

FINANCE COMMITTEE
AGENDA
SEPTEMBER 1, 2021

Committee Members: Beaty, Thomas, McDevitt, Merlino, Braymer, Diamond and Bruno - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

- 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 July 2021.
 - B) On behalf of the Lake Champlain-Lake George Regional Planning Board - Request for a resolution approving 2022 Budget and Salary Schedule.
 - C) On behalf of Assigned Counsel- Request to authorize a new contract with Legal Aid Society of NNY, Inc. To distribute grant funds per OILS Contract #C110052, Distribution #11.
 - D) On behalf of Assigned Counsel - Request to amend the County Budget in the amount of \$44,591 to increase expenditures and revenue for year one of the OILS Contract #C110052 (Contract Costs \$44,191 and Equipment \$400), Distribution #11.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Request to appropriate \$300,151.47 from Budget Code A 909.00, *General Fund Unappropriated Surplus Fund*, and \$26,014.71 from Budget Code DM 909.00, *Road Machinery Fund Balance*, to cover the increased costs resulting from the settlement of the CSEA contract.
 - B) Request to authorize enrollment in job-related course: Aleisha VanAlen, *Principle Account Clerk*, to enroll in Principles of Management and Mathematical Functions at SUNY Adirondack. Course begins September 8, 2021; Cost: \$1,411. If this request is approved, Ms. VanAlen will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
 - C) Request for a resolution allowing the County Treasurer to borrow \$5.2 million to provide funding for the renovations at Countryside Adult Home, the repairs to the retaining wall located in the Town of Bolton and County Road Projects.
 - 4) **Referrals from the County Facilities Committee (Chaired by Supervisor Magowan):**

Airport (Robin Mapp, Airport Manager) -

 - A) Request to authorize the appropriation of funds in the amount of \$15,651 from Budget Code A892.00, *Reserve, Airport & Repair Projects*, to Budget Code A.5610 470, *Airport (DPW), Contracts*, to cover the cost of pavement markings.

Buildings and Grounds (Scott Rogers, Director of Facilities) -

 - B) Request to authorize the appropriation of funds in the amount of \$2,430 from Budget Code A871.00, *Reserve, County Buildings*, to Budget Code A.1624 413, *Health and Human Services Building, Repair & Maint- Bldg/Property*, to cover the cost of generator swap out.
 - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**

Employment & Training Administration (Liza Ochsendorf, Director) -

Request to amend the County Budget in the amount of \$110,310 to accept an annual allocation of TANF (*Temporary Assistance to Needy Families*) funds.
 - 6) **Referral from the Environmental Concerns & Real Property Tax Services Committee (Chaired by Supervisor Dickinson):**

Real Property Tax Services - (Lexie Delurey, Director) -

Request to appropriate funds in the amount of \$2,720 from Budget Code A.893.00, *Reserve, Environmental Testing Fund*, to Budget Code A.1355 470, *Real Property Tax Services, Contracts*, to pay Atlantic Testing Laboratories for a design plan for asbestos and lead abatement of Johnsbury Parcel No. 133.8-1-27 located at 3485 State Route 8 (Mosher's Garage).

Continued

- 7) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Public Health (Ginelle Jones, Director, Public Health/Patient Services) -
- A) Request to amend the County Budget in the amount of \$70,842.33 to reflect receipt of Immunization Action Plan grant funding to support the current expenses related to promote and increase COVID-19 vaccine and other vaccine uptake.
 - B) Request to amend the County Budget in the amount of \$491,929 to reflect receipt of grant funding from the Health Research, Inc. for ELC to support expenses related to working with the public and private schools in Warren County.
 - C) Request to amend the County Budget in the amount of \$125 to reflect receipt of donations provided to the Homecare Division.
- 8) **Referral from the Public Safety Committee (Chaired by Supervisor Diamond):**
Sheriff (James LaFarr, Warren County Sheriff) -
Request to amend the County Budget in the amount of \$1,250 to reflect receipt of grant funding received from the New York State Governor's Traffic Safety Committee for Child Passenger Safety Program.
- 9) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Parks, Recreation & Railroad (Tim Benway, Superintendent)
- A) Request to amend the County Budget in the amount of \$1,000 to reflect receipt of a donation from Gretchen Menzies.
 - B) Request to appropriate funds in the amount of \$1,500 from Budget Code A899.00, *Reserve, County Railroad Repair*, to Budget Code A.7113 413, *Railroad, Repair & Maint-Bldg/Property*, to cover the cost of signal shutdown.
- DPW (Kevin Hajos, Superintendent of Public Works) -**
- C) Request to establish Road Project D.5112.8344, *2021 CR#11 Bolton Landing-Riverbank Road*, in the amount of \$410,000.
- Solid Waste (Thomas Szabo, Solid Waste and Recycling Compliance Coordinator) -**
- D) Request for a transfer of funds in the amount of \$3,300 from the Contingent Account to Budget Code A.1628 470, *Waste Management Containment, Contract*, to fund the Household Hazardous Waste Collection event.
- 10) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):**
- A) Request to appropriate funds in the amount of \$50,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0002 480, *Tourism - Special Events*, to provide funding for the Special Olympics of New York Fall Games in 2021.
 - B) Request to appropriate funds in the amount of \$35,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0001 470, *Tourism/Occupancy, Tourism, Contracts*, to provide funding to cover the cost of the contract with Granicus to locate all of the short-term rentals in Warren County.
- 11) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 2C, 4A-C, 5 and 6:
- 2) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**
- C) Request for a transfer of funds in the amount of \$2,000 from the Contingent Account to Budget Code A.1420 210, *County Attorney, Furniture*, to cover the cost of purchasing a new desk for the Confidential Secretary to the County Attorney.
- 4) **Referral from the Criminal Justice Committee (Chaired by Supervisor Leggett):**
(Jason Carusone, District Attorney) -
- A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fourth Assistant District Attorney from \$75,570 to \$74,089, effective September 20, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fifth Assistant District Attorney from \$74,089 to \$69,891, effective September 20, 2021.
- (Marcy Flores, Public Defender) -**
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk, *Grade 5, Base Annual Salary \$32,237*, effective October 1, 2021.
- 5) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
(Ginelle Jones, Director of Public Health/Patient Services)
Request to increase Supervisor on-call pay for week nights from \$45/night to \$60/night and weekend rate (*for Saturday and Sunday*) from \$235 to \$350 effective July 1, 2021 and authorizing retroactive payments for this adjustment.
- 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
(Christian Hanchett, Commissioner, Department of Social Services) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Caseworker #TBD, *Grade 16, Base Annual Salary \$45,831*, and delete the position of Caseworker Part-Time effective September 20, 2021

IV. Pending Items:

- 1) County Treasurer requested re-introduction of prior request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA (*Civil Service Employees Association*) Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee. (04.01.21) Update: As Personnel Committee requested County Treasurer reach out to CSEA for approval - this item to remain pending until Personnel takes action. (06.29.21)

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FROM: County Facilities - Buildings & Grounds
Name of Department

SIGNED: _____ DATE: 8/24/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 470	Buildings, Contract	A.1624 413	Health & Human Serv Bldg, Repair & Maint Bldg/Property	\$ 10,000.00

FROM CODE TITLE TO CODE TITLE AMOUNT

Please state reason for transfer request:

Cover the Cost of Installing Generator at HSB

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2021

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

SIGNED: _____

TRANSFERS FOR 2021 BUDGET

DATE: August 23, 2021

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4018.0020.130	Family Health-Part Time Salaries	A.4018.0030.130	Disease Program -Part Time Salaries	\$15,000.0
	A.4018.0020.810	Family Health-Retirement Expense	A.4018.0030.810	Disease Program-Retirement Expense	\$1,500.0
	A.4018.0020.830	Family Health-Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$930.0
	A.4018.0020.831	Family Health-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$218.0
2.	A.4010.110	Health Services-Full Time Salaries	A.4010.470	Health Services-Contract Expense	\$30,000.0
3.	A.4018.0020.865	Family Health-Dental Insurance	A.4018.0030.865	Disease Program-Dental Insurance	\$288.0
Total Transfers					\$47,936.01

1. To reclass PHN-Per Diem nursing position salary from Family Health To Disease program. Nurse is being utilized by Disease Program for Covid Activities not Family Health at this time.
2. To reclass Full time salaries to Contract to cover McBee services for coding. Due to lack of nursing coding, we have set up for this Vendor to do coding for us. Therefore move funds.
3. To Reclass Dental Insurance from Family Health to Disease to correlate with FT Nurse that is being utilized in Disease Program for COVID/Disease purposes not Family Health at this time.

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: August 23, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 110	Fire Prevention & Control - Salaries Regular	A.3640 110	Civil Defense - Salaries Regular	\$62,000
A.3410 810	Fire Prevention & Control - Retirement	A.3640 810	Civil Defense - Retirement	\$3,000
A.3410 830	Fire Prevention & Control - Social Security	A.3640 830	Civil Defense - Social Security	\$3,200
A.3410 831	Fire Prevention & Control - Medicare	A.3640 831	Civil Defense - Medicare	\$800
A.3410 110	Fire Prevention & Control - Salaries Regular	A.3640 860	Civil Defense - Hospitalization	\$7,500
A.3410 860	Fire Prevention & Control - Hospitalization	A.3640 860	Civil Defense - Hospitalization	\$6,840
A.3410 831	Fire Prevention & Control - Medicare	A.3640 865	Civil Defense - Dental Insurance	\$170
A.3410 865	Fire Prevention & Control - Dental Insurance	A.3640 865	Civil Defense - Dental Insurance	\$120

Please state reason for transfers requested:

Transfer needed to correct appropriation of OES Director's salary and fringe from Fire Prevention & Control to Civil Defense to cover budget deficits. Total transfer requested is \$83,630.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: August 23, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 130	Civil Defense - Salaries Part Time	A.3640 810	Civil Defense - Retirement	\$2,000
A.3640 130	Civil Defense - Salaries Part Time	A.3640 860	Civil Defense - Hospitalization	\$8,000

Please state reason for transfers requested:

Transfer needed to correct budget deficits within the Civil Defense G/L code. Total transfer requested is \$10,000.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Office for the Aging

SIGNED: *D. Allen*

DATE: 8/11/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6772.470	Warren County Contracts	A6772.110	Warren County FT Salaries	\$16,354;
A6772.470	Warren County Contracts	A6772.130	Warren County PT Salaries	\$7,878;
A6772.470	Warren County Contracts	A6772.830	Warren County FICA	\$1,503;
A6772.470	Warren County Contracts	A6772.831	Warren County Medicare	\$352;
A6772.470	Warren County Contracts	A6772.810	Warren County Retirement	\$3,417;
			Total Warren County -	\$29,504
A6771.470	Hamilton County Contracts	A6771.130	Hamilton County PT Salaries	\$5,723;
A6771.470	Hamilton County Contracts	A6771.830	Hamilton County FICA	\$355;
A6771.470	Hamilton County Contracts	A6771.831	Hamilton County Medicare	\$83;
A6771.470	Hamilton County Contracts	A6771.810	Hamilton County Retirement	\$807;
			Total Hamilton County -	\$6,968

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: Transfer monies to cover 2021 CSEA contract settlement.

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfer request:

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

Park, Dee

From: Lynch, Rob
 Sent: Monday, August 9, 2021 11:50 AM
 To: Park, Dee
 Subject: CSEA Contract Settlement

Dee

I have calculated amounts for the 2021 CSEA contract settlement as follows. Please let me know the amount if any that will be reimbursable by federal or state aid. Thanks.

Full Time Employees

General Fund	General Ledger Code	110 Salary Increase	830 FICA	831 Medicare	810 Retirement	Total
OFA - Office for the Aging	A.6772	11,535.68	715.21	167.27	1,626.53	14,044.69
OFA - Nutrition Program - Warren	A.6772	4,817.54	298.69	69.85	679.27	5,865.35

General Fund	General Ledger Code	130 Salary Increase	830 FICA	831 Medicare	810 Retirement	Total
OFA - Nutrition Program - Warren	A.6772	7,877.22	488.39	114.22	1,110.69	9,590.52
OFA - Nutrition Program - Hamilton	A.6771	5,722.08	354.77	82.97	806.81	6,966.63

Robert V. Lynch II, CPA
 Deputy Treasurer
 Warren County Treasurer Department
 1340 State Route 9
 Lake George, NY 12845
 Phone: (518) 761-6380

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/24/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5112.8320	280 Co Roads, 2021 CR#2 Stony Creek Road Town of Thurman	D.5112.8327 280	Co Roads, 2021 CR#72 Garnet Lake Rd Town of Johnsburg	\$ 32,117.81
D.5112.8321	280 Co Roads, 2021 CR#3 Harrisburg Road Town of Stony Creek	D.5112.8327 280	Co Roads, 2021 CR#72 Garnet Lake Rd Town of Johnsburg	\$ 7,240.70
D.5112.8322	280 Co Roads, 2021 CR#3 Warrensburg Rd Town of Stony Creek	D.5112.8327 280	Co Roads, 2021 CR#72 Garnet Lake Rd Town of Johnsburg	\$ 24,959.83
				\$ 64,318.34

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			
	Please state reason for transfer request:			
	Changed Field Conditions			

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/24/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5020 110	Co Roads, Engineerig, Salaries - Regular	D.5020 250	Co Roads, Engineering, Technical Equipment	\$ 8,200.00
D.5020 110	Co Roads, Engineerig, Salaries - Regular	D.5020 410	Co Roads, Engineering, Supplies	\$ 2,000.00

\$ 10,200.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			
	Please state reason for transfer request:			
	Purchase of Survey Equipment and Software			

WARREN COUNTY
Journal Report - July 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
7/19/2021	A.1011 410	Supplies	Transfer within Budget Code from A.1011 428	\$ 36.00	
7/19/2021	A.1011 428	Data Processing & Internet Fees	Transfer within Budget Code to A.1011 410		\$ 36.00
DPW_DPW Admin - DPW,DPW Administration					
7/9/2021	A.5610 455	Safety Equipment	Transfer Within Budget Code from A.5610 470	\$ 3,222.00	
7/9/2021	A.5610 470	Contract	Transfer Within Budget Code to A.5610 455		\$ 3,222.00
7/21/2021	A.1490 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.1490 863	\$ 231.19	
7/21/2021	A.1490 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code to A.1490 862		\$ 231.19
7/21/2021	DM.5130 861	Retirees Hospitalization	Transfer Within Budget Code to DM.5130 862		\$ 340.35
7/21/2021	DM.5130 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from DM.5130 861	\$ 340.35	
7/21/2021	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 435		\$ 135.00
7/21/2021	D.3310 435	Medical Fees	Transfer Within Budget Code from D.3310 410	\$ 135.00	
7/23/2021	A.1624 410	Supplies	Transfer Within Budget Code to A.1624 470		\$ 1,000.00
7/23/2021	A.1624 470	Contract	Transfer Within Budget Code from A.1624 410	\$ 1,000.00	
7/23/2021	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1624 415		\$ 14,000.00
7/23/2021	A.1624 415	Electricity	Transfer Within Budget Code from A.1624 413	\$ 14,000.00	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
7/2/2021	40.6293.0300 411	Rent-Building/Property	code object change from 40.6293.0300 433	\$ 11,385.08	
7/2/2021	40.6293.0300 433	Training-Client	code object change to 40.6293.0300 411		\$ 11,385.08
7/10/2021	40.6293.0355 423	Telephone	Object Code Change from 40.6293.0355 428	\$ 150.00	
7/10/2021	40.6293.0355 428	Data Processing & Internet Fees	Object Code Change to 40.6293.0355 423		\$ 150.00
7/13/2021	40.6293.0310 410	Supplies	Object Code Change from 40.6293.0310 426	\$ 300.00	
7/13/2021	40.6293.0310 426	Subscriptions	Object Code Change to 40.6293.0310 410		\$ 300.00
Human Resources - Human Resources					
7/28/2021	A.1435 210	Furniture/Furnishings	Transfer of funds out of Object Code from A.1435 439	\$ 250.24	

WARREN COUNTY
Journal Report - July 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
7/28/2021	A.1435 439	Misc Fees & Expenses	Transfer of funds out of Object Code to A.1435 210		\$ 250.24
Office of EMS - Office of Emergency Services					
7/7/2021	A.4022 428	Data Processing & Internet Fees	Budget transfer within object code from A.4022 442	\$ 66.00	
7/7/2021	A.4022 442	Automotive - Gas & Oil	Budget transfer within object code to A.4022 428		\$ 66.00
7/9/2021	A.3640 428	Data Processing & Internet Fees	Budget transfer within object code to A.3640 453		\$ 350.00
7/9/2021	A.3640 444	Travel/Education/Conference	Budget transfer within object code to A.3640 453		\$ 300.00
7/9/2021	A.3640 453	Uniforms & Clothing	Budget transfer within object code from A.3640 428	\$ 350.00	
7/9/2021	A.3640 453	Uniforms & Clothing	Budget transfer within object code from A.3640 444	\$ 300.00	
7/19/2021	A.3640 220	Office Equipment	Budget transfer within object code to A.3640 250		\$ 138.00
7/19/2021	A.3640 250	Technical Equipment	Budget transfer within object code from A.3640 220	\$ 138.00	
7/21/2021	A.4022 230	Automotive Equipment	Budget transfer within object code A.4022 260		\$ 946.00
7/21/2021	A.4022 260	Other Equipment	Budget transfer within object code A.4022 230	\$ 946.00	
7/21/2021	A.3645.4111 260	Other Equipment	Out of code transfer to A.3645.4111 410		\$ 2,160.85
7/21/2021	A.3645.4111 410	Supplies	Out of code transfer from A.3645.4111 260	\$ 2,160.85	
Planning_Planning - Planning,Planning					
7/21/2021	A.8021 410	Supplies	budget transfer within object code from A.8021 424	\$ 500.00	
7/21/2021	A.8021 424	Postage	budget transfer within object code to A.8021 410		\$ 500.00
7/21/2021	A.8021 424	Postage	budget transfer within object code to A.8021 441		\$ 300.00
7/21/2021	A.8021 424	Postage	budget transfer within object code to A.8021 442		\$ 400.00
7/21/2021	A.8021 424	Postage	budget transfer within object code A.8021 444		\$ 400.00
7/21/2021	A.8021 441	Auto-Supplies & Repair	budget transfer within object code from A8021 424	\$ 300.00	
7/21/2021	A.8021 442	Automotive - Gas & Oil	budget transfer within object code from A.8021 424	\$ 400.00	
7/21/2021	A.8021 444	Travel/Education/Conference	budget transfer within object code from A.8021 424	\$ 400.00	
Public Health_Health Services - Public Health,Health Services					
7/6/2021	A.4018.0030 411	Rent-Building/Property	Budget transfer Dis/COVID related from A4018.0030.435	\$ 1,740.00	

WARREN COUNTY
Journal Report - July 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
7/6/2021	A.4018.0030 435	Medical Fees	Budget transfer Dis/COVID related to A4018.0030.411		\$ 1,740.00
7/7/2021	A.4018.0030 860	Hospitalization	Budget Trans S.Arnold Hlth Reimb Dis To A.4018.0030.862 fr 860		\$ 511.00
7/7/2021	A.4018.0030 862	Health Insurance Cost Reimbursement	Budget Trans S.Arnold Hlth Reimb Dis To A.4018.0030.862 fr 860	\$ 511.00	
7/15/2021	A.4018.0030 411	Rent-Building/Property	Budget transfer Dis Prog from A4018.0030.435	\$ 290.00	
7/15/2021	A.4018.0030 435	Medical Fees	Budget transfer Dis Prog to A4018.0030.411		\$ 290.00
7/29/2021	A.4054 220	Office Equipment	Budget transfer CPSE from A4054.410	\$ 13.02	
7/29/2021	A.4054 410	Supplies	Budget transfer CPSE to A4054.220		\$ 13.02
Residential Hall - Countryside Adult Home					
7/13/2021	A.6030 436	Advertising Fees	Budget Transfer Within Object Code to A.6030 436 from A.6030 437	\$ 500.00	
7/13/2021	A.6030 437	Consulting Fees	Budget Transfer Within Object Code from A.6030 437 to A.6030 436		\$ 500.00
7/13/2021	A.6030 210	Furniture/Furnishings	Budget Transfer Within Object Code from A.6030 210 to A.6030 260		\$ 1,000.00
7/13/2021	A.6030 260	Other Equipment	Budget Transfer Within Object Code to A.6030 260 from A.6030 210	\$ 1,000.00	
7/20/2021	A.6030 415	Electricity	Budget Transfer Within Object Code from A.6030 415 to A.6030 422		\$ 1,000.00
7/20/2021	A.6030 422	Repair/Maint-Equipment	Budget Transfer Within Object Code to A.6030 422 from A.6030 415	\$ 1,000.00	
Sheriff_Sheriff Law Enf - Sheriff, Sheriff Law Enforcement					
7/1/2021	A.3110 442	Automotive - Gas & Oil	Budget Transfer within object code to A.3110 455		\$ 2,169.28
7/1/2021	A.3110 455	Safety Equipment	Budget Transfer within object code from A.3110 442	\$ 2,169.28	
7/1/2021	A.3150 210	Furniture/Furnishings	Budget Transfer within object code from A.3150 260	\$ 5,000.00	
7/1/2021	A.3150 260	Other Equipment	Budget Transfer within object code to A.3150 210		\$ 5,000.00
7/2/2021	A.3110 442	Automotive - Gas & Oil	Budget Transfer out of object code to A.3150 413		\$ 3,300.00
7/2/2021	A.3150 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.3110 442	\$ 3,300.00	
7/6/2021	A.3150 210	Furniture/Furnishings	Budget Transfer within object code from A.3150 250	\$ 307.71	
7/6/2021	A.3150 250	Technical Equipment	Budget Transfer within object code to A.3150 210		\$ 307.71
7/6/2021	A.3150 250	Technical Equipment	Budget Transfer out of object code to A.3150 413		\$ 1,500.00
7/6/2021	A.3150 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code from A.3150 250	\$ 1,500.00	
7/8/2021	A.3150 250	Technical Equipment	Budget Transfer out of object code from A.3150 444	\$ 2,787.71	

WARREN COUNTY
Journal Report - July 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
7/8/2021	A.3150 444	Travel/Education/Conference	Budget Transfer out of object code to A.3150 250		\$ 2,787.71
7/13/2021	A.3110 415	Electricity	Budget Transfer within object code to A.3110 440		\$ 1,047.95
7/13/2021	A.3110 440	Legal/Transcript Fees	Budget Transfer within object code from A.3110 415	\$ 1,047.95	
7/13/2021	A.3110 441	Auto-Supplies & Repair	Budget Transfer within object code to A.3110 453		\$ 2,000.00
7/13/2021	A.3110 453	Uniforms & Clothing	Budget Transfer within object code from A.3110 441	\$ 2,000.00	
7/14/2021	A.3150 413	Repair & Maint.-Bldg/Property	Budget Transfer within object code from A.3150 422	\$ 500.00	
7/14/2021	A.3150 422	Repair/Maint-Equipment	Budget Transfer within object code to A.3150 413		\$ 500.00
Social Services - Social Services					
7/9/2021	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 470	\$ 2,000.00	
7/9/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 220		\$ 2,000.00
Treasurer Disb - Treasurer Departmental Activity					
7/26/2021	A.1325 210	Furniture/Furnishings	Budget Transfer from A.1325 220 to A.1325 210	\$ 250.00	
7/26/2021	A.1325 220	Office Equipment	Budget Transfer from A.1325 220 to A.1325 210		\$ 250.00
7/26/2021	A.1325 210	Furniture/Furnishings	Out of Code Budget Transfer from A.1325 410 to A.1325 210	\$ 88.99	
7/26/2021	A.1325 410	Supplies	Out of Code Budget Transfer from A.1325 410 to A.1325 210		\$ 88.99
7/26/2021	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 436		\$ 34.99
7/26/2021	A.1325 436	Advertising Fees	Budget Transfer from A.1325 410 to A.1325 436	\$ 34.99	
Veterans Service - Veterans Service					
7/30/2021	A.6510.0125 210	Furniture/Furnishings	Out of Code Funds transfer from 444 Travel	\$ 164.00	
7/30/2021	A.6510.0125 444	Travel/Education/Conference	Out of Code Funds transfer to 210 Furniture		\$ 164.00
Weights & Meas - Weights & Measures					
7/1/2021	A.6610 441	Auto-Supplies & Repair	budget transfers within object code to A.6610.442		\$ 300.00
7/1/2021	A.6610 442	Automotive - Gas & Oil	budget transfers within object code from A.6610 441	\$ 300.00	

LCLGRPB 2022 BUDGET - ADOPTED 7/13/2021

Contract No.	Expense Category	2021 Budget	2022 Budget
	Salaries	\$ 242,365.00	\$ 312,000.00
	Fringe for Employees	\$ 60,000.00	\$ 103,280.00
	Fringe for Retirees	\$ 27,800.00	\$ 23,000.00
	Insurance	\$ 5,500.00	\$ 5,500.00
	Workers Comp Insurance	\$ 2,500.00	\$ 2,500.00
	Rent	\$ 5,520.00	\$ 5,520.00
	Legal	\$ 15,000.00	\$ 5,000.00
	Accounting	\$ 10,000.00	\$ 10,000.00
	Accounting - RLF 5 Management	\$ 10,000.00	\$ 10,000.00
	Audit	\$ 12,900.00	\$ 15,000.00
	Credit Reports	\$ 500.00	\$ 500.00
	UCC Renewals/Filings	\$ 160.00	\$ 100.00
	Technology Assistance	\$ 3,000.00	\$ 3,200.00
	Website	\$ 2,000.00	\$ 2,000.00
	Contracts	\$ 659,604.00	\$ 102,000.00
ED19PHI3020015	US EDA Planning Grant	\$ 35,000.00	\$ 10,000.00
ED20PHI3070009	US EDA COVID-19 Technical Assistance Grant	\$ 200,000.00	\$ 20,000.00
01-79-14980	US EDA COVID-19 RLF Grant	\$ 332,784.00	\$ 40,000.00
LS2020055	NEIWPC Villiage of Whitehall GI Plan	\$ 31,820.00	\$ 15,000.00
L2019088	Quantifying Phosphorus Reductions for Proposed Projects in NY Red. Plan	\$ 60,000.00	\$ 15,000.00
C1000678	Lake George Action Plan (Town of Queensbury)	\$ -	\$ 2,000.00
	Operating Expenses	\$ 30,000.00	\$ 30,000.00
	Travel and Training	\$ 11,820.00	\$ 11,800.00
	LCLGRPB Total	\$ 1,098,669.00	\$ 641,400.00
	A/GFTC Total	\$ 400,000.00	\$ 420,000.00
	TOTAL	\$ 1,498,669.00	\$ 1,061,400.00

Contract No.	Revenue Category	2021 Budget	2022 Budget
	County Allocations	\$ 42,499.00	\$ 43,349.00
	Clinton County	\$ 10,211.00	\$ 10,415.00
	Essex County	\$ 8,044.00	\$ 8,205.00
	Hamilton County	\$ 2,730.00	\$ 2,785.00
	Warren County	\$ 12,954.00	\$ 13,213.00
	Washington County	\$ 8,560.00	\$ 8,731.00
ED19PHI3020015	US EDA Planning Grant	\$ 70,000.00	\$ 70,000.00
ED20PHI3070009	US EDA COVID-19 Technical Assistance Grant	\$ 350,000.00	\$ 100,000.00
01-79-14980	US EDA COVID-19 RLF Grant	\$ 250,000.00	\$ 75,000.00
C00927GG	NYS DEC 604(b) Planning Grant	\$ 96,300.00	\$ 110,000.00
	Grant Contracts	\$ 162,820.00	\$ 101,000.00
LS2020055	NEIWPC Villiage of Whitehall GI Plan	\$ 31,820.00	\$ 20,000.00
L2019088	Quantifying Phosphorus Reductions for Proposed Projects in NY Red. Plan	\$ 60,000.00	\$ 37,000.00
C1000678	Lake George Action Plan (Town of Queensbury)	\$ 55,000.00	\$ 40,000.00
C00918GG	Washington Co. Mapping & Enhanced Pollution Red. (Washington Co)	\$ 4,000.00	\$ 1,000.00
C01061GG	Speculator Park Fire Tower (Village of Speculator)	\$ 4,000.00	\$ 3,000.00
C00852GG	Upper Hudson River Roadside Remediation (Saratoga Co. SWCD)	\$ 4,000.00	\$ -
T00926GG	Tin Pan Alley (Essex County SWCD)	\$ 1,000.00	\$ -
LS2020068	Stormwater Tradeshow	\$ 3,000.00	\$ -
	Interest from Loans	\$ 85,000.00	\$ 90,001.00
	Town of Schroon RLF	\$ 3,000.00	\$ 3,000.00
	AGFTC - Host Agency Agreement	\$ 45,000.00	\$ 45,000.00
	Northern Borders Admin	\$ 4,050.00	\$ 4,050.00
	LCLGRPB Total	\$ 1,108,669.00	\$ 641,400.00
	A/GFTC Total	\$ 400,000.00	\$ 420,000.00
	TOTAL	\$ 1,508,669.00	\$ 1,061,400.00

Lake Champlain – Lake George Regional Planning Board
2022 Salary Schedule

Budget Year 2022

Adopted 7/13/2021

Position Title	2021 Salary
Director	\$90,000.00
Economic Development Coordinator	\$66,625.00
Senior Planner	\$63,383.00
Junior Planner	\$47,000.00
Senior Account Clerk	\$44,503.00

MEMORANDUM OF AGREEMENT
BETWEEN THE FIVE COUNTIES OF CLINTON, ESSEX, HAMILTON,
WARREN AND WASHINGTON
AND THE
LAKE CHAMPLAIN – LAKE GEORGE REGIONAL PLANNING BOARD

OCTOBER, 2018

WHEREAS, the Lake Champlain-Lake George Regional Planning Board (“LCLGRP”) was established in accordance with resolutions passed by counties of Warren, Washington, Essex, Clinton and Hamilton (the “Counties”) in 1967, as may have been amended, as a Regional Planning Board pursuant to New York General Municipal Law (“GML”) Article 12-B, Section 239-h; and

WHEREAS, the five counties have, as required by GML, adopted amended bylaws as proposed by and passed by the Lake Champlain Lake George Regional Planning Board of Directors on July 25 2018, and

WHEREAS, pursuant to General Municipal Law 239-h the counties must adopt a Memorandum of Agreement spelling out the duties and responsibilities of all parties and the financial contributions required by the member counties; It is

THEREFORE, DULY RESOLVED that the LCLGRP hereby adopts the following Memorandum of Agreement:

ARTICLE 1

DUTIES

The duties of the LCLGRP shall be as follows:

1. Provide access to information on domestic assistance programs including searches on public and private funding sources for specific development projects,
2. Develop a Comprehensive Economic Development Strategy which maintains the Region’s federal funding eligibility from EDA,
3. Prepare grant and loan applications on behalf of municipalities to secure

development, planning, and water quality improvement project funds from such agencies as the US Commerce Department, US Rural Development Administration, Natural Resource Conservation Service, NYS Urban Development Corporation, NYS Department of Environmental Conservation, NYS Environmental Facilities Corporation, and NYS Department of State. Grantsmanship services offered through the Board have helped local governments acquire millions in funding for the creation of industrial parks, energy and telecommunications projects, and water, sewer and transportation infrastructure upgrades,

4. Operate a small business Revolving Loan Fund to provide funding at below market rate for qualifying small businesses for fixed asset and working capital needs,
5. Work as the designated Local Development District for management of Northern Borders Regional Commission funding, which brings federal infrastructure improvement and telecommunications funding into the region,
6. Prepare regional watershed management planning documents on community revitalization and water quality and natural resource improvement projects,
7. Assist municipalities with work required under federal and state permits, such as the New York State Municipal Separate Sewer System (MS4) Program,
8. Provide technical assistance to municipalities, non-profit organizations and citizens groups for an array of water quality related issues,
9. Host technical trainings for local engineers, landscape architects, municipal code enforcement officers, highway department personnel and municipal planning and zoning board members,
10. Act as the federal clearinghouse for multi-jurisdictional land use planning and community development projects,
11. Publish priority issue documents and undertake special studies in response to issues of local importance,
12. Host agency for the Glens Falls/Adirondack Transportation Council, which is a Metropolitan Planning Organization created by the NYS Governor in 1982. The three core products of the metropolitan planning process are; the 20-year Long Range Plan that articulates regional goals, objectives and priorities for regional transportation system maintenance and improvements; the Transportation Improvement Program, which is a five-year roster of planned federal investments in capital projects for roads; and the Unified Planning Work Group that develops a one to two year list of planning and programming activities. Key emphasis areas are capital planning, rehabilitation and

reconstruction for transportation corridors, traffic counts, travel demand modeling, pavement scoring, safety assessments and infrastructure vulnerability assessments.

ARTICLE 2

REPORTS

1. Annual Report. The LCLGRP shall make an annual report of its activities to the Member County legislative bodies on or before June 30th of each year.
2. Independent Audit. To insure the fiscal, organizational and programmatic accountability of the LCLGRP, there shall be an annual independent audit which will be provided as part of the Annual Report.
3. Other Reports and Plans. The preparation and adoption of other reports and plans by the LCLGRP shall be as prescribed in the State General Municipal Law, Article 12-B, Section 239-h.

ARTICLE 3

FINANCING AND ADMINISTRATIVE SERVICES

1. The fiscal year of the LCLGRP shall be the calendar year.
2. The LCLGRP, with the assistance of the Executive Director, shall prepare and adopt a proposed annual operating budget, showing proposed expenses and revenues, to carry out the responsibilities set out in this agreement. The operating budget shall consist of the following components:
 - a. An administrative budget, with expenditures broken down by objects of expense;
 - b. A project budget, showing a separate budget for each project;
 - c. A contingency budget for use in funding unanticipated costs;
 - d. A salary schedule in support of the appropriation for personal services.
3. The LCLGRP's proposed budget shall be submitted to the Board of Directors, and shall subsequently be submitted to each member county's Budget Officer by July 1st of each year. The proposed budget shall include a notice to each member county indicating its share of the proposed budget. The County Budget Officers shall review and provide recommendations on the proposed budget no later than July 15th. The proposed budget may be amended and resubmitted to the legislative bodies of each member county by July 31st. Each legislative body shall review and consider the proposed budget and shall, prior to August 31st, either adopt the proposed budget or an

advisory report suggesting modifications to the proposed budget. Upon consideration of the actions of the legislative bodies of each member county, the LCLGRP shall then adopt a budget no later than September 30th of each year. The adopted budget shall be forwarded to each member county and shall include a notice indicating each member county's share of the adopted budget.

4. The contribution by each member county named as Clinton, Essex, Hamilton, Warren, and Washington Counties shall be based on a calculation using the population of each county as of the last full census and the total equalized taxable property value of each county as of the previous year (hereinafter "proportionate share"). Population shall account for 50% of the calculation and the total equalized taxable property value will constitute the other 50%. Each 50% share shall be prorated by the percentage the county is of the total of population and assessed value. An example of the calculation will be provided as an attachment.
5. This Agreement shall be deemed executory only to the extent member counties appropriate their proportionate share. To the extent member counties appropriate money for this Agreement each year, each member county shall transfer its proportionate share no later than March 31st of each year, upon receipt of a verified voucher from the LCLGRP.
6. The LCLGRP will depend solely upon authorized payments received from Member Counties, in their proportionate shares, plus any local, federal, state or private grants for contract work performed. Any monies for special projects which require a local share coming from the Member Counties in advance of the commencement of a project shall be requested from Member Counties in their proportionate shares. Such projects shall not commence until the local funds are committed.
7. No expenditures in excess of the LCLGRP's authorized annual budget, adopted pursuant to this Article, shall be made without the written resolution of the Board of Directors setting forth the purposes and amount of such additional expenditures, as well as each member county's share of such expenditures. This resolution shall be submitted to the legislative bodies of each member county at least two weeks prior to its consideration at a meeting of the LCLGRP.
8. The LCLGRP shall be an independent fiscal entity.

ARTICLE 4

SUSPENSION

In the event that one or more of the Member Counties fails to appropriate or transfer its proportionate share of the Board's operating funds to the LCLGRP by March 31 of the LCLGRP's current fiscal year, and such failure continues thirty days after notice from the LCLGRP, such County shall be deemed to be suspended from the LCLGRP and written notice to that effect shall be sent to all other Counties. During the period of suspension, such County's representative members shall not be entitled to vote at LCLGRP or Committee meetings, and no items of business relating solely to such suspended County, including requests for review and recommendations concerning Federal or State participation in planning or projects within such suspended County, shall be voted upon or passed by the LCLGRP. Any period of suspension hereunder shall be terminated and such County restored to full membership upon receipt of payment of its delinquent share.

ARTICLE 5

BY LAWS, RULES AND REGULATIONS

The LCLGRP may adopt, amend and rescind such written By-laws, Rules and Regulations, consistent with this Agreement, which it deems necessary and appropriate to the carrying out of its duties and responsibilities hereunder and governing its meeting procedures and other day-to-day operations of the LCLGRP. All amended by-laws must be approved by the member counties legislative body as required by New York State General Municipal Law §239-h.

ARTICLE 6

ADOPTION AND AMENDMENT PROCESS

This agreement was adopted by approving resolutions of the Member Counties and may only be amended by the same process. Any change or amendment of this Agreement must be approved by each Member Counties legislative body.

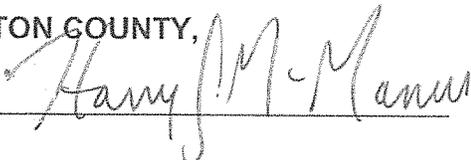
Signature Page for Memorandum of Agreement

Between the Five Counties of Clinton, Essex, Hamilton, Warren and Washington

and

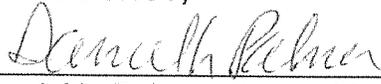
The Lake Champlain-Lake George Regional Planning Board

CLINTON COUNTY,

By 

Dated 12/11/18

ESSEX COUNTY,

By 
Daniel L. Palmer, County Manager

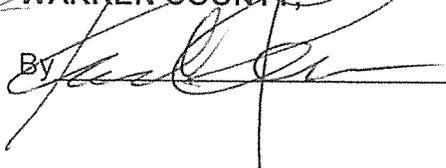
Dated 11/7/18

HAMILTON COUNTY,

By 

Dated 11/29/18

WARREN COUNTY,

By 

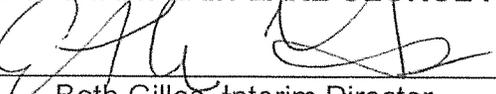
Dated 11-29-18

WASHINGTON COUNTY,

By 

Dated 11/29/18

LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD,

By 
Beth Gilles, ~~Interim~~ Director

Dated 11/29/18

RESOLUTION REQUEST FORM NO. 3*Request for New Contract*

DEPARTMENT NAME: Assigned Counsel

DATE: 9/19/2021

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: To distribute grant funds per OILS Contract #C110052, Distribution #11.
- (c) Name of Contractor: Legal Aid Society of NNY, Inc.
- (d) Address of Contractor: 55 Colvin Avenue, Albany, NY 12206
- (e) Contractor's Contact Person and Telephone Number: Lillian Moy, 518-587-5188
- (f) Has or will the Contract be provided, if so, please attach: Contract will be prepared by the County Attorney's Office.
- (g) Commencement Date of Contract: January 1, 2021
- (h) Termination Date of Contract: December 31, 2023, as funding allows.
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$58,514.00
 - 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: A. 1170 470 Legal Defense, Contracts, \$58,514.00

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

*as listed in budget and LOGOS

ATTACHMENT B-1

BUDGET

Office of Indigent Legal Services
DISTRIBUTION #11
January 1, 2021 - December 31, 2023

COUNTY OF WARREN

Total Contract Amount: \$320,436.00

Budget Expenditure Item	Year 1 1/1/21 - 12/31/21	Year 2 1/1/22 - 12/31/22	Year 3 1/1/23 - 12/31/23
PUBLIC DEFENDER'S OFFICE			
Personnel:			
Legal Clerk - Salary	\$31,200.00	\$32,000.00	\$32,800.00
Legal Clerk - Fringe	\$12,800.00	\$12,800.00	\$12,800.00
Subtotal Personnel	\$44,000.00	\$44,800.00	\$45,600.00
Contract / Consultant:			
Experts / Interpreters / Transcriptions / Medical and Other Specialists	\$6,905.00	\$6,905.00	\$6,905.00
Subtotal Contracted/Consultant	\$6,905.00	\$6,905.00	\$6,905.00
Total for Public Defender Office	\$50,905.00	\$51,705.00	\$52,505.00
ASSIGNED COUNSEL PLAN			
Personnel:			
Grant Administrator - Salary	\$8,320.00	\$8,487.00	\$8,657.00
Grant Administrator - Fringe	\$637.00	\$650.00	\$663.00
Subtotal Personnel	\$8,957.00	\$9,137.00	\$9,320.00
Contracted/Consultant:			
Rural Law Center of New York, Inc. - Appeals	\$25,404.00	\$28,455.00	\$25,134.00
Legal Aid Society of Northeastern NY - Paralegal	\$18,787.00	\$19,646.00	\$20,081.00
Subtotal Contracted/Consultant	\$44,191.00	\$48,101.00	\$45,215.00
OTPS:			
Computer Equipment	\$400.00	\$0.00	\$0.00
Subtotal OTPS	\$400.00	\$0.00	\$0.00
Total for Assigned Counsel Plan	\$53,548.00	\$57,238.00	\$54,535.00
TOTAL	\$104,453.00	\$108,943.00	\$107,040.00
THREE-YEAR TOTAL	\$320,436.00		

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: Assigned Counsel

DATE: 9/10/2021

- (a) Purpose of Amendment: To increase Expenditures & Revenue for year one of the OILS Contract #C110052 (Contract Costs \$44,191.00 and Equipment \$400.00), Distribution #11.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.1170 470, Legal Defense Indigents, Contracts, \$44,191.00 and A.1170 220, Legal Defense Indigents, Office Equipment, \$400.00.

- (c) Revenue Code (with title), and Amount: A.1170 3045, \$44,591.00

Invoice/Expense Statement Warren County DISTRIBUTION #11 Contract No. C110052 Office of Indigent Legal Services (ILS)							
Contract Term: January 1, 2021 - December 31, 2023 Total Budget: \$320,436.00 YEAR ONE (Annual Budget: \$104,453.00)							
Budget-Expenditure Items	Year 1 Budget	Actual Reimbursable Expenditures				Total Expenditures Year 1	Funds Available Year 1
		1/1/21 - 3/31/21	4/1/21 - 6/30/21	7/1/21 - 9/30/21	10/1/21 - 12/31/21		
PUBLIC DEFENDER'S OFFICE							
Personnel:							
Legal Clerk - Salary	\$31,200.00					\$0.00	\$31,200.00
Legal Clerk - Fringe	\$12,800.00					\$0.00	\$12,800.00
Subtotal Personnel	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00
Contract / Consultant:							
Experts / Interpreters / Transcriptions / Medical and Other Specialists	\$6,905.00					\$0.00	\$6,905.00
Subtotal Contracted/Consultant	\$6,905.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,905.00
Total for Public Defender Office	\$50,905.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,905.00
ASSIGNED COUNSEL PLAN							
Personnel:							
Grant Administrator - Salary	\$8,320.00					\$0.00	\$8,320.00
Grant Administrator - Fringe	\$637.00					\$0.00	\$637.00
Subtotal Personnel	\$8,957.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,957.00
Contracted/Consultant:							
Rural Law Center of New York, Inc. - Appeals	\$25,404.00					\$0.00	\$25,404.00
Legal Aid Society of Northeastern NY - Paralegal	\$18,787.00					\$0.00	\$18,787.00
Subtotal Contracted/Consultant	\$44,191.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,191.00
OTPS:							
Computer Equipment	\$400.00					\$0.00	\$400.00
Subtotal OTPS	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
Total for Assigned Counsel Plan	\$53,548.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,548.00
TOTAL	\$104,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,453.00

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

Warren County

By:

Rachel E. Seeber
Printed Name

Title: Chair of the Board

Date:

6/29/21

STATE AGENCY:

NYS Office of Indigent Legal Services

By:

William J. Leahy Patricia T. Warth
Printed Name

Title: Director - Office of Indigent Legal Services

Date:

7/6/2021

STATE OF NEW YORK

Approved as to Form:

County of Warren

James J. O'Rourke
Warren County Attorney

On the 29th day of June, 2021, before me personally appeared Rachel E. Seeber, to me known, who being by me duly sworn, did depose and say that he/she resides at Queensbury, NY, that he/she is the Chair of the Board of Supervisors, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary)

Kristy M. Miller

KRISTY M. MILLER
Notary Public, State of New York
No. 01M16070662
Qualified In Saratoga County
Commission Expires March 4, 2022

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

Printed Name

Printed Name

Title:

Title:

Date:

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: Treasurer

DATE: August 24, 2021

- (a) Purpose of Request: **To amend General and Road Machinery budgets to cover the increased costs resulting from the settlement of the CSEA contract through an appropriation of fund balance.**
- (b) Details: **Appropriate \$300,151.47 from General Fund A 909.00 Fund Balance and \$26,014.71 from Road Machinery DM 909.00 Fund Balance. See attached for appropriation details.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A 909.00 - Fund Balance - \$300,151.47 and DM 909.00 - Fund Balance - \$26,014.71.**

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

* as listed in budget and LOGOS

Warren County
2021 Full Time CSEA Salary/Benefit Increases

General Fund	General Ledger Code	Amt Absorbed						Total Needed	Funding Source
		110 Salary Increase	by Dept or Covered by Aid	110 Salary Needed	830 FICA	831 Medicare	810 Retirement		
Building & Fire Code	A.3620	9,135.36	-	9,135.36	566.39	132.46	1,288.09	11,122.30	
County Auditor	A.1320	1,709.76	-	1,709.76	106.01	24.79	241.08	2,081.63	
County Clerk	A.1410	21,843.12	-	21,843.12	1,354.27	316.73	3,079.88	26,594.00	
DA - Crime Victims Assistance Unit	A.1168	5,000.06	5,000.06	-	-	-	-	-	
District Attorney	A.1165	8,886.54	-	8,886.54	550.97	128.85	1,253.00	10,819.36	
DPW - Airport	A.5610	3,716.70	-	3,716.70	230.44	53.89	524.05	4,525.08	
DPW - Buildings and Grounds	A.1620	23,205.00	-	23,205.00	1,438.71	336.47	3,271.91	28,252.09	
DPW - Administration	A.1490	4,760.08	-	4,760.08	295.12	69.02	671.17	5,795.40	
DPW - Health & Human Svcs Building	A.1624	8,686.08	-	8,686.08	538.54	125.95	1,224.74	10,575.30	
DPW - Parks and Recreation	A.7110	10,019.62	6,000.00	4,019.62	249.22	58.28	566.77	4,893.89	
Mail Room	A.1670	1,707.94	-	1,707.94	105.89	24.77	240.82	2,079.42	
Mental Health	A.4310	1,528.28	1,528.28	-	-	-	-	-	
OFA - Office for the Aging	A.6772	11,535.68	11,535.68	-	-	-	-	-	
OFA - Nutrition Program - Warren	A.6772	4,817.54	-	-	-	-	-	-	
Office of EMS - Civil Defense	A.3640	1,672.84	1,672.84	-	-	-	-	-	
Planning	A.8021	3,492.58	-	3,492.58	216.54	50.64	492.45	4,252.22	
Probation - Day Reporting	A.3144	2,475.98	-	2,475.98	153.51	35.90	349.11	3,014.51	
Probation - Pre-Trial	A.3143	2,170.22	-	2,170.22	134.55	31.47	306.00	2,642.24	
Probation	A.3140	28,127.58	-	28,127.58	1,743.91	407.85	3,965.99	34,245.33	
Public Defender	A.1171	3,052.40	3,052.40	-	-	-	-	-	
Public Health - Disease Control	A.4018.0030	2,531.10	911.20	1,619.90	100.43	23.49	228.41	1,972.23	
Public Health - Educ Phys Hand Children	A.4054	1,789.58	-	1,789.58	110.95	25.95	252.33	2,178.81	
Public Health - Educ Phys Hand Children - EI	A.4054.0060	4,226.30	2,070.89	2,155.41	133.64	31.25	303.91	2,624.22	
Public Health - Health Education	A.4018.0040	4,458.74	1,605.15	2,853.59	176.92	41.38	402.36	3,474.25	
Public Health - Health Services	A.4010	45,221.54	-	45,221.54	2,803.74	655.71	6,376.24	55,057.22	
Public Health - Preventive Program (CHA)	A.4018	3,619.20	1,302.91	2,316.29	143.61	33.59	326.60	2,820.08	
Public Health - WIC	A.4013	7,564.70	7,564.70	-	-	-	-	-	
Public Records	A.1665	5,647.46	-	5,647.46	350.14	81.89	796.29	6,875.78	
Purchasing	A.1345	1,487.46	-	1,487.46	92.22	21.57	209.73	1,810.98	
Real Property Tax	A.1355	5,408.52	-	5,408.52	335.33	78.42	762.60	6,584.87	
Countryside Adult Home	A.6030	31,644.60	-	31,644.60	1,961.97	458.85	4,461.89	38,527.30	
Social Services Admin - 00	A.6010	23,206.82	23,206.82	-	-	-	-	-	
Social Services Admin - 01	A.6010	92,947.40	92,947.40	-	-	-	-	-	
Social Services Admin - 02	A.6010	8,262.54	8,262.54	-	-	-	-	-	
Social Services Admin - 03	A.6010	40,470.30	40,470.30	-	-	-	-	-	
Social Services Admin - 06	A.6010	19,031.48	19,031.48	-	-	-	-	-	
Social Services Admin - 07	A.6010	18,192.98	18,192.98	-	-	-	-	-	
Social Services Fraud	A.6010	6,091.54	6,091.54	-	-	-	-	-	
Social Services TEAP	A.6010	4,984.20	4,984.20	-	-	-	-	-	
Social Services WMS	A.6010	2,899.52	2,899.52	-	-	-	-	-	
Tourism	A.6417.001	5,627.18	5,627.18	-	-	-	-	-	
Treasurer	A.1325	15,587.00	-	15,587.00	966.39	226.01	2,197.77	18,977.17	
Veterans	A.6510	1,672.84	-	1,672.84	103.72	24.26	235.87	2,036.68	
		<u>510,116.36</u>	<u>268,775.60</u>	<u>241,340.76</u>	<u>14,963.13</u>	<u>3,499.44</u>	<u>34,029.05</u>	<u>293,832.37</u>	A 909.00
County Road									
DPW - Maintenance Roads	D.5110	72,617.22	72,617.22	-	-	-	-	-	
DPW - Traffic Control	D.3310	6,491.68	6,491.68	-	-	-	-	-	
		<u>79,108.90</u>	<u>79,108.90</u>	-	-	-	-	-	
Road Machinery									
DPW - Road Machinery	DM.5130	21,367.32	-	21,367.32	1,324.77	309.83	3,012.79	26,014.71	DM 909.00
Grand Total		<u>610,592.58</u>	<u>347,884.50</u>	<u>262,708.08</u>	<u>16,287.90</u>	<u>3,809.27</u>	<u>37,041.84</u>	<u>319,847.09</u>	

Warren County
2021 Part Time CSEA Salary/Benefit Increases

General Fund	General Ledger Code	Amt Absorbed						Total Needed	Funding Source
		130 Salary Increase	by Dept or Covered by Aid	110 Salary Needed	830 FICA	831 Medicare	810 Retirement		
OFA - Nutrition Program - Warren	A.6772	7,877.22	7,877.22	-	-	-	-	-	
OFA - Nutrition Program - Hamilton	A.6771	5,722.08	5,722.08	-	-	-	806.81	806.81	
Public Health - Bioterrorism	A.4189	856.44	856.44	-	-	-	120.76	120.76	
Public Health - Educ Phys Handicapped Children	A.4054	1,730.04	-	1,730.04	107.26	25.09	243.94	2,106.32	
Public Health - Educ Phys Handicapped Childred - EI	A.4054.0060	1,248.26	449.37	798.89	49.53	11.58	176.00	1,036.01	
Public Health - Preventive Program (CHA)	A.4018	1,304.16	469.50	834.66	51.75	12.10	183.89	1,082.40	
Countryside Adult Home	A.6030	958.36	-	958.36	59.42	13.90	135.13	1,166.80	
		<u>19,696.56</u>	<u>15,374.61</u>	<u>4,321.95</u>	<u>267.96</u>	<u>62.67</u>	<u>1,666.53</u>	<u>6,319.10</u> A 909.00	

Amended, Warren County Personnel, April 29, 2004

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed both manually and using a computer. Work is performed under general supervision and in accordance with outlined policies and procedures but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment where recommendations are initiated.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the work;
 Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
 Directs the audit of varied accounts, claims and records and the preparation or reports thereon;
 Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
 Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;
 Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;
 Revises, systematizes and installs account-keeping methods and procedures;
 Reconciles ledgers of revenue received with bank statements;
 May supervise the preparation of purchase orders and the securing of bids from vendors;
 Conducts correspondence in connection with financial matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping and checking financial records and reports, including computer related software; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; ability to plan, assign and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the

(cont.)

Principal Account Clerk Page 2

public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; good judgment in solving complex account keeping problems; a high degree of accuracy, initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- A. Graduation from a New York State or regionally accredited four year college or university with a Bachelor's Degree in accounting, business management or related field; or
- B. Graduation from a New York State or regionally accredited two year college or university with an Associate's Degree in accounting, business management or related field and two years of progressively responsible experience in maintaining financial accounts and records; or
- C. Four years of progressively responsible experience in maintaining financial accounts and records; or
- D. An equivalent combination of training and experience as defined above.

BUS 102 - Principles of Management

This course develops both the content and process issues of management. Defines the functional activities of planning, organizing, staffing, directing and controlling, while stressing the areas of communications, decision making, group dynamics, conflict resolution, motivation, leadership, and individual self-improvement. The art of delegation is explored in the issues of authority, accountability, and responsibility.

Term Code = 202110 Pre-Reqs:

3.000 Credit hours

3.000 Lecture hours

MAT 108 - Mathematical Functions

A continued study of Algebra that develops and extends mathematical power using algebraic, numeric, and graphical techniques. Topics include a study of function, functional families (polynomial, exponential, logarithmic, etc.), as well as rational expressions. Prerequisite: MAT 097 within 4 years or equivalent.

Term Code = 202110 Pre-Reqs:

ADK Prerequisites:

ACC Credit level MAT 097 Minimum Grade of S or Placement - Algebra 060 or Placement - College Level Math 000 or Algebra 2/Trigonometry 065 or Regents CC Algebra 2 Trig 065 or Waiver for MAT097-Rem Transfer 0 or Placement - Next Gen Algebra 255 or Placement - Next Gen Adv Alg 0

3.000 Credit hours

3.000 Lecture hours

1.000 Lab hours

Course Attributes:

Gen Ed Mathematics, Level 1 Math (SIRIS), Liberal Arts and Sciences, Mathematics



**SUNY
ADIRONDACK**

www.sunyacc.edu

Student Accounts
640 Bay Road
Queensbury, NY 12804
Phone: 518-743-2266
Financial Aid Phone: 518-743-2223

Date: 08/09/2021

Aleisha S. VanAlen
18 Smith St
Warrensburg, NY 12885-1522
United States

Student ID: 500122195
Term: Fall 2021(202110)

Due Date: 16-AUG-2021

Student Schedule and Bill

CRN	SUBJ	COURSE #	SECTION AND TITLE	CREDITS	DAYS	TIME	ROOM
12028	MAT	108	Mathematical Functio	3.00	TBA	TBA	ONLINE TBA
12784	BUS	102	Principles of Manage	3.00	TBA	TBA	ONLINE TBA
13925	ENG	101	Intro to College Wri	3.00	TBA	TBA	ONLINE TBA
12553	HRD	110	Freshman Seminar	1.00	TBA	TBA	ONLINE TBA
TOTAL CREDITS:				10.00			

CURRENT TERM CHARGES		CURRENT TERM PAYMENTS	
Activity Fee	90.00	Nemer Ford Scholarship	100.00
Parking Fee	25.00		
Technology Fee	250.00		
Tuition	2060.00		
NO CERT OF RESIDENCE ON FILE - 063Warren			

Current Term Charges Total: 2425.00

Current Term Payments Total: 100.00

Current Term Balance:	2325.00	AMOUNT DUE:	2325.00
Other Term Balance:	0.00		

If mailing payment, include this stub and send payment to:
(please do not send cash)
Adirondack Community College
Business Office
640 Bay Road
Queensbury, NY 12804

Term: Fall 2021(202110)

Pay this amount: 2325.00

Amount Paid: \$ _____

Date: 08/09/2021

Student ID Number: 500122195

Student Name: Aleisha S. VanAlen

Please contact the Registrars Office to update your address.

ADKC101 14040 FALL 2021

REMOVE COURSE



This course does not require any textbooks.

BUS102 12784 FALL 2021

REMOVE COURSE



MGMT 12-STUDENT ED.-TEXT

REQUIRED | By WILLIAMS

EDITION: 12TH 22

PUBLISHER: CENGAGE L

ISBN: 9780357137727

from \$49.99 - \$86.99

SELECT FORMAT



EBK CENGAGE UNLIMITED SUBSCRIPTION, 1 T

RECOMMENDED | By UNLIMITED

EDITION: 1

PUBLISHER: VST

ISBN: 9780357700006

from \$119.99 - \$119.99

SELECT FORMAT

ENG101 13925 FALL 2021

REMOVE COURSE



COURSE MATERIALS SELECTION PENDING

Course materials have not been assigned. As soon as we have the details we can add them to your cart.

*Rentals are not guaranteed. If we cannot fulfill your request we will substitute with a used or new book

ORDER IN ADVANCE

HRD110 12553 FALL 2021

REMOVE COURSE



This course does not require any textbooks.

MAT108 12028 FALL 2021

REMOVE COURSE



INTERMEDIATE ALGEBRA-MYLABMATH

>CUSTOM<

REQUIRED | By LEHMANN

EDITION: 6TH 19

PUBLISHER: PEARSON C

ISBN: 9780135885123

from \$88.40 - \$88.40

SELECT FORMAT



TI-84 PLUS CALCULATOR

REQUIRED | By 361938

EDITION: N/A

PUBLISHER: XX SUPPLY

ISBN: 2818440009105

from \$149.98 - \$149.98

SELECT FORMAT

NO ITEMS SELECTED

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: August 27, 2021

- (a) Purpose of Request: **To have a Board resolution allowing the Treasurer to borrow \$ 5.2 million.**
- (b) Details: **The money will used as follows; \$1,000,000 Countryside
700,000 Bolton Retaining Wall
3,500,000 DPW Projects**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **Borrow from Bank**

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 - Airport

DATE: 8/24/2021

- (a) Purpose of Request: To Fund Airport (DPW), Contracts A.5610 470 With the Reserve, A892.00 Reserve, Airport & Repair Projects.

- (b) Details: Appropriation Code A.5610 470 Airport (DPW), Contracts, \$15,651.00 to cover cost of Airport Yellow Pavement Markings, Reflective Media, Black Pavement Markings, and Marking Removal.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Airport & Repair Projects, A892.00, \$15,651.00.

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: 8/24/2021

- (a) Purpose of Request: To Fund Health & Human Services Building, Repair & Maint- Bldg/Property A.1624 413 With the Reserve, A871.00 Reserve, Rehab County Buildings.
- (b) Details: Appropriation Code A.1624 413 Health & Human Services Building, Repair and Maint- Bldg/Property \$2,430.00 to cover cost of Generator swap out.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Rehab County Buildings, A871.00, \$2,430.00.

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: Employment and Training Administration

DATE: August 23, 2021

(a) Purpose of Amendment:

Amend County Budget to add annual allocation of TANF

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

**40.6326 TANF Total Amount \$110,310.00 40.6326 110 \$25,000.00
40.6326 130 \$30,000.00 40.6326 410 \$3,000.00 40.6326 470 \$15,000.00
40.6326 810 \$37,310.00**

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

40.6326 4786 TANF \$110,310.00

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: Real Property Tax Services

DATE: August 24, 2021

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

- (b) Details:
To pay Atlantic Testing Laboratories for a design plan for the asbestos and lead
abatement of Johnsbury parcel 133.8-1-27, located at 3485 State Route 8,
Johnsbury NY and known as the Mosher's Garage. Request amount is \$2,720.

- (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



ATLANTIC TESTING LABORATORIES

Albany

22 Corporate Drive
Clifton Park, NY 12065
518-383-9144 (T)
atlantictesting.com

WBE certified company

August 19, 2021

Warren County
1340 State Route 9
Lake George, New York 12845

Re: Periodic Asbestos and Lead Consulting Services
Warren County DPW WC 60-18
Letter of Authorization No. 4
ATL No. AT5998-264-05-21 Addendum 1

Ladies/Gentlemen:

Atlantic Testing Laboratories, Limited (ATL) is currently providing services for the referenced project, in accordance with ATL No. AT5998-264-05-21, dated May 3, 2021. In accordance with your request for additional services, the following items are attached:

- ✦ Scope of Services
- ✦ Fee Schedule

This addendum is subject to the terms of the original AGREEMENT.

The return of one executed copy of this letter will be ATL's authorization to provide the additional requested services.

Please contact our office should you have any questions, or if we may be of further assistance.

Sincerely,
ATLANTIC TESTING LABORATORIES, Limited

Michael D. Stewart
Group Leader

MDS/JDG/ads

Attachments

cc: ATL Contracts Department

The contract addendum described herein are hereby accepted and agreed upon.

Warren County

Signature

Date

Printed Name and Title
Its Duly Authorized Representative

ASBESTOS ABATEMENT DESIGN - SCOPE OF SERVICES

Mosher's Garage, 3485 State Route 8, Johnsburg, Warren County, New York

Based on information provided to ATL by Warren County, it is our understanding that the project consists of providing Asbestos Abatement Design Services. It is further understood the design services will consist of preparing specifications and drawings for the abatement of the asbestos containing material, as identified in the limited hazardous materials survey performed by Atlantic Testing Laboratories, (ATL Report No. AT5680CE-01-07-21, dated July 30, 2021). Access to the project site will be required throughout the duration of the PROJECT.

A. ATL will provide the following services:

1. Provide a New York State Department of Labor certified Asbestos Designer (in accordance with 12 NYCRR 56 and USEPA 40 CFR 703 Regulations) to prepare abatement design documentation for ACM that was identified within the referenced building.
2. Provide a CAD Technician to prepare drawings with applicable notes and details for the abatement of ACM.
3. Consult with representatives of Warren County regarding the facility requirements for maintaining transportation, electrical, and water systems during the abatement activities. The abatement design may include alternative abatement procedures should site conditions and/or site-specific variances suggest alternative methods that may be more cost-effective while protecting the health and safety of abatement workers and the public.
4. If requested, prepare and submit a formal petition to the NYSDOL for a site-specific variance. A NYSDOL variance is utilized to relieve the abatement contractor of regulatory requirements that are unnecessary and burdensome to the abatement process. The NYSDOL generally requires 3 to 5 weeks to review and grant a variance request.
5. Prepare and submit a Draft Submittal Package of the abatement design. It is anticipated that up to one set of comments will be made on the Draft Submittal Package. ATL will incorporate comments, as warranted, on the Draft Submittal Package and prepare a Final Design Package, which will include drawings and specifications. Addenda to the specifications will be provided if additional information is required for clarification or to address modifications in the scope of work.

B. CLIENT will be responsible for the following:

1. Provide safe access to the project site.

NOTES TO THE SCOPE OF SERVICES

We require a minimum of two days advance notice prior to project initiation and one day advance notice for subsequent scheduling of field services. Cancellation of scheduled services must be received prior to personnel departure for the PROJECT site, or a minimum charge in accordance with the Fee Schedule will be applicable.

Prior to project initiation, CLIENT will provide ATL with copies of the PROJECT plans and specifications and all revisions and addenda, and other applicable documents.

Warren County
 ATL No. AT5998-264-05-21 - Addendum 1
 August 19, 2021
 Page 1 of 1

FEE SCHEDULE

Service	Estimated Quantity	Unit Fee	Estimated Cost
Atlantic Testing Laboratories			
Technical Personnel			
Asbestos Project Designer	1	\$480.00 / Half Day	\$480.00
Asbestos Project Designer	1	\$960.00 / Day	\$960.00
CAD Operator	1	\$480.00 / Day	\$480.00
Principal / Project Manager	1	\$792.00 / Day	\$792.00
Miscellaneous			
Site-Specific Variance Preparation	—	\$2250.00 / Report	If Requested
Estimated Cost			\$2,712.00

NOTES TO THE FEE SCHEDULE

The fees listed in this addendum are supplemental to the AGREEMENT Fee Schedule. Services will be invoiced in accordance with the fees listed in the AGREEMENT Fee Schedule and this associated addendum, as applicable.

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

DATE: August 23, 2021

- (a) Purpose of Amendment: To amend the 2021 budget to reflect both the Revenue and Expenses related to Department code (A.4018.0036) for Public Health -COVID-Vaccine Response Contract from the Immunization Action Plan Grant to support the current expenses related to promote and increase COVID 19 Vaccine and other vaccine uptake for \$70,842.33.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- | | |
|--|--------------|
| A.4018.0036.110 Public Health-COVID-Vaccine Response Grant-Full time Salaries | \$ 20,000.00 |
| A.4018.0036.130 Public Health-COVID-Vaccine Response Grant-Part time Salaries | \$ 25,000.00 |
| A.4018.0036.830 Public Health-COVID-Vaccine Response Grant-Social Security Exp | \$ 2,790.00 |
| A.4018.0036.830 Public Health-COVID-Vaccine Response Grant-Medicare Expense | \$ 652.50 |
| A.4018.0036.260 Public Health-COVID-Vaccine Response Grant-Other Equipment | \$ 2,000.00 |
| A.4018.0036.410 Public Health-COVID Vaccine Response Grant-Supplies Expense | \$ 4,899.83 |
| A.4018.0036.424 Public Health-COVID Vaccine Response Grant Postage Expense | \$ 1,000.00 |
| A.4018.0036.435 Public Health-COVID Vaccine Response Grant-Medical Supplies | \$ 4,000.00 |
| A.4018.0036.436 Public Health-COVID Vaccine Response Grant Advertising Exp | \$ 9,000.00 |
| A.4018.0036.444 Public Health-COVID Vaccine Response Grant-Travel Expense | \$ 1,500.00 |

Revenue Code (with title), and Amount:

A.4018.0036.4411 Public Health-COVID Vaccine Response Grant- Revenue \$70,842.33.

*Note: Warren County Health Services was notified by DOH on 8/9/21 that additional funding from (1/1/21-06/30/24) has been awarded for a total not to exceed \$70,842.33 for the COVID Vaccine Response Contract. Listed above are estimated expenses for 1/1/21-12/31/21. To also note, 20% of this grant is to be used towards activities targeting High risk and underserved populations, including racial and ethnic minority populations and rural communities, and for increasing access to individuals with disabilities. These reflect Salaries and Fringe benefits related to those working with this IAP Grant to promote and increase COVID 19 vaccinations and other vaccine uptake. Also other expenses such as Travel, postage, supplies and Marketing/advertising. To note, while this is a three and half year grant period, we are able to utilize the total \$70,842.33 as needed. However, if funds are not all utilized this year, we will be carrying over funds into future years.

ATTACHMENT #7

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

DATE: August 23, 2021

- (a) Purpose of Amendment: To amend the 2021 budget to reflect both the Revenue and Expenses related to Department code (A.4194) for HRI-ELC Schools Grant. It is Health Services and reflects the funds given from Health Research Inc. to support the current expenses related to working with public and private Schools in Warren County of \$491,929.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- | | |
|---|---------------|
| A.4194.220 Public Health-ELC Schools Grant-Office Equipment | \$ 12,000.00 |
| A.4194.260 Public Health-ELC Schools Grant-Other Equipment | \$ 195,000.00 |
| A.4194.410 Public Health-ELC Schools Grant-Supplies | \$ 150,000.00 |
| A.4194.424 Public Health -ELC Schools Grant-Postage Expense | \$ 200.00 |
| A.4194.428 Public Health-ELC School Grant-Data Processing | \$ 3,080.00 |
| A.4194.435 Public Health -ELC School Grant-Medical Supplies | \$ 100,000.00 |
| A.4194.439 Public Health-ELC Schools Grant-Miscellaneous Fees | \$ 149.00 |
| A.4194.444 Public Health-ELC Schools Grant-Travel/Education Exp | \$ 1,500.00 |
| A.4194.470 Public Health-ELC Schools Grant-Contract Expense | \$ 30,000.00 |

Revenue Code (with title), and Amount:

A.4194.4410 Public Health-ELC Schools Grant- Revenue \$491,929.00

*Note: Warren County Health Services was notified by HRI on 8/4/2021 that a new funding for (7/1/21-7/31/22) has been awarded for a total not to exceed \$1,730,012 for COVID expenses related to Schools for testing purposes. Listed above are estimated expenses for 7/1/21-12/31/21. This amount reflects current requests with the State with restricted amounts for \$1,238,083. These reflect expenses to purchase testing machines for each Warren County School district. Also the purchase of laptops for each school for Data recording, supplies needed for testing and other, postage for mailings to schools, MIFI devices for those in rural areas to get connections, Zoom membership to regularly meet with schools and Travel related to these services. We are also anticipating on working with a contractor to work with the schools.

ATTACHMENT #8

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: August 23, 2021

(a) Purpose of Amendment:

To amend the 2021 budget to to adjust the Health Services Program to reflect the increase in funds given as donations to the Homecare Division for \$125

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

A.4010.439 Health Services - Miscellaneous Expense

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

A.4010.2705 Health Services - Revenue Gifts and Donations \$125

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: August 23, 2021

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Governor's Traffic Safety Committee Child Passenger Safety Program grant.

(b)	Appropriation Code, Object Code, Full Title and Amount:	
	A.3110 455	Sheriff's Law Enforcement
		Safety Equipment
		\$1,250

(c)	Revenue Code (with title), and amount:	
	A.3110 3384	Sheriff's Law Enforcement
		Other Sheriff's State Aid
		\$1,250

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 – Parks, Recreation & Railroad

DATE: August 24, 2021

- (a) Purpose of Amendment: To Amend 2021 Public Works, Up Yonda Farm Appropriations with Revenue from a Credit Card Donation made by Gretchen Menzies.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.7111 410 General, Up Yonda Farm, Supplies, 970.70
A.7111 439 General, Up Yonda Farm, Miscellaneous Fees & Expenses, 29.30

- (c) Revenue Code (with title), and Amount:
A.7111 2706 General, Up Yonda Farm, Donation \$1,000.00

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: Public Works - Parks, Recreation & Railroad

DATE: 6/22/2021

- (a) Purpose of Request: To Fund Railroad, Repair & Maint-Bldg/Property A.7113 413 With the Reserve, A899.00 County Railroad Repair.

- (b) Details: Appropriation Code A.7113 413 Railroad, Repair and Maint- Bldg/Property \$1,500 to cover cost of Signal Shutdown.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, County Railroad Repair, A899.00, \$1,500.

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: DPW

DATE: 8/24/2021

- (a) Purpose of Request: To Establish Road Project for 2021 with funding to be provided by County Road, Highway Administration, Consolidated Highway Aid.
- (b) To Establish Road Project for 2021 with funding to be provided by County Road, Highway Administration, Consolidated Highway Aid.

D.5112.8344 - 2021 CR#11 Bolton Landing-Riverbank Road, Projects \$410,000.00

The Treasurer's office will need to establish the Road Project.

- (c) Previous Resolution Number: NA
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: D.5010 3501 County Road, Highway Administration, Consolidated Highway Aid, \$410,000.00

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/24/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439	Contingent Fund	A.1628 470	Waste Management Containment, Contract	\$3,300.00
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Please state reason for transfer request:

To Fund House Hold Hazardous Waste collection 7/24/21

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: Tourism & Occupancy Tax Coordination

DATE: 8/24/21

- (a) Purpose of Amendment: **to appropriate \$50,000 from the Occupancy Tax Reserve for Special Olympics NY Fall Games**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6417.0002 480, Tourism- Special Events - \$50,000**

- (c) Revenue Code (with title), and Amount: **881.00 Reserve, Occupancy Tax - \$50,000**

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: Tourism &Occupancy Tax Coordination Committee

DATE: 8/24/21

- (a) Purpose of Request: to appropriate \$35,000 from 881.00 Reserve, Occupancy Tax to A.6417.0001 470 Contract to pay for a contract with Granicus, a company that specializes in short term rental data.
- (b) Details: The contract will be with the Treasurer to find all short term rentals in Warren County.
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: 881.00 Reserve, Occupancy Tax - \$35,000

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

* as listed in budget and LOGOS

AGENDA

SEPTEMBER 1, 2021

Committee Members: *Braymer, Geraghty, Driscoll, Conover and Magowan - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

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

III. Action Agenda

- 1) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 - A) Ryan Moore, *County Administrator*, to discuss benefit renewal for 2021-2022 plan year.
 - B) Executive session to provide an update on the filling of the County Attorney position.
 - C) Review of report on tracking of vacancies filled.
 - D) Update on terminations and exit interviews.
 - E) Update to Out-of-Unit Employee Benefit Policy.
- 2) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**
 - A) Discussion - possible litigation regarding PFOS.
 - B) Litigation update - Executive Session.
 - C) Request for a transfer of funds in the amount of \$2,000 from the Contingent Account to Budget Code A.1420 210, *County Attorney, Furniture*, to cover the cost of purchasing a new desk for the Confidential Secretary to the County Attorney.
- 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**

Resolution Tracking Report.
- 4) **Referrals from the Criminal Justice Committee (Chaired by Supervisor Leggett):**

(Jason Carusone, District Attorney) -
 - A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fourth Assistant District Attorney from \$75,570 to \$74,089, effective September 20, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Fifth Assistant District Attorney from \$74,089 to \$69,891, effective September 20, 2021.**(Marcy Flores, Public Defender) -**
 - C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk, *Grade 5, Base Annual Salary \$32,237*, effective October 1, 2021.
- 5) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**

(Ginelle Jones, Director of Public Health/Patient Services) -
 - A) Request to increase Supervisor on-call pay for week nights from \$45/night to \$60/night and weekend rate (*for Saturday and Sunday*) from \$235 to \$350 effective July 1, 2021 and authorizing retroactive payments for this adjustment.**(Dee Park, Director, Office for the Aging) -**
 - B) Discussion regarding staffing at meal sites.
- 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**

(Christian Hanchett, Commissioner, Department of Social Services) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Caseworker #TBD, *Grade 16, Base Annual Salary \$45,831*, and delete the position of Caseworker Part-Time, effective September 20, 2021.
- 7) Referral from the Governmental Operations & Advocacy Committee regarding County employee emails.

Continued

IV. Pending Items:

Personnel & Administration -

1. County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions. Update: Committee revisited request and asked County Treasurer to make this request to the CSEA negotiating team to consider re-presenting to the CSEA for their approval. (06.29.21)
2. Committee considered County Treasurer's suggestion for awarding additional vacation days to employees who worked on-site when County Buildings were closed due to the Coronavirus Pandemic; it was the consensus of the Committee for the County Administrator to work on a plan to award additional compensatory vacation days and present same at a future Committee meeting. (07.29.21)

Higher Education - Joint meeting of Personnel, Administration & Higher Education and Finance scheduled for September 10th at 11:00 a.m. to be hosted by SUNY Adirondack and held jointly with Washington County counterparts.

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

- Buildings and Grounds***
- Cleaner #6, *Grade 2, Base Annual Salary \$28,982*, due to resignation.
 - Cleaner #12, *Grade 2, Base Annual Salary \$28,982*, due to resignation.
 - Building Maintenance Worker #2, *Grade 7, Base Annual Salary \$35,491*, due to resignation.

- County Clerk***
- Recording Clerk #1, *Grade 7, Base Annual Salary \$35,491*, due to resignation.

- Countryside Adult Home***
- Institutional Aide PT #3, *Grade 3, Base Annual Salary \$29,603*, due to resignation.

- District Attorney***
- Legal Clerk #6, *Grade 5, Base Annual Salary \$32,237*, due to creation.
 - 2nd Assistant District Attorney, *Annual Salary \$85,394*, due to resignation.
 - 3rd Assistant District Attorney, *Annual Salary \$85,394*, due to promotion.
 - 4th Assistant District Attorney, *Annual Salary \$74,089*, due to promotion.
 - 5th Assistant District Attorney, *Annual Salary \$69,891*, due to promotion.
 - 6th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 7th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 8th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 9th Assistant District Attorney, *Annual Salary \$66,563*, due to creation.

- Office for the Aging***
- Meal Site Cook #2, *Grade 2, Base Annual Salary \$18,113 (25hr/week)*.
 - Meal Site Manager #1, *Grade 2, Base Annual Salary \$21,736 (30hr/week)*, due to retirement.
 - Meal Site Manager #3, *Grade 2, Base Annual Salary \$14,491 (20hr/week)*, due to retirement.
 - Meal Site Manager #5, *Grade 2, Base Annual Salary \$18,113 (25hr/week)*, due to resignation.

- Public Health***
- Public Health Nurse #8, *Grade 21, Base Annual Salary \$53,675*, due to resignation.
 - Public Health Nurse #35, *Grade 21, Base Annual Salary \$53,675*, due to resignation.

- Public Works***
- HEO #14, *Grade 10, Base Annual Salary \$39,751*, due to promotion.
 - MEO (L) #33, *Grade 7, Base Annual Salary \$35,491*, due to resignation.

- Sheriff***
- STOP-DWI Coordinator, *Annual Salary \$20.3716/hr*, extending prior authorization.
 - Patrol Sergeant #11, *Annual Salary \$78,519*, extending prior authorization.

- Social Services***
- Caseworker #19, *Grade 16, Base Annual Salary \$45,831*, due to resignation.
 - Caseworker #23, *Grade 16, Base Annual Salary \$45,831*, due to resignation.
 - Caseworker #31, *Grade 16, Base Annual Salary \$45,831*, due to resignation.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn