

FINANCE COMMITTEE

AGENDA

MARCH 4, 2021

Committee Members: *Beaty, Thomas, McDevitt, Merlino, Braymer, Diamond and Bruno*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - A) Journal Report of transfers approved by the County Administrator staff for January 2021.
 - B) Request to appropriate funds in the amount of \$288,320 from the Vehicle Reserve to various departmental budgets to cover vehicle purchases.
 - C) Request to amend the County Budget for the Department of Social Services in the amount of \$37,650 to reflect the receipt of anticipated State aid for vehicle purchase.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Michael Swan, Treasurer):**

Request to approve chargeback payments of Taxes for PILOT payments made in 2021 for properties within Warren County.
 - 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**

Planning & Community Development (Wayne LaMothe, County Planner) -
Request to appropriate funds in the amount of \$1,484 from Budget Code A.691.11, *Deferred Revenue - Town Poster Sales*, to Budget Code A.8021.410, *Planning & Comm. Dev., Supplies*, to cover the cost of printing 600 posters.
 - 5) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**

Mental Health/Office of Community Services (Rob York, Director, Office of Community Services) -
Request to amend the County Budget in the amount of \$236,375 to allow for pass-through funding of 100% State-aid from the New York State Office of Mental Health for Behavioral Health Services North to support outpatient mental health and services in Warren County.
 - 6) **Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):**

Sheriff (Jim LaFarr, Sheriff) -
 - A) Request to amend the County Budget in the amount of \$10,826.40 to carry over unused 2018 FY18 - SLETPP grant funds.
 - B) Request to amend the County Budget in the amount of \$19,994 to carry over unused 2019 FY19 - SLETPP grant funds.
 - C) Request to amend the County Budget in the amount of \$19,093 to carry over unused 2020 FY20 - State Homeland Security Program grant funds.
 - 7) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**

Parks, Recreation and Railroad (Tim Benway, Director) -
 - A) Request to appropriate funds in the amount of \$6,000 from Budget Code A.691.00, *Deferred Revenue*, into various Budget Codes within the Parks, Recreation & Railroad Budget to allow for use of Junior Pearsall and Charles R. Wood Foundation Grants funding.

CONTINUED

Referrals from the Public Works Committee (Chaired by Supervisor Conover), continued

Department of Public Works (Kevin Hajos, Superintendent) -

Note: Items 7B-E were referred to the Finance Committee by the Public Works Committee at the request of the Superintendent of Public Works who was waiting for more information.

- B) Request for a new contract with the lowest responsible bidder for construction contract for Palisades Road over Brant Lake Inlet Bridge Replacement Project in the Town of Horicon pursuant to the terms and provisions of the specifications (WC 5-21) and proposal for a term commencing upon execution by both parties and terminating upon completion of the project.
 - C) Request to amend the existing contract with Foit Albert Associates to include Supplemental Agreement No. 3 for Palisades Road over Brant Lake Inlet Project for additional right-of-way and construction inspection services in the total amount not to exceed \$295,567 for a term commencing upon execution by both parties and terminating upon completion of the work.
 - D) Request to amend the existing grant agreement with NYS DOT (*New York State Department of Transportation*) to include Supplemental Agreement No. 3 for Palisades Road (CR 26) over Brant Lake Inlet Repair Project in the Town of Horicon in an amount not to exceed \$1,831,570 for a term commencing upon execution by both parties and terminating upon completion of the project.
 - E) Request to increase Capital Project H322, *Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement*, in the Town of Horicon in the amount of \$1,739,991.
 - F) To amend the County Budget in the amount of \$1,999.77 to reflect receipt of insurance recovery payment for guiderail repairs.
- 8) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 6 and 8:

Agenda Item 6: Referral from the Joint Meeting of Economic Growth & Development/Governmental Operations & Advocacy (Chaired by Supervisors Hogan and Beaty):

Resolution Submitted by Supervisor Strough - "*Resolution to Eliminate the Positions of Majority Leader and Minority Leader and the Compensation Appropriated for the Leaders of those Positions*".

Note: this item is a referral to the Personnel, Administration & Higher Education Committee because the action will require amending the Table of Organization and Salary Schedule to delete the positions of Majority Leader and Minority Leader (this also results in a default referral to the Finance Committee).

Agenda Item 8: Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):

Tourism (Joanne Conley, Director) - Request to amend the Table of Organization and Salary Schedule to create and fill the position of Tourism Development & Events Coordinator, *Annual Salary \$61,855*, effective April 1, 2021 and identify a source of funding for the position. The Tourism & Occupancy Tax Coordination Committee included in their motion that this position is to be created on a temporary basis, subject to the revenues generated. *Note - a source of funding needs to be identified for this item.*

IV. Pending Items:

Mr. Beaty requested that the attorney in the County Attorney's Office who was handling the contract with Bronze Contracting, LLC attend the next Finance Committee meeting to provide an overview of the County's options in terms of seeking reimbursement for the additional cost of the project monitoring services. (01.29.21)

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

VI. Motion to adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FRC DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 2/23/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 110	General, Buildings, Salary - Regular	A.1620 130	General, Buildings, Salary - Part Time	\$ 10,400.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439 Contingent Fund

Please state reason for transfer request:

To Fund Temporary Position

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2020

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

TRANSFERS FOR 2020 BUDGET

SIGNED: _____

DATE: February 22, 2021

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4018.0030.130	Disease Program-Part Time Salaries	A.4018.0030.120	Disease Program -Overtime Salaries	\$20,000.00
2.	A.4018.0020.110	Family Health-Full Time Salaries	A.4018.0030.110	Disease Program-Full Time Salaries	\$20,000.00
	A.4018.0020.810	Family Health-Retirement Expense	A.4018.0030.810	Disease Program-Retirement Expense	\$2,000.00
	A.4018.0020.830	Family Health-Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$1,240.00
	A.4018.0020.831	Family Health-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$290.00
3.	A.4010.130	Health Services -Part Time Salary expense	A.4018.0030.130	Disease Program-Part Time Salary Expense	\$5,000.00
	A.4010.830	Health Services -Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$310.00
	A.4010.831	Health Services-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$72.50
Total Transfers					\$48,912.50

1. To reclass Salaries from Part time to Overtime in the Disease program to cover expenses related to those working Covid Clinics. No OT budgeted
2. To reclass employee from Family Health to Disease program for Salary for estimated 4 months and benefits. Employee is assisting in COVID activities and not MCH at this time.
3. To reclass Part time salary from CHHA to Disease Program to cover a PT nurse who is assisting in COVID activities not CHHA.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990.469	Contingent Fund			

Please state reason for transfer request:

Total

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

WARREN COUNTY
Journal Report - January 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
1/8/2021	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 1,000.00	
1/8/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 1,000.00
1/13/2021	A.1450 410	Supplies	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 10,000.00	
1/13/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 410		\$ 10,000.00
1/21/2021	A.1450 418	Ins-General Liability	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 458.63	
1/21/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 418		\$ 458.63
1/22/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 470		\$ 330.00
1/22/2021	A.1450 470	Contract	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 330.00	
Clk of Legislati - Clerk of the Legislative Board					
1/28/2021	A.1010 220	Office Equipment	Budget Transfer out of Object Code A.1010 410	\$ 37.98	
1/28/2021	A.1010 410	Supplies	Budget Transfer out of Object Code to A.1010 220		\$ 37.98
1/28/2021	A.1010 220	Office Equipment	Budget Transfer out of Object Code A.1010 444	\$ 5,250.00	
1/28/2021	A.1010 444	Travel/Education/Conference	Budget Transfer out of Object Code to A.1010 220		\$ 5,250.00
DPW_DPW Admin - DPW,DPW Administration					
1/12/2021	A.7110 260	Other Equipment	Transfer Within Budget Code from A.7110 270	\$ 8.00	
1/12/2021	A.7110 270	Lawn & Landscaping	Transfer Within Budget Code to A.7110 260		\$ 8.00
1/14/2021	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 444		\$ 298.00
1/14/2021	D.3310 444	Travel/Education/Conference	Transfer Within Budget Code from D.3310 410	\$ 298.00	
1/14/2021	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 444		\$ 198.00
1/14/2021	DM.5130 444	Travel/Education/Conference	Transfer Within Budget Code from DM.5130 410	\$ 198.00	
1/19/2021	A.7111 415	Electricity	Transfer Within Budget Code to A.7111 418		\$ 74.00
1/19/2021	A.7113 415	Electricity	Transfer Within Budget Code to A.7113 418		\$ 967.00
1/19/2021	A.7113 418	Ins-General Liability	Transfer Within Budget Code from A.7113 415	\$ 967.00	
1/19/2021	A.7113 418	Ins-General Liability	Transfer Within Budget Code from A.7111 415	\$ 74.00	
1/19/2021	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 418		\$ 3,185.00
1/19/2021	DM.5130 418	Ins-General Liability	Transfer Within Budget Code from DM.5130 410	\$ 3,185.00	

WARREN COUNTY
Journal Report - January 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
1/21/2021	A.7111 418	Ins-General Liability	Revise Journal 2021-173 s/b A.7111 418 from A.7113 418	\$ 74.00	
1/21/2021	A.7113 418	Ins-General Liability	Revise Journal 2021-173 s/b A.7111 418 from A.7113 418		\$ 74.00
1/21/2021	D.5110 410	Supplies	Transfer Within Budget Code to D.5110 422		\$ 1,097.00
1/21/2021	D.5110 422	Repair/Maint-Equipment	Transfer Within Budget Code from D.5110 410	\$ 1,097.00	
1/29/2021	A.5610 436	Advertising Fees	Transfer Within Budget Code from A.5610 470	\$ 170.00	
1/29/2021	A.5610 470	Contract	Transfer Within Budget Code to A.5610 436		\$ 170.00
1/29/2021	D.5110 426	Subscriptions	Transfer Within Budget Code from D.5110 470	\$ 125.00	
1/29/2021	D.5110 470	Contract	Transfer Within Budget Code to D.5110 426		\$ 125.00
Infotech - Information Technology					
1/21/2021	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 422	\$ 900.00	
1/21/2021	A.1680 422	Repair/Maint-Equipment	Budget Transfer out of Object Code to A.1680 220		\$ 900.00
Legal Def-Indgnt - Legal Defense - Indigents					
12/31/2020	A.1170 410	Supplies	Budget Transfer within Object Code From 440	\$ 169.76	
12/31/2020	A.1170 440	Legal/Transcript Fees	Budget Transfer within Object Code To 410		\$ 169.76
1/13/2021	A.1170 410	Supplies	Budget transfer w/in object code from a. 1170 440	\$ 169.76	
1/13/2021	A.1170 440	Legal/Transcript Fees	Budget transfer w/in object code to a. 1170 410		\$ 169.76
OFA - Office for the Aging					
1/28/2021	A.6772 410	Supplies	Within Object Code Transfer from A6772.410 to A6772.418		\$ 19.21
1/28/2021	A.6772 418	Ins-General Liability	Within Object Code Transfer from A6772.410 to A6772.418	\$ 19.21	
1/28/2021	A.6772 410	Supplies	Within Object Code Transfer from A6772.410 to A6772.427		\$ 2.00
1/28/2021	A.6772 427	Memberships & Dues	Within Object Code Transfer from A6772.410 to A6772.427	\$ 2.00	
Office of EMS - Office of Emergency Services					
1/14/2021	A.3642 421	Equipment Rental	Budget transfer within object code from A.3642 422	\$ 34.00	
1/14/2021	A.3642 422	Repair/Maint-Equipment	Budget transfer within object code to A.3642 421		\$ 34.00
1/19/2021	A.3642 416	Oil & Gas-Heating	Budget transfer within object code to A.3642 418		\$ 63.15

WARREN COUNTY
Journal Report - January 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
1/19/2021	A.3642 418	Ins-General Liability	Budget transfer within object code from A.3642 416	\$ 63.15	
Personnel - Civil Service					
1/14/2021	A.1430 423	Telephone	Budget Transfer within Object Code from A.1430 436	\$ 31.51	
1/14/2021	A.1430 436	Advertising Fees	Budget Transfer within Object Code to A.1430 423		\$ 31.51
Probation_Probation - Probation,Probation					
1/7/2021	A.3140 840	Workmen's Compensation	Budget Transfers Out of Code from A.3143.840	\$ 0.25	
1/7/2021	A.3143 840	Workmen's Compensation	Budget Transfers Out of Code to A.3140.840		\$ 0.25
Public Health_Health Services - Public Health,Health Services					
1/8/2021	A.4018.0030 220	Office Equipment	Out of code transfer Dis Prog from A4018.0030.435	\$ 800.00	
1/8/2021	A.4018.0030 435	Medical Fees	Out of code transfer Dis Prog to A4018.0030.220		\$ 800.00
1/12/2021	A.4018 220	Office Equipment	Out of budget code To A.4018.220 from A.4018.410 PB ear sets	\$ 250.00	
1/12/2021	A.4018 410	Supplies	Out of budget code To A.4018.220 from A.4018.410 PB ear sets		\$ 250.00
1/14/2021	A.4010 410	Supplies	budget transfer Chha to A4010.411		\$ 1.00
1/14/2021	A.4010 411	Rent-Building/Property	budget transfer Chha from A4010.410	\$ 1.00	
1/14/2021	A.4018.0030 411	Rent-Building/Property	Budget transfer Dis Prog from A4018.0030.435	\$ 1,740.00	
1/14/2021	A.4018.0030 435	Medical Fees	Budget transfer Dis prog to A4018.0030.411		\$ 1,740.00
1/20/2021	A.4018 220	Office Equipment	Out of Budget code to A.4018.220 from A.4018.410 PB GJ Ear piece	\$ 250.00	
1/20/2021	A.4018 410	Supplies	Out of Budget code to A.4018.220 from A.4018.410 PB GJ Ear piece		\$ 250.00
1/20/2021	A.4013 410	Supplies	Budget Transfer WIC to A413.418 from .410		\$ 143.00
1/20/2021	A.4013 418	Ins-General Liability	Budget Transfer WIC to A413.418 from .410	\$ 143.00	
1/20/2021	A.4010 410	Supplies	Budget Transfer CHHA Liabl Ins to A.4010.418 fm .410		\$ 1,783.00
1/20/2021	A.4010 418	Ins-General Liability	Budget Transfer CHHA Liabl Ins to A.4010.418 fm .410	\$ 1,783.00	
Residential Hall - Countryside Adult Home					
1/1/2021	A.6030 410	Supplies	Budget Transfer from A.6030 410 to A.6030 418		\$ 27.38
1/1/2021	A.6030 418	Ins-General Liability	Budget Transfer to A.6030 418 from A.6030 410	\$ 27.38	

WARREN COUNTY
Journal Report - January 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
12/31/2020	A.3020 428	Data Processing & Internet Fees	Budget Transfer out of object code from A.3110 413	\$ 1,000.00	
12/31/2020	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code to A.3020 428		\$ 1,000.00
1/27/2021	A.3020 428	Data Processing & Internet Fees	Budget Transfer within object code to A.3020 470		\$ 11,913.03
1/27/2021	A.3020 470	Contract	Budget Transfer within object code from A.3020 428	\$ 11,913.03	
Social Services - Social Services					
1/13/2021	A.6010 427	Memberships & Dues	Budget Transfer within object code from A.6010 444	\$ 113.00	
1/13/2021	A.6010 444	Travel/Education/Conference	Budget Transfer within object code to A.6010 427		\$ 113.00
1/20/2021	A.6010 410	Supplies	Budget Transfer within object code to A.6010 418		\$ 666.80
1/20/2021	A.6010 418	Ins-General Liability	Budget Transfer within object code from A.6010 410	\$ 666.80	
Treasurer Disb - Treasurer Departmental Activity					
1/8/2021	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 470		\$ 800.00
1/8/2021	A.1325 470	Contract	Budget Transfer from A.1325 410 to A.1325 470	\$ 800.00	
Veterans Service - Veterans Service					
1/26/2021	A.6510 220	Office Equipment	Out of Code Funds transfer from 410 Supplies	\$ 83.98	
1/26/2021	A.6510 410	Supplies	Out of Code Funds transfer to 220 Office Equip		\$ 83.98

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: Administrator

DATE: 3/4/2021

(a) Purpose of Request:

To appropriate funds from the Vehicle Reserve to various departments to cover vehicle purchases

(b) Details:

Appropriate Vehicle Reserve funds to:

A.3110 230.1 Sheriff Law Enforcement, Automotive Equipment Reserve - \$199,600

A.4010 230.1 Health Services, Automotive Equipment Reserve - \$51,070

A.6010 230.1 Social Services, Automotive Equipment Reserve - \$12,550

A.3620 230.1 Building & Fire Code, Automotive Equipment Reserve - \$25,100

(c) Previous Resolution Number:

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

A.9950 896.00 Vehicle Reserves \$288,320

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: Administrator

DATE: 3/4/2021

- (a) Purpose of Amendment: **To reflect the anticipated receipt of State Aid towards vehicle purchase (\$50,200 X 75% = \$37,650)**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 230.1 Social Services, Vehicle Reserves \$37,650**

- (c) Revenue Code (with title), and Amount: **A.6010 3610 Social Services, Social Services Admin \$37,650**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: February 23, 2021

- (a) Purpose of Request:
Resolution to approve chargeback payments of Taxes for PILOT payments made in 2021 for properties within the County

- (b) Details:
See attached sheet for payment information

- (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

2021 SCHEDULE "A" CHARGEBACK OF TAXES						
Town	Year	Assessed to &Tax Map No.	Breakdown		Coding	Reason
City of Glens Falls	2021	Warren St. Square, LLC 310.5- 3-10	County	9,083.40		PILOT
City of Glens Falls	2021	21 Bay St. Properties, LLC 302.20-24-16	County	8,303.48		PILOT
City of Glens Falls	2021	65 Ridge St., LLC 303.17- 16-2	County	2,104.66		PILOT
City of Glens Falls	2021	221 Glen St. 302.20-30-11	County	9,565.43		PILOT
City of Glens Falls	2021	13 Chester 302.16- 18-4	County	3,626.43		PILOT
City of Glens Falls	2021	70 Warren, LLC 310.5-2-3	County	636.35		PILOT
City of Glens Falls	2021	14 Hudson, LLC 309.28-7-1	County	3,382.58		PILOT
City of Glens Falls	2021	88 Ridge Royale, LLC 302.20- 24-1	County	10,228.58		PILOT
City of Glens Falls	2021	Smith Flats, LLC 302.20- 24-13	County	2,738.40		PILOT
City of Glens Falls	2021	EASM Properties, LLC 310.5- 1-17	County	3,308.90		PILOT
				Total	52,978.21	

TAX WARRANT 2021

Total Tax Roll

WARREN COUNTY

(\$4,058,609.07)**CHANGES NOT INCLUDED IN TAX ROLL**

Tax Map#310.5-3-10	(9,083.40)
Warren St Square LLC	
Tax Map#302.20-24-16	(8,303.48)
21 Bay St Properties, LLC	
Tax Map#303.17-16-2	(2,104.66)
65 Ridge St, LLC	
Tax Map#302.20-30-11	(9,565.43)
221 Glen St	
Tax Map#302.16-18-4	(3,626.43)
13 Chester	
Tax Map#310.5-2-3	(636.35)
70 Warren LLC	
Tax Map#309.28-7-1	(3,382.58)
14 Hudson LLC	
Tax Map#302.20-24-1	(10,228.58)
88 Ridge Royale, LLC	
Tax Map#302.20-24-13	(2,738.40)
Smith Flats, LLC	
Tax Map#310.5-1-17	(3,308.90)
EASM Properties, LLC	
TOTAL	(4,111,587.28)

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

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

DEPARTMENT NAME: Planning and Community Development

DATE: February 2021

- (a) Purpose of Amendment:
appropriation of funds for purchase of posters with the source of funding from A691.11 – Deferred Revenue – Town Poster Sales.
- (b) Appropriation Code, Object Code, Full Title and Amount:
A.8021.410 Supplies \$1,484

Sample: A.1010 470 Legislative Board – Contract

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

Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism

*Please note all amount must be in whole dollars – no cents.

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

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 2/22/2021

- (a) Purpose of Amendment: **Request to amend the 2021 Warren County budget to allow for pass-through of one-time 100% State Aid funding in the amount of \$236,375 from the NYS Office of Mental Health for Behavioral Health Services North to support outpatient mental health services in Warren County.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A. 4320.0105 470 Mental Health Programs - Behavioral Health Services North, \$236,375**

- (c) Revenue Code (with title), and Amount: **A.4320.0105 3490 - Mental Health Programs - Behavioral Health Services North, \$236,375**

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

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

DEPARTMENT NAME: Sheriff

DATE: February 22, 2021

- (a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in the Fiscal Year 2020 Budget, A.3110.4038 - FY18 - SLETPP, into Fiscal Year 2021 Budget, A.3110.4038 - FY18 - SLETPP.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|-------------------------------|-------------|
| A.3110.4038 260 | Sheriff's Law Enforcement | \$10,826.40 |
| | FY18 SLETPP - Other Equipment | |
- (c) **Revenue Code (with title), and amount:**
- | | | |
|------------------|------------------------------|-------------|
| A.3110.4038 4381 | Sheriff's Law Enforcement | \$10,826.40 |
| | FY18 State Law Enforcement | |
| | Terrorism Prevention Program | |

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

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

DEPARTMENT NAME: Sheriff

DATE: February 22, 2021

- (a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in the Fiscal Year 2020 Budget, A.3110.4043 - FY19 - SLETPP, into Fiscal Year 2021 Budget, A.3110.4043 - FY19 - SLETPP.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|-------------------------------|-------------|
| A.3110.4043 260 | Sheriff's Law Enforcement | \$19,994.00 |
| | FY19 SLETPP - Other Equipment | |
- (c) **Revenue Code (with title), and amount:**
- | | | |
|------------------|------------------------------|-------------|
| A.3110.4043 4381 | Sheriff's Law Enforcement | \$19,994.00 |
| | FY19 State Law Enforcement | |
| | Terrorism Prevention Program | |

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget******If this is the result of a grant award, also complete and submit Form No. 5 or 6***DEPARTMENT NAME:** Sheriff**DATE:** February 22, 2021

- (a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in the Fiscal Year 2020 Budget, A.3110.4112 - FY20 - State Homeland Sec Program, into Fiscal Year 2021 Budget, A.3110.4112 - FY20 - State Homeland Sec Program.

- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|---------------------------------|-------------|
| A.3110.4112 260 | Sheriff's Law Enforcement | \$19,093.00 |
| | FY20 State Homeland Sec Program | |
| | Other Equipment | |

- (c) **Revenue Code (with title), and amount:**
- | | | |
|------------------|---------------------------------|-------------|
| A.3110.4112 4380 | Sheriff's Law Enforcement | \$19,093.00 |
| | FY2 State Homeland Sec Program | |
| | State Homeland Security Program | |

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

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

DEPARTMENT NAME: Public Works – Parks, Recreation & Railroad

DATE: February 23, 2021

- (a) Purpose of Amendment: To Amend 2021 Up Yonda Farm budgets from Deferred Revenue A.691.00, \$6,000.00 dollars, representing the Junior Pearsall Grant of \$1,000.00 and the Charles R. Wood Foundation Grant of \$5,000.00.

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - A.7111 110 General, Up Yonda Farm, Salary-Regular - \$3,715.00
 - A.7111 426 General, Up Yonda Farm, Subscriptions - \$400.00
 - A.7111 410 General, Up Yonda Farm, Supplies - \$1,600.00
 - A.7111 830 General, Up Yonda Farm, Social Security – 230.73
 - A.7111 831 General, Up Yonda Farm, Medicare – 54.27

- (c) Revenue Code (with title), and Amount: N/A.

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: DPW****DATE: 3/4/2021**

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 5-21
- (b) Purpose of Contract: Award construction contract to lowest responsive bidder for Palisades Road over Brant Lake Inlet Bridge Replacement in the Town of Horicon (Bids due TBD)
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: Upon Project Completion
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed TBD
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H322.9550 280 Palisades Road over Brant Lake Inlet Brige Replacement

RESOLUTION REQUEST FORM NO. 4***Request for Extending, Rescinding or Amending Existing Contract*****DEPARTMENT NAME: DPW****DATE: 3/4/2021**

- 1037
- (a) Purpose of Contract Change: Consultant Supplemental Agreement No. 3 for Palisades Road over Brant Lake Inlet Project for additional right of way and construction inspection services
 - (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 234 of 2011
 - (c) Name of Contractor: Foit Albert Associates
 - (d) Address of Contractor: 435 New Karner Road, Albany, NY 12205
 - (e) Contractor's Contact Person and Telephone Number: Jack Robson (518) 452-1037
 - (f) Commencement Date of Extension: Upon Execution
 - (g) Termination Date of Extension: Until Complete
 - (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$295,567.00 (Increase)
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
 - (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H322.9550 280 Palisades Road over Brant Lake Inlet Project

Architectural/Engineering Consultant Agreement

NYSDOT PIN 1759.28 Municipal Contract No. _____

Agreement made this _____ day of _____, 2021 by and between

Warren County

Having its principal office at 1340 State Route 9, Lake George, NY 12945 (the "Municipality")

And

Foit-Albert Associates, PC with its office at Hanover Square, 435 New Karner Road, Albany, NY 12205 (the "Consultant").

WITNESSETH:

WHEREAS, in connection with a federal-aid project funded through the New York State Department of Transportation ("NYSDOT") identified for the purposes of this agreement as Palisades Road (CR 26) over Brant Lake Inlet Bridge Repairs, PIN 1759.28, the Municipality has sought to engage the services of a Consultant Engineer to perform the scope of services described in Attachment "A" annexed hereto; and

WHEREAS, in accordance with required Consultant selection procedures, including applicable requirements of NYSDOT and/or the Federal Highway Administration ("FHWA"), the Municipality has selected the Consultant to perform such services in accordance with the requirements of this Agreement; and

WHEREAS, this Supplemental Agreement No. 3, shall supplement and amend the agreement entered into between the County of Warren and Foit-Albert Associates, P.C. on June 23, 2011, for engineering services relative to the repair of the Palisades Road Bridge over Brant Lake Inlet bridge in the Town of Horicon, New York, and

WHEREAS, the Chairman of the Warren County Board of Supervisors, is authorized to enter this Agreement on behalf of the Municipality,

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1. DOCUMENTS FORMING THIS AGREEMENT

This contract consists of the following:

- **Agreement Form** - this document titled "Architectural/Engineering Consultant Agreement";
- **Attachment "A"** –
- Scope of Services;
- **Attachment "B"** – Salary Schedule (Exhibit A), Direct Non-salary Costs (Exhibit B), Staffing Tables (Exhibit C), and Summary of Cost (Exhibit D).

ARTICLE 2. SCOPE OF SERVICES/STANDARD PRACTICES AND REQUIREMENTS.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective the day and year first above written.

Reference: Municipality Contract # _____

<u>Municipality – Warren County</u>	<u>Consultant</u>
By: _____	By: _____ Gerard J. Sentz, P.E.
Title: _____	Title: <u>Vice President, Engineering</u>
Date: _____	Date: _____

ACKNOWLEDGEMENT OF WARREN COUNTY

STATE OF NEW YORK

ss:

COUNTY OF WARREN

On this _____ day of _____, 20__ before me, the subscriber, personally came _____ to me known, who, being by me duly sworn, did depose and say; the he/she resides in _____, New York; that he/she is the _____ of the _____, the corporation described in and which executed the foregoing instrument; that he/she is the authorized with the execution of the matter herein provided for, and that he/she signed and acknowledged the said instrument in his/her position as a duly authorized representative of Municipality.

Notary Public, _____ County, N.Y.

ACKNOWLEDGEMENT OF THE CONSULTANT

STATE OF NEW YORK

ss:

COUNTY OF

On this _____ day of _____, 20__ before me personally came _____ to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he executed same.

Notary Public, _____ County, N.Y.

Foit-Albert Associates
 Exhibit C
 Salary Schedule
Palisades Road (CR 26) over Brant Lake Inlet
Warren County

JOB TITLE	ASCE (A) OR NICET (N) GRADE						OVERTIME CATEGORY
		Existing Rate	Projected Rate	Max Rate			
		June 2020	June 2021	July 2020	July 2021	July 2022	
Senior Project Manager	VII (A)	\$75.50	\$77.77	75.50	\$77.77	\$80.10	A
Project Manager	VI (A)	50.50	\$52.02	52.00	\$53.56	\$55.17	A
Sr. Engineer	V (A)	47.50	\$48.93	49.00	\$50.47	\$51.98	B
Engineer	III (A)	32.75	\$33.73	35.00	\$36.05	\$37.13	B
Jr. Engineer	I/II (A)	27.00	\$27.81	27.00	\$27.81	\$28.64	B
Senior Environmental Scientist	IV (N)	31.25	\$32.19	40.75	\$41.97	\$43.23	A
Environmental Scientist	III (N)	31.25	\$32.19	31.50	\$32.45	\$33.42	C
Sr. CADD Designer	III (N)	37.25	\$38.37	37.25	\$38.37	\$39.52	C
CADD Designer	I/II (N)	32.25	\$33.22	32.25	\$33.22	\$34.22	C
Construction Inspector IV	IV (N)	47.58	\$49.01	48.50	\$49.96	\$51.46	C
Construction Inspector IV (OT)	IV (N)	47.58	\$49.01	48.50	\$49.96	\$51.46	C
Construction Inspector III	III (N)	43.50	\$44.81	44.00	\$45.32	\$46.68	C
Construction Inspector III (OT)	III (N)	13.50	\$13.91	44.00	\$45.32	\$46.68	C

NOTES:

- (1) Hourly rates shall not exceed those shown above
- (2) Written approval from Warren County must be received by the Consultant before using titles shown in the Salary Schedule but not shown in the Staffing Table.

OVERTIME POLICY

-
- Category A - No overtime compensation.
 - Category B - Overtime compensated at straight time rate.
 - Category C - Overtime compensated at straight time rate x 1.50.

Overtime applies to hours worked in excess of the normal working hours of 8 hours per day.

Night shift work shall be compensated at ten (10) percent above the regular hourly rate for the hours worked during a night shift period, as approved by the County for this agreement. Reimbursement for the night shift work shall be paid at the overtime rate or at the night shift differential rate, which ever is higher, but not in combination of the two rate. All overtime policies stated herein shall apply when determining a reimbursement, Night shift differential shall be paid for hours worked between 4 PM and 6 AM.

Foit-Albert Associates
Exhibit D
Summary

Palisades Road (CR 26) over Brant Lake Inlet
Warren County

		Total	PIN .221	PIN ,321
Item IA, Direct Technical Salaries Office (estimated)	subject to audit	\$ 14,003.40	\$ 4,657.84	\$ 9,345.56
Item IA, Direct Technical Salaries Field (estimated)	subject to audit	\$ 97,435.45		\$ 97,435.45
Item IB, Direct Technical Salaries, Premium Portion of Overtime (estimated)		\$ 7,507.18		\$ 7,507.18
Item II, Direct Non-Salary Cost (estimated)	subject to audit	\$ 42,764.50		\$ 42,764.50
Item IIA, Sub Consultant Cost	subject to audit	\$ 3,121.00	\$ 3,121.00	
Item III, Overhead Field (estimated)	subject to audit 88%	\$ 85,743.20		\$ 85,743.20
Item III, Overhead Office (estimated)	subject to audit 136%	\$ 19,044.62	\$ 6,334.66	\$ 12,709.96
Item IV, Net Fee (negotiated)	12%	\$ 25,947.20	\$ 1,319.10	\$ 24,628.10
Total Estimated Cost		\$ 295,566.55	\$ 15,432.60	\$ 280,133.94
MAXIMUM AMOUNT PAYABLE		\$ 300,000.00		

RESOLUTION REQUEST FORM NO. 6***Request to Amend or Extend Existing Grant***

DEPARTMENT NAME: DPW

DATE: 3/4/2021

- (a) Purpose of Grant Amendment: Supplemental Agreement No. 3 for Palisades Road (CR 26) over Brant Lake Inlet Repair Project, Town of Horicon
- (b) Resolution No. which Authorized Original Application and Grant: 242 of 2011
- (c) Name of Grantor: NYSDOT
- (d) Address of Grantor: 50 Wolf Road, Albany, NY 12205
- (e) Grantor's Contact Person and Telephone Number: Lorenzo Distefano, 485-1715
- (f) Has or Will the Grant Amendment or Grant Extension be provided, if so, Please Attach? Yes
- (g) Effective Date of Amendment or Extension: Upon Execution
- (h) Termination Date of Amendment or Extension: Upon Completion
- (i) Total Dollar Amount Involved (not to exceed): increase of \$1,831,570.00
- (j) Is a Budget amendment required? No If yes, please complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount: H322.9550 280 Palisades Road over Brant Lake Inlet

Sponsor: **County of Warren**
 PIN: **1759.28** BIN: **3305270**
 Comptroller's Contract No. **D033375**
 Supplemental Agreement No. **3**
 Date Prepared: **1/27/2021** By: **ddl**
 Initials

Press F1 for instructions in the blank fields:

SUPPLEMENTAL AGREEMENT No. 3 to D033375 (Comptroller's Contract No.)

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State");

and

County of Warren (the Sponsor)
 Acting by and through the **County Superintendent of Highways**
 with its office at **4028 Main Street, Warrensburg, NY 12885.**

This amends the existing Agreement between the parties in the following respects only (check applicable categories):

- Amends a previously adopted Schedule A by (check as applicable):
 - amending a project description
 - amending the contract end date
 - amending the scheduled funding by:
 - adding additional funding (check and enter the # phase(s) as applicable):
 - adding phase **Construction/CI** which covers eligible costs incurred on/after / /
 - adding phase _____ which covers eligible costs incurred on/after / /
 - increasing funding for a project phase - ROW
 - adding a pin extension
 - change from Non-Marchiselli to Marchiselli
 - deleting/reducing funding for a project phase(s)
 - other (Adding approved ROW Marchiselli funds)
- Amends a previously adopted Schedule "B" (Phases, Sub-phase/Tasks, and Allocation of Responsibility)
- Amends a previously adopted Agreement by replacing the Appendix A dated January 2014 with the Appendix A dated October 2019

- Amends the text of the Agreement as follows (insert text below):

**Retention Exhibit
 Extended Record Retention Requirements**

To the extent that any part of the following exhibit, or any clause herein, contradicts a clause or term of a previously executed agreement between the parties, this exhibit shall govern.

Sponsor: **County of Warren**
PIN: **1759.28** BIN: **3305270**
Comptroller's Contract No. **D033375**
Supplemental Agreement No. **3**
Date Prepared: **1/27/2021** By: **ddl**
Initials

Press F1 for instructions in the blank fields:

Reimbursement Requests. A Sponsor's reimbursement requests are restricted to eligible project costs. To be classified as an "eligible project cost", in addition to other requirements of this agreement, the original expenditure must have been paid within the past 15 months to comply with Federal Tax Law (26 CFR 1.150-2 (d)(2)(i)) which governs fund disbursements from the issuance of tax-exempt bonds. Hence, expenditures paid greater than 15 months prior to the reimbursement request are ineligible for reimbursement.

Extended Records Retention Requirements.

To ensure that NYSDOT meets certain requirements under the Code of Federal Regulations, Part 26, and to ensure that NYSDOT may authorize the use of funds for this project, notwithstanding any other provision of this Contract to the contrary, the Sponsor must retain the following documents in connection with the Projects:

- a) Documents evidencing the specific assets financed with such proceeds, including, but not limited to, invoices related to the Sponsor's project costs and documents evidencing the use and ownership of the property related to the Sponsor's project; and
- b) Documents, if any, evidencing the sale or other disposition of the financed property.

The Sponsor covenants to retain those records described above, which are used by the Sponsor in connection with the administration of this Program, for thirty-six (36) years after the date of NYSDOT's final payment of the eligible project cost(s).

Failure to maintain such records in a manner that ensures complete access thereto, for the period described above, shall constitute a material breach of the contract and may, at the discretion of NYSDOT, result in loss of funds allocated, or the Sponsor's repayment of funds distributed, to the Sponsor under this agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

SPONSOR:

SPONSOR ATTORNEY:

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF Warren

On this _____ day of _____, 20__ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipal/Sponsor Corporation described in and which executed the above instrument; (except New York City) that it was executed by order of the _____ of said Municipal/Sponsor Corporation

Sponsor: **County of Warren**
PIN: **1759.28** BIN: **3305270**
Comptroller's Contract No. **D033375**
Supplemental Agreement No. **3**
Date Prepared: **1/27/2021** By: **ddl**
Initials

Press F1 for instructions in the blank fields:
pursuant to a resolution which was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

Notary Public

APPROVED FOR NYSDOT:

BY: _____
For Commissioner of Transportation

Agency Certification: In addition to the acceptance of this contract I also certify that original copies of this signature page will be attached to all other exact copies of this contract.

Date: _____

**APPROVED AS TO FORM:
STATE OF NEW YORK ATTORNEY GENERAL**

By: _____
Assistant Attorney General

COMPTROLLER'S APPROVAL:

By: _____
For the New York State Comptroller
Pursuant to State Finance Law '112

**SCHEDULE A – Description of Project Phase, Funding and Deposit Requirements
NYSDOT/ State-Local Agreement - Schedule A for PIN 1759.28**

OSC Municipal Contract #: <u>D033375</u>	Contract Start Date: <u>5/20/2011</u> (mm/dd/yyyy)	Contract End Date: <u>2/13/2028</u> (mm/dd/yyyy) <input type="checkbox"/> Check, if date changed from the last Schedule A
---	---	---

Purpose: Original Standard Agreement Supplemental Schedule A No. 3

Agreement Type: Locally Administered Municipality/Sponsor (Contract Payee): Warren County
 State Administered Other Municipality/Sponsor (if applicable):

State Administered *List participating Municipality(ies) and the % of cost share for each and indicate by checkbox which Municipality this Schedule A applies.*

<input type="checkbox"/> Municipality:	% of Cost share
<input type="checkbox"/> Municipality:	% of Cost share
<input type="checkbox"/> Municipality:	% of Cost share

Authorized Project Phase(s) to which this Schedule applies: PE/Design ROW Incidentals
 ROW Acquisition Construction/CI/CS

Work Type: BR REPAIR **County** (If different from Municipality):

Marchiselli Eligible Yes No *(Check, if Project Description has changed from last Schedule A):*
Project Description: Palisades Road (CR26) over Brant Lake Inlet, BIN 3305270

Marchiselli Allocations Approved FOR ALL PHASES *All totals will calculate automatically.*

<i>Check box to indicate change from last Schedule A</i>	State Fiscal Year(s)	Project Phase			TOTAL
		PE/Design	ROW (RI & RA)	Construction/CI/CS	
<input checked="" type="checkbox"/>	Cumulative total for all prior SFYs	\$47,049.00	\$15,836.00	\$216,000.00	\$278,885.00
<input type="checkbox"/>	Current SFY	\$0.00	\$0.00	\$0.00	\$ 0.00
Authorized Allocations to Date		\$47,049.00	\$15,836.00	\$216,000.00	\$278,885.00

A. Summary of allocated MARCHISELLI Program Costs FOR ALL PHASES *For each PIN Fiscal Share below, show current costs on the rows indicated as "Current.". Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.*

PIN Fiscal Share	"Current" or "Old" entry indicator	Federal Funding	Total Costs	FEDERAL Participating Share	STATE MARCHISELLI Match	LOCAL Matching Share	LOCAL DEPOSIT AMOUNT (Required only if State Administered)
1759.28.121	Current	HBRRP	\$276,913.00	\$221,530.00	\$41,537.00	\$13,846.00	\$0.00
	Old	HBRRP	\$276,913.00	\$221,530.00	\$41,537.00 *	\$13,846.00	\$0.00
1759.28.221	Current	STBG-OFF	\$114,505.00	\$91,604.00	\$15,836.00	\$7,065.00	\$0.00
	Old	STBG-OFF	\$99,072.00	\$79,253.00	\$9,936.00	\$9,378.00	\$0.00
1759.28.321	Current	STBG-OFF	\$1,816,137.00	\$1,452,910.00	\$216,000.00	\$147,227.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CURRENT COSTS:			\$2,207,555.00	\$1,766,044.00	\$273,373.00	\$168,138.00	\$ 0.00

NYSDOT/State-Local Agreement – Schedule A

B. Summary of Other (including Non-allocated MARCHISELLI) Participating Costs FOR ALL PHASES For each PIN Fiscal Share, show current costs on the rows indicated as "Current.". Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

Other PIN Fiscal Shares	'Current' or 'Old' entry indicator	Funding Source	TOTAL	Other FEDERAL	Other STATE	Other LOCAL
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
TOTAL CURRENT COSTS:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

C. Local Deposit(s) from Section A:	\$ 0.00
Additional Local Deposit(s)	\$
Total Local Deposit(s)	\$ 0.00

D. Total Project Costs All totals will calculate automatically.

Total FEDERAL Cost	Total STATE MARCHISELLI Cost	Total OTHER STATE Cost	Total LOCAL Cost	Total ALL SOURCES Cost
\$2,207,555.00	\$273,373.00	\$ 0.00	\$ 0.00	\$2,207,555.00

E. Point of Contact for Questions Regarding this Schedule A (Must be completed)

Name: Deborah Lolik/Lorenzo DiStefano
Phone No: 518-485-9410

See Agreement (or Supplemental Agreement Cover) for required contract signatures.

NYSDOT/State-Local Agreement – Schedule A

Footnotes: (See LPB's website for link to sample footnotes)

This Supplemental #3 adds the Construction phase to the project and represents Engineer's Estimate. Construction = \$1,536,003.00, CI = \$280,134.00 and adds additional funds to the ROW phase

This Supplemental # 3 adds approved ROW Marchiselli funds. All Design and ROW Marchiselli funds are in place.

Supplemental Agreement #1 added additional funding to the Design Phase of project.

Supplemental Agreement #1 added the ROW Incidentals Phase to project. ROW Incidentals= \$41,900.00.

Supplemental Agreement #2 added additional Preliminary Engineering funds, \$15,528.00

Supplemental Agreement #2 added ROW Acquisitions, \$57,172.00

Marchiselli funding hereunder is limited by the amount authorized on the Comprehensive List. Additional Marchiselli funding is contingent on appropriate increase(s) to the Comprehensive List and the execution of a Supplemental Schedule A providing such additional funds. Additional Construction Marchiselli funds will be requested in the 21/22 annual submission.

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 2/23/2021

- (a) Exact Title and Number of Project*: PIN 1759.28 Palisades Road (CR 26) over Brant Lake Inlet Bridge Replacement (H322.9550 280), Town of Horicon
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$1,739,991.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$1,465,256.00 Federal Share

\$ 274,735.00 State Marchiselli Share

\$ 0.00 Local Match Share (no additional local match needed at this time)

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase federal and state funds for additional right of way , construction and construction inspection services.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Department of Public Works

DATE: February 23, 2021

- (a) Purpose of Amendment: To Amend 2021 budget \$1,999.77 dollars to reflect Insurance Recovery payment dated January 8, 2021, for guiderail repairs, DOL 8/24/20.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 County Road, Traffic Control, Supplies \$1,999.77.

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$1,999.77

AGENDA

MARCH 4, 2021

Committee Members: Braymer, Geraghty, Driscoll, Conover and Magowan

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

III. Action Agenda

1) Requests/Items to be Discussed by SUNY Adirondack Representatives:

- A) SUNY Adirondack representatives to provide an update on the college.
- B) Resolution Urging the Governor and Legislature to Increase Support for Community Colleges.

2) Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):

Resolution Tracking Report.

3) Requests/Items to be Discussed by the County Attorney (Mary Elizabeth Kissane, County Attorney):

Litigation update.

4) Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):

Human Resources-

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

5) Requests/Items to be Discussed by the Self-Insurance Administrator (Amy Clute, Administrator):

Request to approve the Warren County Public Health Emergency Plan.

6) Referral from the Joint Meeting of Economic Growth & Development/Governmental Operations & Advocacy (Chaired by Supervisors Hogan and Beaty):

Resolution Submitted by Supervisor Strough - "*Resolution to Eliminate the Positions of Majority Leader and Minority Leader and the Compensation Appropriated for the Leaders of those Positions*".

Note: this item is a referral to the Personnel, Administration & Higher Education Committee because the action will require amending the Table of Organization and Salary Schedule to delete the positions of Majority Leader and Minority Leader (this also results in a default referral to the Finance Committee).

7) Referral from the Public Safety Committee (Chaired by Supervisor Diamond):

Office of Emergency Services (Ann Marie Mason, Director) -

Request to delete the position of County Fire Coordinator - Temp, Annual Salary \$45.6093/hour, effective March 22, 2021.

8) Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):

Tourism (Joanne Conley, Director) -

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Tourism Development & Events Coordinator, Annual Salary \$61,855, effective April 1, 2021 and identify a source of funding for the position. The Tourism & Occupancy Tax Coordination Committee included in their motion that this position is to be created on a temporary basis, subject to the revenues generated.

IV. Pending Items:

Personnel - None.

Higher Education - None.

Continued

RESOLUTION TO ELIMINATE THE POSITIONS OF MAJORITY LEADER AND MINORITY LEADER AND THE COMPENSATION APPROPRIATED FOR THE LEADERS OF THOSE POSITIONS

WHEREAS, the Warren County Board of Supervisors prides itself in having long and proven history of openness and transparency, and

WHEREAS, the creation of the two positions of Majority Leader and Minority Leader have been created without the consultation of the Board of Supervisors and without due consideration by appropriate committees, and

WHEREAS, no document that describes the mission of the positions, or providing a rational basis for their existence, has been shared with all the Board of Supervisors, and

WHEREAS, the chairperson, giving themselves the sole power of these appointments, gives the appearance of a conflict of interest. in that the Majority and Minority Leaders were not selected by their respective political parties

WHEREAS, the Warren County Board of Supervisors' long history of holding deliberations that have been open and transparent and with conduct that was professional and non-partisan, and

WHEREAS, the creation of these two positions by the nature of their creation appears to seek division and polarization, and

WHEREAS, the very existence of these two creations, Majority and Minority Leaders, could even prove to be harmful to the existing healthy relationships among Board members because their very existence could be the cause of conflict and discord, and

WHEREAS, given the above, the creation of these two positions appears to be unneeded and could even be the cause of impairment to otherwise peaceful and conscientious deliberations, and

WHEREAS, by resolution first presented to the Warren County Board of Supervisors at its January 8th, 2021, meeting titled Resolution No. 21, Amending Tables of Organization and Warren County Salary and Compensation Plan for 2021 a six thousand (\$6,000) compensation allocation was approved and should be amended to defund the positions this resolution is proposing to eliminate, thereby saving taxpayers money, and

NOW, THEREFORE, BE IT RESOLVED, that in consideration of the above premises and for the unification of mind and maintenance of harmony amongst Warren County Supervisors be it resolved that the positions of Majority Leader and Minority Leader hereby be eliminated as positions of the Warren County Board of Supervisors or as positions meant to advise the Board Chairperson, and

ALSO, THEREFORE, BE IT RESOLVED, that the resolution passed by the Warren County Board of Supervisors at its January 8th, 2021 meeting, identified as Resolution No. 21, Amending Tables of Organization and Warren County Salary and Compensation Plan for 2021 be hereby amended to eliminate the six-thousand-dollar (\$6,000) compensations for Majority Leader and Minority Leader.

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: TOURISM****DATE: February 22, 2021**

- (a) Title of Requested Position: **Tourism Development & Events Coordinator**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$61,855, out of unit Grade 14**
- (c) Effective Date for New Position:* **April 1, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
none
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
TBD
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

TOURISM DEVELOPMENT & EVENTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for planning, developing and coordinating a regional tourism event strategy with a goal toward expanded promotional opportunities and enhancement of the tourism economies of Warren County. Duties include the development and coordination of a goal supporting event and public relations strategy as well as evaluation/analysis of occupancy tax guidelines for maximum utilization of taxpayer dollars within the County. The position requires the employee to work extensively and cooperatively with the County Administrator's office and multiple other departments, municipalities, partners and stakeholders regarding a broad variety of County government related matters. The work is performed under the general direction of the Director of Tourism with wide latitude allowed for the exercise of independent judgment in carrying out the requirements of the position. Supervision is not generally a requirement of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Director of Tourism generally in creating and promoting programs, services and public events designed to promote the tourism economies of Warren County;

Plans, develops and coordinates a regional tourism event strategy in cooperation with colleagues in the Warren County Tourism Department, County Administrator's office, local municipalities, tourism officials, other partners and stakeholders;

Creates, implements and coordinates a regional tourism events public relations strategy in cooperation with colleagues in the Warren County Tourism Department, County Administrator's office, local municipalities, tourism officials, other partners and stakeholders;

Develops and manages work plans for specific event projects to ensure successful execution of requirements and protocols;

Reviews/evaluates occupancy tax funding applications and offers guidance/ recommendations to Director and Occupancy Tax Coordination Committee regarding value/validity of current/future occupancy tax grant requests;

Collects, tabulates and conducts complex analysis of data on occupancy tax grant applications necessary to develop credible and reliable economic impact reports for presentation to Director and Occupancy Tax Committee;

Develops and maintains communications channels with local municipalities and businesses, in general, and specific to event coordination;

Develops and maintains strong working relationships with colleagues, local municipal officials, partners and stakeholders specific to event coordination;

Acts as liaison and/or works in conjunction with the County Administrator's office and other Warren County Departments as necessary to ensure that all public health, safety and other compliance protocols and requirements are met by event managers;

Prepares and presents periodic reports and updates to the Director and Tourism and Occupancy Tax Committee;

Represents the Department at various meetings, conferences and other tourism promotion and community events.

FULL PERFORMANCE KNOWLEDGE,SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of marketing, advertising, promotion and public relations as relates to the tourism industry;

Thorough knowledge of event planning and program management;

Good knowledge of government organization and operations;

Good knowledge of current methods of collecting, analyzing and interpreting statistical data;

Good knowledge of current research techniques involved in the analysis of forecasting trends as relates to revenue and other fiscal projections of occupancy tax related matters;

Ability to communicate effectively in writing, verbally and using multiple media sources;

Ability to effectively plan, oversee and/or coordinate tourism events and promotions;

Ability to develop complex work plans to accomplish multifaceted project goals;

Ability to establish and maintain good working relationships with colleagues, government staff, public officials, businesses, organizations and other partners and stakeholders;

Ability to prepare concise, well-constructed reports relating to occupancy tax related events including financial reports and analyses;

Ability to deal with tight deadlines and competing requests;

Ability to exercise discretion and sound judgment;

Ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, graphics and other database software in performing work assignments;

Initiative, resourcefulness, tact and good judgment.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree or higher in travel/tourism, marketing, hospitality, public relations or related field and four (4) years of experience in a position dealing with public relations, publicity, tourism promotion, hotel management, restaurant management or related field.

WC: _____
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Tourism Payroll Dept. No: A.53.03
Title of Position: Tourism Development and Events Base Salary of Position: \$61,855 Grade: 14 Non Bargaining
Filling at Step # (If Known): TOURISM DEVELOPMENT and EVENTS COORDINATOR
Budget code and title: .110 Salaries - Regular - Tourism Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other - creation
Employee No./Last Name: N/A Date of Vacancy: April 1, 2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. JAN 3/2/21
Human Resources Director has approved this form when initialed. JF/JK 3/2/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/2/21

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee L B M Jk TOURISM & OCCUPANCY TAX
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature L B M Jk Date 3/12/21