for the County associated with the property and if it was appropriate for the County to release the information provided by NYS DEC on the property to potential bidders.

A lengthy discussion ensued during which Chairwoman Seeber asked for a show of hands pertaining to whether any members of the Board objected to releasing the information provided by NYS DEC on this particular parcel to potential bidders to which no one objected. Chairwoman Seeber announced she was closing discussion on the matter and moving forward with the roll call vote which Supervisor Conover objected to. Supervisor Braymer called for a point of order, noting Supervisor Conover had not been called upon to speak, as Chairwoman Seeber had already closed the discussion on this to allow them to proceed with the roll call vote on the motion before them. Supervisor Conover called for point of order, indicating he had his hand raised to be recognized. Chairwoman Seeber interjected that she had made a determination regarding the point of order and she would be calling the question on the motion to allow them to move forward with the roll call vote on the motion to table proposed Resolution No. 350 until such time that it was appealed. Supervisor Conover made a motion that the Board appeal Chairwoman Seeber's ruling to move forward with the roll call vote, as he believed curtailing the discussion was unacceptable. Chairwoman Seeber called for a roll call vote on the point of order pertaining to whether they were supportive of the decision to end the discussion and move forward with the roll call vote on the motion to table. Ryan Moore, *County Administrator*, questioned for clarification purposes whether a vote in the affirmative would be to appeal the decision made by the Chair and an opposing vote would be in support of the Chair's decision and Chairwoman Seeber replied affirmatively. The vote to appeal the Chair's decision failed with a vote of 404 in favor (*Supervisors Wild, Shepler, Conover, Geraghty, Leggett, Driscoll and Dickinson*), and 460 opposed (*Supervisors Magowan, Beaty, Thomas, Diamond, Braymer, Bruno, Frasier, Smith, Hogan and Seeber*) and 136 Absent (*Supervisors Merlino and Strough*).

Chairwoman Seeber called for a roll call vote on the motion to table proposed Resolution No. 350, *Authorizing Agreement with Auctions International, Inc. for Professional Auctioneer/Broker to Conduct On-line Public Auction for Town of Queensbury Tax Map Parcel No. 302.8-1-2 (275 Bay Road)*; the motion failed due to a lack of majority vote, with 276 voting in favor (*Supervisors Wild, Conover, Diamond, McDevitt and Driscoll*), and 588 opposed (*Supervisors Magowan, Beaty, Thomas, Geraghty, Leggett, Braymer, Bruno, Frasier, Smith, Hogan, Dickinson and Seeber*), and 136 Absent (*Supervisors Merlino and Strough*).

Vote on resolutions occurred; Resolution Nos. 299-352 were approved as presented, with the exception of Resolution No. 351, *Authorizing the Appropriation of Funds from the General Fund Unappropriated Surplus to the Airport Budget; Amending 2021 Warren County Budget; and Authorizing Payment to Forest Enterprises Management, Inc.*, which failed to obtain the majority vote required.

Chairwoman Seeber offered privilege of the floor and the following spoke:

Brent McDevitt, *Warren County Resident, homeowner and taxpayer in Warren County, member of the Town of Queensbury Zoning Board of Appeals, business owner in the County and a candidate in this November's election to become a member of the Board of Supervisors*, spoke regarding concerns that had been brought to his attention by members of the public, including one of his neighbors, regarding access to County employee emails, as well as those from a former County employee who indicated they felt they had been harassed and disrespected by certain individuals. He continued, by questioning whether access to confidential emails regarding certain legal proceedings was opening up the County to potential liability. He also mentioned how alarmed he was when he was notified that around fifty employees had resigned from County employment since January of this year which he believed was a high turnover rate.

Supervisor Conover mentioned he had announced at the Executive Committee meeting that he had provided the County Administrator with his suggestions regarding the development of a policy pertaining to employer access to records, as he believed it was imperative to protect not only the County employees, but also confidential information. He concluded by encouraging any of the Supervisors with thoughts on this matter to convey them to the County Administrator.

Supervisor Braymer advised as the Chair of the Personnel, Administration & Higher Education Committee, she had not received any complaints within the last few months regarding the release of legal or medical information held by the County; however, she noted, as most were well aware she was concerned about the prior County Attorney's loyalty to the County, as well as individual Supervisors. She stated she was elected to protect the County which was why she would not stand by and not hold County employees accountable for any type of misconduct they may have had with respect to emails or County software information. She voiced her concerns with this particular individuals behavior toward the end of their tenure with the County, adding if anyone would like to pursue further investigation into the extent of the confidential information that was released by this individual they could discuss this at the next meeting of the Personnel, Administration & Higher Education Committee; however, she noted, she was unsure what this would achieve since this individual was no longer employed by the County.

Supervisor Hogan noted an important matter that was handled today that was not being recognized pertained to the Proclamation declaring August 26th to be "Women's Equality Day" in Warren County. She suggested on August 26th they take the time to think about any actions they had taken or would in the future to advance equity in the County.

Supervisor Thomas apprised August 23rd was the date he had been given months ago for when the tower behind the Stony Creek Town Hall would be operative, add this date was fast approaching and yet the tower was still inoperable. He said this was concerning because the pagers for first responders were inoperable in that portion of the County due to lack of access to the signal. Mr. Moore indicated he had contacted the Public Service Commission in an attempt to contact Verizon, as well as worked with a representative of the Governor's Office, who also reached out to Verizon on behalf of the County. He stated according to the Public Service Commission this would be taken care of by the August 23rd deadline, but he would contact them again this afternoon to ensure they were aware the deadline was next week.

Supervisor Driscoll spoke regarding the rising number of positive COVID cases and how imperative it was for them, as Supervisors, to convey the importance of getting vaccinated to the public.

*WARREN COUNTY BOARD OF SUPERVISORS
BOARD MEETING
FRIDAY AUGUST 20, 2021*

Mr. Beaty exited the Meeting at 12:57 p.m.

Supervisor Conover restated going forward he believed it should be their focus to have a policy in place regarding how County records were accessed, who had access and for what reasons, what due process was followed, etc. or they would be opening the County up to significant issues, politicization and possibly liability. He once again suggested they provide their input to the County Administrator to use to develop a policy.

Mr. Moore apprised this subject matter was brought up at the Executive Committee meeting, adding if they were to move forward with this they could amend the County's policy concerning computers which referenced the fact that County records, including emails, were public records that were property of the County with no expectation of privacy. He stated there was a section included in the policy that everyone, including the Supervisors with County email, were required to sign off on that indicated there was no expectation to privacy. He advised he would distribute this policy to all of the Supervisors for review and they could provide him with all of their suggestions and feedback which would need to be cross referenced with State law that spoke to the right off certain County officials, including the Chair of the Board, to inspect records. He said this was necessary to ensure they remained under the umbrella of and compliant with State law if they moved forward with the changes that were suggested. He informed once he had something prepared he would bring it before Committee for review.

Chairwoman Seeber called for announcements; there were none.

There being no further business to come before the Board of Supervisors, on motion made by Supervisor Dickinson and seconded by Supervisor Magowan, Chairwoman Seeber adjourned the Board Meeting at 1:00 p.m.

Warren County Board of Supervisors

Proclamation

WHEREAS, Probation Departments have a profound impact on the safety and health of our communities by working to tackle the underlying causes of crime and reduce recidivism; their success fosters a safer environment for all Warren County residents to live and prosper, and

WHEREAS, Probation Departments have led, collaborated, and defended effective reforms within the justice systems, focusing on helping justice-involved individuals transition out of the system permanently through transformative and evidence-based rehabilitation, while serving as a connector in the justice system: interlacing and maximizing the resources available within the courts, local governments, law enforcement, social services, schools, non-profits, and the community to reduce recidivism by carefully balancing direct human services and research-based deterrents and interventions and through this approach, providing the help and accountability needed to create hope and restore trust, and

WHEREAS, National Pretrial, Probation and Parole Supervision Week was about honoring the dedicated professionals of Probation, Parole, and Community Supervision, professionals who make valuable, committed contributions to public safety and whose efforts and work are respected and appreciated, and in particular the extraordinary work of the Warren County Probation Department, and

WHEREAS, it is important to recognize Probations Officers and staff for their dedication to the people they work with and our community, regardless of the challenges they face, now, therefore, be it

RESOLVED, that I, Rachel E. Seeber, Chairwoman, on behalf of the Board of Supervisors, do belatedly declare the week of July 18-24, 2021 to be

“PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK”

in Warren County, and encourage residents to join in recognizing the invaluable contributions these dedicated professionals make to our community, not only during this week but throughout the year.

DATED: AUGUST 20, 2021



A handwritten signature in black ink, appearing to read "Rachel E. Seeber". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

RACHEL E. SEEBER, CHAIRWOMAN
WARREN COUNTY BOARD OF SUPERVISORS

Warren County Board of Supervisors

Proclamation

WHEREAS, as citizens of the United States, women in every state and from every cultural and religious sector have continuously worked to gain full rights and privileges - public or private, legal or institutional, and

WHEREAS, women are an essential part of the political, economic and social fabric of our nation, and all American women, regardless of the role they play in the workplace or at home, contribute daily to the success of our great country, and

WHEREAS, at the behest of Representative Bella Abzug (D-NY) in 1971, and passed in 1973, the U.S. Congress designated August 26th as Women's Equality Day to commemorate the 1920 certification for the 19th Amendment to the Constitution, grant women the right to vote, and

WHEREAS, recognizing Women's Equality Day as a day of celebration throughout the country emphasizes the importance of women's work for democracy, now, therefore, be it

RESOLVED, that I, Rachel E. Seeber, the first Chairwoman in the history of Warren County, on behalf of the Board of Supervisors, do declare August 26th to be

"WOMEN'S EQUALITY DAY"

in Warren County, and encourage residents to join in recognizing this as a national day of celebration of the importance of the women's suffrage movement and the work to secure and expand equal rights today, as well as to honor all of the women who inspire and improve our nation.

DATED: AUGUST 20, 2021



A handwritten signature in dark ink, appearing to read "Rachel E. Seeber", with a long horizontal flourish extending to the right.

RACHEL E. SEEBER, CHAIRWOMAN
WARREN COUNTY BOARD OF SUPERVISORS

Warren County Board of Supervisors

Proclamation

WHEREAS, the COVID pandemic brought forth impacts to health and safety the likes of which this region had never before experienced, bringing life as we knew it to a standstill and causing the closure of municipal buildings, schools and businesses, and

WHEREAS, when vaccines were developed and made available, they served as a beacon of hope and a means for returning to some sort of normalcy, but were difficult to obtain in the North Country, regardless of the strong desire by residents to become vaccinated, and

WHEREAS, Sam Parker, as the Capital Region Representative for the Office of the Governor of the State of New York, assisted in sourcing vaccine doses for distribution in Warren and Washington Counties during the early days of the pandemic when the vaccine was in high demand, including helping us to obtain 1,170 Pfizer doses for a clinic we hosted jointly on March 6 and 7, 2021, and

WHEREAS, Mr. Parker began working with County officials in mid-January of 2021 in an effort to establish a mass vaccination clinic which was realized through a collaborative effort, and with the support of Chairwoman Seeber, of the Warren County Board of Supervisors, and Chairman Hall, of the Washington County Board of Supervisors, when a Regional Mass Vaccination Clinic was opened in the Town of Queensbury at the Aviation Mall on March 19, 2021, and

WHEREAS, the ultimate opening of the mass vaccination site, although delayed and challenged due to factors out of his and our control, is a testament to Mr. Parker's personal and persistent advocacy on behalf of our region, and

WHEREAS, in addition to the establishment of the mass vaccination site, Mr. Parker's assistance during the COVID pandemic extended to all things vaccine-related, serving as a resource for information and an advocate for both Warren and Washington Counties' concerns every step of the way, and

WHEREAS, Mr. Parker has been a helpful resource on other COVID-related issues to Warren and Washington County officials since assuming his position in March of 2020, especially to the County Administrators, Chairs of the Board, and Directors of Public Health, and

WHEREAS, Mr. Parker is highly respected and we consider him to be a valued partner and friend to both Warren and Washington Counties, now, therefore, be it

RESOLVED, that the Warren and Washington County Boards of Supervisors join with their residents in extending sincere gratitude and appreciation to Sam Parker for the immeasurable impact he's made through his expertise and leadership in enabling the vaccination of residents, not only in Warren and Washington Counties, but in surrounding communities as well, which effectively allowed the region to re-open and return to a state of normalcy.

DATED: AUGUST 20, 2021



A handwritten signature in blue ink, appearing to read "Rachel E. Seeber".

**RACHEL E. SEEBER, CHAIRWOMAN
WARREN COUNTY BOARD OF SUPERVISORS**

A handwritten signature in blue ink, appearing to read "Samuel J. Hall".

**SAMUEL J. HALL, CHAIRMAN
WASHINGTON COUNTY BOARD OF SUPERVISORS**

Warren County Board of Supervisors

RESOLUTION NO. 299 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2021 as set forth herein, now, therefore, be it

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

FROM CODE		TO CODE		AMOUNT
DEPARTMENT: CLERK OF THE BOARD				
A.1010 130	Legislative Board, Salaries-Part Time	A.1010 410	Legislative Board, Supplies	\$3,000.00
DEPARTMENT: PUBLIC HEALTH				
A.4010 861	Health Services, Retirees Hospitalization	A.4010 439	Health Services, Misc. Fees & Expenses	\$1,000.00
DEPARTMENT: SHERIFF				
A.3150 130	Sheriff's Correction Division, Salaries-Part Time	A.3110 453	Sheriff's Law Enforcement, Uniforms & Clothing	15,000.00
A.3150 130		A.3150 453	Sheriff's Correction Division, Uniforms & Clothing	7,500.00
SPECIAL ITEMS:				
A.1990 469	Contingent Account, Other Payments/ Contributions	A.1010 410	Legislative Board, Supplies	2,000.00
		A.1011 410	County Administrator, Supplies	2,000.00
		A.1185 435	Medical Examiner & Coroners, Medical Fees	50,000.00
		A.1420 419	Law (County Attorney), Settlements	24,800.00
		A.3140 455	Probation, Safety Equipment	8,429.32

Warren County Board of Supervisors

RESOLUTION NO. 300 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2021 as set forth herein, now, therefore, be it

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

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT OF BOARD OF ELECTIONS		
<u>ESTIMATED REVENUE</u>		
A.1450 3054	Board of Elections, Early Voting Expansion Grant Program	\$18,788.11
A.1450 3055	Technology Innovation and Elections Resource (TIER) Grant Program	70,805.74
<u>APPROPRIATIONS</u>		
A.1450 439	Board of Elections, Misc. Fees & Expenses	18,788.11
A.1450 439		70,805.74
DEPARTMENT OF MENTAL HEALTH/OFFICE OF COMMUNITY SERVICES		
<u>ESTIMATED REVENUE</u>		
A.4320 0065 3490	Mental Health Programs, PEOPLE, Inc., Mental Health	1,535.00
A.4320 0070 3490	Community Work & Independence, Mental Health	534.00
A.4320 0080 3490	Comm. MH Center GF Hospital, Mental Health	3,953.00
A.4320 0090 3490	Liberty House, Mental Health	2,920.00
A.4320 0105 3490	Behavioral Health Services North, Mental Health	7,176.00
A.4320 0110 3490	Alcohol Prevention Education Pgm, Mental Health	2,965.00
A.4320 0120 3490	Mental Health Association, Mental Health	16,800.00
A.4320 0165 3490	Parsons Child & Family Center, Mental Health	11,974.00

RESOLUTION No. 300 OF 2021

PAGE 2 OF 3

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT OF MENTAL HEALTH/OFFICE OF COMMUNITY SERVICES- <i>cont.</i>		
<u>APPROPRIATIONS</u>		
A.4320 0065 470	Mental Health Programs, PEOPLE, Inc., Contract	\$1,535.00
A.4320 0070 470	Community Work & Independence, Contract	534.00
A.4320 0080 470	Comm. MH Center GF Hospital, Contract	3,953.00
A.4320 0090 470	Liberty House, Contract	2,920.00
A.4320 0105 470	Behavioral Health Services North, Contract	7,176.00
A.4320 0110 470	Alcohol Prevention Education Pgm, Contact	2,965.00
A.4320 0120 470	Mental Health Association, Contract	16,800.00
A.4320 0165 470	Parsons Child & Family Center, Contract	11,974.00
DEPARTMENT OF PUBLIC WORKS		
<u>ESTIMATED REVENUE</u>		
D.5010 3501	County Road, Highway Administration, Consolidated Highway Aid	1,010,642.20
<u>APPROPRIATIONS</u>		
D.5112 8267 280	County Road, County Roads, 2017 CR#77 Main Street, Projects	195,000.00
D.5112 8343 280	2021 CR#22 Harrisburg Road, Projects	405,642.20
D.5112.8344 280	2021 CR#11 Bolton Landing-Riverbank Road, Projects	410,000.00
DEPARTMENT OF SHERIFF		
<u>ESTIMATED REVENUE</u>		
A.3020 4042 3380	Sheriff's 911 Center, 2019 Interoperable Comm Grant, State Homeland Security Program	26,592.78
A.3020 4042 3380		54,000.00
A.3020 4045 3380	Sheriff's 911 Center, 2020-21 PSAP Grant, State Homeland Security Program	145,394.00
A.3110 3384	Sheriff's Law Enforcement, Other Sheriff's State Aid	21,000.00
A.3150 3379	Sheriffs' Correction Division, Criminal Alien Assistance Prog.	43,531.48

RESOLUTION No. 300 OF 2021

PAGE 3 OF 3

<u>CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
DEPARTMENT OF SHERIFF-<i>cont.</i>		
<u>APPROPRIATIONS</u>		
A.3020.4042 250	Sheriff's 911 Center, 2019 Interoperable Comm Grant, Technical Equipment	\$26,592.78
A.3020.4042 250		54,000.00
A.3020 4045 250	2020-21 PSAP Grant, Technical Equipment	145,394.00
A.3110 120	Sheriff's Law Enforcement, Salaries-Overtime	21,000.00
A.3150 230	Sheriff's Correction Division, Automotive Equipment	43,531.48

RESOLVED, that the supplemental appropriations or reductions in estimated revenues and appropriations set forth above are authorized and the County Treasurer be, and he hereby is, authorized and directed to amend the budget of Warren County for 2021 for the estimated revenues, appropriations and codes indicated, and be it further

RESOLVED, that the Warren County budget for 2021 is hereby amended accordingly.

Warren County Board of Supervisors

RESOLUTION NO. 301 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, BRUNO, WILD, SHEPLER AND STROUGH
AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION
ADMINISTRATION/AIRPORT IMPROVEMENT PROGRAM FOR THE REIMBURSEMENT
OF ELIGIBLE AIRPORT COSTS UNDER THE 2021 AMERICAN RESCUE PLAN ACT FOR
THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit a grant application to the Federal Aviation Administration/Airport Improvement Program for the reimbursement of eligible airport costs under the 2021 American Rescue Plan Act for the Warren County (Floyd Bennett Memorial) Airport in an amount not to exceed Fifty-Nine Thousand Dollars (\$59,000), for a term to be determined, and be it further

RESOLVED, that upon notification of the award of said grant funds, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 302 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, BRUNO, WILD, SHEPLER AND STROUGH

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR MULTI-MODEL FUNDS TO BE USED FOR TRANSPORTATION RELATED PROJECTS AT THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board to execute and submit a grant application to the New York State Department of Transportation for Multi-Modal funds to be used for transportation related projects at the Warren County (Floyd Bennett Memorial) Airport in an amount not to exceed Fifty Thousand Dollars (\$50,000), for a term to be determined, and be it further

RESOLVED, that upon notification of the award of said grant funds, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 303 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, BRUNO, WILD, SHEPLER AND STROUGH AUTHORIZING DEDICATION OF THE DRIVEWAY AT THE MAIN ENTRANCE TO THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT AS “LOU TESSIER WAY”

WHEREAS, the Town of Lake George Republican Committee Chair has requested the driveway at the main entrance to the Warren County (Floyd Bennett Memorial) Airport be dedicated and known as “Lou Tessier Way” in honor of Lou Tessier, who served as the Town of Lake George Supervisor for twenty-six (26) years, and as the Chairman of the Warren County Board of Supervisors for four (4) years, and

WHEREAS, the County Facilities Committee deems this to be a fitting tribute in honor and suggests that appropriate action be taken to designate the driveway at the main entrance to the Warren County (Floyd Bennett Memorial) Airport as “Lou Tessier Way”, now, therefore, be it,

RESOLVED, that the Warren County Board of Supervisors hereby designates the driveway at the main entrance to the Warren County (Floyd Bennett Memorial) Airport as “Lou Tessier Way” effective August 20, 2021.

Warren County Board of Supervisors

RESOLUTION No. 304 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, BRUNO, WILD, SHEPLER AND STROUGH

RESOLUTION AUTHORIZING CORNELL COOPERATIVE EXTENSION TO USE THE COUNTY OWNED TRAINING FACILITY FOR FAIR ACTIVITIES

RESOLVED, that the Warren County Board of Supervisors hereby authorizes Cornell Cooperative Extension to use the County owned Training Facility for Fair activities, for a time period commencing August 20, 2021 and terminating December 31, 2028.

Warren County Board of Supervisors

RESOLUTION NO. 305 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

AUTHORIZING AGREEMENTS WITH VARIOUS AGENCIES/INDIVIDUALS FOR A RE-ENTRY AMBASSADOR IN ASSOCIATION WITH THE Y-RECONNECTS GRANT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes agreements with the following agencies/individuals for a Re-Entry Ambassador in association with the Y-ReConnects grant, for amounts not to exceed those set forth on the attached Schedule "A," for a term commencing retroactive to April 1, 2021 and terminating March 31, 2022, and be it further

RESOLVED, that if any further funding becomes available or is decreased during the term of these agreements, no further resolution to accept or decrease said monies be necessary, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreements in a form approved by the County Attorney.

RESOLUTION No. 305 OF 2021

PAGE 2 OF 2

SCHEDULE "A"

<u>NAME</u>	<u>AMOUNT</u>	<u>BUDGET CODE</u>
WAIT House	\$ 2,710.00	A.3140 470
Maureen Buckley Johnson	\$ 2,710.00	A.3140 470
Michelle Treffi	\$ 2,710.00	A.3140 470
Jameson Buchard	<u>\$ 2,710.00</u>	A.3140 470
TOTAL	\$ 10,840.00	

Warren County Board of Supervisors

RESOLUTION NO. 306 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

AUTHORIZING AGREEMENT WITH BIG BROTHERS AND BIG SISTERS OF THE SOUTHERN ADIRONDACKS TO PROVIDE CONSULTATION AND PARTICIPATION IN THE TRAININGS IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT

WHEREAS, the Director of Probation has requested to enter into an agreement with Big Brothers and Big Sisters of the Southern Adirondacks, 1 Lawrence Street, Suite 1B, Glens Falls, New York 12801, to provide consultation and participation in the trainings in association with the Y-ReConnects Grant, for an amount not to exceed Seven Hundred Twenty Dollars (\$720), for a term commencing retroactive to April 1, 2021 and terminating March 31, 2022, and

WHEREAS, the Criminal Justice Committee has approved the request for an agreement with Big Brothers and Big Sisters of the Southern Adirondacks as outlined above, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that if any further state aid funding becomes available or is decreased during the term of this agreement, no further resolution to accept or decrease said monies be necessary, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3140 470 Probation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 307 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION FOR PARENT PROGRAMMING IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT

WHEREAS, the Director of Probation has requested to enter into an agreement with Cornell Cooperative Extension, for parent programming in association with the Y-ReConnects Grant, for an amount not to exceed Four Thousand Nine Hundred Ninety-Nine Dollars (\$4,999), for a term commencing retroactive to April 1, 2021 and terminating March 31, 2022, and

WHEREAS, the Criminal Justice Committee has approved the request for an agreement with Cornell Cooperative Extension as outlined above, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available or is decreased during the term of this agreement, no further resolution to accept or decrease said monies be necessary, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3140 470 Probation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 308 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

AUTHORIZING AGREEMENT WITH MEDIATION MATTERS FOR RESTORATIVE PRACTICES TRAINING IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT

WHEREAS, the Director of Probation has requested to enter into an agreement with Mediation Matters, North Russell Road, 2nd Floor, Albany, New York 12206, for restorative practice training in association with the Y-ReConnects Grant, for an amount not to exceed Fifteen Thousand Dollars (\$15,000), for a term commencing retroactive to April 1, 2021 and terminating March 31, 2022, and

WHEREAS, the Criminal Justice Committee has approved the request for an agreement with Mediation Matters as outlined above, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available or is decreased during the term of this agreement, no further resolution to accept or decrease said monies be necessary, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3140 470 Probation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 309 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

AUTHORIZING AGREEMENT WITH PROGRESSIVE PARENTING TO PROVIDE SUPPORT, EDUCATION, ADVOCACY AND MENTORING TO FAMILIES IN THE COMMUNITY FOR THE PROBATION DEPARTMENT

WHEREAS, the Director of Probation has requested to enter into an agreement with Progressive Parenting, Inc., 238 Bay Road, #2, Queensbury, New York 12804, to provide support, education, advocacy and mentoring to families in the community, for an amount not to exceed Four Thousand Nine Hundred Ninety-Nine Dollars (\$4,999), for a term commencing upon execution by both parties and continuing so long as grant funding is provided, and

WHEREAS, the Criminal Justice Committee has approved the request for an agreement with Progressive Parenting, Inc. as outlined above, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3140 470 Probation, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 310 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR FUNDING FOR THE THIRD COUNSEL AT FIRST APPEARANCE GRANT FOR THE PUBLIC DEFENDER

WHEREAS, the Public Defender is requesting approval to submit a grant application to the New York State Office of Indigent Legal Services for the Third Counsel at First Appearance grant in an amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000), for a term commencing retroactive to January 1, 2020 and terminating December 31, 2022, now, therefore be it

RESOLVED, that the Chair of the Warren County Board of Supervisors be, and hereby is, authorized to execute a grant application to the New York State Office of Indigent Legal Services for the Third Counsel at First Appearance grant for the Public Defender's Office in an amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000), for a term commencing retroactive to January 1, 2020 and terminating December 31, 2022, in a form approved by the County Attorney, and be it further

RESOLVED, that upon notification of the grant award the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement as well as any modifications, extensions and/or other necessary documents relative to the aforescribed grant program in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this agreement, no further resolution to accept said monies is necessary and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the additional funds in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 311 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE THIRD UPSTATE QUALITY IMPROVEMENT AND CASELOAD REDUCTION GRANT (C3RD652) FOR THE PUBLIC DEFENDER'S OFFICE

WHEREAS, the Public Defender is requesting approval to submit a grant application to the New York State Office of Indigent Legal Services for the Third Upstate Quality Improvement and Caseload Reduction grant in an amount not to exceed Three Hundred Thousand Dollars (\$300,000), for a term commencing retroactive to July 1, 2020 and terminating June 30, 2023, now, therefore be it

RESOLVED, that the Chair of the Warren County Board of Supervisors be, and hereby is, authorized to execute a grant application to the New York State Office of Indigent Legal Services for the Third Upstate Quality Improvement and Caseload Reduction grant for the Public Defender's Office in an amount not to exceed Three Hundred Thousand Dollars (\$300,000), for a term commencing retroactive to July 1, 2020 and terminating June 30, 2023, in a form approved by the County Attorney, and be it further

RESOLVED, that upon notification of the grant award the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement as well as any modifications, extensions and/or other necessary documents relative to the aforescribed grant program in a form approved by the County Attorney, and be it further

RESOLVED, that if any further funding becomes available during the term of this agreement, no further resolution to accept said monies is necessary and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the additional funds in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 312 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS HOGAN, FRASIER, WILD, STROUGH, LEGGETT, GERAGHTY AND MERLINO

RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD IN SIGNING A LETTER SUPPORTING A NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION (NTIA) BROADBAND APPLICATION

WHEREAS, the Economic Growth & Development Committee recommended the Chair of the Board of Supervisors send a letter supporting a National Telecommunications and Information Administration (NTIA) Broadband application and expressing support for a local match not to exceed Two Hundred Fifty Thousand Dollars (\$250,000), now, therefore, be it

RESOLVED, that the actions of the Chair of the Board of Supervisors be, and hereby are, ratified with regard to sending a letter supporting a National Telecommunications and Information Administration (NTIA) Broadband application and expressing support for a local match not to exceed Two Hundred Fifty Thousand Dollars (\$250,000).

Warren County Board of Supervisors

RESOLUTION NO. 313 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS HOGAN, FRASIER, WILD, STROUGH, LEGGETT, GERAGHTY AND MERLINO

AMENDING RESOLUTION NO. 448 OF 2020, "AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION ASSOCIATION OF WARREN COUNTY FOR YOUTH CAMPING PROGRAM AT SKYE FARM CAMP", TO REMOVE LANGUAGE SPECIFYING THAT THE CAMPING PROGRAM IS LIMITED TO SKYE FARM CAMP

WHEREAS, pursuant to Resolution No. 448 of 2020, Warren County authorized an agreement with Cornell Cooperative Extension Association of Warren County, to provide youth a residential camping experience in Warren County at Skye Farm Camp, for a total amount not to exceed Twenty-Five Thousand Dollars (\$25,000), and

WHEREAS, the Economic Growth & Development Committee has approved a request to remove the language specifying that the youth camping program is limited to Skye Farm Camp, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute an amendment agreement with Cornell Cooperative Extension Association of Warren County to remove the language specifying Skye Farm Camp, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 448 of 2020 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 314 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS HOGAN, FRASIER, WILD, STROUGH, LEGGETT, GERAGHTY AND MERLINO

APPROVING WORKFORCE DEVELOPMENT BOARD (WDB) BUDGET FOR PROGRAM YEAR 2021-2022; AUTHORIZING MEMORANDUM OF UNDERSTANDING RELATING TO COST ALLOCATION PLAN WITH THE WDB AND OTHER AGENCIES

RESOLVED, upon the review and recommendation of the Economic Growth & Development Committee, the Warren County Board of Supervisors hereby approves the Workforce Development Board (WDB) Budget for the Program Year July 1, 2021 to June 30, 2022, said budget being on file with the Clerk of the Board of Supervisors, and be it further

RESOLVED, that Warren County hereby authorizes a new cost allocation plan for the memorandum of understanding between the WDB and other local agencies including Washington and Saratoga Counties, for the period commencing July 1, 2021 and continuing until modified with a new budget and cost allocation plan, with the understanding that the cost to Warren County shall not exceed the County's reconciled fair share described in the cost allocation plan including the above described 2021-2022 budget, and be it further

RESOLVED, that the Chair of the Board be, and hereby is, authorized to execute a new memorandum of understanding with the WDB for a cost allocation plan provided that: (1) the memorandum of understanding is in a form approved by the County Attorney, and (2) that the only funds to be provided by Warren County toward this function will be funds received through Federal or State sources so designated for this purpose.

Warren County Board of Supervisors

RESOLUTION No. 315 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS HOGAN, FRASIER, WILD, STROUGH, LEGGETT, GERAGHTY AND MERLINO

AUTHORIZING CONTINUATION OF AGREEMENT WITH LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD FOR THE COUNTY TO PROVIDE GIS AND MAPPING SERVICES NECESSARY TO COMPLETE ALL TASKS IN THE QUANTIFYING PHOSPHORUS REDUCTIONS FOR PROPOSED PROJECTS IN NY REDUCTION PLAN

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the continuation of the agreement with Lake Champlain-Lake George Regional Planning Board, (the previous agreement being authorized by Resolution No. 101 of 2020), for the County to provide GIS and mapping services necessary to complete all tasks in the Quantifying Phosphorus Reductions for Proposed Projects in NY Reduction Plan at a rate of Fifty-Two Dollars (\$52) per hour, not to exceed a total of Thirty-One Thousand Two Hundred Dollars (\$31,200), for a term commencing July 1, 2021 and terminating June 30, 2022, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 316 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, BRAYMER, MCDEVITT, SMITH AND SHEPLER

AUTHORIZING SEPARATE ON-LINE PUBLIC AUCTION FOR TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 AND AUTHORIZING THE TOWN OF QUEENSBURY TO PURSUE A STUDY, AT NO COST TO THE COUNTY, REGARDING THE VIABILITY OF USING THIS PARCEL AS A PARKING LOT FOR THE WARREN COUNTY BIKEWAY

WHEREAS, Warren County received a Judgment and Order to establish title with regards to Town of Queensbury Tax Map Parcel No. 302.8-1-2 (also known as the Mullens Property), and

WHEREAS, the Environmental Concerns & Real Property Tax Services Committee held extensive discussion on the future of the parcel which primarily revolved around either selling the parcel at auction or retaining it for use as a parking lot in connection with the Warren County Bikeway, and

WHEREAS, following their discussions the Environmental Concerns & Real Property Tax Services Committee took action to suggest that a separate on-line public auction for Town of Queensbury Tax Map Parcel No. 302.8-1-2 be held with a minimum starting bid of Sixty-Eight Thousand Seven Hundred Dollars (\$68,700) to gauge interest in the purchase of the property, and reserving the right to reject any bids at the Board of Supervisors' discretion, while concurrently allowing the Town of Queensbury to perform a study, at no cost to the County, regarding the viability of using the parcel as a parking lot in connection with the Warren County Bikeway, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an on-line public auction to be held on a date to be determined for the sale of Town of Queensbury Tax Map Parcel No. 302.8-1-2, with a minimum starting bid of Sixty-Eight Thousand Seven Hundred Dollars (\$68,700), to gauge interest in the property, and reserving the right to reject any bids at the Board of Supervisors' discretion, while concurrently allowing the Town of Queensbury to perform a study, at no cost to the County, regarding the viability of using the parcel as a parking lot in connection with the Warren County Bikeway, and be it further

RESOLVED, that the acceptance of a successful bid and the transfer of Town of Queensbury Tax Map Parcel No. 302.8-1-2 must be authorized by separate resolution of the Board of Supervisors.

Warren County Board of Supervisors

RESOLUTION NO. 317 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, BRUNO, BRAYMER, LEGGETT AND GERAGHTY

**ENACTING LOCAL LAW NO. 6 OF 2021, ENTITLED
“A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021,
‘A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014,
WARREN COUNTY ETHICS AND DISCLOSURE LAW’”**

WHEREAS, a proposed Local Law was duly presented to the Board of Supervisors and considered by them, said proposed Local Law entitled “A Local Law Amending and Updating Local Law No. 5 of 2021, ‘A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law,’” and

WHEREAS, the Board of Supervisors adopted Resolution No. 298 of 2021 on July 16, 2021, authorizing a public hearing to be held by the Board of Supervisors on the 20th day of August, 2021, at 10:00 a.m. on the matter of the proposed Local Law, and notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at said public hearing to be heard, having been heard, now, therefore, be it

RESOLVED, that the Board of Supervisors of the County of Warren, New York, on this 20th day of August 2021, does hereby enact and adopt Local Law No. 6 of 2021 as annexed hereto, and be it further

RESOLVED, that the Chair of the Board of Supervisors, Clerk of the Board of Supervisors, and County Attorney are hereby authorized to make such minor modifications to the Local Law as deemed necessary, and are authorized to execute, file and publish the Local Law and take all necessary actions for the promulgation thereof.

SCHEDULE “A”

**COUNTY OF WARREN
LOCAL LAW NO. 6 OF 2021**

“A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, ‘A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW”

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York as follows:

SECTION 1. Title. This Local Law shall be entitled “A Local Law Amending and Updating Local Law No. 5 of 2021, *‘A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law.’*”

SECTION 2. Purpose. To update the Financial Disclosure Form included as “Appendix B” in the Warren County Ethics and Disclosure Law intended to ensure that officers and employees of Warren County hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Supervisors recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

SECTION 3. Definitions.

- (a) “Board” means Warren County Board of Supervisors.
- (b) “Code” means this Code of Ethics.
- (c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly, collectively directly or indirectly owns or controls more than fifty percent (50%) of the organization.
- (d) “Municipal officer or employee” means a paid or unpaid officer or employee of Warren County, including, but not limited to, the members of any municipal board and includes elected officials and officers or employees who hold policy making positions.
- (e) “Relative” means a spouse, child or step-child, or dependent.
- (f) “Spouse” means a husband or wife of the municipal officer or employee unless living separate and apart in contemplation of divorce or formal separation.

SECTION 4. Applicability. This code of ethics applies to the officers and employees of Warren County, and shall replace and supersede the Warren County Code of Ethics dated 2014. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of Warren County.

SECTION 5. Prohibition on use of municipal position for personal or private gain. No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial

or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

SECTION 6. Disclosure of interest in legislation and other matters.

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the County officer or employee shall refrain from the exercise of discretion in the matter.
- (b) The County officer or employee shall also disclose in writing the nature of the interest. The disclosure shall be made when the matter requiring disclosure first comes before the County officer or employee, or when the County officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the County Attorney and shall be provided to the Board of Ethics for a proactive review and consultation should a conflict exist within sixty (60) days of the notice being filed. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the County officer, employee or board having the power to appoint to the person's position.

SECTION 7. Annual Disclosure.

- 1) Officers and employees required to file. The officers and employees of Warren County as set forth below and more particularly but not necessarily exhaustively set forth on a representative list of such officers and employees annexed and incorporated herein as Appendix "A", shall be required to sign and file an annual disclosure statement. The form annual disclosure statement is annexed hereto and incorporated herein as Appendix "B". The Board of Ethics as established under Section 18 hereof shall enforce such filing requirements, and shall have the authority to review the annual disclosure statements and shall do so within sixty (60) days of the filing due date and as needed to determine questions that may arise under this law. All officers and employees shall comply with General Municipal Law Article 18 and any amendments or revisions relative to the filing of financial statements.
 - (a) Elected officials; and
 - (b) The heads of any agency, department, division, council, board, commission, authority or bureau of Warren County and their deputies and other persons authorized to act on their behalf who make policy decisions; and
 - (c) Officers and employees who hold policymaking positions, including members of boards, commissions and public authorities of Warren County. A person shall be considered to hold a policymaking position if he or she meets the following criteria, based either on the powers and duties of the position held by the person as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person:
 - (1) he or she has been determined to be managerial pursuant to Civil Service Law §201(7) because he or she formulates policy; or
 - (2) he or she is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service, provided that the person holds a position that is designated in any applicable rules and regulations promulgated by the county civil service commission or County Personnel Officer pursuant to Civil Service Law §20, on the basis that the position requires the performance of functions influencing policy; or

- (3) he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency or acts as an advisor to an individual in such a position, and
- (d) Officers and employees having discretionary authority with respect to:
 - (1) Contracts, leases, franchises, concessions, permits, or licenses; or
 - (2) The purchase, sale, rental, or lease of real property, personal property, or services, or a contract therefore; or
 - (3) The obtaining of grants of money or loans; or
 - (4) Inspections; or
 - (5) The adoption or repeal of any rule or regulation having the force and effect of law, and
- 2) Time and place for filing. The annual disclosure statements shall be filed with the office of the County Attorney no later than the 31st of January each year. This filing may be completed electronically or hard copy as a fillable form, with a copy of certification of completion of the Warren County electronic ethics training. A complete list of filings shall be provided to the Board of Ethics members by February 14th of each year. Late or missing submissions shall be followed up on by the Board of Ethics with the assistance of the County Attorney's Office. After ninety (90) days, notification of any outstanding filings shall be sent to the County Administrator and members of the Board of Supervisors. Disclosure statements must be updated during the year as circumstances warrant.

SECTION 8. Recusal and abstention.

- (a) No County officer or employee may directly or indirectly participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:
 - (1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - (2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.
 - (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

SECTION 9. Prohibition inapplicable; disclosure, recusal and abstention not required.

- (a) This code's prohibition on use of a municipal position (section 5), disclosure requirements (sections 6 and 7), and requirements relating to recusal and abstention (section 8), shall not apply with respect to the following matters:
 - (1) adoption of Warren County's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or

- (iii) the general public;
- (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before the Warren County Board of Supervisors or standing Committee or Special Committee thereof when a majority of the board's or committee's total membership would otherwise be prohibited from acting by section 8 of this code;
 - (2) which comes before a municipal officer when the officer would be prohibited from acting by section 8 of this code and the matter cannot be lawfully delegated to another person.

SECTION 10. Investments in conflict with official duties.

- (a) No Warren County officer or employee may acquire the following investments:
 - (1) investments that can be reasonably expected to require more than sporadic (i.e. three to four (3-4) times per year) recusal and abstention under section 8 of this code; or
 - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a Warren County officer or employee from acquiring any other investments or the following assets:
 - (1) real property located within Warren County and used as his or her personal residence;
 - (2) less than five percent (5%) of the stock of a publicly traded corporation; or
 - (3) bonds or notes issued by a municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

SECTION 11. Private employment in conflict with official duties.

- (a) No Warren County officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, and including serving as a Board member, consultant, contractor or passive investor of an entity that engages in any business or maintains any relationship with Warren County, provides to or oversees from the County any client referrals or competes with the County when the employment or activity:
 - (1) can be reasonably expected to require more than sporadic recusal and abstention pursuant to sections 8 and 10 of this code;
 - (2) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
 - (3) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
 - (4) requires representation of a person or organization other than Warren County in connection with litigation, negotiations or any other matter to which Warren County is a party.
- (b) Outside Interest Form. If any Warren County officer or employee or immediate family member is currently or plans to be in the future an employee, Board member, consultant, owner, contractor or even a passive investor of an entity that engages in any business or maintains any relationship with Warren County; provides to or receives from Warren County any client referrals or competes with Warren County, they must fill out an Outside Interest Form in the office of the Warren County Attorney, and a copy of the completed Form must be provided to the Board of Ethics. Annexed hereto and made a part hereof as Appendix "C" is a sample copy of the Outside Interest Form.

SECTION 12. Future employment.

- (a) No Warren County officer or employee may ask for, pursue or accept a private post-government

employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Warren County officer or employee, either individually or as a member of a board, while the matter is pending or within the thirty (30) days following final disposition of the matter.

- (b) No Warren County officer or employee, for the two-year period after serving as a Warren County officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Warren County office, board, department or comparable organizational unit for which he or she serves.
- (c) No Warren County officer or employee, at any time after serving as a Warren County officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Warren County officer or employee.

SECTION 13. Personal representations and claims permitted. This Code shall not be construed as prohibiting a Warren County officer or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before Warren County; or
- (b) asserting a claim against Warren County on his or her own behalf, or on behalf of his or her spouse or minor children.

SECTION 14. Use of Warren County resources.

- (a) Warren County resources shall be used for lawful Warren County purposes. Warren County resources include, but are not limited to, municipal personnel, and Warren County's money, vehicles, equipment, materials, supplies or other property.
- (b) No Warren County officer or employee may use or permit the use of Warren County resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Warren County resources authorized by law or municipal policy;
 - (2) the use of Warren County resources for personal or private purposes when provided to a Warren County officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Warren County telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Warren County officer or employee shall cause Warren County to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- (d) All Warren County officers and employees shall take a computerized ethics training course. This training provides guidance regarding your outside activities while under County employment. A certification of this training shall be filed with your supervisor annually no later than January 31st or within ten (10) days of employment with Warren County.

SECTION 15. Interests in Contracts.

- (a) No Warren County officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every Warren County officer and employee shall disclose interests in contracts with Warren County at the time and in the manner required by section 803 of the General Municipal Law.

SECTION 16. Nepotism. Except as otherwise required by law:

- (a) No Warren County officer or employee shall induce others to hire a relative of the officer or employee.

- (b) No Warren County officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within Warren County or a Warren County board, except:
 - (1) A Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the action is undertaken in accordance with the Civil Service Law and Rules promulgated thereunder for competitive positions; or
 - (2) In all other cases, a Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the Department Head obtains approval from the Board of Supervisors, which may seek a written advisory opinion from the Board of Ethics, before undertaking the action.
- (c) No Warren County officer or employee may immediately or directly manage and/or supervise a relative in the performance of a relative's official powers or duties. If a Warren County officer or employee would be responsible for the management or supervision of a relative, an alternative supervisory arrangement must be made to manage and supervise the relative; the management and supervision must be undertaken pursuant to Civil Service Law and Rules, if applicable, and any decision to appoint, hire, promote, discipline or discharge must be in accordance with subdivision (b) above.
- (d) Any Warren County officer or employee, or prospective officer or employee, may request a written advisory opinion from the Board of Ethics regarding the implementation of this Section.

SECTION 17. Political Solicitations.

- (a) No Warren County officer or employee shall directly or indirectly to compel or induce a subordinate Warren County officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No Warren County officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Warren County officer or employee, or an applicant for a position as a Warren County officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

SECTION 18. Confidential Information. No Warren County officer or employee who requires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

SECTION 19. Gifts.

- (a) No Warren County officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No Warren County officer or employee may directly or indirectly solicit any gift.
- (c) No Warren County officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars (\$75) or more when:
 - (1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
 - (2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or
 - (3) the gift is intended as a reward for any official action on the part of the officer or employee.

- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars (\$75) must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.
- (e)
 - (1) A gift to a Warren County officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks Warren County action involving the exercise of discretion by or with the participation of the officer or employee.
 - (2) A gift to a Warren County officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained Warren County action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.
- (f) This section does not prohibit any other gift, including:
 - (1) gifts made to Warren County;
 - (2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Warren County officer or employee, is the primary motivating factor for the gift;
 - (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - (5) awards and plaques having a value of seventy-five dollars (\$75) or less which are publicly presented in recognition of service as a Warren County officer or employee, or other service to the community; or
 - (6) meals and refreshments provided when a Warren County officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

SECTION 20. Board of Ethics.

- (a) There is hereby established a Board of Ethics for Warren County. The Board of Ethics shall consist of three (3) members, one shall be an officer or employee of Warren County, one shall be an elected or appointed officer or employee of a local Municipality located within Warren County, and one shall be a member of the public who is not a County officer or employee, nor an officer, employee, elected or appointed member of a local Municipality. The members of such Board of Ethics shall be appointed by the Board of Supervisors, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics. The Board of Supervisors may appoint alternate members for each category who shall serve in the event a member is unable to serve due to illness, unavailability or when a conflict is presented. Alternate members shall serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics.
- (b) A member of the Board of Ethics shall not be an official, officer or committee person of a political party or hold any similar office or title in a political party.
- (c) The Board of Ethics shall render advisory opinions with respect to article 18 of the General

Municipal Law and this code. Such advisory opinions must be rendered pursuant to a written request under such rules and regulations as the Board of Ethics may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics, or amendments to the Code of Ethics, upon the request of the Board of Supervisors. The Board of Ethics may accept from the general public or any of its own members a complaint or allegation of conflict of interest or violation of this Code of any officer or employee of Warren County. The Board of Ethics may initiate an investigation upon its own motion or upon receipt of a sworn complaint alleging a violation, and shall have the advice of legal counsel employed by the Board of Ethics, or if none, the municipality's legal counsel.

- (d) The board of ethics may establish such rules and policies that may be necessary for the proper discharge of its duties and may utilize the services of the office of the Warren County Attorney.
- (e) This Ethics and Disclosure Policy shall be reviewed and updated as needed with the new term of each Board, at a minimum of every two years. As such, the members of the Board of Ethics shall serve for the same duration and coincide with the term of the members of the Board of Supervisors. The contact information for the members of the Board of Ethics shall be maintained in the County Attorney's Office.
- (f) Members of the Board of Ethics shall meet at a minimum of twice a year to review disclosure and certifications of training and as needed. Documentation of the meeting date and time shall be provided to the County Attorney and the Board of Supervisors.
- (g) Members of the Board of Ethics shall be appointed for the remainder of the current term within sixty (60) days of the effective date of this Local Law, and they shall comply with the Local Law immediately upon appointment.

SECTION 21. Posting and distribution.

- (a) The Warren County Administrator or his or her designee must promptly cause a copy of this Local Law, and a copy of any amendment to this Local Law, to be posted publicly and conspicuously in each building under Warren County's control. The code must be posted within ten (10) days following the date on which the Local Law takes effect. An amendment to the Local Law must be posted within ten (10) days following the date on which the amendment takes effect.
- (b) The Warren County Administrator or his or her designee must promptly cause a copy of this Local Law, including any amendments to the Local Law, to be distributed, electronically or in hard copy, to every person who is or becomes an officer and employee of Warren County, who must acknowledge receipt to their supervisor within ten (10) days. In addition, the outside interest form (Appendix C) must be returned, if applicable, to the County Attorney's Office.
- (c) A copy of this Local Law shall be provided to all new officers and employees within ten (10) days of employment or assuming office, as the case may be.
- (d) Every Warren County officer or employee who receives a copy of this Local Law or an amendment to the Local Law must acknowledge such receipt in writing. Such acknowledgments must be filed with the Clerk of the Warren County Board of Supervisors who must maintain such acknowledgments as a public record.
- (e) The failure to post this Local Law or an amendment to the Local Law does not affect either the applicability or enforceability of the Local Law or the amendment. The failure of a Warren County officer or employee to receive a copy of this Local Law of ethics or an amendment to the Local Law, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the Local Law or amendment to the Local Law.

RESOLUTION No. 317 OF 2021

PAGE 10 OF 18

SECTION 22. Enforcement. Any Warren County officer or employee who violates this Local Law may be censured, fined, suspended or removed from office or employment in the manner provided by law. Any County officer or employee who is being disciplined for violation of this Local Law must be referred by the officer's or employee's supervisor to the Board of Ethics for an opinion that will be added to the person's personnel file.

SECTION 23. Severability. In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, the Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

SECTION 24. Effective date. This Local Law shall take effect immediately upon filing with the Secretary of State.

APPENDIX “A”

The following Warren County officers and employees shall file a financial disclosure statement as provided by the Warren County Code of Ethics:

Supervisor, Warren County Board of Supervisors
Clerk of the Warren County Board of Supervisors
Deputy Clerk of the Warren County Board of Supervisors
District Attorney
Assistant District Attorney
Public Defender
Assistant Public Defender
Warren County Administrator
Assistant to the Warren County Administrator
County Auditor
County Treasurer
Deputy County Treasurer
Budget Officer
Purchasing Agent
Deputy Purchasing Agent
Director of Real Property Tax Services
Deputy Director of Real Property Tax Services
County Clerk
Deputy County Clerk
County Attorney
Assistant County Attorney
Director, County Human Resources
Personnel Officer
Commissioners of Elections
Deputy Commissioners of Elections
Superintendent of Public Works
Deputy Superintendent Public Works
Deputy Superintendent Public Works/Operations
Airport Manager
Director of Probation
Sheriff
Undersheriff
Lieutenant, Sheriff’s Office
Director of Public Health/Patient Services, Health Services
Assistant Director Public Health
Assistant Director Patient Services
Director, Community Mental Health Services
Assistant Director of Mental Health
Commissioner of Social Services
Deputy Commissioner of Social Services
Social Services Attorney

Appendix "A" con't

Assistant Social Services Attorney
Director Countryside Adult Home
Director of Employment and Training
Director of Tourism
Director of Weights & Measures
Director, Office for the Aging
County Historian
Warren County Planner
Associate Warren County Planner
Administrator, Fire Prevention and Building Code Enforcement
Administrator, Self-Insurance
Deputy Insurance Administrator
Director, Veterans' Services Agency
Director of Information Technology
Director, Office of Emergency Services
Fire Coordinator
Executive Director Lake Champlain/Lake George Regional Planning Board
Warren County Coroner
Warren County Medical Examiner
Director, Soil and Water Conservation District
Members of the Board of Ethics

APPENDIX "B"

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
COUNTY OF WARREN FORM F-100
FOR 20_____

1. Name and Address

Last Name Middle Initial First Name

Title

Department or Agency

County Address

County Telephone

2. Does any relative currently work for Warren County? If so, please provide the name(s) of the relative, the name of the County department, the relative's title and the date of hire.

3. Financial Interests.

a. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization held by you, and your relative, if any, for businesses that are involved with the County or any municipality within Warren County.

Name	Position	Organization	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RESOLUTION No. 317 OF 2021

PAGE 14 OF 18

- b. Outside Employment. Describe any outside occupation, employment, trade, business, or profession providing more than \$1,000 per year for you, your spouse, and your relative if the outside employment is involved with the County or any municipality within Warren County.

Name	Position	Organization (Name / Address)	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- c. Future Employment. Describe any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position, if such agreement is with a person or business involved with the County or any municipality within Warren County.

- d. Investments. Itemize and describe all investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, or other assets, including stocks, bonds, loans, pledged collateral, and other investments, for you, or your relative, if such investment is with a business or other entity involved with the County or any municipality within Warren County. List the location of all real estate within the county, or within five (5) miles thereof, in which you or your relative, if any, have an interest, regardless of its value.

Name	Name / Address of Business or Real Estate	Description of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESOLUTION No. 317 OF 2021

PAGE 15 OF 18

e. Other Income. Identify the source and nature of any other income in excess of \$1,000/year from any source not described above, for you and your relative, if any, provided that such income is from a source that is involved with the County or any municipality within Warren County.

Name	Name / Address of Income Source	Nature of Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Interest in Contracts

Describe any interest that you or your relative have in any contract involving the County or municipality within Warren County.

Name	Contract Description
_____	_____
_____	_____
_____	_____
_____	_____

5. Debts.

Describe all debts you or your relative owe to the County or any municipality within Warren County in excess of \$5,000 (eg. outstanding occupancy tax payments or tax liens) as of the date of filing of this statement.

Name of Debtor	Name of Creditor
_____	_____
_____	_____
_____	_____
_____	_____

6. Third-Party Reimbursements.

Identify and describe the source of any third-party reimbursement for travel-related expenditures of any matter that relates to your official duties. The term “reimbursement” includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties.

Source	Description and Amount
_____	_____
_____	_____
_____	_____
_____	_____

7. Gifts and Honorariums.

Has anyone attempted to influence you by giving you gifts aggregating in excess of \$75, received during the last year by you or your relative, excluding gifts from a relative? The term “gifts” includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and any other payments that are not reportable as income.

If yes, indicate:

Source	Description of Gift
_____	_____
_____	_____
_____	_____
_____	_____

The requirements of law relating to the reporting of financial interests are in the public interest and no adverse inference or unethical or illegal conduct or behavior will be drawn merely from compliance with these requirements.

Signature of Reporting Individual

Date

RESOLUTION No. 317 OF 2021

PAGE 17 OF 18

The filer shall provide the Board of Ethics with additional information if requested to do so by the Board of Ethics.

The reporting requirement of this statement is required by New York State Law and the law of Warren County. Improper use of any of the information contained in this statement by any third person or entity in violation of privacy or other rights, or to harass or annoy the filer of this statement is separately punishable under the law.

This statement is subject to public disclosure under the New York State Freedom of Information Law (FOIL), but any information in this statement that is deemed exempt from disclosure by New York State law or the laws of Warren County shall be redacted. A FOIL request for information contained in this document will be denied if the information will be used to harass or annoy the filer.

APPENDIX "C"

WARREN COUNTY

Outside Interest Form

This form is to be filled out if you or any relative is currently or plans to be in the future, an employee, board member, consultant, owner, contractor or even a passive investor of an entity that: (I) engages in any business or maintains any relationship with The County (The County); (ii) provides to, or receives from The County any client referrals, or (iii) competes with The County. The completed form must be submitted to the County Attorney.

Name: _____

Job Title: _____

If not an employee, describe the nature of your relationship with The County:

Describe the nature of your outside activities in any entity that engages in any business or maintains any relationship with The County.

Describe the nature of your outside activities in any entity that provides to, or receives from, The County any client referrals.

Describe the nature of your outside activities in any entity that competes with The County.

Date completed and signature

Signature

Date

Date reviewed by Compliance Officer and signature

Signature

Date

Warren County Board of Supervisors

RESOLUTION NO. 318 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LEGGETT, WILD, CONOVER AND DIAMOND AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE BOARD OF ELECTIONS FOR THE EARLY VOTING EXPANSION GRANT PROGRAM

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit an application to the New York State Board of Elections, 40 North Pearl Street, Albany, New York 12207, for the Early Voting Expansion Grant Program, for an amount not to exceed Eighteen Thousand Seven Hundred Eighty-Eight Dollars and Eleven Cents (\$18,788.11), for a term commencing retroactive to April 7, 2021 and terminating January 28, 2022, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Warren County Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

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

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any relative grant extensions in a form approved by the County Attorney without the need for further Board resolution.

Warren County Board of Supervisors

RESOLUTION NO. 319 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LEGGETT, WILD, CONOVER AND DIAMOND AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE BOARD OF ELECTIONS FOR THE TECHNOLOGY INNOVATION AND ELECTION RESOURCE (TIER) GRANT PROGRAM

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit an application to the New York State Board of Elections, 40 North Pearl Street, Albany, New York 12207, for the Technology Innovation and Election Resource (TIER) Grant Program, for an amount not to exceed Seventy Thousand Eight Hundred Five Dollars and Seventy-Four Cents (\$70,805.74), for a term commencing retroactive to April 7, 2021 and terminating January 27, 2022, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Warren County Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

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

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any relative grant extensions in a form approved by the County Attorney without the need for further Board resolution.

Warren County Board of Supervisors

RESOLUTION NO. 320 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LEGGETT, WILD, CONOVER AND DIAMOND
RESOLUTION REQUESTING WARREN COUNTY BE EXEMPT FROM NEW YORK STATE
SENATE BILL S.4306B AND NEW YORK STATE ASSEMBLY BILL A.5424 RELATED TO
REQUIREMENTS FOR EARLY VOTING POLLING LOCATION
IN THE LARGEST CITY IN THE COUNTY**

WHEREAS, legislation has been introduced in both the New York State Senate and New York State Assembly related to requiring the Board of Elections to designate a number of early voting polling places based on the number of registered voters in each county to be located in the largest city in the county, and

WHEREAS, Warren County's current voting location is sufficient to all voters in the County as the location is on a City bus route, has a designated room for all voters and has a secure area for all machines and poll books when they are not in use, and

WHEREAS, this legislation, if adopted or included as a mandate, will result in hardship on Warren County due to the voting population, parking issues, financial obligations and polling location issues in Warren County's largest city, and

WHEREAS, the Governmental Operations & Advocacy Committee has approved a request for State legislation to exempt Warren County from New York State Senate Bill S.4306B and New York State Assembly Bill A.4524, due to the hardship described above, now, therefore, be it

RESOLVED, the Warren County Board of Supervisors is hereby requesting State legislation exempting Warren County from New York State Senate Bill S.4306B and New York State Assembly Bill A.5424, and be it further

RESOLVED, that the Clerk of the Board of Supervisors shall forward copies of this resolution to Governor Kathy Hochul, Senator Daniel Stec, Assemblyman Matthew Simpson, the New York State Association of Counties and the Intercounty Legislative Committee of the Adirondacks.

Warren County Board of Supervisors

RESOLUTION NO. 321 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH

AUTHORIZING CONTINUATION AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH AND HEALTH RESEARCH INSTITUTE FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS PLAN FUNDING

WHEREAS, the Director of Public Health/Patient Services has requested to continue its contractual relationship with New York State Department of Health (NYSDOH) and Health Research Institute, the agency that administers the grant on behalf of NYSDOH, relating to Public Health Emergency Preparedness Plan funding, in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, now, therefore, be it

RESOLVED, that Warren County continue its contractual relationship with New York State Department of Health, 150 Broadway, Suite 516, Menands, New York 12204, as well as with the administrative agency, Health Research Institute, One University Place, Rensselaer, New York 12144, for Public Health Emergency Preparedness Plan Funding in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements relating to Public Health Emergency Preparedness Plan funding with the New York State Department of Health and Health Research Institute, either individually or jointly, in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, in a form approved by the County Attorney, and be it further

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

Warren County Board of Supervisors

RESOLUTION NO. 322 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH

AUTHORIZING RENEWAL OF THE GRANT AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION FOR THE CHILDHOOD LEAD POISONING PREVENTION PROGRAM

RESOLVED, that the Board of Supervisors authorizes renewal of the grant agreement with the New York State Department of Health, Bureau of Community Environmental Health and Food Protection, Empire State Plaza, Corning Tower Building, Room 1395, Albany, New York 12237, (the previous renewal having been authorized by Resolution No. 163 of 2016), for the receipt of grant funds for the continuation of a Childhood Lead Poisoning Prevention Program within Warren County, for an annual amount not to exceed Twenty-Three Thousand One Dollars (\$23,001), for a term commencing retroactive to October 1, 2020 and terminating September 30, 2021, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said grant agreement renewal in the form approved by the County Attorney, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, also authorized to execute any and all documents necessary to accept any Cost of Living Adjustment (COLA) payments that the County may receive relating to the above-described grant renewal, from time to time, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 323 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

**ACCEPTING DONATION OF A COMPROD ANTENNA FROM PAUL W. BURLETT
TO BE USED WITH THE GORE MOUNTAIN AMATEUR RADIO REPEATER
AND AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS
TO SEND A LETTER OF APPRECIATION FOR SAID DONATION**

RESOLVED, that Warren County, accepts the donation of a comprod antenna from Paul W. Burlett to be used with the Gore Mountain amateur radio repeater, and be it further

RESOLVED, that the Chair of the Board of Supervisors, be, and hereby is, authorized to execute and send a letter of gratitude and appreciation to Paul W. Burlett on behalf of the Warren County Board of Supervisors for said donation.

Warren County Board of Supervisors

RESOLUTION NO. 324 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

AMENDING RESOLUTION NO. 132 OF 2021, APPOINTING MEMBERS OF WARREN COUNTY EMS ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES, TO ADJUST MEMBERSHIP

WHEREAS, pursuant to Resolution No. 132 of 2021 the Warren County Board of Supervisors named the appointments to the Warren County EMS Advisory Board for the Office of Emergency Services, and

WHEREAS, the Director of the Warren County Office of Emergency Services has recommended that the following adjustments to the membership of the Warren County EMS Advisory Board:

NAME	EMS DEPARTMENT
Ashley Rivers <i>(to replace Jacob Benson)</i>	Bay Ridge EMS Department
Peter Lagrasse <i>(to replace Nate Thomas)</i>	Stony Creek EMS Department
James Ogden <i>(Remove)</i>	Former Fire Coordinator, Warren County

now, therefore, be it

RESOLVED, that Resolution No. 132 of 2021 is hereby amended to indicate that the above named individuals be, and hereby are, appointed and/or removed as members of the Warren County EMS Advisory Board, and be it further

RESOLVED, that all other portions of Resolution No. 132 of 2021 shall remain in full force and effect.

Warren County Board of Supervisors

RESOLUTION NO. 325 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

AMENDING RESOLUTION NO. 133 OF 2021, APPOINTING MEMBERS OF WARREN COUNTY FIRE ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES, TO ADJUST MEMBERSHIP

WHEREAS, pursuant to Resolution No. 133 of 2021 the Warren County Board of Supervisors named the appointments to the Warren County Fire Advisory Board for the Office of Emergency Services, and

WHEREAS, the Director of the Warren County Office of Emergency Services has recommended that the following adjustments to the membership of the Warren County Fire Advisory Board:

NAME	FIRE DEPARTMENT
Chief Pete Carr <i>(Remove)</i>	North Queensbury Fire Department
Chief Jamie Ellis <i>(Remove)</i>	Luzerne-Hadley Fire Department
James Ogden <i>(Remove)</i>	Former Fire Coordinator, Warren County
Chief John Donohue <i>(Appoint)</i>	North River Fire Department

now, therefore, be it

RESOLVED, that Resolution No. 133 of 2021 is hereby amended to indicate that the above named individuals be, and hereby are, appointed and/or removed as members of the Warren County Fire Advisory Board, and be it further

RESOLVED, that all other portions of Resolution No. 133 of 2021 shall remain in full force and effect.

Warren County Board of Supervisors

RESOLUTION NO. 326 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

RATIFYING THE ACTIONS OF THE WARREN COUNTY SHERIFF IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR STATEWIDE POLICE TRAFFIC SERVICES PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME

WHEREAS, based upon a request from the Warren County Sheriff, the Public Safety Committee approved a request to execute a grant agreement with the New York State Governor's Traffic Safety Committee for Statewide Police Traffic Services Program funding, in an amount not to exceed Twenty-One Thousand Dollars (\$21,000), for a term commencing October 1, 2021 and terminating September 30, 2022, and

WHEREAS, the Sheriff executed the grant application prior to the August 20th Board of Supervisors Meeting, now, therefore, be it

RESOLVED, that the actions of the Sheriff be, and hereby are, ratified with regard to executing the grant application to the New York State Governor's Traffic Safety Committee, 6 Empire State Plaza, Albany, New York 12228, for Statewide Police Traffic Services Program funding, in an amount not to exceed Twenty-One Thousand Dollars (\$21,000), for a term commencing October 1, 2021 and terminating September 30, 2022, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

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

Warren County Board of Supervisors

RESOLUTION NO. 327 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

RATIFYING THE ACTIONS OF THE WARREN COUNTY SHERIFF IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR PUBLIC SAFETY ANSWERING POINTS OPERATIONS PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME

WHEREAS, based upon a request from the Warren County Sheriff, the Public Safety Committee approved a request to execute a grant agreement with the New York State Division of Homeland Security and Emergency Services for Public Safety Answering Point Operations Program funding, and

WHEREAS, the Sheriff executed the grant application prior to the August 20, 2021 Board of Supervisors Meeting, now, therefore, be it

RESOLVED, that the actions of the Sheriff be, and hereby are, ratified with regard to executing the grant application to the New York State Division of Homeland Security and Emergency Services, 1220 Washington Avenue, Building 7, Albany, New York 12226, for Public Safety Answering Points Operations Program funding, in an amount not to exceed One Hundred Forty-Five Thousand Three Hundred Ninety-Four Dollars (\$145,394), for a term commencing retroactive to January 1, 2021 and terminating December 31, 2021, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

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

Warren County Board of Supervisors

RESOLUTION NO. 328 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE STOP-DWI FOUNDATION FOR HIGH VISIBILITY ENGAGEMENT CAMPAIGNS FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit a grant application to the New York State STOP-DWI Foundation, Inc., 1170 Phoenix Avenue, Schenectady, New York 12387, for high visibility engagement campaigns funding, in an amount not to exceed Fifteen Thousand Dollars (\$15,000), with no matching funds required by the County, for a term commencing October 1, 2021 and September 30, 2022, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement(s), and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

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

Warren County Board of Supervisors

RESOLUTION NO. 329 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS DIAMOND, MAGOWAN, BRAYMER, FRASIER AND SHEPLER

**AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING
WITH VARIOUS AGENCIES/DEPARTMENTS CONCERNING
STOP-DWI PROGRAM - TRAFFIC SAFETY**

RESOLVED, that Warren County continue the contractual relationship with the following agencies/departments for various STOP-DWI programs and activities, (the previous contracts and memorandums of understanding being authorized by Resolution No. 590 of 2019), in the amounts indicated, for a term commencing upon execution by both parties and terminating December 31, 2021, with the option for two (2) additional one (1) year terms and the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements and memorandums of understanding in a form approved by the County

Attorney and in the amounts set forth below:

<u>AGENCIES/DEPARTMENTS/ADDRESS</u>	<u>AMOUNT NOT TO EXCEED</u>
City of Glens Falls Glens Falls Police Department 42 Ridge Street Glens Falls, NY 12801	\$44,375.00
Warren County District Attorney's Office Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845	\$28,875.00
Warren County Probation Department Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845,	\$26,250.00

and be it further

RESOLVED, that the funds for these contracts shall be expended from Budget Code A.3315 470 STOP-DWI Program, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 330 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO

**AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE CORRESPONDENCE
APPROVING JUST COMPENSATION AMOUNTS AND AUTHORIZING NEGOTIATIONS
WITH PROPERTY OWNERS FOR LAND ACQUISITIONS RELATED TO CR 19
OLMSTEDVILLE ROAD RECONSTRUCTION PROJECT**

WHEREAS, R.K. Hite & Company, Inc., right-of-way consultant for the County, has completed appraisals of property to be acquired as part of the CR 19 Olmstedville Road Reconstruction Project (the "Project"), and

WHEREAS, the consultant provided appraisals of numerous properties located in the Town of Chester that are crucial/necessary for the Project, and has provided correspondence to the Superintendent of Public Works outlining a highest approved appraisal amount/recommended just compensation amount for each property, based on the Uniform Appraisal Standards for Federal Land Acquisitions and verified by an independent reviewer, which are listed on the attached Schedule "A" and made a part of this resolution, and

WHEREAS, in order to commence negotiations with the property owners to purchase the properties, the County needs to acknowledge the just compensation amounts, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute any and all documentation from R.K. Hite & Company, Inc., which documentation may consist of: (1) correspondence approving just compensation amounts; (2) correspondence acknowledging receipt of partial title search certifications; (3) agreements to purchase real property; and (4) any other documentation that may be necessary in order to acquire the properties listed on the attached Schedule "A," with all documentation to be in a form approved by the County Attorney, and be it further

RESOLVED, that the expenses incurred for such Project shall be expended from Capital Project No. H394 - Olmstedville Road (CR 19) Reconstruction.

RESOLUTION NO. 330 OF 2021

SCHEDULE "A"

JUST COMPENSATION RECOMMENDATIONS

Map No.	Tax Parcel ID	Property Owner	Approved Appraisal Amount	Recommended Just Compensation
01 & 02	17.-1-48 & 17.-1-1.1	Stephen de la Rosa and Mary Beth de la Rosa, as Trustees of the de la Rosa Family Trust dated March 30, 2020	\$400.00	\$400.00
03	17.-1-47	Gary and Lori Pless	\$100.00	\$100.00
04	17.-1-43	Stephen Carlin Susan Carlin Michael Carlin George Carlin, Jr. John Bodner Patricia Bodner Jaqueline Grippo Florence Grippo	\$100.00	\$100.00
05	17.-1-42	Terry and Gloria Pulvidente	\$100.00	\$100.00
06	17.-1-32	Kurt D. Froehlich and Vicky Froehlich	\$100.00	\$100.00
07	17.-1-31	Daniel Dwight Howe and Deborah Anne Howe	\$2,700.00	\$2,700.00
08	17.-1-29 & 17.-1-30	Kenneth J. Marcheselli and Cheryl Marcheselli	\$100.00	\$100.00
09	17.-1-27	Thomas M. Richardson and Theresa M. Richardson	\$100.00	\$100.00
10	17.-1-23.1	Kevin Lingel and Melissa Lingel	\$100.00	\$100.00
11	34.-1-21.2	Frederick Griffen and Sara Griffen	\$400.00	\$400.00
12	34.-1-21.1	Jessica F. Wescott	\$1,600.00	\$1,600.00
13	34.-1-22	Barbara Repp	\$4,900.00	\$4,900.00
14	34.-1-25	Hidden Lake Timber LLC	\$100.00	\$100.00
15	34.-1-23	Anthony T. Straka	\$300.00	\$300.00

Warren County Board of Supervisors

RESOLUTION NO. 331 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, HOGAN, DICKINSON, THOMAS, BRUNO, GERAGHTY AND MERLINO

**AWARDING BID AND AUTHORIZING AGREEMENT WITH
CARVER CONSTRUCTION, INC. FOR CALL STREET (CR 32) CULVERT REPLACEMENT
AT BENNIE BROOK, TOWN OF LAKE LUZERNE, WARREN COUNTY (WC 35-21)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Call Street (CR 32) Culvert Replacement at Bennie Brook, Town of Lake Luzerne, Warren County (WC 35-21), and

WHEREAS, the bids were opened on June 15, 2021 and the Superintendent of Public Works has recommended that the bid be awarded to Carver Construction, Inc., located at 494 Western Turnpike, Altamont, New York 12009, as the lowest responsible bidder, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Carver Construction, Inc., 494 Western Turnpike, Altamont, New York 12009, of the acceptance of their bid, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Carver Construction, Inc. relative to Call Street (CR 32) Culvert Replacement at Bennie Brook, Town of Lake Luzerne, Warren County, in a form approved by the County Attorney, pursuant to the terms and provisions of the specifications (WC 35-21), for an amount not to exceed One Million One Hundred Fifty-Two Thousand One Hundred Forty-Five Dollars (\$1,152,145), for a term commencing upon execution by both parties and terminating upon completion of services, at the prices defined in the attached Schedule "A," and be it further

RESOLVED, that the funds for this agreement shall be expended from Capital Project No. H385.9550 280 CR 32 Bennie Brook Culvert.

WARREN COUNTY BID TABULATION SHEET

BID NO:	WC 35-21	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
ITEM(S)	CALL STREET (CR 32) CULVERT REPLACEMENT AT BENNIE BROOK - TOWN OF LAKE LUZERNE - WARREN COUNTY, NY	Carver Construction, Inc. Attn: Gabriel Hanoufa 494 Western Turnpike Altamont, NY 12009 Ph: 518-355-6034 x157	Harrison & Burrowes Bridge Constructors, Inc. Attn: Mark Klingbeil PO Box 335 Glenmont, NY 12077 Ph: 518-465-6254	Reale Construction Company, Inc. Attn: Peter Reale 411 County Route 56 Ticonderoga, NY 12883 Ph: 518-585-6782	Cutting Edge Group, LLC. Attn: Thomas Davey PO Box 733 Lake George, NY 12845 Ph: 518-260-6731
DATE:	JUNE 15, 2021	RESOLUTION NO.: XX OF 2021			
TIME:	3:00 PM.	TERM: The work will be substantially completed on or before December 31, 2021 and completed and ready for final payment in accordance with section 14.07 of the General Conditions on or before May 1, 2022.			
BID AWARDED TO:	✓	JULIE A. BUTLER, PURCHASING AGENT			
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
TOTAL BID FOR ALL UNIT PRICES:	\$1,152,145.00	\$1,421,938.00	\$1,798,000.00	\$2,379,840.00	
LINE ITEM BREAKDOWN:					
CLEARING & GRUBBING:	\$25,000.00	\$20,000.00	\$6,000.00	\$25,000.00	\$30,000.00
EMBANKMENT IN PLACE:	\$26.50	\$42,400.00	\$43,200.00	\$38.00	\$60,800.00
CONTROLLED LOW STRENGTH MATERIAL (CLSM):	\$255.00	\$24,990.00	\$17,248.00	\$255.00	\$400.00
SILT-FENCE - TEMPORARY:	\$7.00	\$3,955.00	\$2,825.00	\$5.65	\$3,390.00
ROLLED EROSION CONTROL PRODUCT, CLASS I, TYPE A, SHORT TERM:	\$4.00	\$2,120.00	\$795.00	\$2.50	\$12.00
CONSTRUCTION ENTRANCE:	\$36.50	\$14,600.00	\$14,000.00	\$22.50	\$75.00
RESETTING CORRUGATED BEAM GUIDE RAILING:	\$35.00	\$875.00	\$5,625.00	\$30.00	\$150.00
SETTING ANCHORAGE UNITS FOR CORRUGATED BEAM GUIDE RAILING:	\$925.00	\$1,850.00	\$1,800.00	\$200.00	\$750.00
REMOVING & STORING CORRUGATED BEAM GUIDE RAILING:	\$35.00	\$875.00	\$275.00	\$4.00	\$40.00

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 35-21 ITEM(S) CALL STREET (CR 32) CULVERT REPLACEMENT AT BENNIE BROOK - TOWN OF LAKE LUZERNE - WARREN COUNTY, NY DATE: JUNE 15, 2021 TIME: 3:00 PM.	NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER	
	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
REMOVING & STORING ANCHORAGE UNITS FOR CORRUGATED BEAM GUIDE RAILING:	\$425.00	\$850.00	\$220.00	\$440.00	\$125.00	\$250.00	\$200.00	\$400.00
TOPSOIL - ROADSIDE:	\$100.00	\$6,000.00	\$64.00	\$3,840.00	\$85.00	\$5,100.00	\$75.00	\$4,500.00
TOPSOIL - WETLAND MATERIALS:	\$92.00	\$11,040.00	\$66.00	\$7,920.00	\$90.00	\$10,800.00	\$200.00	\$24,000.00
TURF ESTABLISHMENTS - ROADSIDE:	\$1.00	\$1,990.00	\$1.10	\$2,189.00	\$1.75	\$3,482.50	\$11.00	\$21,890.00
CONTROLLING INVASIVE PLANT SPECIES BY EXCAVATION:	\$18.50	\$6,105.00	\$13.00	\$4,290.00	\$75.00	\$24,750.00	\$75.00	\$24,750.00
DISPOSAL OF MATERIAL CONTAINING INVASIVE PLANT SPECIES:	\$20.00	\$14,800.00	\$20.00	\$14,800.00	\$15.00	\$11,100.00	\$45.00	\$33,300.00
EQUIPMENT CLEANING FOR INVASIVE SPECIES:	\$3,100.00	\$3,100.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$900.00	\$900.00
BASIC WORK ZONE TRAFFIC CONTROL:	\$40,370.00	\$40,370.00	\$55,000.00	\$55,000.00	\$300,000.00	\$300,000.00	\$75,000.00	\$75,000.00
TEMPORARY POSITIVE BARRIER - CATEGORY 2 (PINNING PERMITTED):	\$28.50	\$2,850.00	\$20.00	\$2,000.00	\$42.00	\$4,200.00	\$200.00	\$20,000.00
TEMPORARY POSITIVE BARRIER - CATEGORY 3 (PINNING PROHIBITED):	\$60.00	\$2,400.00	\$20.00	\$800.00	\$38.00	\$1,520.00	\$400.00	\$16,000.00
STONE FILLING (MEDIUM):	\$200.00	\$2,600.00	\$82.00	\$1,066.00	\$125.00	\$1,625.00	\$300.00	\$3,900.00
SURVEY OPERATIONS:	\$14,500.00	\$14,500.00	\$13,500.00	\$13,500.00	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00
CONCRETE RIGHT-OF-WAY MARKERS, TYPE H (HIGH):	\$625.00	\$3,125.00	\$475.00	\$2,375.00	\$175.00	\$875.00	\$1,500.00	\$7,500.00
ENGINEER'S FIELD OFFICE: TYPE 1:	\$3,750.00	\$11,250.00	\$1,450.00	\$4,350.00	\$3,000.00	\$9,000.00	\$3,300.00	\$9,900.00
OFFICE TECHNOLOGY & SUPPLIES:	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$1.00	\$1,000.00
TRENCHLESS INSTALLATION OF CASING UNDER HIGHWAY WITH DIA. EQUAL TO 72":	\$4,725.00	\$850,500.00	\$6,245.00	\$1,124,100.00	\$6,650.00	\$1,197,000.00	\$10,000.00	\$1,800,000.00

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 35-21 ITEM(S) CALL STREET (CR32) CULVERT REPLACEMENT AT BENNIE BROOK - TOWN OF LAKE LUZERNE - WARREN COUNTY, NY	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
DATE: JUNE 15, 2021 TIME: 3:00 PM.	Carver Construction, Inc. Attn: Gabriel Hanouifa 494 Western Turnpike Altamont, NY 12009 Ph: 518-355-6034 x157	Harrison & Burrowes Bridge Constructors, Inc. Attn: Mark Klingbeil PO Box 335 Glenmont, NY 12077 Ph: 518-465-6254	Reale Construction Company, Inc. Attn: Peter Reale 411 County Route 56 Ticonderoga, NY 12883 Ph: 518-585-6782	Cutting Edge Group, LLC. Attn: Thomas Davey PO Box 733 Lake George, NY 12845 Ph: 518-260-6731
FIELD CHANGE PAYMENT:	\$1.00 \$37,000.00	\$1.00 \$37,000.00	\$1.00 \$37,000.00	\$1.00 \$37,000.00
SUBTOTAL:	\$1,108,645.00	\$1,368,938.00	\$1,729,759.75	\$2,285,240.00
MOBILIZATION:	\$43,500.00	\$53,000.00	\$68,240.25	\$94,000.00
BASE BID TOTAL:	\$1,152,145.00	\$1,421,938.00	\$1,798,000.00	\$2,379,240.00

Warren County Board of Supervisors

RESOLUTION NO. 332 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH

AMENDING RESOLUTION NO. 229 OF 2021, AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES, TO AWARD FUNDING TO NY SKI EDUCATIONAL FOUNDATION

WHEREAS, pursuant to Resolution No. 229 of 2021, and amended by Resolution No. 280 of 2021, the Chair of the Board of Supervisors was authorized and directed to execute standard form Warren County Tourist and Convention Development Agreements for occupancy tax funding with certain applicants, and

WHEREAS, at the July 29, 2021 Tourism & Occupancy Tax Coordination meeting, the Committee considered and approved a request from the following applicant for occupancy tax funding:

<u>Applicant</u>	<u>Event</u>	<u>Dates</u>	<u>Amount of Award</u>
NY Ski Educational Foundation	2021/2022 Ski/Ride Season	12/18/21 - 3/27/22	\$15,000.00

now, therefore, be it

RESOLVED, that Resolution No. 229 of 2021, as subsequently amended by Resolution No. 280 of 2021 be, and hereby is, amended to authorize the Chair of the Board of Supervisors to execute the standard form Warren County Tourist and Convention Development Agreement with the above referenced applicant, in the amount of Fifteen Thousand Dollars (\$15,000) and to increase the total amount of occupancy tax funding to Four Hundred Fifty-Two Thousand Dollars (\$452,000), to be expended from Budget Code A.6417.0002 480 Tourism/Occupancy, Occupancy Tax, Tourism-Special Events, as listed on the revised attached Schedule "A" with said agreements to be in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 229 of 2021, as amended by Resolution No. 280 of 2021, will remain the same.

SCHEDULE "A"
2021 Occupancy Tax Awards

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
1	Tim Cianciola (Craft Producers)	Lake George Arts & Crafts Festival	7/30/21 - 8/1/21	\$3,000.00
2	Tim Cianciola	Lake George BBQ Festival	8/13/21- 8/15/21	\$4,000.00
3	Lake George Music Festival	Classical Music Festival	8/18/21- 8/25/21	\$15,000.00
4	LGD/50 Concert Series	Five Different Concerts	5/27/21- 5/30/21; 6/11/21- 6/12/21; 7/2/21- 7/4/21; 7/8/21- 7/10/21; 8/5/21- 8/6/21	\$25,000.00
5	Adirondack Cycling Advocates, Inc.	Promotion of Bicycling	2021	\$20,000.00
6	Adirondack Hot Air Balloon Festival	Adirondack Hot Air Balloon Festival	9/23/21- 9/26/21	\$40,000.00
7	Adirondack Sports Complex	ADKSC Travel Team Softball Tournaments	1/1/21- 12/20/21	\$40,000.00
8	Albany Rods & Kustoms, Inc.	Adirondack Nationals	9/9/21- 9/12/21	\$25,000.00
9	Alpha Win formerly Adk. Race Mgmt	Lake George Triathlon Festival	9/3/21- 9/5/21	\$15,000.00
10	Americade, Inc.	Americade	9/20/21- 9/25/21	\$50,000.00
11	Hyde Collection	Marketing and Publications	5/1/21- 10/31/21	\$15,000.00

RESOLUTION No. 332 OF 2021

PAGE 3 OF 3

12	Improv Records, Inc.	Adirondack Independence Music Festival	9/3/21-9/5/21	\$25,000.00
13	Prime Time Lacrosse	Lake George National Invitational	7/24/21-7/25/21	\$30,000.00
14	Warrensburg Chamber of Commerce	World's Largest Garage Sale	10/1/21-10/3/21	\$28,000.00
15	Village of Lake George	Weekly Fireworks Shows	7/1/21-12/31/21	\$25,000.00
16	Town of Horicon	Food Truck Friday's on the Pond	7/1/21-8/31/21	\$12,000.00
17	Town of Johnsburg	Website Maint./Marketing Initiative	1/1/21-12/31/21	\$15,000.00
18	Ice Castles, LLC	Ice Castles at Lake George	10/1/21 - 4/30/22	\$50,000.00
19	NY Ski Educational Foundation	2021/2022 Ski/Ride Season	12/18/21 - 3/27/22	\$15,000.00
	TOTAL			\$452,000.00

Warren County Board of Supervisors

RESOLUTION NO. 333 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH

ADOPTING THE EVALUATION STRATEGY, GRADING CRITERIA AND SCORING SHEET FOR WARREN COUNTY OCCUPANCY TAX GRANT FUNDING

WHEREAS, the Director of Tourism presented to the Tourism & Occupancy Tax Committee a revised Evaluation Strategy, Grading Criteria and Scoring Sheet for Warren County Occupancy Tax Grant Funding, and

WHEREAS, the Tourism & Occupancy Tax Committee has reviewed the criteria and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Evaluation Strategy, Grading Criteria and Scoring Sheet for Warren County Occupancy Tax Grant Funding annexed hereto, be and the same hereby is, adopted as the official criteria for Warren County.

**Warren County Occupancy Tax
Grant Funding**

(Special Events or activities)

Evaluation Strategy, Grading Criteria and Scoring Sheet

For use by Tourism and Occupancy Tax Coordination Committee and Tourism Department Staff

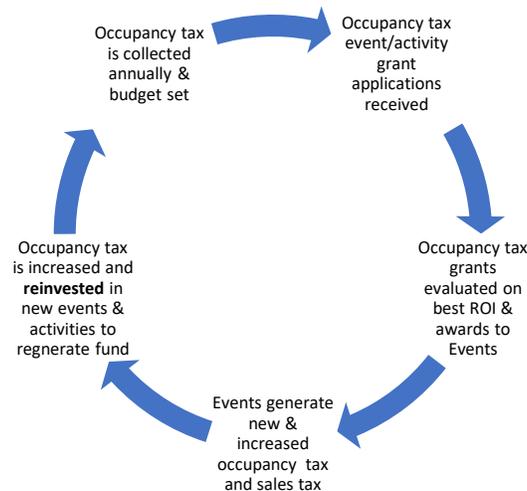
What is Occupancy Tax?

Occupancy tax is a 4% tax collected on all Warren County room rentals of hotels, motels, bed & breakfasts, inns, housekeeping cottages of 4 or more units, tourism facilities (i.e.: campgrounds with onsite RV rentals), as well as Short Term Rentals (STR R367 of 2018, Section 1).

A portion of the Occupancy tax collected in Warren County is appropriated for a grant program to support the region's special events, activities, organizations and tourism assets "through the promotion of tourist activities, conventions, trade shows, special events, and other directly related and supporting activities" as stated in Local Law No. 6 of 2015. (see Occupancy Tax law under Occupancy Tax Information and Forms at <http://warrencountyny.gov/treasurer>).

Historically, Warren County has sought to award grant funding to special events, non-profit groups, local attractions, organizations and tourism assets that demonstrated a significant potential to proactively increase tourism, visitations and overnight stays in the Lake George Area.

Grant allocations and funding decisions shall be viewed as "**investments**" which will pro-actively regenerate future occupancy tax collections, increasing revenue year after year to create a self-funding mechanism, consistently re-investing in itself and creating ROI "return on investment.". Programs, activities and events that can clearly demonstrate their value and benefit to the area shall be prioritized and supported at the county and municipal levels, where appropriate.



1.1 STRATEGY

With Occupancy Tax historically generating \$4- 4.9M annually in revenue and continued demand increasing year-to-year, the goal is to create a comprehensive strategy which will align and complement the overall tourism growth goals and objectives of Warren County by incorporating the following objectives: Driving overnight visitors, bolstering amenities that support visitation, increasing regional visibility, fostering strong community/hospitality and business partnerships, enhancing the local quality of life, increasing regional employment opportunities and developing a "self-funding" mechanism which will continually regenerate occupancy tax year over year. Three tenets are implemented under this strategy:

1. **Transparency of process** – Utilize a clear communication strategy for the award application process and produce a streamlined and equitable evaluation/decision-making process. Award funding allocations based on value (financial and in-kind), merit, regional economic benefits and opportunity for future occupancy tax growth.
2. **Accountability of investments** – Mandate that all applicants receiving funding provide a complete application, which will include: description of funding usage will ensure compliance with overall strategy and eligible expenditures, comprehensive

budgets for anticipated expenditures, complete marketing plans/timelines, detailed description of events/activities or programs and overall impact to the region economically, as well as added community, promotional/marketing benefits. Do not accept or review incomplete applications. Applicants may be invited to present their application formally in-person/virtually to the Tourism and Occupancy Tax Coordination Committee and answer Q & A.

3. **Evaluation of return on investment** – Mandate all occupancy tax awardees provide “post-event performance reports” within 60 days of the events to determine overall regional impact and ensure funding requests meet appropriate eligible and ineligible criteria. All occupancy tax recipients are subject to county audit. Post event performance reports shall include a one-page evaluation of the event, growth year-to-year (if annual event), final budget, final marketing plan/analysis, marketing reach/demographics, properties used in the region, number of room nights, zip code analysis of attendees, total number of attendees, locations where Lake George Area brand was used, displayed and/or mentioned and provide examples of funding support that helped expand the visibility and visitations of the Lake George Area.

To determine application and event/activity value, a comprehensive set of criteria has been developed to extensively evaluate the future “investment” of occupancy tax funding in events, activities and programs and require more accountability for funds expended. If the ultimate goal is to increase the occupancy tax fund year after year, ensuring that the investments are sound and vetted, this strategy will guarantee a stronger return on investment.

1.2 APPLICATION EVALUATION CRITERIA

- The completeness of the application information (including all reporting on prior year results for those who received county and local funding in prior years).
 - The expected direct economic impact of the special events or activities on Warren County. The degree to which the special events or activities are likely to draw diverse overnight visitors to Warren County.
 - The impact of special events or activities on the image and marketing of Warren County as a dynamic and unique destination and potential for collaborative marketing opportunities.
 - The prior success and managerial track record of special events or activities.
 - The degree to which the special events, activities, organizations are supported by other community partners. Applications should reflect financial support from other local partners, as occupancy tax grants should not and cannot be the sole source of funding for any special events or activities.
 - The impact special events or activities will have on the quality of life of the region, including charitable partnership opportunities and philanthropic attributes.
1. **ECONOMIC IMPACT** – is this “investment” one which will generate future occupancy tax funding through the increase of overnight guests and increase sales tax revenue
 - a. High Impact vs Low Impact event: Does the event or activity draw a significant number of overnight guests and/or day trippers?
 - b. “Peak vs. Off Peak Season”– Given the seasonality of the Lake George Area and the desire to increase overnight guests and visitors year-round, heavier weights should be considered for organizers who produce events in the “off peak” season” October to May, with heavier emphasis on winter months (Dec-March) and who clearly demonstrate a significant return on investment.
 - c. Can the visitor/attendee numbers be quantified and if so, how is this demonstrated? Does the organizer indicate how they will collect the data (attendees, room nights, zip codes, properties used, survey?)
 - d. Are the expenditures within the guidelines for permissible expenses?
 - e. Is the event for profit or non-profit?
 2. **SOUNDNESS & FISCAL STABILITY OF THE EVENT** – does the budget submitted by the applicant provide clear delineations of expenses and revenues to support the event? How reliant is it on public versus private funding?
 - a. Does the event or activity also receive additional funding support from other municipalities and how much?
 - b. Does the event or activity actively seek community partnerships/sponsorships to provide financial support and what percentage?
 - c. Does the event or activity charge a fee and what percentage of that revenue is re-invested into the event year over year?
 - d. If it is an annual event or activity, has it added new components or marketing year over year to attract new visitors?
 - e. Does the event or activity demonstrate an effort to collaborate with the local businesses and hospitality partners (packages, incentives, deals, etc.)?
 - f. Is the event or activity a “good fit” for the community? Can it offer additional community or philanthropic benefits such as a fundraiser for a local charity, skills clinics to local residents, food drive for regional food bank, etc.?
 - g. Does the event or activity create a “domino economic effect” benefit to the community at large?
 3. **EVENT MARKETING** – does the marketing plan submitted by the applicant clearly outline defined strategies and opportunities for attracting overnight visitors and visitors from out of county and is the plan well thought out and comprehensive?
 - a. Does the marketing of the event or activity offer opportunities to align with current Warren County tourism marketing initiatives or does it provide a significant benefit by expanding the reach beyond the current county promotions?
 - b. Do the promotions clearly target overnight visitors?

- c. Does the event or activity provide co-marketing opportunities with Warren County tourism to increase brand awareness in unique ways through guerilla marketing tactics, brand activations or other opportunities?
- d. Does the event or activity add PR value and enhanced visibility to the region?
- e. Is the event or activity a "signature event" (annual/large scale/established/well attended and known) and does it provide opportunities for Warren County to co-brand?

1.3 SCORING

To assess the true impact and value of the event/activity requesting county funding support, the following criteria will be evaluated against the Occupancy tax funding applications. **MAX TOTAL POINTS: 100**

1. Completeness and comprehensiveness of application submissions. *Incomplete applications WILL NOT be reviewed or accepted.*
2. **ECONOMIC IMPACT:** Commitment to the overall economic impact of tourism development in Warren County. *Is this "investment" one which will regenerate future occupancy tax through increased overnight guests and increase sales tax? Does the event occur in peak or off-peak season? Is it an annual or multi-day event? (35 points)*

(Pick and/or options from to identify which kind of event this is)

- a. "Signature Event" (annual/large scale/established/well attended and known): 15,000+ estimated room nights and/20,000+ day visitors **(20 points)**; or
 - b. High Impact Visitors: 6,000-14,999 estimated room nights and/or 15,000+ day visitors **(15 points)**; or
 - c. Medium Impact Visitors: 1000-5,999 estimated room nights and/or 5,000+ day visitors **(10 points)**; or
 - d. Low Impact Visitors: < 1000 estimated room nights and/or 2,500 +/- day visitors **(5 points)**
 - e. Is the event in a "non-peak" season (Oct-May)? **(5 points)**
 - f. Event demonstrates how it will quantify total number of attendees and overnight guests **(5 points)**
 - g. Is the event an multiple day event? **(3 points)**
 - h. Is the event non-profit? **(2 points)**
3. **SOUNDNESS & FISCAL STABILITY OF THE EVENT** – The applicant provided a comprehensive and detailed budget outlining all expenditures and income, has a clear event objective and identifies all external sources of income. **(MAX 35 points)**
 - a. Specific income/expenditures clearly identified on budget, including estimates **(10 points)**
 - b. No clear budget provided or detailed **(0 points)**
 - c. Requesting funding from other municipalities **(0 points)**
 - d. Receiving funding from community partners/sponsors **(5 points)**
 - e. Annual event with clear demonstration of adding new components to attract new visitors **(5 points)**
 - f. Event identifies opportunities for local hospitality partnerships (i.e.: hotel packages, incentives, "dine-around") **(5 points)**
 - g. Event provides philanthropic/community-oriented component (fundraiser for local charity, skills clinics for local residents, donations collected for regional food bank, etc.) **(5 points)**
 - h. Does the event allow for profit sharing? **(5 points)**
 4. **EVENT MARKETING** – The applicant provided a comprehensive marketing plan which outlines strategies and opportunities for attracting visitors from out of county and over 75-miles. Marketing plan is thorough and detailed, and outlines opportunities to reach new audiences, align with Warren County Tourism marketing initiatives and expand area reach and visibility. **(MAX 30 points)**
 - a. Provided clear, well defined marketing plan with clear strategies to reach and engage overnight visitors through all promotions **(10 points)**
 - b. No clear marketing/promotional plan provided **(0 points)**
 - c. Demonstrates marketing reach beyond Warren County **(5 points)**

- d. Demonstrates opportunities to expand/align event marketing reach above and beyond current county tourism initiatives to reach new audiences and visitors through brand activations, guerilla marketing or other means **(10 points)**
- e. Provides co-branding opportunities to increase regional visibility to new audiences **(5 points)**

OCCUPANCY TAX APPLICATION SCORING SHEET

MAX TOTAL POINTS: 100

Please review criteria and apply weights to applicable criteria & points.

Do not add points if the application criteria does not apply. Use max points if meets/exceeds expectations. Use lower points than max if less than meets criteria. The final total score will be collectively decided by the Occupancy Tax Committee.

Please total each of the 3 sections and final total at the end.

1. Completeness and comprehensiveness of application. ALL APPLICATIONS MUST BE COMPLETE OR NOT ACCEPTED

2. **ECONOMIC IMPACT:** Commitment to the overall economic impact of tourism development in Warren County.

Is the event a:

“Signature Event” (annual/large scale/established/well attended and known): 15,000+ estimated room nights and/20,000+ day visitors _____ (max. 20pts); or

High Impact Visitors: 6,000-14,999 estimated room nights and/or 15,000+ day visitors _____ (max 15pts); or

Medium Impact Visitors: 1000-5,999 estimated room nights and/or 5,000+ day visitors _____ (max 10pts); or

Low Impact Visitors: < 1000 estimated room nights and/or 2,500 +/- day visitors _____ (max 5pts)

Is the event in a “non-peak” season (Oct-May)? _____ (max 5pts)

Event demonstrates how it will quantify total number of attendees and overnight guests _____ (max 5 points)

Is the event an annual/multi day event? _____ (max 3 points)

Is the event non-profit? _____ (max 2 points)

_____ (35 MAX)

3. **SOUNDNESS & FISCAL STABILITY OF THE EVENT** – The applicant provided a comprehensive and detailed budget outlining all expenditures and income, has a clear event objective and identifies all external sources of income

Did the applicant provide:

Specific income/expenditures clearly identified on budget, including estimates _____ (max 10 points)

No clear budget provided or detailed _____ (max 0 points)

Requesting Funding from other municipalities or ticket sales _____ (max 0 points)

Receiving funding from community partners/sponsors _____ (max 5 points)

Annual event with clear demonstration of adding new components to attract new visitors _____ (max 5 points)

Event identifies opportunities for local hospitality partnerships (i.e.: hotel packages, incentives, “dine-around”) _____ (max 5 points)

Event provides philanthropic/community-oriented component (fundraiser for local charity, skills clinics for local residents, donations collected for regional food bank, etc.) _____ (max 5 points)

Profit-sharing opportunities _____ (max 5 points)

_____ (35 MAX)

4. **EVENT MARKETING** – The applicant provided a comprehensive marketing plan which outlines strategies and opportunities for attracting visitors from out-of-county and over 75-miles and clearly identifies opportunities to reach new audiences, align with Warren County Tourism marketing initiatives and expand area reach and visibility.

Did the applicant:

Provide a clear, well defined marketing plan with clear strategies to reach and engage overnight visitors through all promotions _____ (max 10 points)

No clear marketing/promotional plan provided _____ (max 0 points)

Outline clear marketing and promotional strategies _____ (max 5 points)

Demonstrate opportunities to expand/align event marketing reach above and beyond current county tourism initiatives to reach new audiences and visitors through brand activations, guerilla marketing or other means _____ (max 10 points)

Provide co-branding opportunities to increase regional visibility to new audiences _____ (max 5 points)

_____ (MAX 30 TOTAL)

TOTAL POINTS AWARDED: _____

NOTES/COMMENTS/RECOMMENDATIONS:

Warren County Board of Supervisors

RESOLUTION NO. 334 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH

ADOPTING THE OCCUPANCY TAX GRANT APPLICATION FOR CONVENTIONS, TRADE SHOWS AND EVENTS

WHEREAS, the Director of Tourism presented to the Tourism & Occupancy Tax Committee a revised Occupancy Tax Grant Application for conventions, trade shows and events, and

WHEREAS, the Tourism & Occupancy Tax Committee has reviewed the application and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Occupancy Tax Grant Application for conventions, trade shows and events annexed hereto, be and the same hereby is, adopted as the official application for Warren County.



**Warren County Occupancy Tax
Grant Funding
(Special Events and Activities)**

Application 2021-22

To be completed by those requesting special event or activity funding



Thank you for applying for a Warren County Occupancy Tax Funding Grant. We look forward to partnering with your organization and working collaboratively to help drive tourism to our beautiful destination. We hope you find this information helpful and please feel free to reach out to us with any questions you may have or for additional guidance. Contained in this packet, please find the following:

1. Checklist
2. Application Rules and Guidelines
3. Application
4. Appendices –
 - a. Appendix A – Logo Usage Requirements & Agreement Form
 - b. Appendix B – Eligible and Ineligible uses of Occupancy Tax Funding
 - c. Appendix C – Economic Impact Visitor Survey – Visitor Questionnaire
 - d. Appendix D – Marketing/Advertising Plan Form
 - e. Appendix E – Event Budget Form
 - f. Appendix F – Emergency Services Form

To ensure that your application complies with all requirements, please review the application rules, eligibility, guidelines and deadlines carefully, complete all sections and submit supporting documentation, as requested. Please note that all applications are subject to FOIL (Freedom of Information Law) requirements.

Incomplete applications and those that do not include the supporting documentation will not be reviewed for consideration, regardless of previous awards.

APPLICATION CHECKLIST

- A COMPLETE, signed application which includes a brief one-page detail of your event
- A comprehensive budget which includes ALL sources of income and expenditures
- A comprehensive and detailed marketing plan
- IRS letter or documentation indicating 501-c-3 (non-profit) or 501-c-6 (not-for-profit) status (if applicable)
- A signed logo usage agreement

POST EVENT CHECKLIST (these will be required to receive grant reimbursement)

- A complete and properly executed County Voucher
- A one-two page Performance (post event) Report
- A complete budget indicating final expenditures from the event with all applicable receipts
- A final marketing plan with copies of all advertisements and promotions where Visit Lake George logo and name was used, applicable invoices, indicating marketing and promotional opportunities related to the event.

For any questions related to the occupancy tax application, requirements or process, please contact Kristen Hanifin, Tourism Development and Events Coordinator at 518-761-6369 or email hanifink@warrencountyny.gov



Rules and Guidelines

I. Background

Warren County currently collects a 4% occupancy tax on all overnight tourism accommodations in the County. This tax is levied on customers of hotels, motels, bed & breakfasts, inns, housekeeping cottages with four or more units and tourism facilities (i.e. campgrounds with onsite RV rentals) as well as short-term (STR) vacation rentals.

The purpose of this tax, as outlined by Occupancy Tax law under [Occupancy Tax Information and Forms](#) is to promote and increase tourism in Warren County and its municipalities "through the promotion of tourist activities, conventions, trade shows, special events and other directly related and supporting activities."

II. Applicant Eligibility

Eligible applicants may be an individual, non-profit organization, or for-profit business requesting funding in support of a multi-day (more than one day) special event, sporting event, activity or tourism-related initiative which will produce a significant impact to overnight guest stays and visitations.

All non-profit applications are required to provide IRS 501-c-3, or 501-c-6 documentation indicating their non-profit status or not-for-profit status.

III. Schedule

ROUND 1 – Annual/Seasonal Awards

*Applications for events occurring June-September 2022 will be available **October 1, 2021***

*Applicant Q & A period: **October 4-22, 2021** (applicants can call 518-761-6369 or email hanifink@warrencountyny.gov with any questions about the application process)*

*Application due date: **October 27, 2021** (all applications **MUST** be received by 5pm COB. Late applications will not be accepted.)*

*Application committee review: **November 1-24, 2021***

*Applicant presentations (in person recommended, ZOOM option available) **Nov.29-Dec 3, 2021***

*Occupancy tax funding award **December 17, 2021 (TBD)** (for June-September 2022 – subject budget fund availability)*

ROUND 2 – “Off-Peak” Season Awards

*Application for Events occurring October through May will be available **December 3, 2021***

*Applicant Q & A period: **December 1-22, 2021** (applicants can call 518-761-6369 or email hanifink@warrencountyny.gov with any questions about the application process)*

*Application due date: **January 10, 2022** (all applications **MUST** be received by 5pm COB. Late applications will not be accepted.)*

*Application committee review: **January 14-February 4, 2022***

*Applicant presentations (in person recommended, ZOOM option available) **February 7-11, 2022***

*Final Awards **February 25, 2022** (for October 2021-May 2022 – subject to budget fund availability)*

** (** the winter awards for November 2021-May 2022 will be awarded between August 2021 and October 2021 and will revert back to ROUND 2 schedule in 2022)



IV. Rating Criteria and Evaluation

The Committee will consider the following when evaluating funding requests:

- The expected direct economic impact of the special event or activity on Warren County tourism.
- The impact of the special event or activity on the image and marketing of Warren County as a dynamic and unique destination, and potential for collaborative marketing opportunities.
- The prior success and managerial track record of the special event or activity.
- The completeness of the application information (including all reporting on prior year results for those who received county and local funding in previous years).
- The degree to which the special event or activity is supported by other community partners. Applications should reflect financial support from other local partners, as occupancy tax grants should not be the sole source of funding support for any special event or activity.
- The degree to which the special event or activity is likely to draw diverse overnight visitors to Warren County.
- The impact of the special event or activity will have on the quality of life of the region, including charitable partnership opportunities and philanthropic attributes.

V. Application Rules, Grant and Award Guidelines

Warren County Occupancy Tax Grant Funding requests are reimbursable only. If funding is requested prior to the special event or activity, grants will be evaluated/awarded by the Tourism/Occupancy Tax committee and may permit a portion of the expenditures to be dispersed with appropriate documentation. Funding is selective and based on the application your organization submits. Funding grant recipients are subject to county audit to ensure compliance of expenditures.

1. This application must be completed in its entirety in order for the special event or activity to be considered for funding. If any portion of the application is incomplete, it will not be reviewed or considered.
2. The applicant(s) must present reasonable evidence that the special event or activity will increase overnight visitations in Warren County and that the increase is consistent with the level of funding requested.
3. All applications MUST include a comprehensive budget (**APPENDIX E**) outlining event and marketing expenditures, revenue expected, detailed marketing plan (**APPENDIX D**), and IRS 501-c-3 or 501-c-6 designation (if applicable). Previously county-funded events must include past year's event "post-event report," history of local hotel usage, geographic data of attendees, (where attendees stayed, how many room nights used) broken down by property name, and total number of rooms attributed to the event.
4. All expenditures must adhere to the ELIGIBLE AND INELIGIBLE USES OF OCCUPANCY TAX FUNDING Guidelines as outlined in **Appendix B**. *If your special event or activity received occupancy tax funding in the current/prior year and your request is for an amount larger than that award amount, please explain specifically in your description, how the requested increase will result in positive economic impact to Warren County.*

VI. Funding Award Requirements

To be within occupancy tax grant guideline compliance, the County requires the following:

Event organizers are encouraged to keep track of overnight stays that are directly attributed to their event and work in collaboration with local hospitality partners to gather this data. This information will be required for the post-event report,



including determining what percentage of attendees were overnight and which visited beyond a 75-mile radius. Event managers may use the attached *Visitor Survey (Appendix C)* or a survey of their own to gather this quantitative data, including zip codes.

Active marketing campaigns for events are recommended to begin no less than 90 days prior to the event.

Warren County Tourism's website (www.visitlakegeorge.com) and logo **must** be listed on event websites, printed materials and on all social media, online, or television advertising to the event or activity receiving funding. Tag us on Facebook @thelakegeorgearea and on Instagram and Twitter @lakegeorgearea, #MYLGArea throughout the marketing campaign. Hyperlink your online advertising to the URL www.visitlakegeorge.com. Please be sure to adhere to all *Logo Usage Requirements (Appendix A)* and contact Warren County Tourism for specific questions or details.

Radio/television advertisements, (60 seconds or more), must recognize Warren County as an event sponsor and should be verbally recognized in advertisements "*brought to you in partnership by Warren County and Visit Lake George Area.*"

If awarded, recipients must acknowledge funding support and partnership from Warren County and are highly encouraged to extend invitation and include Warren County in future press/media events related to the event/activity supported.

All events producing programs, directories, magazines or publications used for the event must provide Warren County Tourism with one (1) full page of free advertising in the event publication and must provide required specifications within 60 days of special event or activity, or sooner for production.

If awarded, the recipient is required to primarily target outside of Warren County to encourage overnight visitations through their promotions.

If awarded, the recipient shall coordinate the issuance of all licenses and permits required and ensure that all applicable licenses and permits and insurance certificates have been issued and acquired and shall further ensure that all licensees or permittees have obtained required insurance coverage and submitted proof of such coverage at least ninety (90) days prior to the event. The recipient shall have the obligation of compliance with Federal, State and Local Laws in connection with the special event or activity occurring in connection therewith.

If awarded, the recipient must provide the County with the following to receive funding and reimbursement:

- a. A General Liability Insurance certificate naming the County as an additional insured (90) ninety days before the contract date. Additional insurance will be required for aircraft liability and will be determined by County Attorney's office. The wording on the certificate should read as follows:

"Warren County, its Board, Officers and Employees are named as additional insured on a primary, non-contributory basis."

- b. The recipient agrees, shall provide and maintain, or cause to be provided and maintained, a comprehensive general liability event insurance naming the county as additional insured in the amount of not less than One Million Dollars (\$1,000,000) per occurrence (\$2,000,000 aggregate) for personal injury, death, or property damage arising out of the event or event activities or event organizer acts or omissions. This is the minimum standard requirement and is subject to determination by County Attorney.



- c. The recipient shall further require all participating organizations, clubs, and other entities to likewise provide insurance coverage naming the event organizer and the county as additional insured. The amount of coverage will be determined by each event on a case by case basis by the County Attorney.
- d. Concessions selling alcoholic beverages shall provide an insurance policy specifically including coverage for liquor law liability in an amount of not less than One Million Dollars (\$1,000,000). This is the minimum standard requirement and is subject to determination by County Attorney. Said certificate of insurance for liquor law liability shall be required only in the event that liquor is to be sold or otherwise dispensed during the event. Certificates and/or other evidence of such insurance, as may be required by the county, shall be delivered to the County Attorney's Office ninety (90) days prior to the commencement of the event, except that certificates and/or other evidence of insurance for third-party vendors or concession shall be delivered to the County Attorney three (3) days prior to the commencement of the event. All insurance policies issued hereunder that name the county as an additional insured under such policy must be an insurance policy from an A.M. Best rated secured New York State licensed insurer, and contain not less than a ten (10) day notice of cancellation clause.
- e. The recipient shall secure Workers Compensation insurance and Disability insurance for the benefit of such employees engaged under the event as are by law required to be insured by the event organizer under the provisions of the Workers' Compensation Law and New York State Disability Law. Proof of Workers Compensation and Disability insurance shall be in the form(s) approved by the Workers' Compensation Board. The event organizer is to provide the county, upon request and prior to the event commencing, with Certificates of Insurance evidencing that the above requirements have been met. In addition to the foregoing, the county may, at any time, request a copy of the insurance policies providing the coverage required herein and the SPONSOR shall, within ten (10) days, furnish copies of said policies
- f. Warren County reserves the right to conduct a full audit on all occupancy tax grant recipients to ensure compliance with all Occupancy Tax Grant Funding policies, procedures and regulations.

VII. Post Event Performance Report (these are requirements for award reimbursement)

Within 60 days of the final day of the event/activity supported, organizers are required to provide the following information for reimbursement:

- 1. A complete and properly executed County Voucher.
- 2. A one-two page summary detailing the success of the special event/activity, number of attendees, number of room nights, hotels used and future plans/dates for next year's event, including quantitative results. Event manager must use reasonable efforts to collect zip codes/track geographic, demographic data of attendees.
- 3. Receipts for all event-related bills (please note, these must fall under the ELIGIBLE USES OF OCCUPANCY TAX guidelines, as outlined in **Appendix B**. INELIGIBLE USES will not be reimbursed.
- 4. Summary of Visitors' Surveys conducted at the event/activity and one-page report summarizing details of surveys.
- 5. Final budget indicating all expenditures and revenues (**APPENDIX E – updated by applicant**).

Final marketing plan with back-up documentation such as copies of ads, screenshots of social media/website, invoices, insertion orders or other proof indicating marketing and promotional opportunities associated with the event. (**APPENDIX D – updated by applicant**).



APPLICATION FORM

INSTRUCTIONS: Please complete the ENTIRE application and include **ALL items on the page two check list**. Incomplete applications, areas left blank and applications that do not submit all required materials will be considered incomplete and **WILL NOT be reviewed or awarded**. All event budget, financial and marketing information will be used solely for application evaluation purposes by the Occupancy Tax and Tourism Committee and are subject to **Freedom of Information Law** (Public Officers Law, Article 6) (**FOIL**) requests. If you are submitting information which is considered proprietary "trade secrets" and is confidential to your organization, please indicate such on your application and indicate which sections should be redacted. Should the County receive a FOIL request for this information, we will contact the applicant regarding this matter.

Amount of Occupancy Tax Funding Requested: \$ _____

A. CONTACT INFORMATION

- 1.) Name of Applicant/(s)Organizer(s)/ Main Point of Contact _____
- 2.) Address: _____
- 3.) Email/Cell phone: _____
- 4.) Estimated Event Duration (including set-up/clean up times): _____
- 5.) Anticipated Number of Attendees _____
- 6.) Anticipated Number of employees/staff (inclusive of vendors and contractors): _____

B. EVENT INFORMATION

- 1.) Name of Event: _____
- 2.) Date & Time of Event: _____
 Peak Season (June-September) Off-Peak (October-May)
- 3.) Location of Event: _____
- 4.) Which category BEST describes your event (check one):
 High Impact: 6,000-14,999 estimated room nights and/or 15,000+ day visitors
 Medium Impact: 1000-5,999 estimated room nights and/or 5,000+ day visitors
 Low Impact: < 1000 estimated room nights and/or 2,500 +/- day visitors

5.) **Event Detail:** Please provide a brief one page detail of your event. *(If this request is for an annual event and you have received Occupancy Tax grant funding in the past, please also provide history details from the previous year's event including total attendance, total room nights, any new initiatives that were used to increase visibility or attendance, including new marketing initiatives. If this application is for a new event, please include one page detail of the event, anticipated attendance and past history in other locations, including successes, if applicable.) Please feel free to attach a separate page, if you require more space.*



3.) Does this event provide an opportunity for local discounted community tickets? YES, Price of tickets: \$ _____ NO

4.) Total Cost to be borne by the organizer for the event: \$ _____

5.) Total amount that the organizer has calculated that needs to be raised to fund/support the event that is currently not available or expected to be available is \$ _____

6) Budget (see Appendix E)

Anticipated Total Cost of the Event (attach COMPLETE budget showing anticipated expenditures and revenue. Please highlight the expenditure breakdown for which you are seeking funding. *Failure to provide a complete budget will result in the application being disqualified.* \$ _____

7.) Anticipated total revenue from the event: \$ _____

8.) Clearly identify the special event/activity objectives. (i.e.: *the purpose of this event is to create a unique car show which will attract car aficionados from across the Northeast. The purpose of this activity is to create a stronger cultural asset in the region.*) Attach additional pages if necessary

9.) Previously funded by Warren County Occupancy Tax? YES (amount & # of years): \$ _____ # of yrs. _____
 NO

10.) What other non-municipal sources of funding/sponsorships do you anticipate to fund/operate the event/activity?

11.) Previously funded by other local municipalities: YES (amount & # of years): \$ _____ #of yrs _____

Municipality? _____

NO

12.) If the event receives Warren County Occupancy tax funding, is it willing to consider profit-sharing, and if yes at what threshold and what percentage point? _____

13.) Will the proceeds from the event benefit any other organization or does the event provide an opportunity to support a local charitable organization or group? YES (what %/\$ amount) _____ NO

14.) Please describe community benefit opportunity if answered YES to the previous question:



D. EVENT MARKETING & PROMOTION

1) Marketing Plan (See Appendix D)

Please attach a complete marketing plan and timeline for execution/campaigns to promote your event. Provide details such as how you plan to market your event (print, radio, social media, TV, public relations), where you will place your promotions and advertisements, and what types (posters, flyers, postcards, etc.). Please also include anticipated costs. **Failure to provide a complete marketing plan/timeline will result in the application being disqualified**

2.) When do you anticipate beginning promotion of your event? (pls note that all events awarded funding are highly encouraged to begin promotion of event no less than 90 days prior to event) _____

3.) What percentage of your marketing budget is being allocated to outside of Warren County? _____

4.) What geographic areas do you anticipate your marketing reaching (specify local, regional, state, national?)

5.) Who is your target audience and/or demographic?

6.) **PERMITS AND LICENSES** – please note that in certain cases and with county/municipal- owned properties, certain licenses and permits will be required.

7.) Do you need assistance with the permitting/licensing process? YES NO

8.) What permits and licenses are anticipated for your event? (if unsure, please email hanifink@warrencountyny.gov for further clarification)

9.) **SAFETY AND LAW ENFORCEMENT NEEDS** (police, fire, EMT, Public Health, DPW, Office of Emergency Services). **Please fill out Appendix F.**

Do you require these services? YES, if yes, what services and when? Explain. NO

10.) Have you consulted with the appropriate local agencies regarding the public safety impacts of your event? YES NO



AFFIRMATION

I have read the "Warren County Rules and Guidelines," agree to abide by them and attest that all information provided in the Warren County Funding Application is truthful and accurate.

Signature of Responsible Party

Date

Name

Title

Organization



APPENDIX A

LOGO USAGE REQUIREMENTS & LOGO USAGE AGREEMENT

The Warren County Tourism Logo must appear prominently in all advertising and publicity (both written and/or electronic) in order to receive Special Event Marketing Funding.



LOGO APPLICATION/PRINTING INSTRUCTIONS:

- PRINT/WEB PLACEMENT: Logo must be separated from other elements by a minimum of .25 inches. The logo must be easy to read by viewer.
- ONE-COLOR PRINTING: The entire logo prints 100% black with no screens. Alternatively, the logo may print reversed (knocked out) of any background color to white. No other colors allowed.
- FOUR-COLOR PRINTING:

Logo prints 100% with no screens. No color changes allowed.

Please contact Peter Girard at Girardp@warrencountyny.gov for specific logo files or for any placement questions.

AFFIRMATION

I, _____, as representative for _____(organization), agree, that I will adhere to all logo guidelines, as designated by Warren County.

Signature

Date



APPENDIX B

ELIGIBLE AND INELIGIBLE USES OF OCCUPANCY TAX FUNDING FOR COUNTY WIDE EVENTS **

ELIGIBLE USES OF EXPENDITURES

- Paid advertisements: print, radio, television and Internet advertisements, email campaigns, social media campaigns promoting events, attractions, activities, packages, conventions, sporting events, tradeshow, encouraging overnight stays
- Outdoor signage/banners/billboards
- Posters/flyers/brochures
- Design, production and placement of out-of-county advertising
- Fireworks displays
- Event-related postage for direct mail campaigns
- Rental or fee of traveling/special exhibits
- Promotional items promoting the event
- Re-enactors, musicians, entertainers, umpires for games
- Maps, free guides tours of regional area, bicycle routes, snowmobile trails
- Hosting/bid fees
- Venue rental, EXCLUDING any and all county/municipal-owned properties
- Event-related rentals & expenditures (tents, chairs, tables, etc.)
- Portable toilets/handwashing stations/public health-related expenses
- Promotional videography, photography promoting the event
- Signage/advertising on trolley/bus promoting the event
- Advertising in trade journals
- Paid brochure distribution
- Production of promotional materials
- Hanging banner ads
- Public relations to promote event
- Insurance
- Event security/emergency Services
- Event-specific website design/development/updates
- Event-specific directional signage
- Event-specific logo design
- Event-specific external marketing services

INELIGIBLE USES OF EXPENDITURES

- Payroll/salaries
- Staff hotel/meals
- Staff travel expenditures
- Alcohol
- Staff mileage
- Annual operating, administrative, and maintenance costs
- Awards to participants
- Capital programs
- Set up/clean-up of event
- Volunteer stipends

**** Please note: This is not an all-inclusive list and expenditure approval is at the discretion of the Warren County Tourism and Occupancy Tax Committee, Legal and County Auditor.**



APPENDIX C
ECONOMIC IMPACT VISITOR SURVEY - Visitor Questionnaire

EVENT NAME: _____ EVENT DATE: _____

What is your zip code? _____

What was the PRIMARY reason for your trip to the Lake George Area?

- Special Event _____ Vacation/Leisure Visit friends/relatives
 Business/Convention Sporting Event Other: _____

How did you travel to the Lake George Area?

- Car Bus tour/group Other: _____

How many nights did you stay in the Lake George Area? _____ Nights _____ Day Trip Only

Where are you staying while in the Lake George Area?

- Hotel/Motel Vacation Rental/Condo (STR) With Friends/relatives
 Bed & Breakfast Campground Other: _____

Name of Accommodation (if willing to provide)? _____

In addition to this event, what other activities did you participate in while in the Lake George Area?

- Shopping Dining Outdoor Recreation (hiking, biking, rafting, etc.)
 Beach Cultural & Arts Evening Activities (fireworks, etc.)
 Other: _____

Is this your first time coming to the Lake George Area? Yes, would you return? _____ No

How did you hear about the Lake George Area ?

- Event promotion/advertisement Friends/family VisitLakeGeorge.com
 Radio Hotel/motel/campground staff Other _____
 Lake George Area newsletter, Lake George Area social media, (website bullet above)

Thank you for participating in our survey!!!



APPENDIX D

MARKETING/ADVERTISING PLAN FORM *(required)*

Event Name: _____

Event Date (and rain date if any): _____

Event Type: _____

Special Comments: _____

Please fill in this form in detail with Estimates and submit at time of application. An updated and detailed Marketing plan form will be REQUIRED after the event as part of the **Post Event Final Report**. If you use your own spreadsheet, please follow the format below and answer all questions.

	<u>Estimated</u>	<u>Actual</u>
Print Ads	\$ _____	\$ _____ Newspaper (indicate which) _____
	\$ _____	\$ _____ Magazine (indicate which) _____
	\$ _____	\$ _____ Brochure (indicate distribution) _____
	\$ _____	\$ _____ Direct Mailer (indicate distribution) _____
	\$ _____	\$ _____ Other print advertising: _____
Digital Ads	\$ _____	\$ _____ Google Display/Search Engine Marketing
	\$ _____	\$ _____ Facebook
	\$ _____	\$ _____ Instagram
	\$ _____	\$ _____ Other social media _____
	\$ _____	\$ _____ Purchased email lists
	\$ _____	\$ _____ Other digital advertising _____
Billboards/Outdoor Advertising		
	\$ _____	\$ _____ Billboard/banner
	\$ _____	\$ _____ Poster
	\$ _____	\$ _____ Other Outdoor Advertising
Other Advertising Expenses		
	\$ _____	\$ _____ Radio, TV (indicate stations)
	\$ _____	\$ _____ Creative Design
	\$ _____	\$ _____ Other advertising expenses
TOTAL EVENT MARKETING/ADVERTISING EXPENSES	\$ _____ (estimated)	\$ _____ (actual)



Marketing/Advertising Plan p. 2

- 1) When will your event marketing campaign begin/end? _____
2.) How do you plan to promote your event? What print, electronic and social media do you plan to use and how?

- 3) Where are you targeting your event marketing geographically? Where are your target audiences? (for example, do you plan to market your event to the Capital Region, New England, etc)

- 4) Who is the primary audience you are trying to attract with your event (i.e. families, auto enthusiasts, food/wine enthusiasts, cultural travelers, etc)

- 5) What opportunities do you foresee with your event to collaborate your marketing efforts with Warren County Tourism to help promote your event (i.e. joint press events, cross marketing on social media, etc).



APPENDIX F

Warren County Emergency Services Event Request

Welcome to the Lake George Area. We are thrilled you have selected our area for your event and would like to work collaboratively with you to ensure that your event is the safest it can be for you and your attendees. Please take a few moments to fill out the form below so that we may coordinate with you for any emergency services needs you may have. If you have specific questions regarding the safety of your event or emergency services options, please email EventsEMS@warrencountyny.gov

Name of Event: _____

Dates of Event: _____

Number of attendees expected (Adult/youth): _____

Host Municipality/Location: _____

Brief Description/nature of the event (type, motorized, non-motorized, specific location):

Main Organization Point of Contact:

Name: _____

Organization: _____

Phone: _____

Email: _____

What emergency services do you require (police, fire, EMT, emergency services, road closures, police details, etc.)?

Warren County Board of Supervisors

RESOLUTION NO. 335 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND
MAGOWAN

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan
for 2021 are hereby amended as follows:

DISTRICT ATTORNEY

Creating Position of:

A.1165 110

TITLE:

9th Assistant District Attorney

EFFECTIVE DATE

August 23, 2021

BASE ANNUAL SALARY

\$66,563

Creating Position of:

A.1165 110

TITLE:

Legal Clerk #6

EFFECTIVE DATE

August 23, 2021

BASE ANNUAL SALARY

\$32,237

Grade 5

Warren County Board of Supervisors

RESOLUTION NO. 336 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

AMENDING RESOLUTION NO. 216 OF 2020; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES

WHEREAS, by Resolution No. 216 of 2020 the Board of Supervisors approved the Standard Work Day and Time Reporting for all elected and appointed officials for retirement purpose, and

WHEREAS, upon review of the resolution and backup information, the Office of the New York State Comptroller identified certain discrepancies and has returned a request to update certain entries, now, therefore be it

RESOLVED, that Resolution No. 216 of 2020 be, and hereby is, amended to reflect the corrections requested by the Office of the New York State Comptroller, and be it further

RESOLVED, that the standard workday and time reporting resolution for all elected and appointed officials in Warren County government as set forth in “Schedule A” attached, is hereby approved by the Warren County Board of Supervisors.

“Schedule A”

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM	PARTICIPATES IN EMPLOYER’S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER 1	NO SUBMISSION
ELECTED OFFICIALS									
Bachman, Paul M.D.	Coroner	XXXX	XXXXXXXXXX	7	01.01.18 - 12.31.21	N	.83		
Beaty, Douglas	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	14.01		
Braymer, Claudia	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	3.48		
Carusone, Jason	District Attorney	XXXX	XXXXXXXXXX	7	01.01.18 - 12.31.21	N	26.26		
Dickinson, Dennis	Supervisor - Lake George	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	2.4	✓	
Driscoll, Bennet	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	22.39		
Geraghty, Kevin	Supervisor - Warrensburg	XXXX	XXXXXXXXXX	6	01.01.18 - 12.31.21	N	12.47		
Goedert, Connie	Coroner	XXXX	XXXXXXXXXX	7	01.01.19 - 12.21.22	N	1.94		
Keil, Lynn	Coroner	XXXX	XXXXXXXXXX	7	01.17.20 - 12.31.20	N			✓
Leggett, Craig	Supervisor - Chester	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.23	N	4.86		
Merlino, Eugene	Supervisor - Lake Luzerne	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	8.47		
McDevitt, Peter	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	5.89		
Seeber, Rachel	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	17.36		
Simpson, Matthew	Supervisor - Horicon	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	13.25		
Swan, Mike	County Treasurer	XXXX	XXXXXXXXXX	7	01.01.20 - 12.31.23	N	19.05		
Thomas, Frank	Supervisor - Stony Creek Chairman of the Board	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	12.92		
Vogel, Pamela	County Clerk	XXXX	XXXXXXXXXX	7	01.01.20 - 12.31.23	N	26.01		
APPOINTED OFFICIALS									
Guy, Micki	EMS Coordinator	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	--		✓
Mellon Jr., Charles	Third Deputy Fire Coord.	XXXX	XXXXXXXXXX	6	01.01.20 - 12.31.21	N	--		✓

Warren County Board of Supervisors

RESOLUTION NO. 337 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

AUTHORIZING AGREEMENT WITH JAEGER & FLYNN ASSOCIATES, INC. TO ADMINISTER FLEXIBLE SPENDING ACCOUNTS OFFERED TO WARREN COUNTY EMPLOYEES

WHEREAS, Warren County's health insurance broker, Jaeger & Flynn Associates, Inc., has recommended that Flexible Spending Accounts be offered to Warren County employees as a benefit commencing on December 1, 2021 and terminating November 30, 2022, to coincide with the renewal of the Health, Dental, Vision, Voluntary Life and Accident Insurance Plan, and

WHEREAS, Jaeger & Flynn Associates, Inc. would charge a fee for administering the Flexible Spending Accounts for an amount to be determined, and

WHEREAS, the Personnel, Administration & Higher Education has reviewed and approved this recommendation, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Jaeger & Flynn Associates, Inc., to include Flexible Spending Accounts benefit for Warren County employees to coincide with the renewal of the Health, Dental, Vision, Voluntary Life and Accident Plan for a term commencing December 1, 2021 and terminating November 30, 2022, for an administration fee to be determined, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 338 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE WARREN COUNTY POLICE BENEVOLENT ASSOCIATION (“PBA”), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND WARREN COUNTY POLICE BENEVOLENT ASSOCIATION FOR A TERM COMMENCING JANUARY 1, 2020 THROUGH DECEMBER 31, 2022

WHEREAS, as a result of collective bargaining, a proposed agreement has been reached establishing the terms and conditions of a new Collective Bargaining Agreement between the PBA and Warren County, and

WHEREAS, the terms and conditions of which are set forth in a Memorandum of Agreement, a copy of which Memorandum of Agreement is annexed to this resolution, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors authorizes the preparation and execution of a new Collective Bargaining Agreement between Warren County and the PBA for a term to commence January 1, 2020 and to terminate December 31, 2022, and to incorporate all of the terms and conditions set forth in the Memorandum of Agreement, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors and the Warren County Sheriff to execute a new Collective Bargaining Agreement for a term to commence January 1, 2020 and to terminate on December 31, 2022, which incorporates the terms and conditions set forth in the Memorandum of Agreement, in a form approved by the County Attorney.

MEMORANDUM OF AGREEMENT

COUNTY OF WARREN
AND

WARREN COUNTY PBA

July 26, 2021

1. Introduction - Add "Inc." after "Warren County Police Benevolent Association."
2. Article 2- Recognition - Substitute "The County and Sheriff (hereinafter "County")" for "The County"
3. Article 5 - Salary - Effective January 1, 2020, increase 1st year through 10th year by 2.90%; effective January 1, 2021 increase 1st year through 10th year by 2.60%; effective January 1, 2022 increase 1st year through 10th year by 2.50%; effective January 1, 2020, provide for Investigator differential of \$6,200 on base, Investigative Sergeant differential of \$7,200 on base, and Patrol Sergeant differential of \$7,200 on base; effective January 1, 2022, provide for Investigator differential of \$6,325 on base, Investigative Sargent differential of \$7,325 on base, and Patrol Sargent differential of \$7,325 on base. All wage increases shall be retroactive for employees on the County payroll when the increases are paid, and any employee who retired from 1/1/20 to date.
4. Article 6 - On Call Pay- "Commencing with the beginning of the first complete payroll period after signing the new Collective Bargaining Agreement, employees assigned to Criminal Investigations and scheduled for on-call duties and employees in the Narcotic Enforcement Unit who are assigned and scheduled for on-call duties by the Sheriff to be on-call shall receive on-call pay of \$50 per day, except employees assigned to Criminal Investigations and scheduled on Saturdays and Sundays shall receive on-call pay of \$75 for Saturdays and Sundays."
5. Article 8 - Vacation - In Sections 1A (d) and 1B(d), substitute "not less than 4 hours" for "not less than one day."
6. Article 9 - Health Insurance - In Section 1, clarify the contract language to provide for the County's existing self-funded health insurance plan for active employees, and non-Medicare eligible retirees.
7. Article 9 - Health Insurance Plan - Substitute the following for Section 1(a) through (c):

"For full time employees hired before July 1, 2015, commencing September 1, 2021, the amount of the employee's contribution toward the health insurance premiums shall be increased to 18%; commencing December 1, 2021, the amount of such contribution shall be increased to 19%; and commencing December 1, 2022, the amount of said contribution shall be increased to 20%. For full time

employees hired on and after July 1, 2015, the contribution toward the health insurance premium commencing August 1, 2021, shall be increased to 21%; commencing December 1, 2021, the amount of said contribution shall be increased to 22%; and effective December 1, 2022, the amount of said contribution shall be increased to 23%.

8. Article 9 - Health Insurance - Delete Sections (e) and (f) as obsolete.
9. Article 9 - Health Insurance - Add a new Section 2(i) to confirm the existing practice at the County as follows:

“(i) “Employee share” as used in this Article shall be the same percentage contribution as the percentage being contributed by active employees up to a maximum of 25%.”
10. Article 11 - Grievances - In Step 1, substitute “When an employee with the written consent of the PBA...” for “When an employee...;” in Step 4, substitute “the County or the PBA with the written consent of the employee” for “either party.”
11. Article 14- Miscellaneous Provisions- In section 7, increase the clothing allowance to \$775, effective January 1, 2022.
12. Article 14 - Miscellaneous Provisions - Add the following as a new Section 19:

“All employees shall be subject to random and reasonable suspicion testing for alcohol, illegal drugs and controlled substance use and breath alcohol testing following accident/incident as set forth in Schedule C.”
13. Article 16 – K-9 Unit – In subsection (f)(iv), substitute “the higher of the Federal minimum wage rate or the New York State minimum wage rate.”
14. Article 17 - General Municipal Law Section 207-c and Schedule B - Modify Schedule B in accordance with the parties’ June 15, 2017 Settlement Agreement.
15. Article 18 - Field Recruit Training Officer - Substitute the following for the Article:

“Upon an employee completing the training and receiving the credentials as a Certified Field Training Officer, the County will pay such Certified Field Training Officer a daily stipend of \$20.00 provided such Certified Field Training Officer is assigned by the Sheriff to act as a Field Training Officer to participate in the daily training and observations of newly hired Patrol Officers, and the Certified Field Training Officer accepts such assignment.”
16. The tentative agreement arrived at by the negotiating committees shall be subject to ratification by the members of the Police Benevolent Association Unit and the Warren County Board of Supervisors respectively.

17. There will be a side letter confirming that if the County adopts Juneteenth as a holiday, such holiday will be added to the parties' Collective Bargaining Agreement.

/s/ J. Lawrence Paltrowitz, Neg. 7/26/2021
Warren County

/s/ Gregory T. Seeley, President 07/26/2021
Warren County PBA

Warren County Board of Supervisors

RESOLUTION NO. 339 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

**AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS
TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE
WARREN COUNTY SHERIFF'S EMPLOYEES' ALLIANCE**

WHEREAS, as a result of collective bargaining, a proposed agreement has been reached establishing the terms and conditions of employment and compensation of employees of the Warren County Sheriffs' Employees' Alliance ("Alliance") for a term commencing January 1, 2021 and terminating December 31, 2024, and

WHEREAS, the terms and conditions of which are set forth in a Memorandum of Agreement, a copy of which Memorandum of Agreement is annexed to this resolution, now, therefore, be it

RESOLVED, that the proposed agreement between Warren County, the Warren County Sheriff and Alliance, negotiated by the County's representatives and the terms and conditions set forth in the Memorandum of Agreement, which were reviewed by the Personnel, Administration and Higher Education Committee, is hereby approved, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors and the Warren County Sheriff to execute and agreement on behalf of the County of Warren for a term commencing January 1, 2021 and terminating December 31, 2024, in a form approved by the County Attorney.

MEMORANDUM OF AGREEMENT

WARREN COUNTY

and

WARREN COUNTY SHERIFFS' EMPLOYEES' ALLIANCE

July 27, 2021

1. Article 3 – In Section 1 add Building Maintenance Mechanic/Automotive Mechanic.
2. Article 4 – In Section 2(b), substitute “a financial institution that is approved by the County” for “the Hudson River Federal Credit Union.”
3. Article 5- Effective January 1, 2021, Step 1 will be increased to \$46,100 for the Communications Officers, and increase the balance of the salary schedule by 2.75%; effective January 1, 2022, increase the salary schedule by 2.60%; effective January 1, 2023, increase the salary schedule by 2.60%; and effective January 1, 2024, increase the salary schedule by 2.60%. All wage increases shall be retroactive to January 1, 2021 for employees on the County payroll when the increases are paid and for any employees who retired from 1/1/21 to the date of the signing of the new Collective Bargaining Agreement.
4. Article 6 - In Section 3(c), substitute “3 hours” for “2 hours.”
5. Article 7- Substitute two (2) floating holidays for Lincoln’s Birthday and Election Day.
6. Article 7 – Substitute the following for the existing titles: “Senior Clerk; Full Time Sr. Account Clerk; Sr. Building Maintenance Mechanic/Automotive Mechanic; Building Maintenance Worker; Civil Law Enforcement Officer; Custodian and Civil Law Enforcement Sergeant.”
7. Article 8- Substitute the following for the first sentence of subsection 1(a): “All full-time bargaining unit employees shall be entitled to a vacation with pay on January 1 following the completion of the second calendar year of employment as follows: “
8. Article 8- Delete subsection 1 (c) and reletter the balance of the subsections.
9. Article 8- Delete subsection 2(h).
10. Article 9- In subsection 1 (a), provide that commencing December 1, 2021, the amount of the employee contribution shall be increased to 21%; commencing December 1, 2022, the amount the employee contribution shall be increased to 22%; and commencing December 1, 2024, the amount of the employee contribution shall be increased to 23%. Update subsection 1(b).
11. Article 17- Provide that the Agreement will be effective on the signing of the Collective Bargaining Agreement and shall end on December 31, 2024.

/s/ J. Lawrence Paltrowitz, Neg.
Warren County

/s/ Christopher T. Kilmartin
Alliance

Warren County Board of Supervisors

RESOLUTION NO. 340 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH AMERICAN WORKERS' COMPENSATION PRESCRIPTIONS, LLC DBA AWPRx FOR PHARMACY NETWORK VENDOR FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM (WC 34-21) FOR THE SELF-INSURANCE DEPARTMENT

WHEREAS, the Purchasing Agent requested bids to provide Warren County with a Pharmacy Network Vendor for Self-Insured Workers' Compensation Program (WC 34-21) for the Self-Insurance Department, and

WHEREAS, the Self-Insurance Plan Administrator has recommended that Warren County award the agreement to American Workers' Compensation Prescriptions, LLC dba AWPRx, 1905 West State Road 434 Longwood FL, 32750, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify American Workers' Compensation Prescriptions, LLC dba AWPRx of the acceptance of its proposal, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with American Workers' Compensation Prescriptions, LLC dba AWPRx, 1905 West State Road 434 Longwood FL, 32750, to provide the Warren County Self-Insurance Department with a Pharmacy Network Vendor for Self-Insured Workers' Compensation Program, pursuant to the terms and provisions of the bid documents and proposal (WC 34-21), for a term commencing October 1, 2021 and terminating September 30, 2024, with the option for an additional three (3) year term upon mutual agreement of the parties, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code S.1720 495 Workers' Compensation, Awards & Benefits, Medical Awards.

Warren County Board of Supervisors

RESOLUTION NO. 341 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH ONE CALL MEDICAL, INC. D/B/A ONE CALL FOR DIAGNOSTIC TESTING NETWORK VENDOR FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM (WC 33-21) FOR THE SELF-INSURANCE DEPARTMENT

WHEREAS, the Purchasing Agent requested bids to provide Warren County with a Diagnostic Testing Network Vendor for Self-Insured Workers' Compensation Program (WC 33-21) for the Self-Insurance Department, and

WHEREAS, the Self-Insurance Plan Administrator has recommended that Warren County award the agreement to One Call Medical, Inc., d/b/a One Call, 841 Prudential Drive, Suite 204, Jacksonville, FL 32207, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify One Call Medical, Inc. d/b/a One Call of the acceptance of its proposal, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with One Call Medical, Inc. d/b/a One Call, 841 Prudential Drive, Suite 204, Jacksonville, FL 32207, to provide the Warren County Self-Insurance Department with a Diagnostic Testing Network Vendor for Self-Insured Workers' Compensation Program, pursuant to the terms and provisions of the bid documents and proposal (WC 33-21), for a term commencing October 1, 2021 and terminating September 30, 2024, with the option for an additional three (3) year term upon mutual agreement of the parties, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code S.1720 495 Workers' Compensation, Awards & Benefits, Medical Awards.

Warren County Board of Supervisors

RESOLUTION NO. 342 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND MAGOWAN

AUTHORIZING AGREEMENT WITH CARISK INTELLIGENT CLEARINGHOUSE, LLC FOR THE PURPOSE OF BECOMING THE SUBMISSION PARTNER TO SATISFY THE NEW WORKERS' COMPENSATION BOARD CMS-1500 INITIATIVE

WHEREAS, the Self-Insurance Administrator has requested to enter into an agreement with Carisk Intelligent Clearinghouse, LLC, 25A Hanover Road, Suite 201, Florham Park, New Jersey 07932, for the purpose of becoming the submission partner to satisfy the new Workers' Compensation Board CMS-1500 Initiative, in an amount not to exceed Nineteen Thousand Nine Hundred Ninety-Nine Dollars (\$19,999), for a term commencing upon execution by both parties and continuing unless terminated upon thirty (30) days written notice by either party, and

WHEREAS, the Personnel, Administration & Higher Education Committee has approved the request for an agreement with Carisk Intelligent Clearinghouse, LLC as outlined above, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code S.1710 439 Workers' Compensation, Self Insurance Administration, Misc Fees & Expenses.

Warren County Board of Supervisors

RESOLUTION NO. 343 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AMENDING RESOLUTION NO. 166 OF 2020, AMENDING AGREEMENT WITH HI-LITE AIRFIELD SERVICES TO PROVIDE AIRFIELD PAVEMENT MARKING PAINTING FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT, TO CORRECT THE LANGUAGE RELATING TO THE COST

WHEREAS, pursuant to Resolution No. 166 of 2020, Warren County authorized an agreement with Hi-Lite Airfield Services, to provide airfield pavement marking painting for the Warren County (Floyd Bennett Memorial) Airport, for a total amount not to exceed Fifty Thousand Dollars (\$50,000), and

WHEREAS, the Superintendent of Public Works has requested, and the Finance Committee has approved, that the agreement be amended to indicate the cost shall be in an amount not to exceed Fifty Thousand Dollars (\$50,000) per year, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute an amendment agreement with Hi-Lite Airfield Services to indicate the cost shall be in an amount not to exceed Fifty Thousand Dollars (\$50,000) per year, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 166 of 2020 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 344 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

INCREASING CAPITAL PROJECT NO. H385, CR 32 OVER BENNIE BROOK CULVERT REPLACEMENT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021

RESOLVED, that the Warren County Board of Supervisors does hereby increase Capital Project No. H385, CR 32 over Bennie Brook Culvert Replacement, as follows:

1. Capital Project No. H385, CR 32 over Bennie Brook Culvert Replacement, is hereby increased in the amount of Three Hundred Fifty-Two Thousand Dollars (\$352,000.00).
2. The estimated total cost of Capital Project No. H385, CR 32 over Bennie Brook Culvert Replacement is now One Million Three Hundred Twenty-Five Thousand Six Hundred Thirty-Six Dollars (\$1,325,636.00).
3. The proposed method of financing the increase in such Capital Project consists of the following:
 - a. Local share funding in the amount of Three Hundred Fifty-Two Thousand Dollars (\$352,000), to be transferred from Budget Code D.9950 910, County Road, Transfers-Capital Projects, Interfund Transfers,

and be it further

RESOLVED, that the Warren County budget for 2021 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to transfer the funds in the amount indicated below:

<u>TRANSFER TO</u>	<u>AMOUNT</u>
H385 - CR 32 over Bennie Brook Culvert Replacement	\$352,000

Warren County Board of Supervisors

RESOLUTION NO. 345 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AMENDING RESOLUTION NO. 194 OF 2021, AUTHORIZING TRANSFER OF TOWN OF JOHNSBURG TAX MAP PARCEL NO. 30.-2-68 TO THE TOWN OF JOHNSBURG FOR HIGHWAY PURPOSES, TO REMOVE LANGUAGE RELATING TO FEES TO BE PAID BY THE TOWN OF JOHNSBURG AND REPLACE IT WITH LANGUAGE INDICATING THE PROPERTY TRANSFER WILL BE MADE AS A GIFT TO THE TOWN, AS WELL AS TO AUTHORIZE THE COUNTY TREASURER TO DELETE OUTSTANDING TAXES ON THE PARCEL

WHEREAS, by Resolution No. 194 of 2021 the Warren County Board of Supervisors authorized the transfer of Town of Johnsburg Tax Map Parcel No. 30.-2-68 to the Town of Johnsburg for highway purposes, provided that the Town of Johnsburg agrees to pay all required closing costs, fees, taxes and associated professional costs, including, but not limited to attorney's fees, surveys and appraisals costs, and

WHEREAS, this request originated with the Environmental Concerns and Real Property Tax Services Committee which authorized the property transfer to be completed at no cost the Town of Johnsburg before referring same to the Finance Committee which also approved the request and authorized the necessary resolution to be put before the Board, and

WHEREAS, the Director of Real Property Tax Services has indicated that Resolution No. 194 of 2021 must be amended to indicate that the transfer to the Town of Johnsburg will be made as a gift, at no cost to the Town, as well as to authorize the County Treasurer to delete all outstanding taxes for the parcel, and the County Treasurer has made the aforementioned request to the Finance Committee and received their approval, now therefore, be it

RESOLVED, that Resolution No. 194 of 2021 be, and hereby is, amended to indicate that the transfer of Town of Johnsburg Tax Map Parcel No. 30.-2-68 to the Town of Johnsburg for highway purposes shall be made as a gift, at no cost to the Town of Johnsburg, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to delete all outstanding taxes for Town of Johnsburg Tax Map Parcel No. 30.-2-68, and be it further

RESOLVED, that aside from the revisions noted herein, all other portions of Resolution No. 194 of 2021 shall remain in full force an effect.

Warren County Board of Supervisors

RESOLUTION NO. 346 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY

WHEREAS, the Board of Supervisors adopted the Credit Card Policy for Warren County by Resolution No. 222 of 2015, which was subsequently amended by Resolution Nos. 460 of 2015, 133 of 2019, 411 of 2019, 72 of 2020, 140 of 2020 and 147 of 2021, and

WHEREAS, the Director of Veterans' Services has requested revisions to said Credit Card Policy to increase the monthly limit on the credit card in the name of the Veterans' Services Director to be used exclusively by the Veterans' Services Department for the Peer-to-Peer Program from One Thousand Dollars (\$1,000) to Five Thousand Dollars (\$5,000), and

WHEREAS, the Finance Committee has reviewed the changes requested by the Director of Veterans' Services and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Credit Card Policy for Warren County annexed hereto along with Schedules "A-F", be and the same is hereby adopted as the official Credit Card Policy for Warren County, and be it further

RESOLVED, that any and all prior Credit Card Policies, Resolutions or parts thereof inconsistent with the annexed Credit Card Policy for Warren County are hereby repealed effective August 20, 2021.

**COUNTY OF WARREN
CREDIT CARD POLICY**

I. OVERVIEW AND PURPOSE

A. Overview.

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

B. Purpose.

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

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

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

A. Obtaining Credit Cards and Ghost cards

1. Credit cards shall be obtained from the bank or financial institution authorized by resolution of the County Board of Supervisors. Ghost cards for high volume purchases shall be obtained from the same banking institution that credit cards are obtained from and as authorized by the County Board of Supervisors.
2. Once credit cards and/or Ghost cards are authorized by the Board of Supervisors, the County Administrator will coordinate and arrange for issuance of credit and/or ghost cards in accordance with this policy.
3. The County Administrator and Treasurer shall review enrollment forms, verify all information, and submit an application for credit and/or ghost cards to the bank or financial institution identified in subparagraph (1) hereof. The Chairman of the Board of Supervisors shall sign the enrollment forms on behalf of the County.
4. Credit and/or ghost cards shall be issued to:
 - a. Those Department Heads (hereinafter “Cardholders”);
 - b. For the purposes indicated and at the expenditure limits set forth in *Schedule “A”* which may be amended from time to time by further resolution of the County Board of Supervisors.
5. All Cardholders shall execute the Cardholder authorization form annexed hereto as *Schedule*

“B” and sign the back of the credit card upon receipt (signature on ghost cards is not possible and hence not necessary).

6. The aggregate County credit limit for all issued credit and ghost cards shall be \$292,000.

B. Contact With Card Issuer Representatives.

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

C. Online Management of Credit Cards.

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

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

A. Authorized Users

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

B. Authorized Purchases

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

C. Rules of Use

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

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

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

D. Unauthorized Credit or ghost Card Use

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

E. Cardholder Record Keeping

1. When the purchase is made over-the-counter, the credit/ghost card user shall retain the invoice and "customer copy" of the charge receipt. The credit/ghost card user is responsible for checking that the vendor lists the quantity, fully describes the item(s), and includes any tax prior to the credit card user signing the slip. Invoices for meals, hotel stays, etc. will include an itemized list of all items and services purchased.
2. When the purchase is made on the Internet, the credit/ghost card user shall print a copy of the receipt and order confirmation before exiting the site.
3. When a purchase is made over the telephone, the credit/ghost card user shall have the vendor fax or email them a copy of the receipt.
4. When the purchase is made by mail, the credit/ghost card user shall retain all confirmations and shipping documentation.
5. When an item is returned, the vendor shall issue a credit, which should appear on a subsequent statement. *Under no circumstances should the credit/ghost card user or Cardholder accept cash in lieu of a credit of the credit card account.*

F. Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder or staff member designated in writing or by email shall receive his/her monthly statement of account that will list the transactions to the Cardholders credit card for that period.
2. The Cardholder or staff member designated in writing or by email shall check each transaction listed on the monthly statement against the authorizations to verify that the statement is correct. If an item is returned and a credit voucher received, the Cardholder or designee shall verify that this credit is reflected on the monthly statement.

3. If purchased items are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAINED** by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase or return, the Cardholder shall notify the County Administrator and the Treasurer.
4. If in reviewing the monthly statement, if it is known that an item purchased was found to be unacceptable or not received or not even ordered, the Cardholder or designee is responsible for either, obtaining the item, obtaining a replacement or indicating a dispute of a non-ordered item as soon as possible as indicated herein. In the case of an item that has been ordered that is not acceptable, the Cardholder should attempt to receive that item by the date the Cardholder receives his monthly statement or consider placing the item into dispute. If any items are placed in dispute by the Cardholder, it should be documented using *Schedule "E"* Transaction Dispute Form and attached to the statement with the originals to be forwarded to the County Auditor and a copy of all documents to be forwarded to the County Administrator or the Assistant County Administrator who shall handle and/or process the dispute as may be determined appropriate.

G. Cardholder Security

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

H. Cardholder Separation

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

I. Revocation of Credit Card Privileges

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

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

A. General County Department Procedure

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

B. County Auditor Review and Payment by Treasurer

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

V. AUDITS

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

SCHEDULE “A”

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

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$50,000;
- c. One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- d. One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- e. One credit card in the name of the Superintendent of the Department of Public Works for E-bay fees only with a monthly credit limit of \$1,000;
- f. One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and
- g. Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed \$123,000.
- h. One credit card in the name of the Veterans’ Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of \$5,000.
- i. One credit card in the name of the Social Services Director for general use purposes with a monthly credit limit of \$1,000.
- j. One credit card in the name of the Health Services Director for general use purposes with a monthly credit limit of \$1,000.

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

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

SCHEDULE "B"

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

Last 4 digits of card: _____

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

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

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

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

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

Department Head Name: _____
(Please Print)

Department Head Signature: _____

Date: _____

Warren County Board of Supervisors

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



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

Rachel E. Seeber, Chairwoman

Amanda Allen, Clerk of the

SCHEDULE "C"

GENERAL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount \$ _____

Purchase Order # (if required): _____

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

All purchases are tax exempt.

Vendor Name: _____

Date of Purchase: _____

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

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

Expiration Date: _____

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

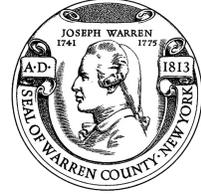
I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

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

Warren County Board of Supervisors

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



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

Rachel E. Seeber, Chairwoman

Amanda Allen, Clerk of the

SCHEDULE "D"

TRAVEL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount: \$ _____

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

AIRLINE TICKETS:

Date of Purchase: _____ Name of Airline: _____

HOTEL CHARGES:

Name and address of hotel: _____

Arrival Date: _____ Departure Date: _____

- Room and room tax charges (tax exempt must have form)
- Long distance phone calls
- Banquet and meeting room charges
- Local phone calls
- Restaurant charges
- Laundry charges

CONFERENCE FEES:

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

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

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

Expiration Date: _____

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

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

CARDHOLDER'S SIGNATURE _____

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

SCHEDULE "E"

COUNTY OF WARREN
TRANSACTION DISPUTE FORM

Cardholder Information:

Cardholder's Name: _____

Card Number: _____

Cardholder's Signature: _____ Date: _____

Vendor Name: _____

Statement Date: _____ Transaction Date: _____

Transaction No. _____ Posting Date: _____

Amount Disputed: _____

Dispute:

The item referenced above is being disputed because:

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

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

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

___ I do not recognize the above transaction.

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

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

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

Warren County Board of Supervisors

RESOLUTION NO. 347 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRAYMER, CONOVER, DIAMOND, DICKINSON, DRISCOLL, FRASIER, GERAGHTY, HOGAN, LEGGETT, MAGOWAN, MERLINO, THOMAS

MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Executive Committee has recommended amending the Warren County Budget for 2021 as set forth herein, now, therefore, be it

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

FROM CODE		TO CODE		AMOUNT
SPECIAL ITEMS:				
A.1990 469	Contingent Account, Other Payments/ Contributions	A.1420 110	Law (County Attorney), Salaries-Regular	\$8,495.28
		A.1420 810	Retirement	781.57
		A.1420 830	Social Security	526.70
		A.1420 831	Medicare Contribution	123.18

Warren County Board of Supervisors

RESOLUTION NO. 348 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRAYMER, CONOVER, DIAMOND, DICKINSON, DRISCOLL, FRASIER, GERAGHTY, HOGAN, LEGGETT, MAGOWAN, MERLINO, THOMAS

MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Executive Committee has recommended amending the Warren County Budget for 2021 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized subject to the need for such funds in the event that the Board elects to reject bids received for the proposed sale of Town of Queensbury Tax Map Parcel No. 302.8-1-2 (also known as the Mullens Property):

FROM CODE		TO CODE		AMOUNT
SPECIAL ITEMS:				
A.1990 469	Contingent Account, Other Payments/ Contributions	A.1355 470	Real Property Tax Service Agency, Contract	\$2,000.00

Warren County Board of Supervisors

RESOLUTION NO. 349 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRAYMER, CONOVER, DIAMOND, DICKINSON, DRISCOLL, FRASIER, GERAGHTY, HOGAN, LEGGETT, MAGOWAN, MERLINO AND THOMAS

AUTHORIZING PAYMENT OF BACK WAGES, LESS TAXES AND OTHER LAWFUL DEDUCTIONS TO A WARREN COUNTY EMPLOYEE

WHEREAS, pursuant to Resolution No. 254 of 2021 the Warren County Treasurer was authorized to expend back wages, less taxes and lawful deductions to a reinstated employee starting on March 26, 2019, and

WHEREAS, following Resolution No. 254 of 2021, the employee requested the payment of additional back wages for a period of time and upon review the Executive Counsel determines to provide back wages, less taxes and other lawful deductions to the employee for the time period encompassing January 21, 2019 to March 24, 2019, and

WHEREAS, back wages, less taxes and lawful deductions, are to be paid to the employee in the gross amount as set forth below, of Eight Thousand Four Hundred Ninety-Five Dollars and Twenty-Eight Cents (\$8,495.28) and additional funds are necessary to be paid to various government entities of the County's share for the back wages to be paid to the employee, in the amounts set forth below representing a total amount to be expended by the County of Nine Thousand Nine Hundred Twenty-Six Dollars and Seventy-Three Cents (\$9,926.73) as follows:

Employee past gross wages - \$8,495.28

Employer FICA - \$526.70

Employee Medicare - \$123.18

Retirement Funds - \$781.57

now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Treasurer to expend the total amount of Nine Thousand Nine Hundred Twenty-Six Dollars and Seventy-Three Cents (\$9,926.73) as stated above, and be it further

RESOLVED, that the funds shall be expended from Budget Codes A.1420 110 County Attorney, Salaries-Regular; A.1420 830 County Attorney, Social Security; A.1420 831 County Attorney, Medicare Contribution and A.1420 810 County Attorney, Retirement.

Warren County Board of Supervisors

RESOLUTION NO. 350 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRAYMER, CONOVER, DIAMOND, DICKINSON, DRISCOLL, FRASIER, GERAGHTY, HOGAN, LEGGETT, MAGOWAN, MERLINO AND THOMAS

AUTHORIZING AGREEMENT WITH AUCTIONS INTERNATIONAL, INC. FOR PROFESSIONAL AUCTIONEER/BROKER TO CONDUCT ON-LINE PUBLIC AUCTION FOR TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 (275 BAY ROAD)

WHEREAS, the Director of Real Property Tax Services has requested to contract with Auctions International, Inc. for professional auctioneer/broker services to conduct an on-line public auction for Town of Queensbury Tax Map Parcel No. 302.8-1-2 (275 Bay Road), for an amount of Two Thousand Dollars (\$2,000) if Warren County rejects the bid of sale or a six percent (6%) buyer premium if Warren County chooses to accept the bid of sale, for a term to be determined, and

WHEREAS, the Executive Committee has approved the request for the agreement with Auctions International, Inc. as outlined above, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Auctions International, Inc. for professional auctioneer/broker to conduct on-line public auction for Town of Queensbury Tax Map Parcel No. 302.8-1-2 (275 Bay Road), for an amount of Two Thousand Dollars (\$2,000) if Warren County rejects the bid of sale or a six percent (6%) buyer premium if Warren County chooses to accept the bid of sale, for a term to be determined, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.1355 470 Real Property Tax Services, Contract.

Warren County Board of Supervisors

RESOLUTION NO. 351 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRAYMER, CONOVER, DIAMOND, DICKINSON, DRISCOLL, FRASIER, GERAGHTY, HOGAN, LEGGETT, MAGOWAN, MERLINO AND THOMAS

AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE AIRPORT BUDGET; AMENDING 2021 WARREN COUNTY BUDGET; AND AUTHORIZING PAYMENT TO FOREST ENTERPRISES MANAGEMENT, INC.

RESOLUTION FAILED

WHEREAS, on April 9, 2020, the Third Department, Appellate Division modified the judgment in the case of Forest Enterprises Management, Inc. v. County of Warren which increased the damages to be awarded to Forest Enterprises Management, Inc., and

WHEREAS, the amount of damages to be awarded to Forest Enterprises Management, Inc. has increased by One Hundred Ninety-Three Thousand Forty-Two Dollars (\$193,042), and

WHEREAS, it was suggested to the Executive Committee that funds to pay the increase in damages may be able to come from the Coronavirus Response and Relief Supplemental Appropriations Act grant or the American Rescue Plan Act 2021 grant, with any remaining balance to be paid through an appropriation from the General Fund Unappropriated Surplus account, and

WHEREAS, subsequent to the meeting it was determined this expense would not be eligible for Coronavirus Response and Relief Supplemental Appropriations Act or American Rescue Plan Act 2021 grant funds, leaving the total amount to be funded from the General Fund Unappropriated Surplus account, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in the amount of One Hundred Ninety-Three Thousand Forty-Two Dollars (\$193,042) from the General Fund Unappropriated Surplus to the following budget code:

CODE	DEPARTMENT	AMOUNT
A.5610 419	Airport (DPW), Settlements	\$ 193,042

and be it further

RESOLVED, that the Warren County Budget for 2021 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Treasurer to pay Forest Enterprises Management, Inc. an amount not to exceed One Hundred Ninety-Three Thousand Forty-Two Dollars (\$193,042).

Warren County Board of Supervisors

RESOLUTION NO. 352 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRAYMER, CONOVER, DIAMOND, DICKINSON, DRISCOLL, FRASIER, GERAGHTY, HOGAN, LEGGETT, MAGOWAN, MERLINO AND THOMAS

ACCEPTING SETTLEMENT WITH REGARD TO OPIOID LITIGATION

WHEREAS, Warren County entered into an agreement with Napoli & Shkolnik, PLLC to represent Warren County with regard to opioid litigation at a contingency fee based on the amount of the settlement, and

WHEREAS, the Chair of the Board of Supervisors was authorized to send a letter to Napoli & Shkolnik, PLLC indicating that Warren County had no objection to the opioid bankruptcy litigation, and

WHEREAS, a settlement has been reached with Johnson and Johnson in the opioid litigation, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby accepts settlement from Johnson and Johnson and its terms and conditions with regard to opioid litigation and the County Attorney and Napoli & Shkolnik, PLLC be, and hereby are, authorized on behalf of Warren County to execute any and all documents associated with the acceptance of settlement.