

EXECUTIVE COMMITTEE
AGENDA
FEBRUARY 11, 2021

Committee Members: *Supervisors Beaty, Braymer, Geraghty, Thomas, Magowan, Shepler, Hogan, Dickinson, Smith, Frasier, Driscoll, Diamond and Conover*

- I. Committee meeting called to order by Chair.
- II. Approval of minutes of prior Committee meeting - *N/A, first meeting*
- III. Action Agenda/New Business Items:
 - 1) Request to approve transfers of funds, as attached.
These transfers were included on the January 29, 2021 Finance agenda, but were inadvertently overlooked and were not approved.
 - 2) Request to appropriate \$50,000 from the General Fund Unappropriated Surplus account to Budget Code A.1680 426, *Information Technology, Subscriptions*, to cover the cost of security monitoring software for both data and physical devices within the County's network.
At their January 29, 2021 meeting the Finance Committee authorized a transfer of funds from the Contingent Account in the amount of \$30,000 with the intention of providing the remaining \$20,000 from a Board of Elections grant. Subsequent to that meeting it was discovered that a determination on when, or if, this amount of funding would be available from the BOE grant could not be made until after their current technology project was complete. In order to advance the security project, an alternate source of funding is required; if the \$50,000 appropriation is approved, the prior authorization for a \$30,000 Contingent Account transfer will be withdrawn.
 - 3) Request to amend the Rules of the Board to adjust the number of Committee members on the Executive Committee (*increase by 1 to address a clerical error*) and to increase the number of members on the Public Works Committee, as well as to clarify the purpose and authority of the executive Committee.
Due to a clerical error the Chair of the Park O&M Committee was not accounted for in the membership of the Executive Committee; the Board Chair, with agreement by the Committee Chair, has requested that the Public Works Committee be expanded by two members. Rules should also be revised to indicate the purpose of the Executive Committee and to clarify that it shall have all the same powers as any other Committee.
 - 4) Request to authorize the Chair of the Board of Supervisors to designate the Clerk of the Board of Supervisors to decide and review/authorize/sign FOIL appeals when there is a conflict of interest.
The County's current FOIL Policy is silent on how conflicts of interest are to be addressed as they apply to the FOIL Appeals Officer.
 - 5) Request to appoint Washington County representatives to the Warren-Washington Counties Industrial Development Agency.
Warren County's appointments were adopted at the January 15th Board Meeting, a resolution is needed to adopted Washington County's based on the draft resolution provided.
 - 6) Request to commit to providing \$1 million towards addressing the needs at Countryside Adult Home which were identified in the Beardsley report dated May 6, 2019.
The Planning Department has identified a potential source of grant funding to implement some of the improvements and repair to Countryside Adult Home outlined in the Beardsley report. The total amount of work that needs to be done is around \$1.5 million; there is currently \$250,000 in the reserve for Countryside repairs, the grant would be \$300,000, leaving \$1 million to be bonded and paid off over 5 years - this bond will only be sought if the grant is awarded.
- IV. Discussion Items:
 - 1) Date selection for the 2021 Americade event.
- V. Referrals/Pending Items: None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

- 1) Transfer of funds requests from DPW and Office of Emergency Services (Agenda Item 1).
- 2) Request to appropriate funds to the IT Budget (Agenda Item 2).
- 3) Request to amend the Rules of the Board and draft resolution (Agenda Item 3).
- 4) Request to authorize Chair to designate Clerk for FOIL appeals in the event of a conflict and draft resolution (Agenda Item 4).
- 5) Request to appoint Washington County appointments to the Warren-Washington Counties IDA (Agenda Item 5).
- 6) Request to commit funding for Countryside improvements and scope of work to be done (Agenda Item 6).

REQUEST FOR TRANSFER OF FUNDS

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

FRC DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 1/20/2021

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8320 280	Co Roads, 2021 CR#2 Stony Creek Road	\$ 248,400.00 Thurman
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8321 280	Co Roads, 2021 CR#3 Harrisburg Road	\$ 99,900.00 Stony Creek
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8322 280	Co Roads, 2021 CR#3 Warrensburg Road	\$ 202,900.00 Stony Creek
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8323 280	Co Roads, 2021 CR#67 Cameron Road	\$ 159,900.00 Thurman
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8324 280	Co Roads, 2021 CR#56 White Schoolhouse Road	\$ 441,800.00 Chester
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8325 280	Co Roads, 2021 CR#75 Ben Culver Road	\$ 198,800.00 Chester
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8326 280	Co Roads, 2021 CR#581 West Mountain Road	\$ 374,500.00 Queensbury
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8327 280	Co Roads, 2021 CR#72 Garnet Lake Road	\$ 347,800.00 Johnsburg
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8328 280	Co Roads, 2021 CR#29 Peaceful Valley Road	\$ 145,000.00 Johnsburg
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8267 280	Co Roads, 2017 CR#77 Main Street	\$ 168,000.00 Johnsburg
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8329 280	Co Roads, 2021 Crack Sealing Project	\$ 250,000.00
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8330 280	Co Roads, 2021 Guide Rail Improvement Project	\$ 250,000.00
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8331 280	Co Roads, 2022 CR#8 Friends Lake Road	\$ 28,000.00 Chester
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8332 280	Co Roads, 2022 CR#12 Hadley Road	\$ 20,500.00 Stony Creek
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8333 280	Co Roads, 2022 CR#35 Diamond Point Road	\$ 62,000.00 Lake George
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8334 280	Co Roads, 2022 CR#41 Sawmill Road	\$ 28,000.00 Bolton
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8335 280	Co Roads, 2022 CR#43 Church Street	\$ 4,000.00 Chester
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8336 280	Co Roads, 2022 CR#49 Coolidge Hill Road	\$ 63,000.00 Bolton
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8337 280	Co Roads, 2022 CR#50 New Hague Road	\$ 9,000.00 Hague
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8338 280	Co Roads, 2022 CR #50 Summit Drive	\$ 15,000.00 Hague
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8339 280	Co Roads, 2022 CR #57 South Johnsburg Road	\$ 24,000.00 Thurman
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8340 280	Co Roads, 2022 CR#60 Harrington Hill Road	\$ 27,000.00 Warrensburg
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8341 280	Co Roads, 2022 CR#68 Landon Hill Road	\$ 45,500.00 Chester
D.5112.8319 280	Co Roads, 2020 CR#48 Co Home Bridge	D.5112.8342 280	Co Roads, 2022, CR#74 Atateka Drive	\$ 37,000.00 Chester
				\$ 3,250,000.00

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 439	Contingent Fund			

Please state reason for transfer request:

To Fund Established & Existing Road Projects for 2021/2022

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Office of Emergency Services**SIGNED:****DATE:** January 29, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 110	Civil Defense - Salaries-Regular	A.3410 130	Fire Prevention & Control - Salaries-Part Time	\$11,500
A.3640 830	Civil Defense - Social Security	A.3410 830	Fire Prevention & Control - Social Security	\$713
A.3640 831	Civil Defense - Medicare	A.3410 831	Fire Prevention & Control - Medicare	\$167

Please state reason for transfers requested:

Transfer needed to fund the 2021 salary and fringe for the newly created County Fire Coordinator position

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:**Please file original request with Clerk of the Board and retain copy for your records.**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Information Technology

DATE: 2/11/2021

- (a) Purpose of Request:
To appropriate \$50,000 from the General Fund Unappropriated Surplus account to Budget Code A.1680 426 - Information Technology, Subscriptions
- (b) Details:
Funding is needed to cover the cost of security monitoring software for both data and physical devices within the County's network
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
General Fund Unappropriated Surplus Account

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: CLERK OF THE BOARD

DATE: FEBRUARY 11, 2021

- (a) Purpose of Request:
Amend the Rules to adjust membership numbers for Executive and Public Works Committee; and to address authority for Executive Committee
- (b) Details:
To amend the Rules of the Board to adjust the number of Committee members on the Executive Committee (increase by 1 to address a clerical error) and the Public Works Committee (increase by 2 as requested by Chair), as well as to clarify the purpose and authority of the Executive Committee which shall have all the powers of any other Committee, enabling them to act on their behalf when necessary.
- (c) Previous Resolution Number:
R006/2021
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY

RESOLUTION ALTERING THE STANDING RULES OF THE BOARD, AS ADOPTED BY RESOLUTION NO. 6 OF 2021, TO MAKE CHANGES TO THE STANDING COMMITTEE LIST AND TO CLARIFY THE PURPOSE AND AUTHORITY OF THE EXECUTIVE COMMITTEE

RESOLVED, that pursuant to a two-thirds majority vote of the Warren County Board of Supervisors required to alter the standing Rules of the Board, the Rules are hereby altered to make changes to the Standing Committee List an to clarify the purpose and authority of the Executive Committee, and be it further

RESOLVED, that the aforementioned changes are reflected in the revised Rules of the Board, attached hereto as Schedule "A".

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SCHEDULE "A"

RULES OF THE BOARD OF SUPERVISORS

A. Meetings of Board of Supervisors

1. At the Regular Meeting of the Board of Supervisors held in December of each year the Board shall by resolution fix the date for the organizational meeting of the Board for the ensuing year, which date shall not be later than the 8th day of January, and the place and hour of such organization meeting. A total of 501 weighted votes, as allocated among the elected Supervisors pursuant to Local Law No. 12 of 2011 (enacted by Resolution No. 649 of 2011), shall constitute a quorum for the transaction of business. A quorum being present, the Clerk of the last Board shall call the meeting to order and the members present shall by roll call vote, by a majority of the total weighted voting power of the members of the Board, select one of their number Chair, who shall preside at such meeting and at all meetings during the year. In case of the absence of the Chair at any meeting, the Finance Chair shall serve as Vice Chair (now also known as the Majority Leader for 2021), as provided by Local Law No. 1 of 1968; the Minority Leader for 2021 shall serve as Chair of the Personnel, Administration & Higher Education Committee. The Chair may call any member temporarily to the Chair. The Board may transact such other and further business as may properly come before such meeting.
2. In addition to the foregoing, the Board at the annual organization meeting shall transact the following business: the appointment of any officers required by law or desired by the Board; adopt the Rules of Procedure for the ensuing year; and any other matter that the Chair wishes to bring before the meeting.
3. The Board shall convene in regular meeting at 10:00 o'clock in the forenoon on the third Friday of each month for the public meeting of the Board, except for the June meeting which will be held on June 16, 2021 at 4:00 p.m., unless a different time shall have been determined at a previous meeting. The meetings for the year 2021 are scheduled as follows:
 - i) January 15, 2021
 - ii) February 19, 2021
 - iii) March 19, 2021
 - iv) April 16, 2021
 - v) May 21, 2021
 - vi) June 16, 2021 - 4:00 p.m.
 - vii) July 16, 2021
 - viii) August 20, 2021
 - ix) September 17, 2021
 - x) October 15, 2021
 - xi) November 19, 2021
 - xii) December 17, 2021

The Board shall also gather for bi-monthly workshop sessions to be called at the discretion of the Chair for the purpose of receiving presentations and/or training at which no action of the Board will be taken. Such workshop sessions will be subject to the requirements of the Open Meetings Law and shall be open to the public.

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Meetings shall be called to order as soon thereafter as a quorum is present. Any regular meeting of the Board may be adjourned by motion adopted by a majority vote of the membership present. The Board shall convene in special meeting upon call of the Chair (or, if appropriate, the Vice Chair) or upon written request for a special meeting signed by a majority of the total membership of the Board. At the direction of the Chair (or Vice Chair) or upon receiving such a written request, notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail upon each member by the Clerk of the Board at least forty-eight hours before the date fixed for holding the meeting or a member may waive the service of the notice for such meeting by a writing signed by him/her.

4. Business shall be transacted in the following order:

10:00 A.M.	Call to Order Salute to Flag Roll Call Motion to approve the Minutes of previous meeting, subject to correction by the Clerk of the Board Introduction and welcome to guests Report by Chair of the Board Reports by Committee Chairs Report of County Administrator Report of the County Attorney Call for reading of communications Call for reading of resolutions Discussion/public comment on resolutions Requests for roll call votes Vote on resolutions Privilege of the floor and public comment Announcements Adjournment
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5. All resolutions shall be in writing and filed with the Clerk before noon on the Tuesday preceding the regular meeting on Friday of each month and at least three days prior to any adjourned or special meeting. The Clerk shall distribute all resolutions to the members of the Board of Supervisors and post same to the Warren County website on each Tuesday prior to a regular meeting and on the third day prior to any adjourned or special meeting. All resolutions shall be considered by the Supervisors on each regular meeting date. Any resolution not approved through the established Committee structure in advance of a Board meeting shall require a waiving of the Rules to be considered. Any Supervisor may request a resolution to Lay on the Table to enable the assembly to lay the pending question aside temporarily when something else of immediate or emergency has arisen or when something else needs to be address before consideration of the pending question is resumed (*in accordance with Robert Rules of Order*). A majority of the total weighted voting power of the Board shall be necessary to take item off the table.

B. Conduct of Meetings of Board of Supervisors

1. All questions relating to the priority of business shall be decided without debate.

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2. The Chair shall preserve order and shall decide all questions of order, subject to the appeal of the Board.
 3. The Chair in all cases shall have the right to vote, and when his/her vote makes an equal division the question shall be lost.
 4. Any member desiring to speak or present any subject matter shall address the Chair and shall not further proceed until recognized by the Chair and granted the floor.
 5. No debate shall be in order until the pending question shall be stated by the Chair or read by the Clerk.
 6. No member shall speak more than once on any question until every member choosing to speak shall have spoken. If the Chair of the Board or the Chair of any Committee wishes to enter into debate, he/she may do so only after he/she excuses himself/herself from the Chair and a Temporary Chair is appointed by the Chair.
 7. Any member, upon being called to order, shall take his/her seat and remain there until the point raised is determined. If the point be sustained, he/she shall not further proceed, except in order, unless by permission.
 8. No business shall be transacted by the Board, as such, while a Committee or Committees are out at work, except to adjourn.
 9. All motions and resolutions shall be presented in open regular meeting. The Chair will state to what Committee the motion or resolution shall be referred unless such reference is objected to in which case the Board shall decide.
 10. While a member is speaking no member shall entertain any private discourse or pass between him/her or the Chair.
 11. A motion to adjourn shall always be in order, and shall be decided without debate, provided the County Administrator and County Attorney have first been afforded the opportunity to inform the Board of operation and/or legal consequences of adjournment.
 12. When a question is under debate no motion shall be entertained, unless for adjournment of the Board, for the previous question, to place on the table indefinitely; to place on the table for a certain day; to hold; to amend it. These several motions shall have precedence in the order in which they are here stated and shall not be subject to debate, provided the County Administrator and County Attorney have first been afforded the opportunity to inform the Board of operation and/or legal consequences of adjournment.
 13. The minutes of this Board shall be distributed by the Clerk of the Board on or before the regular meeting of the Board for the next succeeding month.
- C. Committees of the Board of Supervisors
1. Standing Committees consisting of at least three (3) members shall be appointed by the Chair

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at the Organization Meeting or not later than the first regular meeting following the Organization Meeting, upon the following subjects, to wit:

Committee Name	Number of Members
Budget	7
County Facilities - <i>Airport; Buildings & Grounds; Fire Prevention & Building Code Enforcement</i>	5
Criminal Justice - <i>Assigned Counsel; Courts; District Attorney; Probation; Public Defender</i>	5
Economic Growth & Development - <i>Economic Development Corporation; Employment & Training Administration; Planning & Community Development</i>	7
Environmental Concerns & Real Property Tax Services	5
Executive Committee	14
Finance - <i>County Administrator; County Treasurer</i>	7
Governmental Operations & Advocacy - <i>Board of Elections; County Clerk/DMV; Purchasing</i>	5
Health Services - <i>Mental Health; Office for the Aging; Public Health</i>	5
Human Services - <i>Countryside Adult Home; Department of Social Services; Veterans' Services; Youth Programs</i>	5
Personnel, Administration & Higher Education - <i>Civil Service; Clerk of the Board; County Attorney; County Auditor; Human Resources; Information Technology, Self-Insurance; SUNY Adirondack</i>	5
Public Safety - <i>Office of Emergency Services; Sheriff & Communications</i>	5
Public Works - <i>DPW; Parks, Recreation & Railroad; Solid Waste & Recycling; Warren County Sewer</i>	7
Tourism & Occupancy Tax Coordination	7
Special Committees	
EMS (Emergency Medical Services)	7
Park Operations & Management (O&M)	4 <i>plus 1 alternate</i>
National Association of Counties	3
Extension Services	5

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2. The purpose of the Executive Committee is to allow a forum for matters which arise after the regular Committee meeting cycle has concluded, without the need for scheduling alternate emergency meetings. The Executive Committee shall have all of the powers and abilities of any other Standing or Special Committee, enabling them to act on any business these Committees may entertain.
3. Special Committees may be authorized at any legal meeting of the Board. They shall, unless otherwise ordered and directed by a majority of the Board, be appointed by the Chair. The period of time that a special committee shall serve shall be designated when it is created.
4. The first member appointed to each committee shall be and act as the Chair of such committee. The Chair of each Committee shall appoint both the Vice Chair and 2nd Vice Chair, who shall serve in the event that both the Committee Chair and Vice Chair are absent. The Vice Chair and 2nd Vice Chair designations must be submitted to the Clerk of the Board of Supervisors no later than the date of the first regular Board meeting of the year, to be held on the third Friday of January, so that the Clerk may update the Standing Committee List appropriately. The meetings of each committee shall be held upon call by the Chair thereof, except as hereinafter provided. The Chair of each committee shall give or cause to be given by the Clerk of the Board of Supervisors notice in person, by telephone, by email or by mail at least two days in advance of the day, hour and place of each meeting of the committee except that no advance or prior notice shall be required when the committee meeting is held on a day when the Board shall be in session. A meeting of any committee shall be held at any time whenever a majority of the members of a committee shall sign a written notice of such meeting, which notice shall clearly state the day, hour and place of such meeting, provided that such notice shall be served in person or mailed/emailed to the Chair of such committee and the Chair of the Board of Supervisors at least three days in advance of the day specified in such notice.
5. The Chair of the Board of Supervisors shall be an ex-officio member of a standing committee when
 - a) a quorum is not present at any regularly or specially scheduled committee meeting;
 - b) if such membership will provide a quorum as herein specified;
 - and c) the Chair is available to attend.
 The total membership of the committee as established by Board Rules shall not change or be increased by the presence and availability of the Chair in determining whether a majority of members are present to allow the conduct of business, rather the Chair shall be considered an alternate or substitute for a non-present committee member. Once the Chair becomes a member by virtue of the criteria set forth above (whether at the start of or during a meeting), the Chair shall be a voting member and shall continue as a member of the committee until a quorum is established or reestablished by appointed Committee members at the subject meeting or subsequent meetings. If an executive session is called for the Chair's vote shall count towards the total needed for a majority vote of the entire Committee. The Vice Chair of the Board may exercise the duties described in this paragraph in the Chair's absence.
6. When any Committee of the Board of Supervisors is acting on any matter affecting a single Municipality or is engaged in seeking or obtaining rights of way in a particular municipality, the Supervisor(s) of the affected municipality shall be provided with an opportunity to make a presentation or otherwise be heard by the Committee.

D. Voting by Members of the Board of Supervisors

1. All members present shall vote upon each question at the request of any member.

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2. If a resolution contains items that can be voted on separately, and a request is made by any member to do so, each item contained in the resolution shall be subject to a separate vote.
3. All questions shall be decided by a majority of the total weighted voting power of the Board unless otherwise required by law or as required herein. All questions shall be decided by weighted vote in accordance with the terms of Local Law No. 12 of 2011, as it may be amended from time to time. Whenever in these Rules of Order there is reference to a majority vote or a 2/3rds vote of the Board, it means a majority of the voting power of the members of the Board or 2/3rds of the voting power of the members of the Board as defined in Local Law No. 12 of 2011.
4. The following resolutions shall require a roll call vote: fixing or altering salaries, or establishing salary and wage classifications; adoption of the budget; any appropriation or expenditure of public funds; transfers to and from .1 salary codes within the authorized budget and transfers between funds, including Capital and Road Fund Projects; levying of taxes; bond resolutions; any authorizations to fund or refund indebtedness; legalizing informal acts of a town meeting, village election, town or village officer; legalizing municipal obligations incurred through error or mistake wherein a 2/3rds vote is required; alteration of the boundaries of a town; local laws; any sale or conveyance of county property, either real or personal or for amending the Occupancy Tax spending guidelines.
5. A roll call vote upon any resolution or other proceeding shall be taken upon request of any member.
6. All resolutions adopted by the Board of Supervisors shall become effective upon their adoption or as otherwise provided by law or as specified in the resolution.
7. Filling of existing vacant positions (not new positions, these can only be created by 2/3rd majority vote of the Board) will only be authorized with the following approvals: County Administrator, Budget Officer and, majority vote of appropriate oversight committee. In the event a Department has an urgent operational or financial related need to fill a vacant position and the oversight committee 1) has not voted to deny filling the position, and 2) will not convene again for one week or more, the Chair of the oversight committee, in his/her sole discretion, may call a special committee meeting or approve the filling of the position and report such approval to the Committee at its next meeting. In the case where the Chair may approve the filling of the position, a vote by the oversight committee will not be necessary. All vacant positions authorized to be filled in accordance with the procedures set forth in these rules shall be reported each month on the Personnel Committee agenda. If filing of the existing vacant position is denied by any of the above processes, only 2/3rds vote of the County Board of Supervisors can fill the existing vacant position.
8. The Warren County Sheriff is authorized to fill positions that become vacant in the uniform correctional staff to maintain mandated staffing levels at the Warren County Correctional Facility providing those staffing levels not exceed the following:

Correction Officers - 75
Correction Sergeants - 9

Correction Lieutenants - 2
Correction Captain - 1

All notices approved shall remain in effect for six (6) months from the date of committee approval only to allow department heads to properly evaluate probationary employees and take appropriate action when necessary.

*RESOLUTION No. 6 OF 2021**PAGE 8 OF 8*

E. General

1. Upon the request by any member of the Board of Supervisors, the Clerk of the Board shall draft a Proclamation of acknowledgment, congratulations, commendation or otherwise recognizing a particular person(s), achievement(s), cause(s) or event(s) on behalf of the Board and for execution by the Chair without the need for a Board Resolution. This rule will serve as a standing authorization.
2. No standing rule of the Board shall be rescinded, suspended or changed, or any additional rule or order added thereto, unless it be by 2/3rds consent (as 2/3rds vote defined under Local Law No. 12 of 2011). In the event a rule is suspended, such suspension shall apply only to that matter which is before the Board at the time of such suspension. The rules may be amended at any time.
3. All questions not covered in the rules shall be decided according to Robert's Rules of Order-Revised.
4. The rules of the Board shall be published in the Proceedings in the year first adopted and whenever amended.
5. The rules of the Board shall continue in full force and effect unless and until a new set of rules is adopted by the Board.

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: CHAIR OF THE BOARD

DATE: FEBRUARY 11, 2021

(a) Purpose of Request:

To designate the Clerk of the Board to serve as designated alternate in deciding and signing FOIL appeals when there is a conflict with the Chair

(b) Details:

The County's current FOIL Policy designates the Board Chair as FOIL Appeals Officer, but is silent on who shall make these determinations when there is a conflict with the Board Chair.

(c) Previous Resolution Number:

R346 of 2018

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

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY

RESOLUTION AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO DESIGNATE THE CLERK OF THE BOARD OF SUPERVISORS TO SIGN FOIL APPEALS WHEN THERE IS A CONFLICT OF INTEREST

WHEREAS, Resolution No. 346 of 2018 sets the Warren County Freedom of Information Law (FOIL) Policy, and

WHEREAS, §III.082 “APPEALS” designates the Chair of the Warren County Board of Supervisors as the appeals officer, and

WHEREAS, no other person is designated as an alternate to decide and sign appeals if the Chair of the Board of Supervisors has a conflict, now, therefore, be it

RESOLVED, the Chair of the Warren County Board of Supervisors hereby delegates the Clerk of the Board of Supervisors to decide and sign FOIL appeals when the Chair has a conflict.

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: CLERK OF THE BOARD

DATE: FEBRUARY 11, 2021

(a) Purpose of Request:

To appoint Washington County representatives to the Warren-Washington Counties IDA

(b) Details:

Warren County's representatives were appointed at the January 15th meeting, at that time the Washington County representatives were unknown. In accordance with the bylaws of the IDA, both counties must adopt mirroring resolutions adopting each others appointments

(c) Previous Resolution Number:

R20 2021

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

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

* as listed in budget and LOGOS

Resolution No. 27 February 19, 2021

By Supervisor Hall

TITLE: Appoint Members to the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation

RESOLVED, that the following be and they hereby are appointed as members of the Warren Washington Counties Industrial Development Agency and serve concurrently on the Civic Development Corporation:

Bruce Ferguson
David K. O'Brien
Virginia Sullivan
Michael Bittel
Brian Campbell
Daniel Bruno
Craig Leggett
Nicholas Caimano
Michael J. Grasso
Michael Wild

; and be it further

RESOLVED, that this resolution is contingent upon a similar resolution by the County of Warren.

BUDGET IMPACT STATEMENT: None.

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY

AMENDING RESOLUTION NO. 20 OF 2021, APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION, TO INCLUDE WASHINGTON COUNTY APPOINTMENTS

WHEREAS, by Resolution No. 20 of 2021 the Warren County Board of Supervisors named the Warren County appointments to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation, but did not include the Washington County appointments because they were unknown at the time, and

WHEREAS, Washington County's appointments have now been made known and must be adopted, now, therefore, be it

RESOLVED, that Resolution No. 20 of 2021 is hereby amended to indicate that the following individuals be, and hereby are, appointed as members of the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation, to serve at the pleasure of the appointing authority for the year 2021, upon the adoption of a similar resolution by the County of Washington:

Representatives Appointed by Warren County:

Daniel Bruno

Craig Leggett

Nicholas Caimano

Michael J. Grasso

Michael Wild

Representatives Appointed by Washington County:

Bruce Ferguson

David K. O'Brien

Virginia Sullivan

Michael Bittel

Brian Campbell

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

ATTACHMENT D

OPINIONS OF PROBABLE COST

Immediate Needs

Item	Immediate	Priority 1	Priority 2	Priority 3
SITE SYSTEMS				
ADA Signage at Existing Handicap Parking				\$ 500.00
Repair Steel Railing Bases at Stair				\$ 2,500.00
Installation of Dedicated Concrete Walkway				\$ 3,360.00
SUBTOTAL	\$ -		\$ -	\$ 6,360.00
ARCHITECTURAL				
Investigate Concrete Slat at Living Room				\$ 1,500.00
Infill Sloping Floor at Living Room				\$ 3,000.00
Hazardous Building Material Survey	\$ -			
SUBTOTAL	\$ -		\$ -	\$ 4,500.00
MECHANICAL				
Unit Ventilators	\$ 6,000.00			
Building Exhaust Fans	\$ 41,000.00			
Building Pumps	\$ 16,000.00			
Spare Boiler	\$ 80,000.00			
Pneumatic Control Valves to DDC	\$ 20,000.00			
Adding ERV's and ductwork for ventilation	\$ 200,000.00			
Repair Fireplace Flue	\$ 5,000.00			
SUBTOTAL	\$ 368,000.00		\$ -	
ELECTRICAL				
Replacement Electrical Generator System				
Replacement Fire alarm System	\$ 55,000.00			
SUBTOTAL	\$ 55,000.00		\$ -	
PLUMBING				
Replace broken hose bibs				
Add water softening system				\$ 10,000.00
camera investigation at resident laundry floor drain				\$ 1,000.00
SUBTOTAL			\$ -	\$ 11,000.00
TOTAL	\$ 423,000.00	\$ -	\$ -	\$ 21,860.00

ESTIMATED TOTAL (+/- 10%)

Short Term Needs

Item	Quantity	Unit	Unit Cost	Total Cost	
SITE SYSTEMS					
Asphalt Pavement at Parking Areas					\$ 28,950.00
Parking Lot Expansion					\$ 13,500.00
Asphalt Pavement at Pedestrian Walkway				\$ -	\$ 4,550.00
Repair Damaged Concrete at Patio				\$ -	\$ 1,000.00
Picnic Tables and Benches					\$ 9,500.00
Wood Pavilion Structure (10'x15')				\$ 12,000.00	
Re-Stain Existing Landscape Timbers					\$ 2,000.00
Gazebo (10') and Landscaping					\$ 10,000.00

Add Topsoil and Re-Seed near Parking				\$	600.00		
Chain-link Fence Maintenance				\$	1,000.00		
Wood Stockade Fence Maintenance				\$	1,500.00		
Wood Shed Maintenance				\$	1,000.00		
Propane Storage Tank Relocation				\$	6,000.00		
Site Drainage				\$	2,275.00		
Landscaping at Northeast Corner			\$	15,000.00			
SUBTOTAL		\$	-	\$	27,000.00		
ARCHITECTURAL	Immediate	Priority 1	Priority 2	Priority 3			
Roof Replacement		\$	384,480.00				
Improve Roof Drainage at Covered Walkwa		\$	5,000.00				
Clean Exterior Façade		\$	27,400.00				
Masonry Re-pointing and Repair		\$	9,590.00				
Replacement of Insulated Plaster Veneer		\$	3,800.00				
Resident Room Window Replacement			\$	30,600.00	\$	60,600.00	
Dining and Living Room Windows					\$	7,500.00	
Kitchen Windows					\$	2,100.00	
Dining Room Windows					\$	9,600.00	
Steel Lintel Replacement					\$	7,500.00	
Replace Smoke Doors		\$	8,250.00				
Main Entrance Reconfiguration			\$	240,000.00			
Main Entrance Doors and Openers		\$	8,900.00				
Exterior Doors			\$	25,500.00			
Abatement of Existing Vinyl Flooring			\$	77,500.00			
Resident Room Flooring		\$	144,000.00				
Corridor and Dining Room Flooring		\$	91,000.00				
Flooring at Support Spaces					\$	12,800.00	
Wainscot at Resident Restrooms		\$	25,000.00				
Suspended Ceiling Tile Replacement		\$	62,100.00				
Refinishes Wood Wainscot and Railings			\$	10,000.00			
Common Shower and Restroom Floor		\$	15,750.00				
SUBTOTAL	\$	-	\$	785,270.00	\$	383,600.00	
ARCHITECTURAL cont.	Immediate	Priority 1	Priority 2	Priority 3			
Shower and Restroom Walls		\$	29,400.00				
Interior Door replacement			\$	48,000.00			
Resident Furniture			\$	96,000.00			
Cabinetry Updates			\$	15,000.00			
Acoustic Dampening Insulation		\$	15,800.00				
Family room renovation					\$	7,000.00	
Living room renovation			\$	28,250.00			
Activity room		\$	51,250.00				
Physician room renovation		\$	7,000.00				
Nurses Aid Station Reconfiguration		\$	60,840.00				
Renovations at Reception/Admin office					\$	204,960.00	
SUBTOTAL		\$	164,290.00	\$	187,250.00	\$	211,960.00

SUBTOTAL-ARCHITECTURAL (all)		\$ 949,560.00	\$ 570,850.00	\$ 312,060.00
MECHANICAL	Immediate	Priority 1	Priority 2	Priority 3
Entry Way Cabinet Heaters			\$ 10,000.00	
Baseboard Cover Replacement			\$ 10,000.00	
Heat and Ventilation at Common Showers			\$ 4,000.00	
SUBTOTAL			\$ 24,000.00	
ELECTRICAL	Immediate	Priority 1	Priority 2	Priority 3
Electrical Distribution Gear Replacement			\$ 65,000.00	
Interior Lighting System Replacement		\$ 60,000.00		
Exterior Lighting System Replacement		\$ 20,000.00		
Nurse Call System Replacement			\$ 15,000.00	
Add Key Fob Access Control System			\$ 10,000.00	
Upgrade Television/Entertainment System			\$ 4,500.00	
Resident Assisted Listening System			\$ 10,000.00	
Receptacles for Holiday Lighting			\$ 5,000.00	
Power Circuits & Lighting for Exam Rm			\$ 2,500.00	
SUBTOTAL		\$ 80,000.00	\$ 112,000.00	\$ -
PLUMBING				
Provide Additional Hose Bibs			\$ 6,000.00	
SUBTOTAL			\$ 6,000.00	
TOTAL	Immediate	Priority 1	Priority 2	Priority 3
ESTIMATED TOTAL (+/- 10%)	\$ 423,000.00	\$ 1,029,560.00	\$ 739,850.00	\$ 415,795.00