

FINANCE COMMITTEE

AGENDA

APRIL 1, 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 February 2021.
 - B) Request to amend the Warren County Travel, Education and Vehicle Use Policy.
 - C) Request to amend the Warren County Credit Card Policy.
 - D) On behalf of the Real Property Tax Services Department - Authorizing the appropriation of funds in the amount of \$11,244 from Code A.893.00, *Reserve, Environmental Testing Funds*, to Budget Code A.1355 470, *Real Property Tax Services, Contracts*, to pay Bronze Contracting, LLC for removal of contaminated snow from the Mullen's site in order to finalize the project.
 - E) On behalf of the Real Property Tax Services Department - Authorizing a new contract for professional auctioneer services.
 - 3) **Referrals from the County Facilities Committee (Chaired by Supervisor Magowan):**
Airport (Kevin Hajos, Superintendent of Public Works) -
 - A) Request to close capital projects and return remaining funds to the funding source. *Capital project names and remaining balances are listed in the agenda attachment.*
Buildings and Grounds -
 - B) Request to close capital projects and return remaining funds to the funding source. *Capital project names and remaining balances are listed in the agenda attachment.*
 - 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**
Employment & Training Administration (Liza Ochsendorf, Director, Employment & Training Administration) Request to authorize an agreement with Greater Glens Falls Transit to expand the CDPHP Cycle Bike Share Program to Warren County in the amount of \$25,000 per year with Warren County's share of the cost in an amount up to \$10,000; Finance Committee to identify a source of funding to cover the County share.
 - 5) **Referral from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):**
Board of Elections Board of Elections (William VanNess, Commissioner, Board of Elections (R) and Elizabeth McLaughlin, Commissioner, Board of Elections (D))-
Request to authorize an annual appropriation of \$43,718 from Budget Code A.898.00, *Capital Reserve, Election Equipment*, to Budget Code A.1450 421, *Board of Elections, Equipment Rental*, through the year 2028 to cover the cost of the Dominion voting machine lease.
 - 6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Public Health (Ginelle Jones, Director of Public Health/Patient Services) -
Request to amend the County Budget in the amount of \$6,047 to reflect receipt of increased funding provided by New York State Early Intervention Program grant.
 - 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
 - A) Request to amend the County Budget in the amount of \$6,500 to increase both revenue and expense accounts due to an allocation from OCFS (*Office of Children and Family Services*) for youth aging out of the Foster Care program
 - B) Request to amend the County Budget in the amount of \$20,000 to increase both revenue and expense accounts to reflect a gift from the Children's Committee of Warren County for the purpose of paying the wage and benefits for a Community Services Assistant working with Foster Care children and families.

CONTINUED

8) **Referrals from the Public Safety Committee (Chaired by Supervisor Leggett):**

Sheriff (James LaFarr, Sheriff) -

- A) Request to amend the County Budget in the amount of \$4,000 to reflect receipt of additional funding from New York State STOP-DWI Foundation, Inc.
- B) Request amend the 2021 County Budget in the amount of \$169,000 to reflect appropriate revenues and expenses for the second half of the School Resource Officers contracts.

9) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**

DPW (Kevin Hajos, Superintendent of Public Works) -

- A) Request to close several capital projects and return remaining funds to the funding source. *Capital project names and remaining balances are listed in the agenda attachment.*
- B) Request to increase Capital Project H351, *CR 44 over Hudson River Bridge Painting Project - Town of Lake Luzerne*, in the amount of \$2,096.81 to cover the deficit in the project so the project can be closed.
- C) Request to establish DM 868.00, *Reserve, Repairs*, in accordance with General Municipal Law, Section 6-d, to cover the cost of repairs to the mobile brine unit and authorizing the appropriation of funds in the amount of \$9,376.78 from Budget Code DM 909.00, *Road Machinery, Road Machinery, Transfers-Capital Projects*.
- D) Request to establish Road Project D.5112.8343 280, *2021 CR 22 Harrisburg Road*, in the amount of \$219,211.01.
- E) Request to authorize the appropriation of funds in the amount of \$219,211.01 from Budget Code D.909.00, *County Road Surplus*, to Road Project D.5112.8343 280, *2021 CR 22 Harrisburg Road*, to place funding received through the EWR (*Extreme Winter Recovery*) Program for highway resurfacing and highway reconstruction.

10) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 6, 7, 9 and 10:

Agenda Item 6: Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director, Information Technology):

Request to appropriate funds in the amount of \$10,000 from the Computer Reserve Fund to the Information Technology Budget to purchase computers and related equipment and software.

Agenda Item 7: Referral from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):

Board of Elections (William VanNess, Commissioner, Board of Elections ® and Elizabeth McLaughlin, Commissioner, Board of Elections (D)-

Request to amend the Table of Organization and Salary Schedule to increase the hourly rate of pay for the Elections Inspectors from \$12.50/hr to \$15/hr, effective June 1, 2021, in an effort to resolve issues with retention and recruiting.

Agenda Item 9: Referral from the Public Works Committee (Chaired by Supervisor Conover):

Solid Waste (Kevin Hajos, Superintendent of Public Works) -

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Solid Waste/Recycling Compliance Coordinator, *Annual Salary \$43,605*, effective May 1, 2021.

Agenda Item 10: Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):

Request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting.

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2021

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

TRANSFERS FOR 2020 BUDGET

DATE: March 22, 2021

SIGNED: _____

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4054.860	Preschool Program-HospitalizatoIn Expense	A.4018.0020.860	Family Health-Hospitalization Expense	\$5,000.00
2.	A.4054.865	Preschool Program-Dental Expense	A.4018.0020.865	Family Health - Dental Expense	\$120.00
3.					
Total Transfers					\$5,120.00

1. To Transfer funds from Preschool Program to Family Health program to cover Health and Dental for Employee working both Programs.
- 2
- 3

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 - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
12/31/2020	A.1165 440	Legal/Transcript Fees	Budget Transfer within object code from A.1165 444 Travel/Ed/Con	\$ 1,500.00	
12/31/2020	A.1165 444	Travel/Education/Conference	Budget Transfer within object code to A.1165 440 Legal/Trans		\$ 1,500.00
DPW_DPW Admin - DPW,DPW Administration					
2/4/2021	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7113 470	\$ 5.37	
2/4/2021	A.7113 470	Contract	Transfer Within Budget Code to A.7113 413		\$ 5.37
2/10/2021	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7113 470	\$ 273.77	
2/10/2021	A.7113 470	Contract	Transfer Within Budget Code to A.7113 413		\$ 273.77
2/16/2021	D.3310 220	Office Equipment	Transfer Within Budget Code from D.3310 260	\$ 221.94	
2/16/2021	D.3310 260	Other Equipment	Transfer Within Budget Code to D.3310 220		\$ 221.94
2/16/2021	A.7111 416	Oil & Gas-Heating	Transfer Within Budget Code to A.7111 445		\$ 100.00
2/16/2021	A.7111 445	Foods	Transfer Within Budget Code from A.7111 416	\$ 100.00	
2/16/2021	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 444		\$ 60.00
2/16/2021	DM.5130 444	Travel/Education/Conference	Transfer Within Budget Code from DM.5130 441	\$ 60.00	
2/17/2021	D.3310 210	Furniture/Furnishings	Transfer Within Budget Code from D.3310 220	\$ 221.94	
2/17/2021	D.3310 220	Office Equipment	Transfer Within Budget Code to D.3310 210		\$ 221.94
2/24/2021	D.5110 444	Travel/Education/Conference	Transfer Within Budget Code from D.5110 470	\$ 2,100.00	
2/24/2021	D.5110 470	Contract	Transfer Within Budget Code to D.5110 444		\$ 2,100.00
2/25/2021	DM.5130 860	Hospitalization	Transfer Within Budget Code to DM.5130 862		\$ 373.87
2/25/2021	DM.5130 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from DM.5130 860	\$ 373.87	
Human Resources - Human Resources					
2/3/2021	A.1435 210	Furniture/Furnishings	Transfer of funds out of Object Code from A.1435 439	\$ 227.99	
2/3/2021	A.1435 439	Misc Fees & Expenses	Transfer of funds out of Object Code to A.1435 210		\$ 227.99
Infotech - Information Technology					
2/10/2021	A.1681 220	Office Equipment	Budget Transfer out of Object Code from A.1681 410	\$ 250.00	

WARREN COUNTY
Journal Report - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/10/2021	A.1681 410	Supplies	Budget Transfer out of Object Code to A.1681 220		\$ 250.00
Medical Exam&Cor - Medical Exam & Coroners					
2/8/2021	A.1185 410	Supplies	Budget Transfer Object Code A.1185 435	\$ 583.08	
2/8/2021	A.1185 435	Medical Fees	Budget Transfer within Object Code to A.1185 410		\$ 583.08
Public Health_Health Services - Public Health,Health Services					
2/4/2021	A.4013 410	Supplies	Budget Transfer WIC to A.4013.445 from .410		\$ 52.00
2/4/2021	A.4013 445	Foods	Budget Transfer WIC to A.4013.445 from .410	\$ 52.00	
2/4/2021	A.4018.0030 435	Medical Fees	Budget transfer Disease to A.4018.0030.445 fm 435		\$ 78.00
2/4/2021	A.4018.0030 445	Foods	Budget transfer Disease to A.4018.0030.445 fm 435	\$ 78.00	
Purchasing - Purchasing					
2/25/2021	A.1345 220	Office Equipment	Out of Object Budget Code Transfer from A.1345 410	\$ 65.00	
2/25/2021	A.1345 410	Supplies	Out of Object Budget Code Transfer to A.1345 220		\$ 65.00
Residential Hall - Countryside Adult Home					
2/1/2021	A.6030 210	Furniture/Furnishings	Budget Transfer from A.6030 210 to A.6030 260		\$ 2,630.00
2/1/2021	A.6030 260	Other Equipment	Budget Transfer to A.6030 260 from A.6030 210	\$ 2,630.00	
2/1/2021	A.6030 210	Furniture/Furnishings	Budget Transfer from A.6030 210 to A.6030 260		\$ 500.00
2/1/2021	A.6030 260	Other Equipment	Budget Transfer to A.6030 260 from A.6030 210	\$ 500.00	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
2/3/2021	A.3315 260	Other Equipment	Budget Transfer out of object code from A.3315 470	\$ 1,077.00	
2/3/2021	A.3315 470	Contract	Budget Transfer out of object code to A.3315 260		\$ 1,077.00
Social Services - Social Services					
2/3/2021	A.6100 470	Contract	Out of Budget Code Transfer to A.6123 470		\$ 15,000.00

WARREN COUNTY
Journal Report - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/3/2021	A.6123 470	Contract	Out of Budget Code Transfer from A.6100 470	\$ 15,000.00	
Veterans Service - Veterans Service					
2/17/2021	A.6510 418	Ins-General Liability	Funds transfer to 436 Adver		\$ 400.00
2/17/2021	A.6510 436	Advertising Fees	Funds transfer from 418 InsGenLiab	\$ 400.00	
2/24/2021	A.6510 418	Ins-General Liability	Funds transfer from 469 Other Payments	\$ 400.00	
2/24/2021	A.6510 469	Other Payments/Contributions	Funds transfer to 418 Gen Liab		\$ 400.00

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Administrator

DATE: 04/01/2020

- (a) Purpose of Request: **To amend Warren County Travel, Education and Vehicle Use Policy**

- (b) Details: **Revisions have been requested by:**
 - 1) Veterans Peer to Peer program to allow for Coodiantor to use private vehicle with mileage reimbursement**
 - 2) DPW (through Self Insurance) to clarify physical requirement for CDL to valid physical vs. every 12 months**
 - 3) Office of Emergency Services to correct titles to align with current department structure**

- (c) Previous Resolution Number: **49/2021**

- (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. 49 OF 2021

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

ADOPTING WARREN COUNTY TRAVEL, EDUCATION AND VEHICLE USE POLICY

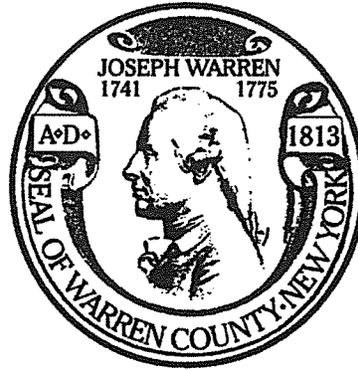
WHEREAS, the Warren County Board of Supervisors adopted an updated Warren County Travel Policy and County Vehicle Use Regulations (hereinafter the “Travel Policy”) by Resolution No. 495 of 2004, which has been updated by many subsequent resolutions, most recently by Resolution No. 289 of 2020, and

WHEREAS, the Clerk of the Board presented to the Personnel, Administration & Higher Education Committee revisions to update and rename the Policy to the “Warren County Travel, Education and Vehicle Use Policy”, and

WHEREAS, the Personnel, Administration & Higher Education Committee has reviewed the changes presented by the Clerk of the Board and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the former Warren County Travel Policy and County Vehicle Use Regulations are hereby replaced by the Warren County Travel, Education and Vehicle Use Policy annexed hereto, and the same hereby is, adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Travel Policies or County Vehicle Use Regulations, Resolutions or parts thereof inconsistent with the annexed are hereby repealed.



WARREN COUNTY TRAVEL, EDUCATION
AND VEHICLE USE POLICY

RESOLUTION NO. 49 OF 2021

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I. COUNTY TRAVEL & EDUCATION POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Manager's absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Department Head, Chair of the oversight Committee or County Administrator to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board, Department Head, Chair of the oversight Committee or County Administrator may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. TRAVEL APPROVAL REQUIRED

- 1) Unless travel is excepted herein, or by separate Resolution by the Board, *all* travel requests, whether in-state, out-of-state or virtual, are subject to approval in accordance with the Travel Form (Schedule "A"). Department Heads shall submit all paperwork describing travel and expenses for review and approval by those listed on the Travel Form (Schedule "A") and must be attached to any Purchase Order or Voucher submitted for reimbursement.
- 2) Travel by County Supervisors, County Administrator, Assistant County Administrator and Department Heads to attend the New York State Association of Counties' conferences held twice per year do NOT need approval, provided that the Department has budget appropriations for the same and there is compliance with the GSA policy.
- 3) All travel authorizations must be reported to the proper oversight Committee at their next meeting as an informational item.

C. FUNDING FOR TRAVEL

If payment of travel expenses requires fund transfers, the Department Head must provide information on where the funds are coming from.

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D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov

E. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Director, Fire Coordinator, ~~Deputy Director of the~~ Emergency Services ~~Coordinator Office~~, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this division (E)(2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.
- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.
- 4) Section D above shall not apply to limit the maximum reimbursement rate where the lodging and/or meals are provided as a facility that is the host of an approved conference, training or meeting or is chosen because of its location proximate to the event and where the reimbursement is less than \$100 above the maximum daily GSA rate and where the employee or officer receives approval for the increased reimbursement above GSA rate as detailed on his or her "Authorization to Attend Meeting or Convention" request form.
- 5) The County Treasurer & County Clerk or their designee shall be excepted from the requirement of use of County vehicles and may use personal vehicles when performing departmental banking functions.
- 6) ~~The Peer-to-Peer Program Coordinator in the Veterans' Services Department shall be exempt from the requirement to use County vehicles and may use personal vehicles with mileage reimbursement to be paid by the County when performing functions for the Peer-to-Peer Program.~~

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles by those driving for County business.

- A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be:
 - 1) 18 years and older;

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- 2) Any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or customary County job function;
 - 3) An employee who is authorized to operate the vehicle by:
 - a) The County Administrator; or
 - b) The County Department Head to whom the vehicle has been assigned;
 - 4) Those who agree to provide their driver license number to the County for inclusion in the NYS Department of Motor Vehicle License Event Notification Service (*The LENS program provides the County with notifications of driver license infractions and suspensions*);
 - 5) Those who agree to the fact that the County has a right to request information relating to a change in driver license status of all authorized users described above;
 - 6) Those who have signed the acknowledgment (Schedule ~~EB~~) at the end of this Policy;
 - 7) Those who maintain a valid NYS drivers license, excluding conditional or restricted licenses
 - a) Any suspension or revocation of ones driver's license will result in immediate loss of the employee's status as an authorized County driver. Status as an authorized driver will be automatically reinstated upon restoration of unconditional license;
 - 8) Those who have been involved in an at fault incident(s) with a County vehicle where no convictions were issued *but* the incident(s) resulted in damage in excess of \$2,500 from a single incident or multiple incidents within a 12 month period will no longer be considered authorized drivers and must be reviewed by the Risk Management Steering Committee who will provide a recommendation to the Department Head. The Department Head will then determine the employee's status as an authorized driver of County vehicles or their own vehicle on County business. Employees may appeal a Department Heads determination to the Personnel & Higher Education Committee of the Board of Supervisors; and
 - 9) Those with Commercial Motor Vehicle Licenses, if using the license in the scope of their duties, ~~that who~~ have successfully passed a ~~Commercial Motor Vehicle License DOT~~ physical exam ~~within the last 12 months~~ and provided ~~proper a current~~ medical examination certificate to the County. ~~The medical certification exam will be at the expense of the County at a medical provider contracted by the County for the purpose of DOT physical examinations. Conflicts of medical opinion will be resolved based on 49CFR 391.47~~
- B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees and unpaid interns who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for:
- 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs;
 - 2) for persons participating in Countryside Adult Home programs whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity; and
 - 3) unpaid interns working at the Department of Social Services.
- C. 1) County vehicles shall be utilized for official purposes only. Persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. In addition, officials or employees from governmental entities other than Warren County, such as from the federal, state or local governments (e.g.; other counties, towns, cities, villages, school districts, etc.) or a non-profit organization provided such non-profit organization is engaged in activity involving or related to County activities including but not limited to promoting the County may ride in County vehicles when accompanying County officials to a meeting, event, destination, or similar place, and such will be considered using the vehicle for official purposes or in furtherance of County

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business, since it fosters communication, shared governmental services and supports intergovernmental relationships and furthers the interests of the County. Picking up hitchhikers is prohibited. Examples of circumstances where non-County personnel may ride in County vehicles include but are not limited to:

- a) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience;
- b) Veterans who ride in the Veterans' Services' van pursuant to program identified in subparagraph II(B) hereof;
- c) Persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services;
- d) Residents of Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity for the general benefit of Countryside Adult Home residents;
- e) Office for the Aging may transport advisory council members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director;
- f) District Attorney personnel transporting witnesses;
- g) Department employees who wish to carpool with other County Officials not from Warren County when the purpose is furthering County business;
- h) Youth being transported to various programs and seminars by the Department of Social Services;
- i) Children or clients being transported in County vehicles by DSS staff; and
- j) Officials or employees from governmental entities other than Warren County, such as from federal, state or local governmental entities or non-profit organizations engaged in activities involving or relating to County activities; and
- k) Veterans employees may transport persons pursuant to the Peer to Peer Program.

- 2) Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chair of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.

- D. 1) Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:
 - a) Department of Public Works:
 - 1) Highway Construction Supervisors II
 - 2) Superintendent of Public Works
 - 3) Highway Manager
 - b) Health Services: Nurses upon approval of the Director of Public Health/Patient Services
 - c) Sheriff's Office:
 - 1) Sheriff
 - 2) Undersheriff
 - ~~3) Major~~
 - ~~34) Lieutenant - Criminal Investigators~~
 - ~~45) Lieutenant - Law Enforcement~~
 - ~~56) K-9 Officers (2)~~
 - ~~67) Narcotics Officers (5)~~
 - ~~78) Civil Officers (2)~~
 - ~~89) Investigators~~

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- d) Fire Prevention & Building Code Enforcement:
 - 1) Building Inspectors (2)
 - e) Office of Emergency Services
 - 1) ~~Director~~ Fire Coordinator
 - 2) Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used for the quarter reported.
- E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the County Administrator. In the event that a Department Head desires to take a County vehicle to a private residence overnight, approval must be obtained from the County Administrator. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:
- 1) A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this Division (E), the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
 - 2) The log or record kept pursuant to Division (E)(1) hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
 - 3) If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
 - 4) An exemption is made for the Warren County Sheriff and Warren County Office of Emergency Services Director to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the County Administrator.
- F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected to be housed or stored, respectively, at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this Division (F) shall be as follows:
- 1) The District Attorney vehicle assigned to the investigators shall be housed at the Warren County Municipal Center;
 - 2) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff;
 - 3) Five vehicles assigned to the Health Services Department for use by the nurses in northern part of the County shall be housed as follows: one in Stony Creek, one in North Creek, and three in Chester;
 - 4) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed in the area with the largest amount of Planning Activity for use on an as-needed basis; and
 - 5) The Superintendent of Buildings vehicle to be housed in Warrensburg at the DPW shop.
- G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work, the Office of Emergency Services the Social Services Department and the Health Services Department.
- H. No County vehicles shall be used for private or personal use. If an employee is in the field during a normal

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lunch break, they are to notify their supervisors that they are taking their lunch break and where they will be with the County vehicle.

- I. In addition to the log that must be kept on overnight usage, (*see Division (E)(1)*), the Department Head may require daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy.
- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be deemed revoked.
- K. All vehicles that are assigned to specific employees or groups of employees must be returned to the fleet for use by other County employees when an employee is on vacation or not otherwise using the same.
- L. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.
- M. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating vehicles on County business. To ensure this, employees authorized to operate County vehicles are expected to:
 - 1) Check that all vehicle occupants wear safety belts when the vehicle is in operation; and
 - 2) Not operate a vehicle that the driver suspects does not operate properly. The driver shall return and/or park the vehicle as may be appropriate and contact his or her Supervisor to make appropriate arrangements so that the vehicle can be towed or operated safely. If the Supervisor is not available, the employee shall contact the Warren County DPW maintenance department at 518-623-4142 or 518-761-6556.
- N. Drivers of County vehicles are also responsible for:
 - 1) Checking that the vehicle is clean - no trash, good overall appearance;
 - 2) Checking that any tools, equipment or other items do not interfere with the driver's ability to operate the vehicle or pose threats in situations where the driver suddenly stops or swerves the vehicle or otherwise cause items in the vehicle to move around;
 - 3) Ensuring that the vehicle has current copy of the vehicle registration and the insurance card are in the vehicle and all required inspection stickers are up to date;
 - 4) Checking that both license plates are properly attached and visible at all times;
 - 5) Conducting daily visual inspection for obvious problems (flat tire, damage, leaks) before the start of the workday and during the workday when approaching the vehicle. An unsafe vehicle should not be operated until repairs are made;
 - 6) Any additional pre or post trip inspection as directed by the Department Head; and
 - 7) Reporting any concerns regarding the County vehicle by using the form (Schedule B) at the end of this Policy.
- O. Drivers of County vehicles must follow respective laws governing motor vehicle operations including those regarding the use of cellular telephones. Drivers must refrain from any activity that may impede the driver's ability to focus on safely operating the vehicle while it is in motion. Drivers are personally responsible for

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any traffic citations; including EZ-Pass violations that may be issued as a result of operating a vehicle for County business.

- P. Drivers of County vehicles or other vehicles for County business must be free of alcohol and illegal drugs. This also includes prescription and non-prescription drugs that may impair a driver's judgement and other faculties.
- Q. Drivers must report all accidents and incidents while using a County vehicle to his or her immediate Supervisor. The driver's immediate Supervisor must report the accident or incident according to the County's Safety and Health Program Policy.

Should a motor vehicle incident or crash occur, the driver of a vehicle used for County business must:

- 1) Stop and investigate immediately;
 - 2) Set out warning devices if such are available and warranted under the circumstances;
 - 3) Notify the police (*call 911*) and immediate Supervisor;
 - 4) The driver must supply his or her name and exhibit operator's driver license to the proper authorities;
 - 5) If able, secure names and addresses of other involved, witnesses and first persons at the scene;
 - 6) If the driver strikes an unattended vehicle and the owner cannot be located, the driver must place his or her name and the address of the Warren County Department securely on the vehicle;
 - 7) The driver shall attempt to protect his or her vehicle from further damage and theft;
 - 8) The driver must comply with the drug-alcohol testing requirements of the County's Substance Abuse Policy(s) for motor vehicle drivers.
 - 9) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident involves a loss of human life.
 - 10) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident resulted in bodily injury to any person who as a result of the injury immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle and moving violation was issued by law enforcement;
 - 11) Employees with Commercial Motor Vehicle Licenses (CDL) must also comply with Warren County's Drug and Alcohol Policy.
- R. If you are the driver of a disabled County vehicle, you need to do the following:
- 1) Make sure that the vehicle is not impeding the flow of traffic and is not a safety hazard;
 - 2) Turn on the vehicles 4-way flashing hazard lights, if possible;
 - 3) Set-up the vehicles emergency safety triangles and safety cone, if available;
 - 4) Place a note that can be seen from the outside of the vehicle on the dash of the vehicle describing the vehicles problem and drivers contact telephone or cell number;
 - 5) Notify the local police department (*911*) of the vehicles location;
 - 6) Contact your direct supervisor; and
 - 7) Make arrangements to have the vehicle towed.
- S. No radar detection devices are to be used in any County owned, leased, borrowed or other vehicle used for County business. Drivers who are found to be using such devices may be subject to disciplinary action as determined by the Department Head or County Administrator and in accordance with bargaining agreements and Civil Service Law.

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- T. All employees seeking to operate a County vehicle must have participated in a driver improvement program within the last 3 years. The driver improvement program can be the County's driver improvement training or other driver improvement training approved by New York State Department of Motor Vehicles or the County's Safety Officer. Incidents and accidents involving County vehicles or other vehicles used for County business may be reviewed by the County's Safety Officer and/or the Risk Management Steering Committee and a recommendation may be made in regards to additional driver improvement training.
- U. It will be the County Department Head's responsibility to review this policy with all employees prior to using a vehicle for County business and at any time when the policy is changed. The County Department Head will be responsible for obtaining the signed acknowledgment form that follows from the employees prior to using a vehicle for County business. The County Department Head will be responsible for determining each employee's eligibility under this policy as an authorized driver prior to vehicle use.
- V. County Department Heads or their designee shall notify (*using the proper form*) the Self-Insurance Department upon hire or termination of employees authorized to drive County vehicles or other vehicles for County business. The Self-Insurance Department will maintain the NYS DMV LENS database accordingly.
- W. The violation of any rule in the County Motor Vehicle Use Rules may result in disciplinary action in accordance with bargaining agreements and Civil Services Law.

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SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- Checkboxes for In-State, On-Line, and Out-of-State travel options.

The _____ hereby authorizes _____ (Supervisory Committee) (Employee Name)

to attend _____ (Name of meeting or organization)

at _____ (Address) on _____ (Dates)

Meeting/Convention/Training Cost: _____ Mode of transportation to be used: _____ (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting/convention/training including cost. Total Cost \$ _____ (Include travel costs)

For Overnight Travel

Room rate \$ _____ GSA* Rate \$ _____ Funding in Budget? Y N

Meal costs \$ _____ GSA* per diem rate \$ _____ Budget Code: _____

* www.gsa.gov

Date: _____

Department Head Signature

Date: _____

County Administrator Signature

Date: _____

Committee Chair Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle. REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-State travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

WARREN COUNTY
REPORT OF CONCERNS REGARDING COUNTY VEHICLES
This section to be completed by the employee that used the vehicle.

Department: _____

Vehicle: Make: _____ Model: _____

County No. _____

Date Vehicle Used: _____

Detail of Concern(s): _____

Name: _____ Title: _____

Date: _____

Employee should provide this form to their Supervisor/Department Head who will immediately forward (via hard copy, fax or email) this form to the Fleet Manager and to the Warren County Vehicle Maintenance Shop in Warrensburg.

This section to be completed by the Fleet Manager:

REVIEW OF CONCERNS AND ACTION TAKEN

Conclusion of Review of Concern(s) and Action Taken: _____

Name: _____ Title: _____

Date: _____

*Upon resolution the Fleet Manager will distribute (via hard copy, fax OR email):
Copy to Department Head, Copy Vehicle Maintenance Shop, Original to remain with Fleet Manager.*

Schedule "B"

Warren County Travel Policy and Vehicle Use Regulations
Acknowledgment Form

I understand to be an authorized driver of a County vehicle I must:

- ❖ Be 18 years of age or older
- ❖ Hold a valid NYS Drivers license
- ❖ Use the vehicle as part of my usual and / or customary County job function
- ❖ Have been authorized to use the vehicle by the Department Head responsible for the vehicle or by the County Administrator
- ❖ Agree to provide my driver license number to the County for the LENS program
- ❖ Agree for the County to obtain my motor vehicle records
- ❖ Agree to provide the County documents including driving records, proof of a valid license and proof automobile insurance coverage if requested
- ❖ Agree to immediately notify the County of any driving violations, changes to driver information and driver status

I, _____ have read and understand the Warren County Travel Policy and Vehicle Use Regulations. By signing below, I agree to adhere to the policy including the items listed above.

NYS Driver License ID _____

Employee Signature Date

This form shall be completed when the employee is offered a position that includes responsibility for driving a county vehicle or other vehicle for County business. This form shall also be completed when the employee attends a driver improvement training program.

Original of this form will be filed with the Department Head
Electronic copy will be filed with the LENS documents in the Self-Insurance Office

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Administrator

DATE: 04/01/2020

- (a) Purpose of Request: **To amend Warren County Credit Card Policy to increase the limit of the card issued to the Veterans Peer to Peer Program to \$1,000**
- (b) Details: **Increasing the limit of the Peer to Peer Program credit card from \$500 to \$1000 to improve program efficiency. All charges are 100% reimburseable**
- (c) Previous Resolution Number: **140/2020**
- (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. 140 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, CONOVER, GERAGHTY, BEATY, BRAYMER, MCDEVITT, MERLINO, SIMPSON AND STROUGH

ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY

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

WHEREAS, the Tourism Director has requested revisions to said Credit Card Policy to increase the monthly limit on the credit card in the name of the Clerk of the Board to be used exclusively by the Tourism Department from Thirty Thousand Dollars (\$30,000) to Fifty Thousand Dollars (\$50,000), and

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

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

RESOLVED, that any and all prior Credit Card Policies, Resolutions or parts thereof inconsistent with the annexed Credit Card Policy for Warren County are hereby repealed effective March 20, 2020.

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COUNTY OF WARREN
CREDIT CARD POLICY**I. OVERVIEW AND PURPOSE****A. Overview.**

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

B. Purpose.

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

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

II. ADMINISTRATION OF THE COUNTY’S RELATIONSHIP WITH THE BANK ISSUING THE CREDIT CARD**A. Obtaining Credit Cards and Ghost cards**

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

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5. All Cardholders shall execute the Cardholder authorization form annexed hereto as *Schedule "B"* and sign the back of the credit card upon receipt (signature on ghost cards is not possible and hence not necessary).
6. The aggregate County credit limit for all issued credit and ghost cards shall be \$292,000.

B. Contact With Card Issuer Representatives.

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

C. Online Management of Credit Cards.

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

III. USE OF THE CREDIT CARD, REVOCATION AND RECORD KEEPING**A. Authorized Users**

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

B. Authorized Purchases

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

C. Rules of Use

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

1. The goods or services must be budgeted and legally allowable.
2. The total value of a transaction shall not exceed a Cardholders card limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the card limit.
3. Spending limits for the month must be adhered to.

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

D. Unauthorized Credit or ghost Card Use

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

E. Cardholder Record Keeping

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

F. Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder or staff member designated in writing or by email shall receive his/her monthly statement of account that will list the transactions to the Cardholders credit card for that period.

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

G. Cardholder Security

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

H. Cardholder Separation

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

I. Revocation of Credit Card Privileges

1. The issuance of a credit card and/or ghost card to an employee is done at the discretion of the County Board of Supervisors.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit and/or ghost card privileges.

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3. Repeated loss or theft of any issued credit or ghost card will be cause to revoke the employee's credit/ghost card use privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit/ghost card privilege.

IV. DOCUMENT SUBMISSION AND PAYMENT OF MONTHLY CREDIT/GHOST CARD INVOICE**A. General County Department Procedure**

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

B. County Auditor Review and Payment by Treasurer

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

V. AUDITS

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

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SCHEDULE "A"

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

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$50,000;
- c. One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- d. One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- e. One credit card in the name of the Superintendent of the Department of Public Works for E-bay fees only with a monthly credit limit of \$1,000;
- f. One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and
- g. Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed ~~\$167,500~~127,000.
- h. One credit card in the name of the Veterans' Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of ~~\$500~~1,000.
- i. One credit card in the name of the Social Services Director for general use purposes with a monthly credit limit of \$1,000.
- j. One credit card in the name of the Health Services Director for general use purposes with a monthly credit limit of \$1,000.

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

Use of credit cards for general purposes shall include purchases of a small dollar amount, food service, fuel, supplies, materials, conference registrations, hardware store purchases, Federal Express, United Parcel Service and postal charges, other miscellaneous items authorized in Department Budgets, except when the

County has an established account or using a ghost account with a vendor in which case that account shall be used and not the credit card. General purposes shall not include alcoholic beverages, tobacco, lottery tickets, cash advances or ATMs or purchases that require Board Resolutions until such a Board Resolution has been adopted.

SCHEDULE "B"

<p>ACKNOWLEDGMENT OF RECEIPT OF THE MASTERCARD PURCHASE CARD</p> <p>Last 4 digits of card: _____</p>

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

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

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

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

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

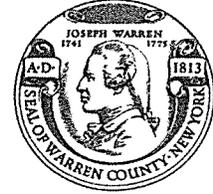
Department Head Name: _____
(Please Print)

Department Head Signature: _____

Date: _____

Warren County Board of Supervisors

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



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

Frank Thomas, Chairman

Amanda Allen, Clerk of the Board

SCHEDULE "C"

GENERAL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount \$ _____

Purchase Order # (if required): _____

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

All purchases are tax exempt.

Vendor Name: _____

Date of Purchase: _____

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

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

Expiration Date: _____

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

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

CARDHOLDER'S SIGNATURE _____

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

Warren County Board of Supervisors

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



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

Frank Thomas, Chairman

Amanda Allen, Clerk of the Board

SCHEDULE "D"

TRAVEL CREDIT CARD AUTHORIZATION

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

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

AIRLINE TICKETS:

Date of Purchase: _____ Name of Airline: _____

HOTEL CHARGES:

Name and address of hotel: _____

Arrival Date: _____ Departure Date: _____

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

CONFERENCE FEES:

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

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

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

Expiration Date: _____

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

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

CARDHOLDER'S SIGNATURE _____

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

SCHEDULE "E"

COUNTY OF WARREN
TRANSACTION DISPUTE FORM

Cardholder Information:

Cardholder's Name: _____

Card Number: _____

Cardholder's Signature: _____ Date: _____

Vendor Name: _____

Statement Date: _____ Transaction Date: _____

Transaction No. _____ Posting Date: _____

Amount Disputed: _____

Dispute:

The item referenced above is being disputed because:

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

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

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

___ I do not recognize the above transaction.

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

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

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

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: Real Property Tax Services

DATE: April 1, 2021

- (a) Purpose of Request:
Appropriate funds from A.893 Reserve, Environmental Testing Funds to A.1355
470 Real Proeprty Tax Services, Contracts

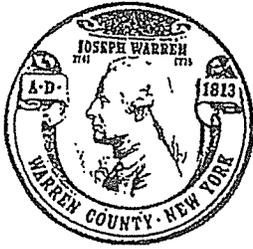
- (b) Details:
To pay Bronze Contracting, LLC for removal of contaminated snow from the
Mullen's site to be able to finalize the project. This money includes trucking and
disposal. \$11,244.00

- (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



WARREN COUNTY
 REAL PROPERTY TAX SERVICES AGENCY
 County Municipal Center
 1340 State Route 9
 Lake George, New York 12845

Tel. 518-761-6464
 Fax 518-761-6559

LEXIE A. DELUREY
 Director

KRISTEN MAC EWAN
 Deputy Director

April 1, 2021

Financial information for Mullen's

PO for Atlantic Testing Laboratories		\$ 5,200.00
PO for Bronze Contracting, LLC		<u>\$72,290.00</u>
Total Encumbrances		\$77,490.00
Money moved from A.893.00 to A.1355 470 in February to cover cost for ATL		<u>\$10,000.00</u>
Total money currently		\$87,490.00
ATL Invoice 231441		\$11,055.00
ATL Invoice 231598		<u>\$ 3,445.00</u>
Total		\$14,500.00
Bronze Contracting Invoice 976	Demolition	\$72,290.00
	Landfill fees (snow removal)	<u>\$12,903.96</u>
Total		\$85,193.96
Deduction for variance amendment		<u>- \$960.00</u>
Total		\$84,233.96
Total current money – invoices = money needed		\$87,490.00
		<u>- \$98,733.96</u>
STILL NEED		\$11,243.96

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Real Property Tax Services

DATE: April 1, 2021

- (a) Is this a Result of a Bid or Request for Proposal?
yes (WC 10-21)
- (b) Purpose of Contract:
Professional Auctioneer Services
- (c) Name of Contractor:
Auctions International, Inc
- (d) Address of Contractor: **Attn: Russ Scherrer,
11167 Big Tree Road
E. Aurora NY 14052**
- (e) Contractor's Contact Person and Telephone Number:
Russ Scherrer, 1-800-536-1401
- (f) Has or will the Contract be provided, if so, please attach:
NO
- (g) Commencement Date of Contract:
Upon execution of agreement
- (h) Termination Date of Contract:
December 31, 2021 with possibility for renewal of two(2) one year periods.
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**
Buyers Premium 6%, no withdrawal fees, +4% convenience fee for Credit Card use

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

*as listed in budget and LOGOS

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 10-21 ITEM(S): RFP FOR PROFESSIONAL AUCTIONEER/BROKER TO CONDUCT LAND AUCTION DATE: FEBRUARY 25, 2021 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
	Collar City Auctions Realty & Management, Inc Attn: Randy Passonno 9423 Western Turnpike Delanson, NY 12053 Ph: 518-895-8150 Fax: 518-895-8152	Auctions International, Inc. Attn: Russ Scherrer 11167 Big Tree Road E. Aurora, NY 14052 Ph: 800-536-1401 Fax: 800-569-3334	Absolute Auctions & Realty, Inc. Attn: Jennifer Gableman PO Box 1739 45 South Avenue Pleasant Valley, NY 12569
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE
BUYERS PREMIUM LAND AUCTION % OVER BID:	5.5% Cash or Official Bank Check 9.0% Credit or Debit Card (same for online auction)	6% Cash or Certified Funds 6% Buyer's Premium + 4% convenience fee (on deposit amount only) for Credit Card Payments 6% for On-line Auction	10% Cash Check 11% Credit Card (same for online auction)
WITHDRAWAL FEE:	\$0.00	\$0.00	
COMMENTS:			
BID AWARDED TO:	RESOLUTION NO.:		
TERM: COMMENCING UPON EXECUTION OF AGREEMENT AND TERMINATING DECEMBER 31, 2021	√ JULIE A. BUTLER, PURCHASING AGENT		

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Facilities -Airport

DATE: 3/23/2021

(a) Purpose of Request: Authorization to close Capital Projects and return funding source.

(b) Details: Authorization to close Capital Project and return funding source:

Capital Project	Est Funds	Funding Source
H306 Land/Avigation Easement-Forest Ent	\$58,969	A.9950 - \$58,000 A 892.00 - \$969
H325 Avigation Easement - Runway 30	\$13,022	A.9950
H339 Land/Easement Acq Runway 12&19	\$833	A.9950
H362 Airport-Natural Gas Conversion	\$4,431	A.9950
H364 Runway 30 Obstruction Removal	\$2,634	A.9950

(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

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Facilities - Buildings & Grounds

DATE: 3/23/2021

(a) Purpose of Request: Authorization to close Capital Projects and return funding source.

(b) Details: Authorization to close Capital Project and return funding source:

Capital Project	Est Funds	Funding Source
H355 Municipal Centr Security Renovation	\$7,271	A.9950
H370 Municipal Center Employee Parking	\$6,258	A.9950

(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

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: Employment & Training Administration

DATE: March 23, 2021

- (a) Purpose of Request:
Expansion of CDPHP Cycle bike share program to Warren County is a private-public investment and in collaboration with Greater Glens Falls Transit. Requesting funds not to exceed \$10,000.00 to support the total operating costs of \$25,000.00 per year.
- (b) Details:
This initiative will serve the transportation needs of residents, workers, and tourists. The agreement will be with Greater Glens Falls Transit and would be renewed each year. The program operates for three seasons and the operating costs cover all bikes, bike maintenance, marketing, and technology support.
- (c) Previous Resolution Number:
N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
To be discussed and determined.

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

* as listed in budget and LOGOS



495 Queensbury Avenue
Queensbury, New York 12804
(518)792-1086 792-7952 fax

DRAFT

Greater Glens Falls Transit Bike Share Memorandum of Understanding

The agreement is made between Greater Glens Falls Transit (GGFT), a Department of the City of Glens Falls, and Warren County for the financial support of CDPHP/CDTA Cycle Bike share program in Warren County during calendar 2021. Terms of this M.O.U. are as follows:

1. GGFT will enter into an agreement with the Capital District Transportation Authority (CDTA) in Albany for it to extend the operation of its CDPHP Cycle program into Warren County in 2021.
2. CDTA will operate and manage the Bike share program, being responsible for the maintenance of system equipment, software, and major marketing efforts.
3. GGFT will monitor program operation in Warren County and be the point of contact to CDTA.
4. To help cover program operating costs, Warren County will contribute up to \$10,000 to in 2021. This amount will be payable to GGFT to cover annual expenses it incurs through its agreement with CDTA.
5. Warren County will work with the CDPHP Cycle to help facilitate the installation of up to two(2) bike dock stations and related signage at mutually agreed upon locations along the Warren County Bikeway.
6. GGFT will report to Warren County on agreed upon intervals regarding the operation of the program, and at the end of the year regarding any recommendations for the following year.
7. This MOU may be renewed on an annual basis for up to two additional years

Accepted terms of this Memorandum of Understanding agreement

Warren County Representative: _____

Name (Printed): _____

Date: _____

Greater Glens Falls Transit: _____

Name (Printed): _____

Date: _____

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: WCBOE

DATE: 03/08/2021

- (a) Purpose of Request:
To move money from A.898.00 Capital Reserve to A.1450.421 Equipment for the lease of the Dominion Voting machines in Resolution #377-2020 in the amount of \$43,718.
- (b) Details:
This will be an annual move starting 2021 when machines are accepted through 4/30/2022 and each year following as such:
- | | | |
|---------------------|--------------------|--------------------|
| 5/1/2022- 4/30/2023 | 5/1/2023-4/30/2024 | 5/1/2024-4/30/2025 |
| 5/1/2025-4/30/2026 | 5/1/2026-4/30/2027 | 5/1/2027-4/30/2028 |
- (c) Previous Resolution Number:
377-2020
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.898.00 - Reserve, Election Equipment

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: Warren County Health Services-Health Education
 DATE: March 22, 2021

- (a) **Purpose of Amendment:** To amend the 2021 budget to adjust the Early Intervention Program to reflect the increase in funds given from NY State for the Early Intervention Grant. \$6,047.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
 A.4054.0060.220 Early Intervention-Office Equipment Expense \$1,500.00
 A.4054.0060.410 Early Intervention-Supplies Expense \$3,000.00
 A.4054.0060.424 Early Intervention –Postage Expense \$547.00
 A.4054.0060.435 Early Intervention-Medical Supplies \$1,000.00

Revenue Code (with title), and Amount:

A.4054.0060.4451 Early Intervention- Federal Revenue \$6,047.00

***Note:** Early Intervention Grant runs 10/1/20-9/30/21. Budgeted \$24,644 however notified in 2021 that the amount is being increased to \$30,691. Therefore have adjusted expenses based on this increase. Submitted requests to State that include \$1500 for two new laptops needed to be utilized by staff working at home during COVID which are used while in the field and for data input into the NYEIS system. Also increases in supplies, postage and medical expenses related to COVID activities for extra copies and mailings and PPE supplies necessary for program activities.

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

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

DEPARTMENT NAME: Social Services

DATE: 3/8/2021

- (a) Purpose of Amendment: To increase both revenue & expense accounts due to an allocation from OCFS for youth aging out of the foster care program.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A 6010 439 Miscellaneous Expense - \$6,500

- (c) Revenue Code (with title), and Amount:
A 6010 3610 Social Services Admin - \$6,500

RESOLUTION REQUEST FORM NO. 7

*Request to Amend County Budget**

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

DEPARTMENT NAME: Social Services

DATE: 3/8/2021

- (a) Purpose of Amendment: To increase both revenue & expense accounts due to a gift from the Children's Committee of Warren County. This will pay the wages/benefits for a Community Services Assistant working with our Foster Care children & families.
- (b) Appropriation Code, Object Code, Full Title and Amount:
- | | |
|-------------------------------|----------|
| TE 6010 110 - Salaries | \$18,525 |
| TE 6010 830 - Social Security | \$1,206 |
| TE 6010 831 - Medicare | \$269 |
- (c) Revenue Code (with title), and Amount: \$20,000.
- | | |
|----------------------------------|----------|
| TE 6010 2401 Interest & Earnings | \$20,000 |
|----------------------------------|----------|

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

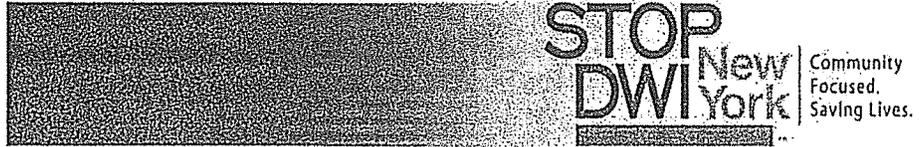
DATE: March 22, 2021

(a) **Purpose of Amendment:** Amend County Budget to reflect increased funding for the 2020-21 New York State Stop DWI Crackdown Enforcement grant.

(b)	Appropriation Code, Object Code, Full Title and Amount:	
	A.3315 120	Stop DWI Program
		Salaries - Overtime
		\$4,000

(c)	Revenue Code (with title), and amount:	
	A.3315 3615	Stop DWI Program
		STOP DWI Grant
		\$4,000

New York State
STOP-DWI Foundation, Inc.



March 4, 2021

Undersheriff Terry Comeau, Warren County STOP-DWI
Via E-Mail

Re: Allocation of Additional Crackdown Funds

Dear Undersheriff:

As you are aware Warren County was allocated \$10,000 in crackdown funds for the grant cycle of October 1, 2020 through September 30, 2021.

Please accept this letter as official notification that effective today the NYS STOP-DWI Foundation has increased the Warren County allotted crackdown money by an additional \$4,000. This additional allocation is subject to use under the same criteria as the original funds granted.

Should you have any questions or require any additional information, please feel free to contact me or Grant Administrator, Pam Aini.

Sincerely,

Tracie Coulson

Tracie Coulson, Vice-Chairperson
NYS STOP-DWI Foundation, Inc.

Reggie Crowley (Columbia) – Chairperson
Tracie Coulson (Cayuga) – Vice-Chairperson

Tracy Mance (Albany) - Secretary
John Winchell (Washington) – Treasurer

BOARD OF DIRECTORS: Melanie Churakos (Cattaraugus), Patricia Tomassi (Westchester), Michele James (St. Lawrence), Jeffrey Kaczor (Montgomery), Susie Schenck (Orleans)

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: March 22, 2021

- (a) **Purpose of Amendment:** Amend County Budget to reflect appropriate revenues and expenses for the second half of the School Resource Officer contracts.

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

A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne)	\$40,409
A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne)	\$2,505
A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne)	\$586
A.3120.1002 130 Sheriff's SRO's - Salaries Part Time (Queensbury)	\$15,560
A.3120.1002 830 Sheriff's SRO's - Social Security (Queensbury)	\$965
A.3120.1002 831 Sheriff's SRO's - Medicare (Queensbury)	\$225
A.3120.1002 110 Sheriff's Law Enforcement SRO's - Salaries Regular (Qby)	\$24,849
A.3120.1002 830 Sheriff's Law Enforcement SRO's - Social Security (Qby)	\$1,541
A.3120.1002 831 Sheriff's Law Enforcement SRO's - Medicare (Qby)	\$360
A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren)	\$13,934
A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren)	\$864
A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren)	\$202
A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George)	\$31,120
A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George)	\$1,929
A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George)	\$451
A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton)	\$15,560
A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton)	\$965
A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton)	\$225
A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg)	\$15,560
A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg)	\$965
A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg)	\$225

(c) **Revenue Code (with title), and amount:**

A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne)	\$43,500
A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury)	\$43,500
A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren)	\$15,000
A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George)	\$33,500
A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton)	\$16,750
A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg)	\$16,750

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: Department of Public Works

DATE: 3/23/2021

(a) Purpose of Request: Authorization to close Capital Projects and return funding source.

(b) Details: Authorization to close Capital Project and return funding source:

Capital Project	Est Funds	Funding Source
H329 Warren Co. Bikeway Improvements	0	N/A
H343 West Brook Road Sidewalk	\$7	D.9950
H351 CR44 Ove Hudson Rive Bridge Paint	\$3	D.9950
H365 Bay Road (CR) Pavement Preserv	\$11	D.9950
H366 West Mountain Rd (CR58) Pavement	\$2	D.9950
H374 Warrensburg Fuel Farm	\$7,090	DM.9950

(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

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: 3/23/2021

- (a) Exact Title and Number of Project*: H351 CR 44 over Hudson River Bridge Painting Project, Town of Lake Luzerne (PIN 1760.00)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): ^{\$2,096.81} ~~\$2,097.00~~ (H351.9550 5031 Only)
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
- (g) Changes in Funding (if Amendment): \$0.00

D.9950 910 - Interfund Transfers - ~~\$2,097.00~~ \$2,096.81

- (h) Purpose of Increase or Decrease or Amendment: Project had a deficit fund balance and this increase in local funding will cover the deficit so the project can be closed

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: Department of Public Works

DATE: March 23, 2021

(a) Purpose of Request:

To Create Reserve, Repairs DM 868.00 in accordance with General Municipal Law, Section 6-d and Appropriate Surplus Funds from DM 909.00 for repairs of Mobile Brine Unit in the amount of \$9,376.78.

(b) Details:

Surplus funding received from Towns and Washington County for the purchase of the Mobile Brine Making Unit

(c) Previous Resolution Number:

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

DM 909.00 Fund Balance \$9,376.78.

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: Department of Public Works

DATE: 3/23/2021

- (a) Purpose of Request: Establish road project number for EWR program with regard to Highway Resurfacing and Highway Reconstruction.

- (b) Details: Establish road project D.5112.8343 280 2021 CR 22 Harrisburg Rd, for EWR program with regard to Highway Resurfacing and Highway Reconstruction funded with Surplus Funds from D 909.00.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: D 909.00 Fund Balance, \$219,211.01.

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: Department of Public Works

DATE: 3/23/2021

- (a) Purpose of Request: Appropriate Surplus Funds from D 909.00 and amend County Budget with 2020 CHIPS Extreme Winter Recovery funds in the amount of \$219,211.01.

- (b) Details: Appropriate Surplus Funds from D 909.00 and amend County Road Budget:
D.5112. 8343 280 2021 CR 22 Harrisburg Road

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: D 909.00 Fund Balance, \$219,211.01.

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

* as listed in budget and LOGOS

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

APRIL 1, 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) **SUNY Adirondack representatives to provide an update on the College.**
 - 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):**
 - A) Litigation update.
 - B) County Attorney personnel 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) Request to amend the Table of Organization to update the title of the Associate Planner (9 hrs) listed in the Planning Departments Salary Schedule to reflect the correct title of "Associate Planner - Per Diem".
 - D) Discussion regarding the American Rescue Plan Act voluntary expansion of Families First Coronavirus Response Act.
 - 5) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**
Request to fill the vacant position of Civil Service Specialist, *Annual Salary \$46,222*, due to resignation.
 - 6) **Requests/Items to be Discussed by the Director of Information Technology (Mike Colvin, Director, Information Technology):**
Request to appropriate funds in the amount of \$10,000 from the Computer Reserve Fund to the Information Technology Budget to purchase computers and related equipment and software.
 - 7) **Referral from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):**
Board of Elections (William VanNess, Commissioner, Board of Elections (R) and Elizabeth McLaughlin, Commissioner, Board of Elections (D))-
Request to amend the Table of Organization and Salary Schedule to increase the hourly rate of pay for the Elections Inspectors from \$12.50/hr to \$15/hr, effective June 1, 2021, in an effort to resolve issues with retention and recruiting.
 - 8) **Referral from the Public Safety Committee (Chaired by Supervisor Diamond):**
Sheriff (James LaFarr, Sheriff) -
Request to Adopt Warren County Sheriff Office policies; Correction Division Directive 003 and Public Safety Division Directive 006.
 - 9) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**
Solid Waste (Kevin Hajos, Superintendent of Public Works) -
Request to amend the Table of Organization and Salary Schedule to create and fill the position of Solid Waste/Recycling Compliance Coordinator, *Annual Salary \$43,605*, effective May 1, 2021.

CONTINUED

10) Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):

Request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting.

IV. Pending Items:

Personnel - None.

Higher Education - None.

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

Public Health

- Registered Professional Nurse #31, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- Registered Professional Nurse #32, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- Registered Professional Nurse #37, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- Registered Professional Nurse #40, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- WIC Assistant, *Grade 5, Base Annual Salary \$30,520*, due to resignation.
- Infant Feeding Advocate-Part-time, *(20 hrs/week), Grade 3, Hourly Rate \$13.47*, due to resignation.

DPW

- MEO (L) #6, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
- MEO (L) #13, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
- MEO (L) #27, *Grade 7, Base Annual Salary \$33,600*, due to resignation.
- MEO (M) #12, *Grade 9, Base Annual Salary \$36,214*, due to resignation.
- Construction Specialist I, *Annual Salary \$65,566*, due to creation.
- Engineer II, *Annual Salary \$73,670*, due to creation.

*Office of
Emergency
Services*

- Emergency Services Coordinator, *Annual Salary \$48,995*, due to resignation.

*Office for the
Aging*

- Aging Services Assistant - PT, *Grade 4, Base Annual Salary \$29,333 (20 hours/wk)*, due to creation. *(Emergency Fill)*

Sheriff

- Investigative Sergeant, *Annual Salary \$78,519*, due to promotion.
- Investigator #TBD, *Annual Salary \$77,519*, due to promotion.
- Patrol Lieutenant #1, *Annual Salary \$101,802*, due to retirement.
- Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
- Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
- Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
- Patrol Sergeant #4, *Annual Salary \$78,519*, due to retirement.
- Patrol Sergeant #11, *Annual Salary \$78,519*, due to retirement.

Social Services

- Caseworker #15, In the Child Protective Services Unit, *Grade 16, Base Annual Salary \$43,390*, due to resignation.
- Social Welfare Examiner #21, in the Temporary Assistance Unit, *Grade 8, Base Annual Salary \$34,988*, due to promotion.

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

VII. Motion to adjourn

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: April 2021

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

(b) Details:
Information Technology A.1680 220.1 \$10,000

(c) Previous Resolution Number: **N/A**

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: BOE

DATE: 03/16/2021

- (a) Employee Name, Title and Employee No.: **Numerous Election Inspectors**
- (b) Current Annual Base Salary (and Grade if Applicable): **\$240per day flat rate 16 hours (\$15.00ph)**
- (c) Former Annual Base Salary (and Grade if Applicable): **\$200per day flat rate 16 hours (\$12.50ph)**
- (d) Effective Date for Salary Change:* **06/01/2021**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A1450.439 Misc.
- (f) Justification of Request: **To increase the pay for our Pollsite Election Inspectors for retention and recruitment purposes.**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: DPW - Solid Waste

DATE: 3/23/21

- (a) Title of Requested Position: Solid Waste/Recycling Compliance Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): Out of unit Grade 8 - \$43,605
- (c) Effective Date for New Position:* May 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): N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with 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, both Personnel Officer and HR director have reviewed position
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

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: Public Works Payroll Dept. No: 19.
Title of Position: Solid Waste/Recycling Compl. Coord. Base Salary of Position: \$43,605 Grade:
Filling at Step # (If Known):
Budget code and title: Solid Waste/Recycling Compliance Coord. Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
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. 803/17/21

Human Resources Director has approved this form when initialed. 10-3/17/21

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 3/23/21

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 Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

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 Date

SOLID WASTE/RECYCLING COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Warren County Department of Public Works and involves responsibility for compliance oversight of the management and handling by municipalities and businesses of solid waste and recyclables processes/activities within Warren County. Duties include the administration of the County Solid Waste Management Plan, including but not limited to record keeping, assisting Towns and their transfer stations, education of the public, permitting of haulers and enforcement of local laws. The incumbent ensures that methods and procedures for solid waste collection, recycling and disposal comply with statute, rules and regulations. The work is performed under the general supervision of the Superintendent of Public Works with leeway allowed for the exercise of independent judgment in planning the details of activities and assuring responsibility for results. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and oversees County wide material recycling compliance activities and develops, implements and evaluates reporting and data collection;
 Provides assistance/education to municipalities, businesses and institutions in developing and implementing compliance strategies;
 Researches and assesses current solid waste management and waste collection practices of area municipalities to insure compliance with applicable laws, rules and regulations;
 Issues haulers permits for collection of recyclable and solid waste and compiles data for reporting;
 Works on various new solid waste projects as required;
 Analyzes current and future federal and state solid waste regulations to insure compliance;
 Assists Public Information Officer with public education programs;
 Writes and applies for various solid waste/recycling grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of solid waste management and recycling principles and practices; good knowledge of business and management skills regarding recycling program development and evaluation; good knowledge of federal and state solid waste management regulations; ability to work effectively with advisory groups, government officials and private business to develop and promote public awareness; ability to work independently within the scope of general direction; ability to prepare news releases, education materials and conduct training; ability to express ideas and concepts both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

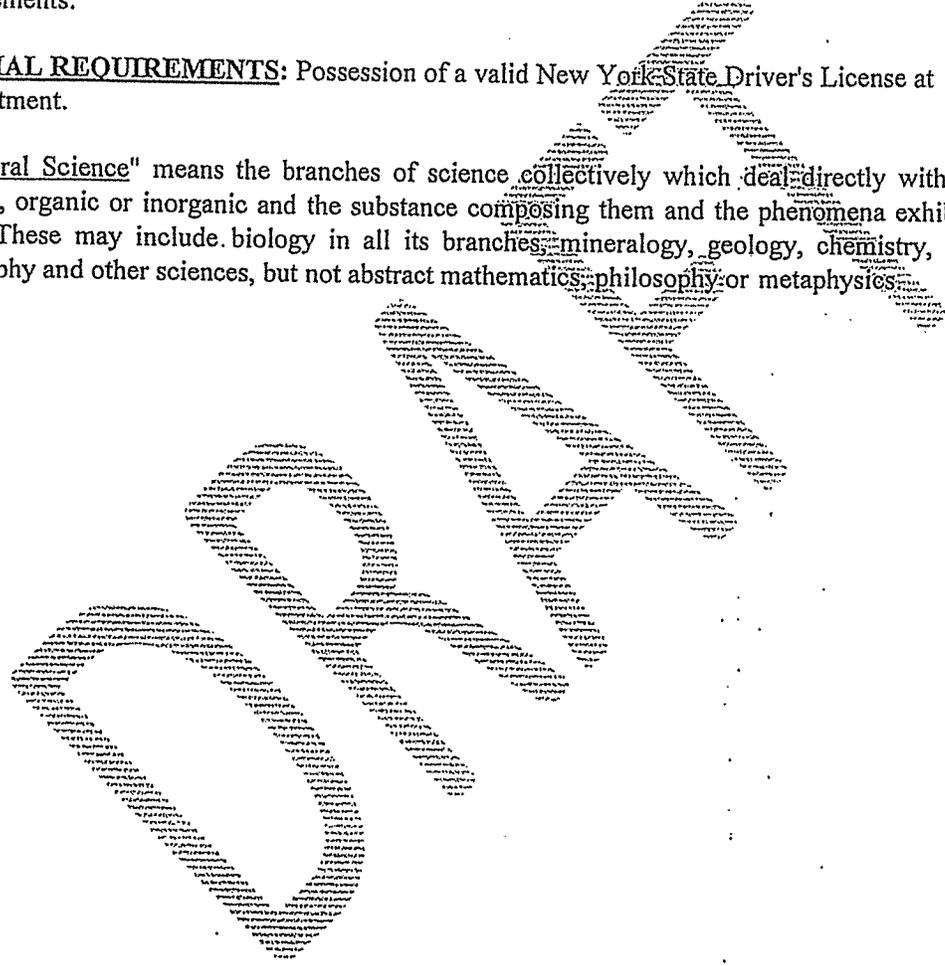
- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies or a closely related field, and one (1) year of experience with solid waste management planning or analysis activities directly related to solid waste management which shall have included regulation compliance activities; OR

- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Ecology, Natural Resources, Natural Sciences*, Environmental Science, Environmental Engineering, Engineering Technology, Environmental Technology, Environmental Studies or a closely related field and three (3) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Verifiable, paid, part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at time of appointment.

*"Natural Science" means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.



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: June 3, 2019

- (a) Purpose of Request: **To remove the Payroll Supervisor and Payroll Technician positions from the CSEA union.**
- (b) Details: **These positions should not be in the union due to the confidential nature of the positions and their involvement in implementing labor relations policies and their regular access to confidential information concerning the collective bargaining process.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? **List Budget Code, Object Code, Full Title* and Amount: A.1325 110 - County Treasurer - Salaries - Regular.**

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

*** as listed in budget and LOGOS**

*RESOLUTION REQUEST FORM NO. 13**Request to Increase or Decrease Salary of Non-Union Position*

DEPARTMENT NAME: Treasurer

DATE: June 3, 2019

- (a) Employee Name, Title and Employee No.: Payroll Supervisor,
- (b) Current Annual Base Salary (and Grade if Applicable): \$62,000, Out of Bargaining Unit
- (c) Former Annual Base Salary (and Grade if Applicable): Base (Entry) - \$46,492, Grade 18. Actual salary is \$56,671.
- (d) Effective Date for Salary Change:* June 24, 2019
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1325 110 - County Treasurer, Salaries - Regular \$2,665
A.1325 830 - County Treasurer, Social Security - \$165
A.1325 831 - County Treasurer, Medicare Contribution - \$39
A.1325 810 - County Treasurer, Retirement - \$418
- The increase will be covered by the 2019 budget.
- (f) Justification of Request: This position is responsible for overseeing the processing of a \$40 million payroll and reviewing the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.

*RESOLUTION REQUEST FORM NO. 13**Request to Increase or Decrease Salary of Non-Union Position*

DEPARTMENT NAME: Treasurer

DATE: June 3, 2019

- (a) Employee Name, Title and Employee No.: Payroll
Technician
- (b) Current Annual Base Salary (and Grade if Applicable): \$48,500, Out of Bargaining Unit
- (c) Former Annual Base Salary (and Grade if Applicable): Base (Entry) - \$37,633, Grade 10. Actual salary is \$39,541.
- (d) Effective Date for Salary Change:* June 24, 2019
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1325 110 - County Treasurer, Salaries - Regular - \$4,480
A.1325 830 - County Treasurer, Social Security - \$278
A.1325 831 - County Treasurer, Medicare Contribution - \$65
A.1325 810 - County Treasurer, Retirement - \$703
- The increase will be covered by the 2019 budget.
- (f) Justification of Request: This position provides administrative support to the Payroll Supervisor for a \$40 million payroll, serves as back up to the Payroll Supervisor in her absence and reviews the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.