

FINANCE COMMITTEE

AGENDA

APRIL 29, 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) **Kara Lais of Fitzgerald, Morris, Baker & Firth to speak regarding the issuance of a tax exempt bond to The Glen At Highland Meadows by the Warren-Washington Counties Civic Development Corporation with regard to its \$25 million expansion project.**
 - 2) **Request for transfers of funds as attached for Committee approval.**
 - 3) **Requests/Items to be Discussed by the County Administrator (Tammie DeLorenzo, Assistant to the County Administrator):**
 - A) Journal Report of transfers approved by the County Administrator staff for March 2021.
 - B) Request to amend the County Budget in the amount of \$49,5000 to recognize receipt of grant funding from New York State Division of Homeland Security and Emergency Services for the purpose of bolstering cyber security.
 - 4) **Requests/Items to be Discussed by the County Treasurer(Mike Swan, County Treasurer):**
 - A) Request to fill the vacant position of Accounting Technician #2, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
 - B) Request for a transfer of funds in the amount of \$4,400 from the Contingent Account to Budget Code A.1325 470, *County Treasurer - Contract*, to cover the cost of actuarial services that were budgeted for in 2020, but the work was not completed until 2021 due to a new contract.
 - 5) **Referral from the County Facilities Committee (Chaired by Supervisor Magowan):**
Airport (Kevin Hajos, Superintendent of Public Works) -
Request to amend Resolution 384 of 2020 to remove the local match of \$33,860 for Capital Project H402, *Airport Removal Equipment Building*, as the FAA will now provide 100% of the funding for the project through the Federal CARES Act.
 - 6) **Referral from the Environmental Concerns & Real Property Tax Services Committee (Chaired by Supervisor Dickinson):**
Real Property Tax Services (Lexie Delurey, Director, Real Property Tax Services)
Request to authorize transfer of Town of Johnsbury Tax Map Parcel No. 30.-2-68 to the Town of Johnsbury for highway purposes.
 - 7) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**
Parks, Recreation & Railroad (Tim Benway, Director, Parks, Recreation & Railroad) -
Request to amend the County Budget in the amount of \$1,000 to reflect receipt of a donation from Judge Courtenay Hall for the purpose of paying for eradication efforts of milfoil in the pond at Up Yonda Farm Environmental Educational Center.
 - 8) **Discussion regarding change in policy to eliminate mileage reimbursement paid to members of the Warren County Board of Supervisors for travel to Committee meetings.**

CONTINUED

- 9) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 4C, 5A-B, 6A, 7 and 8:

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

Request to amend the Table of Organization to correct the hourly pay rate of the Associate Planner - Per Diem from \$30.1587/hour to \$35.4653/hour.

Agenda Items 5A and B: Referrals from the Health Services Committee (Chaired by Supervisor Frasier): Public Health (Ginelle Jones, Director of Public Health/Patient Services) -

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Early Intervention Service Coordinator, *Grade 18, Base Annual Salary \$46,492*, and delete the positions of Early Intervention Service Coordinator #2, *Base Annual Salary \$28,585 (20 hrs/wk)*, and the Early Intervention Coordinator PT #3, *Base Annual Salary \$29,577 (24 hrs/wk)*, effective May 24, 2021.

Office for the Aging (Dee Park, Director, Office for the Aging) -

Request to amend the Table of Organization and Salary Schedule to create the position of Meal Site Manager #10, *Grade 2, Base Annual Salary \$26,027 (35 hours/week)*, and delete the position of Food Service Manager, *Grade 4, Base Annual Salary \$27,824 (35 hours/week)*, effective retroactive to May 1, 2021.

Agenda Item 6A: Referral from the Public Safety Committee (Chaired by Supervisor Diamond): Sheriff (James LaFarr, Sheriff) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer - Part-Time, *\$20.3716/hour*, effective May 24, 2021.

Agenda Item 7: Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):

Tourism (Joanne Conley, Director of Tourism) -

Request to amend the Salary Schedule to set the salary of the Tourism Development & Events Coordinator at \$63,711 effective retroactive to April 26, 2021.

Agenda Item 8: 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:

None.

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

- VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2021

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

TRANSFERS FOR 2020 BUDGET

SIGNED: _____

DATE: April 19, 2021

| | <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------------|------------------|--|----------------|--|--------------------|
| 1. | A.4193.110 | Public Health-COVID-Comm Care Full time Salary | A.4193.130 | Public Health-COVID-Comm Care Part time Salary | \$20,000.00 |
| 2. | | | | | |
| 3. | | | | | |
| Total Transfers | | | | | \$20,000.00 |

1. To Transfer funds within the COMM CARE grant from Full time salaried to Part time salaries to cover Registered Nurse at this time.
- 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 - March

| G/L Date | G/L Account Number | Account Description | Description | Increase Amount | Decrease Amount |
|---|--------------------|-----------------------------|---|-----------------|-----------------|
| Mental Health - Mental Health | | | | | |
| 3/25/2021 | A.4310 411 | Rent-Building/Property | transfer funds from A.4310 411 Rent to A. 4310 470 Contract | | \$ 7,569.78 |
| 3/25/2021 | A.4310 470 | Contract | transfer funds from A.4310 411 Rent to A. 4310 470 Contract | \$ 7,569.78 | |
| Planning_Planning - Planning,Planning | | | | | |
| 3/9/2021 | A.8021 220 | Office Equipment | budget transfer out of object code from A.8021 410 | \$ 39.99 | |
| 3/9/2021 | A.8021 410 | Supplies | budget transfer out of object code to A.8021 220 | | \$ 39.99 |
| Public Health_Health Services - Public Health,Health Services | | | | | |
| 3/11/2021 | A.4192 411 | Rent-Building/Property | Budget Transfer COVID To A4192-423 from A4192.411 | | \$ 1,092.00 |
| 3/11/2021 | A.4192 423 | Telephone | Budget Transfer COVID To A4192-423 from A4192.411 | \$ 1,092.00 | |
| 3/31/2021 | A.4018.0030 410 | Supplies | Budget transfer Dis Prog to A4018.0030.445 | | \$ 300.00 |
| 3/31/2021 | A.4018.0030 445 | Foods | Budget transfer Dis Prog from A4018.0030.410 | \$ 300.00 | |
| 3/31/2021 | A.4193 424 | Postage | Budget Transfer COMM Care to Postage 4193.424 from PPE 4193.435 | \$ 300.00 | |
| 3/31/2021 | A.4193 435 | Medical Fees | Budget Transfer COMM Care to Postage 4193.424 from PPE 4193.435 | | \$ 300.00 |
| Real Property - Real Property Tax | | | | | |
| 3/5/2021 | A.1355 220 | Office Equipment | Out of object code transfer A. 1355 410 to A. 1355 220 | \$ 39.99 | |
| 3/5/2021 | A.1355 410 | Supplies | Out of object code transfer A. 1355 410 to A. 1355 220 | | \$ 39.99 |
| Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement | | | | | |
| 3/3/2021 | A.3020 410 | Supplies | Budget Transfer within object code to A.3020 444 | | \$ 1,251.00 |
| 3/3/2021 | A.3020 444 | Travel/Education/Conference | Budget Transfer within object code from A.3020 410 | \$ 1,251.00 | |
| Social Services - Social Services | | | | | |
| 3/1/2021 | A.6010 410 | Supplies | Budget Transfer within object code to A.6010 439 | | \$ 5,000.00 |
| 3/1/2021 | A.6010 439 | Misc Fees & Expenses | Budget Transfer within object code from A.6010 410 | \$ 5,000.00 | |

WARREN COUNTY
Journal Report - March

| G/L Date | G/L Account Number | Account Description | Description | Increase Amount | Decrease Amount |
|-------------------|--------------------|----------------------|--|-----------------|-----------------|
| 3/11/2021 | A.6010 439 | Misc Fees & Expenses | Budget Transfer within object code from A.6010 470 | \$ 1,000.00 | |
| 3/11/2021 | A.6010 470 | Contract | Budget Transfer within object code to A.6010 439 | | \$ 1,000.00 |
| 3/12/2021 | A.6010 439 | Misc Fees & Expenses | Budget Transfer within object code from A.6010 470 | \$ 2,500.00 | |
| 3/12/2021 | A.6010 470 | Contract | Budget Transfer within object code to A.6010 439 | | \$ 2,500.00 |
| 3/15/2021 | A.6010 439 | Misc Fees & Expenses | Budget Transfer within object code from A.6010 470 | \$ 7,000.00 | |
| 3/15/2021 | A.6010 470 | Contract | Budget Transfer within object code to A.6010 439 | | \$ 7,000.00 |
| Tourism - Tourism | | | | | |
| 3/4/2021 | A.6417.0001 220 | Office Equipment | Transfer from A.6417.0001 481 - out of code | \$ 750.00 | |
| 3/4/2021 | A.6417.0001 481 | Tourism Promotion | Transfer to A.6417.0001 220 - out of code | | \$ 750.00 |
| 3/29/2021 | A.6417.0001 470 | Contract | Transfer from A.6417.0001 481 | \$ 3,500.00 | |
| 3/29/2021 | A.6417.0001 481 | Tourism Promotion | Transfer to A.6417.0001 470 | | \$ 3,500.00 |
| 3/29/2021 | A.6417.0001 220 | Office Equipment | Transfer from A.6417.0001 410 - out of code | \$ 200.73 | |
| 3/29/2021 | A.6417.0001 410 | Supplies | Transfer to A.6417.0001 220 - out of code | | \$ 200.73 |

ITEM 3A

WARREN COUNTY Journal Report - March

| G/L Date | G/L Account Number | Account Description | Description | Increase Amount | Decrease Amount |
|---|--------------------|-----------------------------|--|-----------------|-----------------|
| Admn.Fiscal Srv - Administrative Fiscal Services | | | | | |
| 3/9/2021 | A.1011 410 | Supplies | Transfer within Budget Code from A.1011 444 | \$ 152.15 | |
| 3/9/2021 | A.1011 444 | Travel/Education/Conference | Transfer within Budget Code to A.1011 410 | | \$ 152.15 |
| Brd. of Election - Board of Elections | | | | | |
| 3/30/2021 | A.1450 422 | Repair/Maint-Equipment | BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439 | \$ 25.00 | |
| 3/30/2021 | A.1450 439 | Misc Fees & Expenses | BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 422 | | \$ 25.00 |
| Clk of Legislati - Clerk of the Legislative Board | | | | | |
| 3/18/2021 | A.1010 425 | Reproduction Expenses | Budget Transfer from Object Code A.1010 444 | \$ 51.61 | |
| 3/18/2021 | A.1010 444 | Travel/Education/Conference | Budget Transfer within Object Code to A.1010 425 | | \$ 51.61 |
| DPW_DPW Admin - DPW,DPW Administration | | | | | |
| 3/2/2021 | A.1490 410 | Supplies | Transfer Within Budget Code to A.1490 426 | | \$ 11.40 |
| 3/2/2021 | A.1490 426 | Subscriptions | Transfer Within Budget Code from A.1490 410 | \$ 11.40 | |
| 3/15/2021 | A.5610 250 | Technical Equipment | Transfer Within Budget Code to A.5610 260 | | \$ 1,000.00 |
| 3/15/2021 | A.5610 260 | Other Equipment | Transfer Within Budget Code from A.5610 250 | \$ 1,000.00 | |
| 3/29/2021 | A.7111 250 | Technical Equipment | Out of Code Transfer from A.7111 410 to A.7111 250 | \$ 33.98 | |
| 3/29/2021 | A.7111 410 | Supplies | Out of Code Transfer from A.7111 410 to A.7111 250 | | \$ 33.98 |
| Human Resources - Human Resources | | | | | |
| 3/2/2021 | A.1435 410 | Supplies | Transfer of funds within Object Code from A.1435.439 | \$ 26.35 | |
| 3/2/2021 | A.1435 439 | Misc Fees & Expenses | Transfer of funds within Object Code to A.1435.410 | | \$ 26.35 |
| 3/16/2021 | A.1435 220 | Office Equipment | Budget Transfers out of Object Code from A.1435 410 | \$ 26.35 | |
| 3/16/2021 | A.1435 410 | Supplies | Budget Transfers out of Object Code to A.1435 220 | | \$ 26.35 |
| Medical Exam&Cor - Medical Exam & Coroners | | | | | |
| 3/18/2021 | A.1185 410 | Supplies | Budget Transfer from Object Code A.1185 435 | \$ 73.20 | |
| 3/18/2021 | A.1185 435 | Medical Fees | Budget Transfer within Object Code to A.1185 410 | | \$ 73.20 |

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

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

DEPARTMENT NAME: County Administrator (on behalf of Information Technology)

DATE: 4/29/2021

- (a) Purpose of Amendment: **To amend the 2021 County Budget to recognize the Cyber Security Grant Program Award**

- (b) Appropriation Code, Object Code, Full Title and Amount: **N/A, This will be a one sided Budget amendment as funding was appropriated from the General Fund Unappropriatd Surplus as authorized by R62/2021**

- (c) Revenue Code (with title), and Amount: **A.1680 4378 Cyber Security Grant Program**

4/29 Finance



Homeland Security and Emergency Services

ANDREW M. CUOMO
Governor

R. 5/2021
62/2021

PATRICK A. MURPHY
Commissioner

March 26, 2021

A. 1680 4378 -
Cyber Security Grant Program

The Honorable Rachel E. Seeber
Chair, Warren County Board of Supervisors
1340 State Route 9
Lake George, NY 12845

Dear Ms. Seeber:

I am pleased to announce that Warren County has been awarded \$49,500 in federal funding under the FY 2019 Cyber Security Grant Program. Funding for this initiative is provided by the U.S. Department of Homeland Security's (DHS) State Homeland Security Grant Program (SHSP) and is administered by the New York State Division of Homeland Security and Emergency Services (DHSES). The performance period for this award is April 1, 2021 through August 31, 2022.

As outlined in your application, this funding is provided to enhance and sustain your jurisdiction's cyber security posture as well as ensure that your information systems are secured and protected from cyber incidents through equipment, training, exercise, and planning projects.

Additionally, all capabilities developed through federal FY 2019 SHSP funding are required to be deployable regionally and nationally per the federal guidelines. All funding through this grant program is subject to both New York State and federal guidelines and regulations.

To ensure these funds are made available as quickly as possible, a representative from DHSES's Grants Program Administration Unit will be reaching out to your grant point of contact. If you have any questions about this program, please contact my Program Manager of Grants Program Administration, Eric Abramson at (518) 402-2123.

Congratulations on your award and I look forward to working with you to administer this program.

Sincerely,

Patrick A. Murphy
Commissioner

cc: Michael Colvin, IT Director, Warren County

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: Treasurer Payroll Dept. No: 11-00
Title of Position: Accounting Technician #2 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known): Entry
Budget code and title: A.1325 110 County Treasurer, Salaries-Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13346 Rothermel Date of Vacancy: 4/30/21
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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.
Human Resources Director has approved this form when initialed. [Signature] 4/8/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 4/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 [Signature] Date 4/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance

[checked] 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 [Signature] Date 4/29/21

ACCOUNTING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves maintaining and reconciling accounting records and preparing reports as well as billing of uncollected accounts. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This position involves direct assistance to a higher level professional accountant in the daily accounting operations of the department. Does related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

- Reconciles assigned general ledger accounts on a monthly basis;
- Oversees the accounts payable functions including reviewing invoice batches from the auditor and issuing checks;
- Reviews and reconciles accounts receivables, occupancy tax return records and/or employee health insurance records on a monthly basis;
- Performs assigned procedures for billing of uncollected accounts relating to occupancy tax returns and/or employee health insurance payments;
- Review and file vendor W-9's and oversees the issuance of year end form 1099's;
- Review and approve purchase orders and purchase order changes or liquidations as needed;
- Reconciles encumbrances on a monthly basis;
- Record budget amendments and transfers approved by the Board of Supervisors on a monthly basis;
- Documents the account codes for checks received for receivables on a daily basis;
- Oversees the physical asset inventory functions of the County including additions, deletions and transfers;
- Oversees the year end physical inventory process;
- Reviews various Federal and State aid claims;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
- Assist with the preparation of the County's monthly cash flow analysis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of accounting principles and procedures and ability to apply such knowledge to accounting transactions; working knowledge of office methods and procedures and familiarity with the use of standard office equipment; working knowledge of the general principles of public finance administrations including budgeting and financial reporting; ability to prepare complete and accurate accounting reports and statements of some complexity; ability to perform detailed work including written or numeric data and to make arithmetic calculations rapidly and accurately; ability to follow complex oral and written instructions.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree or higher in business administration, accounting or related field and one year of full time paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in business administration, accounting or related field and three years of full time, paid experience in financial auditing, or full charge bookkeeping experience, which is defined as experience which must have involved the accumulation of financial and statistical data into general and subsidiary ledgers and journals and the compilation of this material into financial reports and studies; OR
- C. An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

Warren County Civil Service
Adopted 11.29.10
Amended: 11.1.18
JC: Competitive

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED: 

DATE: April 22, 2021

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|---|----------------|---------------------------|---------------|
| A.1990 469 | Contingent Account- Other Payments/Contributions | A.1325 470 | County Treasurer-Contract | \$4,400.00 |

Please state reason for transfer request: The cost for actuarial services was budgeted in 2020, but work was not completed until 2021 due to new contract.

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: DPW

DATE: 4/20/21

- (a) Purpose of Request: Amend Resolution

- (b) Details: The original resolution language required a local match from the County as part of the funding for the project. As part of the CARES act, the County was not required to provide a local match, FAA would provide the funding for 100% of the construction of the project.

- (c) Previous Resolution Number: 384 of 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. 384 OF 2020

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

ESTABLISHING CAPITAL PROJECT NO. H402, AIRPORT SNOW REMOVAL EQUIPMENT BUILDING - CONSTRUCTION; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H402, Airport Snow Removal Equipment Building - Construction, as follows:

1. Capital Project No. H402, Airport Snow Removal Equipment Building - Construction, is hereby established.
2. The estimated cost of such Capital Project is the amount of Two Million Two Hundred Fifty-Seven Thousand Eight Hundred Sixty Dollars (\$2,257,860).
3. The proposed method of financing such Capital Project consists of the following:
 - a. FAA Grant Agreement No. 3-36-0033-067-2020 in the amount of Two Million Two Hundred Twenty-Four Thousand Dollars (\$2,224,000); and
 - b. Local share funding in the amount of Thirty-Three Thousand Eight Hundred Sixty Dollars (\$33,860)

and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to transfer funds in the amount of Two Million Two Hundred Fifty-Seven Thousand Eight Hundred Sixty Dollars (\$2,257,860) to Capital Project H402, Airport Snow Removal Equipment Building - Construction, and be it further

RESOLVED, that the Warren County Budget for 2020 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

| <u>ADVANCE TO</u> | <u>AMOUNT</u> |
|---|---------------|
| H402 - Airport Snow Removal Equipment Building - Construction | \$2,257,860 |

RESOLUTION REQUEST FORM NO. 16***Request to Authorize Conveyance of County Real Property********Please Attach Appropriate Documentation*****DEPARTMENT NAME: REAL PROPERTY TAX SERVICES****DATE: April 20, 2021**

(a) Description of Parcel Including Town, Tax Map No., and Property Description:
Town of Johnsborg Tax Map Parcel No. 30.-2-68, vacant land class code 314

(b) Will parcel be sold by County Auction?

No

(c) Purchase Price:

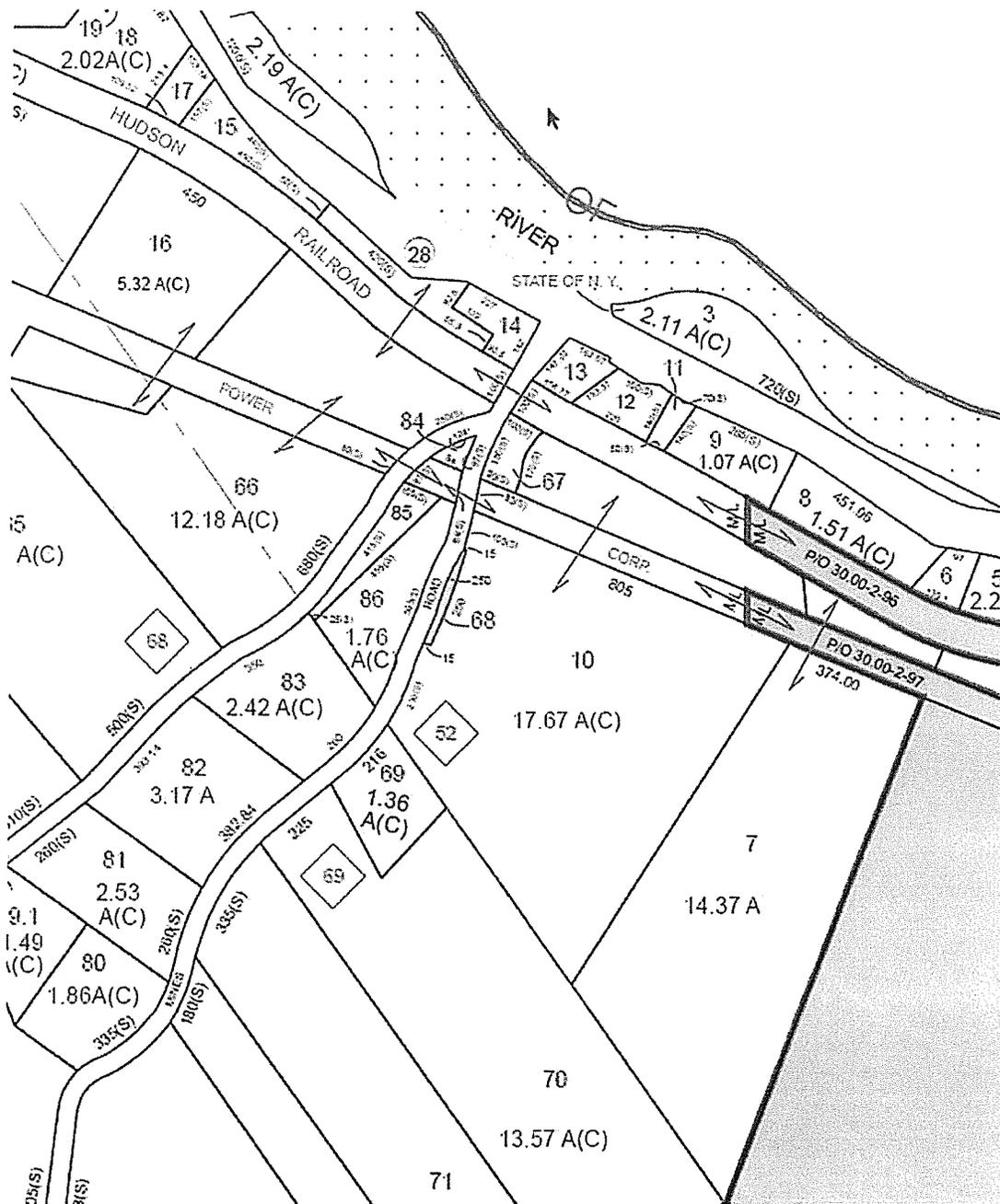
(d) Provide prior Resolution Number, if applicable:

(e) Name of Buyer(s):

(f) Address of Buyer(s):

(g) Purpose of conveyance:

Parcel taken for foreclosure in 2016, was sold to someone who never paid taxes, so it came back to the County for auction in 2019 but was not sold. Parcel has no value to Warren County. It fronts on Barton Mines Rd which is a town road. Request is to convey the parcel to the Town of Johnsborg for highway purposes and to merge into the highway at the time of deed transfer.



In the center of this map is lot 30.-2-68, a parcel in the Town of Johnsburg. We originally took this property for foreclosure in 2016 and sold to someone who never paid the taxes and it came back to the foreclosure auction in 2019 but the sale did not work out. This parcel has no value to Warren County. It fronts on Barton Mines Road, which is a town road. I am asking if we could turn this property over to the Town of Johnsburg for highway purposes. I have spoken with Kevin Hajos and he concurs the property should be added to the Towns highway.

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

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

DEPARTMENT NAME: Department of Public Works, Up Yonda Farm

DATE: 4/20/21

- (a) Purpose of Amendment:
To Amend the County Budget to increase DPW / Up Yonda Farm Appropriations with Revenue Funds obtained by donation from Judge Courtenay Hall.
- (b) Appropriation Code, Object Code, Full Title and Amount:
A.7111 260 General, Up Yonda Farm, Other Equipment \$ 1,000
- (c) Revenue Code (with title), and Amount:
A.7111 2706 General, Up Yonda Farm, Donation \$1,000.00

ITEM 8

| STATEMENT SHOWING COMPENSATION OF MEMBERS OF THE BOARD OF SUPERVISORS FOR THE YEAR 2017 | | | | | | | | | | | | |
|--|---------------------|-----------------|--|---------------------|---|----------------------|--|--|--|--|--|--|
| NAMES | 2017 SALARIES | SESSION MILES | COMMITTEE MILES | MILEAGE TOTALS * | 2016 MILEAGE PAID IN 2017 BUDGET YEAR** | MISC TRAVEL EXPENSES | | | | | | |
| BEATY, DOUGLAS | \$ 16,786.12 | | | | | | | | | | | |
| BRAYMER, CLAUDIA K | \$ 16,786.12 | | | | | | | | | | | |
| BROCK, JAMES | \$ 16,786.12 | | | | | | | | | | | |
| CONOVER, RONALD | \$ 38,223.12 | 312 | 2282 | \$ 1,387.79 | | \$ - | | | | | | |
| DICKINSON, DENNIS L | \$ 16,786.12 | | | | | | | | | | | |
| FRASIER, EDNA A | \$ 16,786.12 | 630 | 3316 | \$ 2,111.11 | | \$ 26.00 | | | | | | |
| GERAGHTY, KEVIN | \$ 40,786.20 | 308 | 3498 | \$ 2,036.21 | | \$ 60.00 | | | | | | |
| GIRARD, DANIEL | \$ 16,786.12 | | | | | | | | | | | |
| HYDE, CYNTHIA | \$ 14,268.20 | 252.8 | 1074.4 | \$ 710.05 | | \$ - | | | | | | |
| LEGGETT, CRAIG R | \$ 16,786.12 | 322 | 759 | \$ 578.34 | | \$ - | | | | | | |
| MACDONALD, MATTHEW | \$ 16,786.12 | | | | | | | | | | | |
| McDEVITT, PETER V | \$ 16,786.12 | | | | | | | | | | | |
| MERLINO, EUGENE | \$ 16,786.12 | | | | | | | | | | | |
| MONTESI, RONALD | \$ 16,786.12 | | | | | | | | | | | |
| SEEBER, RACHEL | \$ 16,786.12 | | | | | | | | | | | |
| SIMPSON, MATTHEW | \$ 16,786.12 | 600 | 6153 | \$ 3,612.85 | \$ 154.56 | \$ 90.00 | | | | | | |
| SOKOL, MATTHEW | \$ 24,737.96 | | | | | | | | | | | |
| STROUGH, JOHN | \$ 16,786.12 | | | | | | | | | | | |
| THOMAS, FRANK | \$ 26,241.28 | | | | | | | | | | | |
| VANSELOW, RON | \$ 16,786.12 | 0 | 0 | \$ - | \$ 907.20 | \$ - | | | | | | |
| WOOD, EVELYN, M | \$ 1,291.24 | 0 | 0 | \$ - | | \$ - | | | | | | |
| TOTALS | \$397,339.80 | 2,424.80 | 17,082.40 | \$ 10,436.35 | \$ 1,061.76 | \$ 176.00 | | | | | | |
| * Mileage totals figure reflects mileage reimbursement at \$.535 per mile for 2017 | | | County of Warren do hereby certify that the Board of Supervisors was in session during the year 2017 as Supervisors 14 days. | | | | | | | | | |
| **Mileage totals figure reflects mileage reimbursement at \$.54 per mile for 2016 | | | | | | | | | | | | |
| | | | AMANDA ALLEN, Clerk | | | | | | | | | |
| | | | Warren County Board of Supervisors | | | | | | | | | |

ITEM 8

STATEMENT SHOWING COMPENSATION OF MEMBERS OF THE BOARD OF SUPERVISORS FOR THE YEAR 2018

| NAMES | 2018 SALARIES | SESSION MILES | COMMITTEE MILES | MILEAGE TOTALS * | 2017 MILEAGE PAID IN 2018 BUDGET YEAR** | MISC TRAVEL EXPENSES | GRAND TOTALS |
|---------------------|---------------------|------------------|--------------------|---------------------|---|-------------------------|----------------------|
| BEATY, DOUGLAS | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| BRAYMER, CLAUDIA K | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| CONOVER, RONALD | \$ 38,723.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 38,723.10 |
| DIAMOND, JACK | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| DICKINSON, DENNIS L | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| DRISCOLL, BENNET | \$ 16,554.77 | 0 | 0 | \$ - | \$ - | \$ - | \$ 16,554.77 |
| FRASIER, EDNA A | \$ 17,286.10 | 1260 | 4080 | \$ 2,467.76 | \$ 434.42 | \$ - | \$ 20,188.28 |
| GERAGHTY, KEVIN | \$ 24,209.20 | 308 | 3108.7 | \$ 1,868.08 | \$ - | \$ 72.00 | \$ 26,149.28 |
| HOGAN, ANDREA | \$ 17,286.10 | 522 | 754 | \$ 695.42 | \$ - | \$ - | \$ 17,981.52 |
| HYDE, CYNTHIA | \$ 17,286.10 | 284.4 | 1561.8 | \$ 1,006.18 | \$ - | \$ - | \$ 18,292.28 |
| LEGGETT, CRAIG R | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| LOEB, WILLIAM | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| MAGOWAN, BRAD | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| McDEVITT, PETER V | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| MERLINO, EUGENE | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| SIMPSON, MATTHEW | \$ 17,286.10 | 650 | 5951 | \$ 3,597.54 | \$ - | \$ 74.70 | \$ 20,958.34 |
| SOKOL, MATTHEW | \$ 25,237.94 | 0 | 0 | \$ - | \$ - | \$ - | \$ 25,237.94 |
| STROUGH, JOHN | \$ 17,286.10 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,286.10 |
| THOMAS, FRANK | \$ 26,741.26 | 0 | 0 | \$ - | \$ - | \$ - | \$ 26,741.26 |
| WILD, MICHAEL | \$ 17,286.10 | 0 | 866 | \$ 472.23 | \$ - | \$ - | \$ 17,758.33 |
| TOTALS | \$390,757.77 | 3,024.40 | 16,321.50 | \$ 10,107.20 | \$ 434.42 | \$ 146.70 | \$ 401,446.09 |

* Mileage totals figure reflects mileage reimbursement at \$.545 per mile for 2018

**Mileage totals figure reflects mileage reimbursement at \$.535 per mile for 2017

County of Warren do hereby certify that the Board of Supervisors was in session during the year 2018 as Supervisors 15 days.

AMANDA ALLEN, Clerk
Warren County Board of Supervisors

STATEMENT SHOWING COMPENSATION OF MEMBERS OF
THE BOARD OF SUPERVISORS FOR THE YEAR 2019

| NAMES | 2019 SALARIES | SESSION MILES | COMMITTEE MILES | MILEAGE TOTALS * | 2018 MILEAGE PAID IN 2019 BUDGET YEAR** | MISC TRAVEL EXPENSES | GRAND TOTALS |
|---------------------|---------------------|-----------------|------------------|---------------------|---|----------------------|----------------------|
| BEATY, DOUGLAS | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| BRAYMER, CLAUDIA K | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| CONOVER, RONALD | \$ 39,729.04 | 0 | 0 | \$ - | \$ - | \$ - | \$ 39,729.04 |
| DIAMOND, JACK | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| DICKINSON, DENNIS L | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| DRISCOLL, BENNET | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| FRASIER, EDNA A | \$ 17,734.86 | 910 | 2238 | \$ 1,825.84 | \$ - | \$ - | \$ 19,560.70 |
| GERAGHTY, KEVIN | \$ 17,734.86 | 308 | 2859.2 | \$ 1,836.98 | \$ - | \$ 150.76 | \$ 19,722.60 |
| HOGAN, ANDREA | \$ 17,734.86 | 754 | 1972 | \$ 1,581.08 | \$ - | \$ - | \$ 19,315.94 |
| HYDE, CYNTHIA | \$ 17,734.86 | 474 | 1074.4 | \$ 898.06 | \$ - | \$ - | \$ 18,632.92 |
| LEGGETT, CRAIG R | \$ 17,734.86 | 450 | 945 | \$ 809.10 | \$ - | \$ - | \$ 18,543.96 |
| LOEB, WILLIAM | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| MAGOWAN, BRAD | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| McDEVITT, PETER V | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| MERLINO, EUGENE | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| SIMPSON, MATTHEW | \$ 17,734.86 | 800 | 4996 | \$ 3,361.68 | \$ 136.25 | \$ 60.00 | \$ 21,292.79 |
| SOKOL, MATTHEW | \$ 25,893.92 | 0 | 0 | \$ - | \$ - | \$ - | \$ 25,893.92 |
| STROUGH, JOHN | \$ 17,734.86 | 0 | 0 | \$ - | \$ - | \$ - | \$ 17,734.86 |
| THOMAS, FRANK | \$ 27,435.72 | 0 | 0 | \$ - | \$ - | \$ - | \$ 27,435.72 |
| WILD, MICHAEL | \$ 17,734.86 | 0 | 798 | \$ 462.84 | \$ - | \$ 102.00 | \$ 18,299.70 |
| TOTALS | \$394,551.30 | 3,696.00 | 14,882.60 | \$ 10,775.58 | \$ 136.25 | \$ 312.76 | \$ 405,775.89 |

* Mileage totals figure reflects mileage reimbursement at \$.58 per mile for 2019

**Mileage totals figure reflects mileage reimbursement at \$.545 per mile for 2018

County of Warren do hereby certify that the Board of Supervisors was in session during the year 2019 as Supervisors 17 days.

AMANDA ALLEN, Clerk
Warren County Board of Supervisors

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

APRIL 29, 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 (Robert Terwilliger, First Assistant County Attorney):
 - A) Litigation update.
 - B) Update regarding the County Attorney position.
 - 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 and Salary Schedule to correct the hourly pay rate of the Associate Planner - Per Diem from \$30.1587/hour to \$35.4653/hour.
 - D) Request to authorize a resolution to address the issue of benefits for retired employees who return to County employment in a benefits eligible position to allow them to enroll as an active employee while paying the contribution percentage they are eligible for as a retiree.
 - 5) Referrals from the Health Services Committee (Chaired by Supervisor Frasier):
Public Health (Ginelle Jones, Director of Public Health/Patient Services) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Early Intervention Service Coordinator, *Grade 18, Base Annual Salary \$46,492*, and delete the positions of Early Intervention Service Coordinator #2, *Base Annual Salary \$28,585 (20 hrs/wk)*, and the Early Intervention Service Coordinator PT #3, *Base Annual Salary \$29,577 (24 hrs/wk)*, effective May 24, 2021.
Office for the Aging (Dee Park, Director, Office for the Aging) -
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Meal Site Manager #10, *Grade 2, Base Annual Salary \$26,027 (35 hours/week)*, and delete the position of Food Service Manager, *Grade 4, Base Annual Salary \$27,827 (35 hours/week)*, effective retroactive to May 1, 2021.
 - 6) Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):
Sheriff (James LaFarr, Sheriff) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer - Part-Time, *\$20.3716/hour*, effective May 24, 2021.
 - B) Public Safety Committee requests review and revision of Warren County Ethics Policy, particularly to address the nepotism section which seems to be overly restrictive.
 - 7) Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):
Tourism (Joanne Conley, Director of Tourism) -
 - Request to amend the Table of Organization and Salary Schedule to set the salary of the Tourism Development & Events Coordinator at \$63,711 effective retroactive to April 26, 2021.

CONTINUED

8) 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.

9) Updates/revisions to Warren County Ethics and Disclosure Law

10) Resolution designating the Clerk of the Board to serve as the Board's parliamentarian.

IV. Pending Items:

Personnel - None.

Higher Education - None.

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

Buildings and Grounds - Custodian, Grade 6, Base Annual Salary \$31,824, due to promotion.

Grounds - Cleaner #2, Grade 2, Base Annual Salary \$27,438, due to resignation.

Countryside - Senior Aide #1, Grade 7, Base Annual Salary \$33,600, due to retirement.

Adult Home - Institutional Aide #8, Grade 3, Base Annual Salary \$28,026, due to retirement.

Office for the Aging - Food Service Helper #2, Grade 2, Base Annual Salary \$27,438 (30hr/week), due to resignation.

Public Works - HEO #11, Grade 10, Base Annual Salary \$37,633, due to resignation.

- MEO (L) #2, Grade 7, Base Annual Salary \$33,600, due to resignation.

- MEO (L) 16, Grade 7, Base Annual Salary \$33,600, due to promotion.

Sheriff - Patrol Officer #TBD, Annual Salary \$42,373, due to retirement.

Social Services - Caseworker #5, Grade 16, Base Annual Salary \$43,390, due to resignation. (Emergency Fill)

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

VII. Motion to adjourn

PERSONNEL AGENDA ITEM 4C

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Planning

DATE: 4/21/2021

- (a) Purpose of Request: **To amend the Table of Organization to correct the hourly pay rate of the Associate Planner - Per Diem from \$30.1587/hour to \$35.4653/hour**
- (b) Details: **The Associate Planner- Per Diem position title was changed with the incorrect hourly pay rate reflected on the resolution.**
- (c) Previous Resolution Number: **140 of 2021**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.8021**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: April 19, 2021

- (a) Title of Requested Position: **Early Intervention Service Coordinator**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 18, \$46,492, Full Time Status**
- (c) Effective Date for New Position: * **5/24/2021**
*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):
*** See Below**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.40540060.110 Early Intervention Full Time Salaries \$46,492
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Early Intervention is an entitlement program.
- (h) Is there expected revenue from this position? If so, please explain:
Yes, Health Services can bill for service coordination, therefore generating revenue to offset expenses. NYS reimburses at 49%.
***Request to create new position and delete the following positions from the 2021 Salary Schedule.**
Early Intervention Service Coordinator #2 (\$28,585)- 20 hrs/wk, Incumbant Retiring 4/2021.
Early Intervention Service Coordinator PT #3 (\$29,577) -24 hrs/wk, Incumbant to be Reassigned to newly created full time position 5/24/2021

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: Health Services Payroll Dept. No: 37.03
Title of Position: Early Intervention Service Coordinator Base Salary of Position: \$46,492 Grade: 18
Filling at Step # (If Known): (Full Time Status)
Budget code and title: A.40540060.110 Union [x] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [x]
Employee No./Last Name: Newly Created Position 5/2021 Date of Vacancy: 5/24/2021
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal % [x] State 49% % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [x] Other REASSIGNMENT

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.

Human Resources Director has approved this form when initialed. JH/JF

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 4/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 4/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

[x] 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 Edna G. Garcia Date 4/19/21

Amended, Warren County Personnel, 4/24/2013

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Public Health, this individual identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. This individual also works closely with these children and their families and those service providers involved in providing care. She/he plans for coordination, health, educational and/or Social Services for all children/families in her/his caseload. This coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services.

TYPICAL WORK ACTIVITIES:

- Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;
- Works closely with currently existing Warren County Public Health Programs: Child Find, Maternal Child Health and Pediatric Home Care to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;
- Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;
- Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;
- Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;
- Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;
- Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;

cont.

PERSONNEL AGENDA ITEM 5A

Early Intervention Service Coordinator, Page 2

- Maintains essential and timely case records and reports in accordance with client confidentiality requirements;
- Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;
- Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;
- Helps the family accept responsibility for the child's care;
- Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;
- Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems;
- Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;
- Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;
- Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;
- Consults with other service providing professionals regarding individual case problems as needed;
- Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;
- Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary;
- Enters and submits timely and accurate child specific documentation through the NYSEIS (New York State Early Intervention System).

cont.

Early Intervention Services Coordinator, Page 3

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child; ability to identify and positively utilize strengths and weaknesses in family functioning and structure; working knowledge of the administrative organization and services provided in various community facilities; skill in interview and assessment techniques with children and adults; ability to communicate effectively with children and adults, both verbally and in writing; ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community; ability to accept and utilize guidance; ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education or a health related field and possession of a teaching certificate, license or other certified designation to confirm proficiency in education/health areas.

NOTE: Possession of a valid New York State Driver's License is required at time of appointment.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 4/13/2021

- (a) Title of Requested Position: Meal Site Manager #10, Cedars
- (b) Annual Base Salary (and Grade if Applicable): \$26,027(35 hours/week) Grade 2
- (c) Effective Date for New Position:* 5/1/2021
*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):
Food Service Manager, Grade 4, \$27,827(35 hours/week)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
NO

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: Office for the Aging Payroll Dept. No: 57.02
Title of Position: Mcal Site Manager #10 Base Salary of Position: \$26,027(35hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6772.110 Nutrition Program Warren- Salaries FT Union [x] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [x] Creation
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] State 75% [x] Other 25% Warren County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [x] 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.
Human Resources Director has approved this form when initialed. [Signature] 4/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 4/16/21

BUDGET OFFICER COMPLETES THIS SECTION

[x] 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 [Signature] Date 4/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[x] 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 [Signature] Date 4/19/21

PERSONNEL AGENDA ITEM 5B

Amended, Warren County Personnel, September 2, 2004

MEAL SITE MANAGER

GENERAL STATEMENT OF DUTIES: Supervises and participates in the serving of food at a meal site for the elderly; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for overseeing the service of food and maintenance of cleanliness in dining areas at meal sites. Work is performed under the general direction of the Nutrition Service Coordinator. Supervision is exercised over the work of volunteer helpers who serve food to elderly persons at the site.

EXAMPLES OF WORK: (Illustrative only)

Supervises and participates in the setting of tables and service of food at a meal site;

Supervises the collection of and accounting for cash receipts;

Prepares site layouts and makes recommendations for the maintenance and improvement of plant and equipment;

Keeps records and prepares necessary reports for the Nutrition Service Coordinator and others;

Plans and conducts recreational programs for the elderly in conjunction with meals programs;

Provides information and referral services to elderly participants in the nutrition program;

Provides information to the Office for the Aging and other community agencies to promote increased interest in the nutrition program;

Receives, inspects, stores, and distributes supplies; maintains inventory and related records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the proper methods of food service; good knowledge of sanitary requirements and proper care for glassware, tableware, silverware and dining areas; ability to plan and supervise the work of others; ability to get along well with elderly people; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; tact; resourcefulness; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and experience.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: April 19, 2021

- (a) **Title of Requested Position:** Patrol Officer - Part Time
- (b) **Annual Base Salary (and Grade of Applicable):** N/A (\$20.3716/hour)
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (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, Object Code, Full Title and Amount:**

A.3110 130 General Sheriff's Law Enforcement - Salaries - Part Time

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** No
(This is necessary **BEFORE** bringing the request to committees.)

- (g) **Is this a mandated position? If so, please explain:** No

- (h) **Is there expected revenue from this position? If so, please explain:** Yes

Fees will be assessed and paid to the County for each civil fingerprint submission.

PERSONNEL AGENDA ITEM 6A

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: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer - Part Time Base Salary of Position: \$20.3716/hr Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.3110 130 Sheriff's Law Enforcement Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position (Civil Fingerprints) Date of Vacancy: N/A
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. _____
Human Resources Director has approved this form when initialed. _____

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 _____ Date _____

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 _____

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Tourism Department

DATE: 04.21.2021

- (a) Employee Name, Title and Employee No.: **Kristen Hanifin, Tourism Dev/Event Coord**
- (b) Current Annual Base Salary (and Grade if Applicable): **\$63,711/Gr14/Step 1/NonBargain**
- (c) Former Annual Base Salary (and Grade if Applicable): **\$61,855/Gr14/Entry/NonBargain**
- (d) Effective Date for Salary Change:* **April 26, 2021/Start date**
*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:
.110 Salaries - Regular - Tourism
- (f) Justification of Request:
Notice of Vacancy written as \$61,855, or commensurate with experience as approved by the Board of Supervisors. Motion subsequent to Executive Session to increase by one salary step, as per Management Confidential scale.

PERSONNEL AGENDA ITEM 8

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.

PERSONNEL AGENDA ITEM 8

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.: Technician Payroll
- (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.