

FINANCE COMMITTEE
AGENDA
NOVEMBER 2, 2021

Committee Members: Beaty, Thomas, McDevitt, Merlino, Braymer, Diamond and Bruno - Chair of the Board shall serves 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 September 2021.
 - B) Request for a transfer of funds in the amount of \$3,000 from the Contingent Account to Budget Code A.1671 421, *Print Shop- Equipment Rental*, to cover the cost of National contract overage charges for 2021.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):-**
 - A) Request to authorize a new contract with Drescher & Malecki, LLP (current vendor and sole bidder) for annual single audit for term commencing January 1, 2022 and terminating on December 31, 2024 with the option to extend for up to one additional three year term.
 - B) Request to authorize the County Treasurer to complete a Court Ordered property tax settlement for eleven parcels owned by Northwest Bay Partners LTD in the Town of Bolton with a total payment to the County of \$61,306.85.
 - 4) **Referrals from the County Facilities Committee (Chaired by Supervisor Magowan):**
Airport (Scott Rogers, Director of Facilities) -
Request to establish Capital Project H406, *Countryside Adult Home Capital Improvements*, in the amount of \$1,250,000 for the purpose of obligating County funds for the design, construction and construction inspection of the capital improvement project.
 - 5) **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 \$980,544 to reflect receipt of funding from HRI/NYSDOH for the NYS Public Health Corps Fellowship Program.
 - B) Request to amend the 2021 County Budget in the amount of \$112,840.78 to reflect receipt additional funding through the Immunization Action Plan Public Health COVID Vaccine Response Contract.
 - 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Countryside Adult Home (Amy McByrne, Director) -
 - A) Request to amend the 2021 County Budget in the amount of \$36,010 to reflect receipt of EQUAL A ward from the New York State Department of Health.
Department of Social Services (Christian Hanchett, Commissioner):
 - B) Request to amend the 2021 County Budget in the amount of \$50,000 to reflect receipt of the CAPTA/CARA 2021/2022 funds received from the New York State Office of Children & Family Services.
 - 7) **Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):**
Sheriff (James Lafarr, Sheriff) -
 - A) Request to amend the 2021 County Budget in the total amount of \$170,750 to reflect the appropriate revenue and expense codes for the first half of the School Resource Officer contracts with various school districts.
 - B) Request to amend the 2021 County Budget in the amount of \$44,562.17 to reflect the appropriate revenue and expense codes for the Queensbury Union Free School District and Johnsbury Central School District Resource Officers relating to the recording of 2020 salary and fringe in 2021.

Continued

- 8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Department of Public Works (Kevin Hajos, Superintendent of Public Works) -
- A) Request to increase Capital Project H278, *Middleton Bridge over Schroon River (Towns of Chester, Bolton, Horicon and Warrensburg)*, in the amount of \$156,549.
 - B) Request to increase Capital Project H393, *Johnsburg Bridges (Glens Creek Road and Dippikill Road over Glen Creek)* in the amount of \$6,708.
- 9) **Referrals from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):**
Request to authorize the appropriation of funds in the amount of \$70,000 from the Occupancy Tax Reserve for two events starting in December; \$50,000 Lake George Winterfest and \$20,000 Adirondack Christkindlmarkt.
- 10) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 4B, 6B, 7A, 7B, 8A, 8B, and 9B.
- 4) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**
- B) Request to appropriate funds in the amount of \$4,093 from the Budget Code A.895, *Computer Reserve Fund*, to various departmental budgets for the purchase of computers and related software.
- 6) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
- B) Request for a transfer of funds in the amount of \$30,000 from the Contingent Account to Budget Code A.1185 435, *Medical Examiners & Coroners, Medical Fees*, to cover the cost of autopsies/medical examiner fees for the remainder of 2021.
- 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
- A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #4, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #5, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
- 8) **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 Investigative Sergeant #1, *Annual Salary \$84,503*, and delete the position of Investigative Sergeant, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Investigative Sergeant #2, *Annual Salary \$84,503*, and delete the position of Investigator #3, effective November 22, 2021.
- 9) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
- B) Request to amend the Table of Organization and Salary Schedule for the County Attorney's Office as outlined in the resolution request form included in the agenda.

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2021

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

TRANSFERS FOR 2021 BUDGET

DATE: October 15, 2021

SIGNED: _____

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	
1	A.4018.0035.120	LHD Support for Flu & CoVID 19-Overtime Salaries	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$500.00	
	A.4018.0035.410	LHD Support for Flu & CoVID 19-Supplies	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$529.87	
	A.4018.0035.424	LHD Support for Flu & CoVID 19-Postage	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$300.00	
	A.4018.0035.435	LHD Support for Flu & CoVID 19-Medical Fees	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$546.00	
	A.4018.0035.436	LHD Support for Flu & CoVID 19-Advertising Fees	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$5,133.67	
	A.4018.0035.442	LHD Support for Flu & CoVID 19-Auto Gas & Oil	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$100.00	
	A.4018.0035.830	LHD Support for Flu & CoVID 19-Social Security	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$372.00	
	A.4018.0035.831	LHD Support for Flu & CoVID 19-Medicare Contrib	A.4018.0035.130	LHD Support for Flu & CoVID 19-Part Time Salaries	\$87.00	
	2	A.4010.120	Health Services -Overtime Salaries	A.4018.0030.120	Disease Program-Overtime Salaries	\$30,000.00
		A.4010.130	Health Services-Part time Salaries	A.4018.0030.130	Disease Program-Part Time Salaries	\$50,000.00
A.4010.810		Health Services-Retirement Expenses	A.4018.0030.810	Disease Program-Retirement Expenses	\$8,000.00	
A.4010.830		Health Services -Social Security Expenses	A.4018.0030.830	Disease Program-Social Security Expenses	\$4,960.00	
A.4010.831		Health Services-Medicare Expenses	A.4018.0030.831	Disease Program-Medicare Expenses	\$1,160.00	
Total Transfers					\$101,688.54	

- 1 To Reclass expenses not utilized to Part Time Salaries to cover the COVID nurses times from January to May 2021. Total Grant is \$14,105
- 2 To Reclass from Health Services to Disease Program both Overtime and Part Time Salaries and related fringe to cover COVID related expenses. Disease program is billable for State Aid and Grants. Due to nursing vacancies at this time, funds are available to move YTD to Disease program from the CHHA.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

Total

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: Planning and Community Development
Name of Department

SIGNED: _____ **DATE:** October 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salaries - Full time	A8021.130	Salaries - Part time	\$4,000

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

Please state reason for transfers requested:
To offset increased part time costs during period when the Dept was short full time staff.
***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>
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: Sheriff

SIGNED:

DATE: October 18, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 110	Law Enforcement Salaries - Regular	A.3120.1002 110	Law Enforcement - SRO- Qby- Salaries	\$6,936.85
A.3110 810	Law Enforcement Salaries - Regular	A.3120.1002 810	Law Enforcement - SRO - QBY - Retire	\$2,192.05
A.3110 830	Law Enforcement Salaries - Regular	A.3120.1002 830	Law Enforcement - SRO - QBY - Soc Sec	\$ 430.08
A.3110 831	Law Enforcement Salaries - Regular	A.3120.1002 831	Law Enforcement - SRO- QBY - Medicare	\$ 100.59
A.3110 860	Law Enforcement Salaries - Regular	A.3120.1002 860	Law Enforcement - SRO -QBY- Hospital	\$1,980.47
A.3110 865	Law Enforcement Salaries - Regular	A.3120.1002 865	Law Enforcement - SRO - QBY - Dental	\$ 27.75

Please state reason for transfers requested: Queensbury Union Free School District SRO expenditures exceeded the agreement.

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.

WARREN COUNTY
Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
9/22/2021	A.1011 410	Supplies	Transfer within Budget Code to A.1011 424		\$ 150.00
9/22/2021	A.1011 424	Postage	Transfer within Budget Code from A.1011 410	\$ 150.00	
Brd. of Election - Board of Elections					
9/29/2021	A.1450 422	Repair/Maint-Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 284.52	
9/29/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 422		\$ 284.52
9/30/2021	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 9,141.89	
9/30/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 9,141.89
Clk of Legislati - Clerk of the Legislative Board					
9/29/2021	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 444		\$ 1,325.44
9/29/2021	A.1010 444	Travel/Education/Conference	Budget Transfer from Object Code A.1010 410	\$ 1,325.44	
County Attorney - County Attorney					
9/20/2021	A.1420 220	Office Equipment	Transfer outside Object Code from A.1420 410	\$ 60.00	
9/20/2021	A.1420 410	Supplies	Transfer outside Object Code to A.1420 220		\$ 60.00
County Auditor - County Auditor					
9/21/2021	A.1320 424	Postage	within object code transfer A.1320 444 to A.1320 424	\$ 1.59	
9/21/2021	A.1320 444	Travel/Education/Conference	within object code transfer A.1320 444 to A.1320 424		\$ 1.59
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
9/30/2021	A.1165 260	Other Equipment	Budget Transfer outside of object code from A,1165 444 Trav/Ed/C	\$ 3,313.70	
9/30/2021	A.1165 444	Travel/Education/Conference	Budget Transfer outside of object code to A.1165 260 Other Equip		\$ 3,313.70
DPW_DPW Admin - DPW,DPW Administration					

WARREN COUNTY
Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/7/2021	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 422		\$ 28.00
9/7/2021	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 444		\$ 457.00
9/7/2021	A.1490 422	Repair/Maint-Equipment	Transfer Within Budget Code from A.1490 410	\$ 28.00	
9/7/2021	A.1490 444	Travel/Education/Conference	Transfer Within Budget Code from A.1490 410	\$ 457.00	
9/7/2021	A.7110 410	Supplies	Transfer Within Budget Code from A.7110 470	\$ 1,040.00	
9/7/2021	A.7110 470	Contract	Transfer Within Budget Code to A.7110 410		\$ 1,040.00
9/7/2021	A.7110 250	Technical Equipment	Transfer Within Budget Code from A.7110 270	\$ 72.00	
9/7/2021	A.7110 270	Lawn & Landscaping	Transfer Within Budget Code to A.7110 250		\$ 72.00
9/8/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 413		\$ 1,900.00
9/8/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 410	\$ 1,900.00	
9/9/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 465		\$ 560.00
9/9/2021	A.1620 465	Road/Bridge Materials	Transfer Within Budget Code from A.1620 410	\$ 560.00	
9/9/2021	A.1620 210	Furniture/Furnishings	Transfer Within Budget Code from A.1620 220	\$ 227.00	
9/9/2021	A.1620 220	Office Equipment	Transfer Within Budget Code to A.1620 210		\$ 227.00
9/10/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 470	\$ 1,000.00	
9/10/2021	A.1620 470	Contract	Transfer Within Budget Code to A.1620 413		\$ 1,000.00
9/13/2021	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 453		\$ 500.00
9/13/2021	A.5610 445	Foods	Transfer Within Budget Code from A.5610 445.1	\$ 100.00	
9/13/2021	A.5610 445.1	Food - Snow & Ice	Transfer Within Budget Code A.5610 445		\$ 100.00
9/13/2021	A.5610 453	Uniforms & Clothing	Transfer Within Budget Code from A.5610 410	\$ 500.00	
9/13/2021	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 453		\$ 202.00
9/13/2021	A.7111 453	Uniforms & Clothing	Transfer Within Budget Code from A.7111 410	\$ 202.00	
9/14/2021	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 600.00	
9/14/2021	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 600.00
9/14/2021	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 439		\$ 400.00
9/14/2021	A.7111 439	Misc Fees & Expenses	Transfer Within Budget Code from A.7111 410	\$ 400.00	
9/15/2021	A.7110 410	Supplies	Transfer Within Budget Code from A.7110 470	\$ 500.00	

WARREN COUNTY
Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/15/2021	A.7110 470	Contract	Transfer Within Budget Code to A.7110 410		\$ 500.00
9/15/2021	A.1625 423	Telephone	Transfer Within Budget Code from A.1625 470	\$ 300.00	
9/15/2021	A.1625 470	Contract	Transfer Within Budget Code to A.1625 423		\$ 300.00
9/16/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 470	\$ 500.00	
9/16/2021	A.1620 470	Contract	Transfer Within Budget Code to A.1620 413		\$ 500.00
9/20/2021	A.5610 410	Supplies	Transfer Within Budget Code from A.5610 470	\$ 15,651.00	
9/20/2021	A.5610 470	Contract	Transfer Within Budget Code to A.5610 410		\$ 15,651.00
9/20/2021	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 470		\$ 1,000.00
9/20/2021	A.7113 470	Contract	Transfer Within Budget Code from A.7113 413	\$ 1,000.00	
9/20/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 470	\$ 500.00	
9/20/2021	A.1620 470	Contract	Transfer Within Budget Code to A.1620 413		\$ 500.00
9/22/2021	A.7110 410	Supplies	Transfer Within Budget Code from A.7110 470	\$ 500.00	
9/22/2021	A.7110 470	Contract	Transfer Within Budget Code to A.7110 410		\$ 500.00
9/23/2021	A.1620 860	Hospitalization	Transfer Within Budget Code to A.1620 862		\$ 450.00
9/23/2021	A.1620 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.1620 860	\$ 450.00	
9/23/2021	A.1626 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1626 470	\$ 200.00	
9/23/2021	A.1626 470	Contract	Transfer Within Budget Code to A.1626 439		\$ 200.00
9/28/2021	DM.5140 442	Automotive - Gas & Oil	Transfer Within Budget Code from DM.5140 470	\$ 2,282.00	
9/28/2021	DM.5140 470	Contract	Transfer Within Budget Code to DM.5140 442		\$ 2,282.00
9/30/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 413		\$ 1,000.00
9/30/2021	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 465		\$ 3,033.00
9/30/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 410	\$ 1,000.00	
9/30/2021	A.1620 465	Road/Bridge Materials	Transfer Within Budget Code from A.1620 410	\$ 3,033.00	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
9/8/2021	40.6293.0300 421	Equipment Rental	Object Code Change from 40.6293.0300 433	\$ 200.00	
9/8/2021	40.6293.0300 433	Training-Client	Object Code Change to 40.6293.0300 421		\$ 200.00

WARREN COUNTY Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/8/2021	40.6293.0305 421	Equipment Rental	Object Code Change from 40.6293.0305 433	\$ 100.00	
9/8/2021	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 421		\$ 100.00
9/8/2021	40.6293.0313 410	Supplies	Object Code Change to 40.6293.0313 421		\$ 25.00
9/8/2021	40.6293.0313 421	Equipment Rental	Object Code Change from 40.6293.0313 410	\$ 25.00	
Human Resources - Human Resources					
9/29/2021	A.1435 210	Furniture/Furnishings	Transfer of Funds out of Object Code from A.1435.439	\$ 227.99	
9/29/2021	A.1435 439	Misc Fees & Expenses	Transfer of funds out of Object Code to A.1435.210		\$ 227.99
OFA - Office for the Aging					
9/14/2021	A.6772 423	Telephone	Within object code transfer from A.6772.444	\$ 1,200.00	
9/14/2021	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.423		\$ 1,200.00
9/17/2021	A.6772 436	Advertising Fees	Within object code transfer from A.6772.444	\$ 300.00	
9/17/2021	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.436		\$ 300.00
Office of EMS - Office of Emergency Services					
9/2/2021	A.3640 210	Furniture/Furnishings	Budget transfer within object code from A.3640 230	\$ 150.00	
9/2/2021	A.3640 230	Automotive Equipment	Budget transfer within object code to A.3640 210		\$ 150.00
9/10/2021	A.3642 250	Technical Equipment	Out of code transfer from A.3642 410	\$ 100.00	
9/10/2021	A.3642 410	Supplies	Out of code transfer to A.3642 250		\$ 100.00
9/10/2021	A.3642 416	Oil & Gas-Heating	Budget transfer within object code to A.3642 428		\$ 161.00
9/10/2021	A.3642 418	Ins-General Liability	Budget transfer within object code to A.3642 428		\$ 64.00
9/10/2021	A.3642 428	Data Processing & Internet Fees	Budget transfer within object code from A.3642 418	\$ 64.00	
9/10/2021	A.3642 428	Data Processing & Internet Fees	Budget transfer within object code from A.3642 416	\$ 161.00	
9/14/2021	A.3645.4108 220	Office Equipment	Budget transfer within object code from A.3645.4108 250	\$ 380.00	
9/14/2021	A.3645.4108 250	Technical Equipment	Budget transfer within object code to A.3645.4108 220		\$ 380.00
9/14/2021	A.4022 220	Office Equipment	Out of code transfer to A.4022 410		\$ 100.00

WARREN COUNTY
Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/14/2021	A.4022 230	Automotive Equipment	Out of code transfer to A.4022 453		\$ 378.00
9/14/2021	A.4022 410	Supplies	Out of code transfer from A.4022 220	\$ 100.00	
9/14/2021	A.4022 453	Uniforms & Clothing	Out of code transfer from A.4022 230	\$ 378.00	
9/15/2021	A.4022 422	Repair/Maint-Equipment	Budget transfer within object code to A.4022 453		\$ 1,650.00
9/15/2021	A.4022 444	Travel/Education/Conference	Budget transfer within object code to A.4022 453		\$ 600.00
9/15/2021	A.4022 453	Uniforms & Clothing	Budget transfer within object code from A.4022 444	\$ 600.00	
9/15/2021	A.4022 453	Uniforms & Clothing	Budget transfer within object code from A.4022 422	\$ 1,650.00	
9/17/2021	A.3410 260	Other Equipment	Out of code transfer to A.3410 455		\$ 276.16
9/17/2021	A.3410 455	Safety Equipment	Out of code transfer from A.3410 260	\$ 276.16	
9/22/2021	A.4022 220	Office Equipment	Out of code transfer to A.4022 410		\$ 165.96
9/22/2021	A.4022 410	Supplies	Out of code transfer from A.4022 220	\$ 165.96	
Planning_Planning - Planning,Planning					
9/10/2021	A.8021 441	Auto-Supplies & Repair	budget transfer out of object code from A.8021442	\$ 39.72	
9/10/2021	A.8021 442	Automotive - Gas & Oil	budget transfer within object code to A.8021 441		\$ 39.72
Public Defender - Public Defender					
9/3/2021	A.1171 426	Subscriptions	In Code Transfer 444 to 426	\$ 3,528.00	
9/3/2021	A.1171 444	Travel/Education/Conference	In Code Transfer 444 to 426		\$ 3,528.00
9/20/2021	A.1171 410	Supplies	In Code Transfer 437 to 410	\$ 3,000.00	
9/20/2021	A.1171 437	Consulting Fees	In Code Transfer 437 to 410		\$ 3,000.00
Public Health_Health Services - Public Health,Health Services					
9/1/2021	A.4013 445	Foods	Budget Transfer WIC to A.4013.445 from A4013.469 food video	\$ 57.00	
9/1/2021	A.4013 469	Other Payments/Contributions	Budget Transfer WIC to A.4013.445 from A4013.469 food video		\$ 57.00
9/1/2021	A.4018.0030 260	Other Equipment	Out of Code Trans Dis to A.4018.0030.260 fm 4018.0030.423 Tent	\$ 60.00	
9/1/2021	A.4018.0030 423	Telephone	Out of Code Transf Dis to A.4018.0030.260 fm 4018.0030.423 Tent		\$ 60.00

WARREN COUNTY
Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/1/2021	A.4018.0030 410	Supplies	Budget Transfer Disease to A.4018.0030.422 fm 40180030410battery		\$ 38.00
9/1/2021	A.4018.0030 422	Repair/Maint-Equipment	Budget Transfer Disease to A.4018.0030.422 fm 40180030410battery	\$ 38.00	
9/9/2021	A.4013 260	Other Equipment	out of code transfer WIC from A4013.469	\$ 251.00	
9/9/2021	A.4013 469	Other Payments/Contributions	out of code transfer WIC to A4013.260		\$ 251.00
9/28/2021	A.4018.0030 810	Retirement	Budget Transfer Disease to A4018.0030.862 fm A40180030810		\$ 142.00
9/28/2021	A.4018.0030 862	Health Insurance Cost Reimbursement	Budget Transfer Disease to A4018.0030.862 fm A40180030810	\$ 142.00	
Purchasing - Purchasing					
9/2/2021	A.1345 220	Office Equipment	Budget Transfer Out-of-Code from A.1345 410	\$ 10.00	
9/2/2021	A.1345 410	Supplies	Budget Transfer Out-of-Code to A.1345 220		\$ 10.00
Residential Hall - Countryside Adult Home					
9/1/2021	A.6030 260	Other Equipment	Budget Transfer Out of Object Code to A.6030 260 from A.6030 437	\$ 2,000.00	
9/1/2021	A.6030 437	Consulting Fees	Budget Transfer Out of Object Code from A.6030 437 to A.6030 260		\$ 2,000.00
9/15/2021	A.6030 410	Supplies	Budget Transfer Within Object Code to A.6030 410 from A.6030 470	\$ 3,000.00	
9/15/2021	A.6030 470	Contract	Budget Transfer Within Object Code from A.6030 470 to A.6030 410		\$ 3,000.00
9/23/2021	A.6030 410	Supplies	Budget Transfer within object code to A.6030 410 from A.6030 437	\$ 4,000.00	
9/23/2021	A.6030 437	Consulting Fees	Budget Transfer within object code from A.6030 437 to A.6030 410		\$ 4,000.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
9/2/2021	A.3110 421	Equipment Rental	Budget Transfer within object code from A.3110 441	\$ 146.00	
9/2/2021	A.3110 441	Auto-Supplies & Repair	Budget Transfer within object code A.3110 421		\$ 146.00
9/3/2021	A.3150 230	Automotive Equipment	Budget Transfer within object code FROM A.3150 260	\$ 1,240.27	
9/3/2021	A.3150 260	Other Equipment	Budget Transfer within object code TO A.3150 230		\$ 1,240.27
9/7/2021	A.3020 470	Contract	Budget Transfer out of object code FROM A.3150 413	\$ 124.50	
9/7/2021	A.3150 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code TO A.3020 470		\$ 124.50
9/10/2021	A.3150 410	Supplies	Budget Transfer within object code A.3150 445	\$ 2,500.00	

WARREN COUNTY
Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/10/2021	A.3150 445	Foods	Budget Transfer within object code to a.3150 410		\$ 2,500.00
9/17/2021	A.3110 230	Automotive Equipment	Budget Transfer out of object code from A.3110 441	\$ 804.02	
9/17/2021	A.3110 441	Auto-Supplies & Repair	Budget Transfer out of object code to A.3110 230		\$ 804.02
9/17/2021	A.3110 453	Uniforms & Clothing	Budget Transfer out of object code from A.3110.4038 260	\$ 795.02	
9/17/2021	A.3110.4038 260	Other Equipment	Budget Transfer out of object code to A.3110 453		\$ 795.02
9/22/2021	A.3110 453	Uniforms & Clothing	Budget Transfer out of object code to A.3110.4038 260		\$ 795.02
9/22/2021	A.3110.4038 260	Other Equipment	Budget Transfer out of object code from A.3110 453	\$ 795.02	
Social Services - Social Services					
9/23/2021	A.6010 210	Furniture/Furnishings	Budget Transfer out of object code from A.6010 470	\$ 350.00	
9/23/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 210		\$ 350.00
9/23/2021	A.6010 210	Furniture/Furnishings	Budget Transfer out of object code from A.6010 470	\$ 500.00	
9/23/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 210		\$ 500.00
Tourism - Tourism					
9/2/2021	A.6417.0001 210	Furniture/Furnishings	Transfer from A.6417.0001 481 - out of code	\$ 457.88	
9/2/2021	A.6417.0001 481	Tourism Promotion	Transfer to A.6417.0001 210 - out of code		\$ 457.88
Treasurer Disb - Treasurer Departmental Activity					
9/7/2021	A.1325 210	Furniture/Furnishings	Out of Code Budget Transfer from A.1325 410 to A.1325 210	\$ 49.28	
9/7/2021	A.1325 410	Supplies	Out of Code Budget Transfer from A.1325 410 to A.1325 210		\$ 49.28
9/7/2021	A.1325 427	Memberships & Dues	Budget Transfer from A.1325 427 to A.1325 436		\$ 120.00
9/7/2021	A.1325 436	Advertising Fees	Budget Transfer from A.1325 427 to A.1325 436	\$ 120.00	
Weights & Meas - Weights & Measures					
9/8/2021	A.6610 442	Automotive - Gas & Oil	Budget Transfer within object code from A.6610.444	\$ 500.00	

WARREN COUNTY
Journal Report - September 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/8/2021	A.6610 444	Travel/Education/Conference	Budget Transfer within object code to A.6610.442		\$ 500.00

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 11/2/2021

<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.1671 421	Print Shop - Equipment Rental	\$3,000.00

Please state reason for transfer request:

To cover National Contract overage charges for 2021.

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

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: Treasurer****DATE: October 15, 2021**

- (a) Is this a Result of a Bid or Request for Proposal? RFP - WC 58-21
- (b) Purpose of Contract: Annual Single Audit
- (c) Name of Contractor: Drescher & Malecki, LLP (Current vendor and sole bidder)
- (d) Address of Contractor: 3083 William St., Suite 5, Buffalo, NY 14227
- (e) Contractor's Contact Person and Telephone Number: Matthew Montalbo, 716-565-2299
- (f) Has or will the Contract be provided, if so, please attach: Will provide
- (g) Commencement Date of Contract: 1/1/2022
- (h) Termination Date of Contract: 12/31/2024 (we have 3 year renewal option to 12/31/2027)
- (i) Payment Provisions:
- | | | |
|----|-----------------|-----------------------|
| i) | lump sum amount | \$43,500 - 2021 audit |
| | | \$44,585 - 2022 audit |
| | | \$45,700 - 2023 audit |
| | 3 year renewal | \$46,840 - 2024 audit |
| | | \$48,010 - 2025 audit |
| | | \$49,210 - 2026 audit |
- ii) hourly rate amount
- iii) total amount not to exceed
- iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Upon Completion

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: October 25, 2021

- (a) Purpose of Request:
To allow the Treasurer's Office to complete a Court Ordered property tax settlement for eleven parcels owned by Northwest Bay Partners LTD in the Town of Bolton. Total payment to the County is \$ 61,306.85.
- (b) Details:
- (c) Previous Resolution Number:
None
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
None

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

* as listed in budget and LOGOS

Northwest Bay Partners LTD Property Tax Settlement

Town	Tax Year	Tax Map Number	Location	Breakdown		Reason
Bolton	2018	156.16-1-1.10	Norwood Drive	County	\$981.70	Court Order
	Town			\$131.47		
				School Return	\$1,485.04	
				Fire	\$76.90	
				Return Penalty	\$133.76	
					\$2,808.87	
	2019			County	\$202.71	Court Order
				Town	\$26.46	
				School Return	\$302.05	
				Fire	\$15.63	
				Return Penalty	\$27.34	
					\$574.19	
Bolton	2018	156.16-1-1.11	Norwood Drive	County	\$994.08	Court Order
	Town			\$133.13		
				School Return	\$1,503.77	
				Fire	\$77.87	
				Return Penalty	\$135.44	
					\$2,844.29	
	2019			County	\$202.71	Court Order
				Town	\$26.46	
				School Return	\$302.05	
				Fire	\$15.63	
				Return Penalty	\$27.34	
					\$574.19	
Bolton	2018	156.16-1-1.12	Norwood Drive	County	\$1,014.19	Court Order
	Town			\$135.82		
				School Return	\$1,534.20	
				Fire	\$79.45	
				Return Penalty	\$138.18	
					\$2,901.84	
	2019			County	\$202.71	Court Order
				Town	\$26.46	
				School Return	\$302.05	
				Fire	\$15.63	
				Return Penalty	\$27.34	
					\$574.19	

Bolton	2018	156.16-1-1.16	Norwood Drive	County	\$580.20	Court Order
	2019			Town	\$77.70	
				School Return	\$877.69	
				Fire	\$45.45	
				Return Penalty	\$79.05	
					\$1,660.09	
				County	\$202.71	Court Order
				Town	\$26.46	
				School Return	\$302.05	
				Fire	\$15.63	
				Return Penalty	\$27.35	
					\$574.20	
Bolton	2018	156.16-1-1.17	Norwood Drive	County	\$580.20	Court Order
	2019			Town	\$77.70	
				School Return	\$877.69	
				Fire	\$45.45	
				Return Penalty	\$79.05	
					\$1,660.09	
				County	\$202.71	Court Order
				Town	\$26.46	
				School Return	\$302.05	
				Fire	\$15.63	
				Return Penalty	\$27.35	
					\$574.20	
Bolton	2018	156.16-1-1.18	Norwood Drive	County	\$541.52	Court Order
	2019			Town	\$72.52	
				School Return	\$819.18	
				Fire	\$42.42	
				Return Penalty	\$73.78	
					\$1,549.42	
				County	\$202.72	Court Order
				Town	\$26.46	
				School Return	\$302.05	
				Fire	\$15.63	
				Return Penalty	\$27.34	
					\$574.20	

Bolton	2018	156.16-1-1.1.4	Norwood Drive	County	\$535.72	Court Order
				Town	\$71.74	
				School Return	\$810.40	
				Fire	\$41.97	
				Return Penalty	\$72.99	
					\$1,532.82	
	2019	County	\$202.71	Court Order		
		Town	\$26.46			
		School Return	\$302.05			
		Fire	\$15.63			
Return Penalty		\$27.35				
				\$574.20		
Bolton	2018	156.16-1-1.1.5	Norwood Drive	County	\$978.60	Court Order
				Town	\$131.05	
				School Return	\$1,480.38	
				Fire	\$76.66	
				Return Penalty	\$133.33	
					\$2,800.02	
	2019	County	\$202.71	Court Order		
		Town	\$26.46			
		School Return	\$302.06			
		Fire	\$15.63			
Return Penalty		\$27.34				
				\$574.20		
Bolton	2018	156.16-1-1.1.6	Norwood Drive	County	\$972.80	Court Order
				Town	\$130.28	
				School Return	\$1,471.59	
				Fire	\$76.20	
				Return Penalty	\$132.54	
					\$2,783.41	
	2019	County	\$202.71	Court Order		
		Town	\$26.47			
		School Return	\$302.05			
		Fire	\$15.63			
Return Penalty		\$27.34				
				\$574.20		

Bolton	2018	156.16-1-1.1.8	Norwood Drive	County	\$978.60	Court Order	
				Town	\$131.05		
				School Return	\$1,480.38		
				Fire	\$76.66		
				Return Penalty	\$133.33		
		\$2,800.02					
	2019				County	\$202.71	Court Order
					Town	\$26.46	
					School Return	\$302.06	
					Fire	\$15.63	
Return Penalty					\$27.34		
	\$574.20						
Bolton	2018	156.16-1-1.1.14	Norwood Drive	County	\$580.20	Court Order	
				Town	\$77.70		
				School Return	\$877.69		
				Fire	\$45.45		
				Return Penalty	\$79.05		
		\$1,660.09					
	2019				County	\$202.71	Court Order
					Town	\$26.46	
					School Return	\$302.05	
					Fire	\$15.63	
Return Penalty					\$27.35		
	\$574.20						

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK

In Re.:

NORTHWEST BAY PARTNERS, LTD.,

Debtor.

STIPULATION,
SETTLEMENT
AGREEMENT AND ORDER

Index No.

RJI No.

WHEREAS, the County of Warren is a creditor in the above-referenced case related to certain delinquent real property taxes regarding eleven (11) parcels Debtor owns in the Town of Bolton, Warren County, and

WHEREAS, the County of Warren has failed to file any claim for said delinquent taxes, and

WHEREAS, certain post-petition taxes continue to accrue and remain unpaid, and

WHEREAS, the Debtor desires to pay the County of Warren a sum of money to resolve all taxes due without engaging in any claims litigation; and

WHEREAS, the County of Warren desires to receive a lump sum of money to resolve all amounts due for any and all delinquent taxes regarding said eleven (11) lots through October 1, 2021, and

WHEREAS, the eleven (11) lots in question are described and attached hereto and made a part hereof;

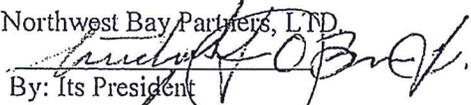
In consideration of the mutual promises contained herein and for valid consideration, the sufficiency which is hereby acknowledged, the Debtor and the County of Warren intend to be bound hereby and agree as follows:

1. The entire claim of the County of Warren shall be fixed at \$61,306.85 and shall be paid at the closing established by the Sale Order entered by Judge Littlefield on August 3, 2021.

2. This Stipulation, Settlement Agreement and Order shall be accepted by the Clerk of the County of Warren and the County of Warren Treasurer and when said amount referred to in Paragraph No. 1 above is received, said Clerk and /or Treasurer shall mark all delinquent property taxes on said eleven (11) lots paid in full.

DATED: September 17, 2021

Northwest Bay Partners, LTD.


By: Its President


Michael R. Swan
Warren County Treasurer

RESOLUTION REQUEST FORM NO. 8***Request to Establish Capital Project or Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 10/19/21

(a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): Countryside Adult Home 2021 Capital Improvements (H406)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Project: \$1,250,000.00

(e) Source of Funding (including name & title of codes, etc.):

\$1,000,000.00 (Serial Bonds)

\$ 250,000.00 (Transfer from A.861.00 Reserve, Countryside Rehabilitation)

(f) Purpose of Establishment: To obligate County funds for the design, construction and construction inspection of the capital improvement project

Warren County Board of Supervisors

RESOLUTION NO. 409 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

BOND RESOLUTION DATED SEPTEMBER 17, 2021

A RESOLUTION AUTHORIZING THE CAPITAL IMPROVEMENTS AT COUNTRYSIDE ADULT HOME AND AUTHORIZING THE ISSUANCE OF UP TO \$1,000,000 SERIAL BONDS OF THE COUNTY OF WARREN TO PAY THE COSTS OF CERTAIN CAPITAL IMPROVEMENTS AND AUTHORIZING THE COUNTY TREASURER TO MAKE TEMPORARY ADVANCES OF LEGALLY AVAILABLE FUNDS

BE IT RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Supervisors of the County of Warren, New York, as follows:

- Section 1. The undertaking of certain capital improvements at the Countryside Adult Home in the Town of Warrensburg that include renovations and repairs at a maximum estimated cost of One Million Dollars (\$1,000,000) is hereby authorized, and is hereinafter referred to as the "Project." To provide funds to defray in part the costs of the Project and to assist with cash flow during the development of the Project, the sum up to One Million Dollars (\$1,000,000) of general obligation serial bonds of the County of Warren are hereby authorized to be issued pursuant to the provisions of the Local Finance Law.
- Section 2. The plan for the financing of the specific object or purpose specified in Section 1 hereof (the Project) in part is by: (1) the issuance of up to One Million Dollars (\$1,000,000) serial bonds of the County of Warren pursuant to the provisions of the Local Finance Law; and (2) the use of State and Federal grants and donations received. The amount of bonds to be issued shall be reduced to the extent of Federal, State grants and donations received.
- Section 3. It is hereby determined that the period of probable usefulness of the Project is 25 years pursuant to Section 11.00(b) of the Local Finance Law.
- Section 4. The Project is an unlisted action under the State Environmental Quality Review Act (SEQRA) and has been the subject of an environmental review under SEQRA. The Warren County Board of Supervisors determined that the Project will not result in any significant adverse environmental impact(s), and authorized the filing of a Negative Declaration.
- Section 5. The faith and credit of the County of Warren, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such serial bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said County, a tax sufficient to pay the principal of and

RESOLUTION NO. 409 OF 2021

PAGE 2 OF 2

interest on such bonds as the same become due and payable.

- Section 6. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby designated to the County Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said County Treasurer, consistent with the provisions of the Local Finance Law.
- Section 7. In accordance with the provisions of Section 165.10 of the Local Finance Law and/or Section 9-a of the General Municipal Law, the Warren County Treasurer is hereby authorized to temporarily advance legally available funds of said County in the manner provided by law up to and including the amount up to One Million Dollars (\$1,000,000) for the aforesaid specific object or purpose.
- Section 8. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the County Treasurer, the chief fiscal officer of such County. Such serial bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the County Treasurer shall determine consistent with the provisions of the Local Finance Law.
- Section 9. The validity of such bonds and bond anticipation notes may be contested only if:
- 1) Such obligations are authorized for an object or purpose for which said County is not authorized to expend money; or
 - 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication;
 - 3) Such obligations are authorized in violation of the provisions of the Constitution.
- Section 10. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding the objects or purposes described herein.
- Section 11. This resolution, which takes effect immediately, shall be published in its entirety or in summary form in the official newspaper of such County, together with a notice of the Clerk of the Board of Supervisors in substantially the form provided in Section 81.00 of the Local Finance Law.

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: October 18, 2021

(a) Purpose of Amendment: To amend the 2021 budget to reflect both the Revenue and Expenses related to Department code (A.4195) for Public Health -NYS Public Health Corps Fellowship Program Contract from the Health Research Inc. for the purpose to support Public Health Fellowships and to support Project coordination, Administrative support, and other costs to support the fellow(s) for \$980,544.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

A.4195.470 Public Health-NYS PH Corps Fellowship Program-Contract Expense	\$975,000
A.4195.439 Public Health-NYS PH Corps Fellowship Program-Miscellaneous Exp	\$ 5,544

Revenue Code (with title), and Amount:

A.4195.4401 ⁴⁴¹² Public Health NYS PH Corps Fellowship Program- Revenue \$980,544.

*Note: Warren County Health Services was notified by DOH on 9/29/21 that there will be funding from (12/1/21-7/31/23) for an award not to exceed \$980,544 for the Public Health Corps Fellowship Program Contract. This funding is provided by two CDC sponsored cooperative agreements : Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases in New York State and Cooperative Agreement for Emergency Response; Public Health Crisis Response. The Agreement is with HRI with the primary purpose to support Public Health Fellowships. Funding may be used to also support project coordinator, Administrative support, and other costs such as supplies, PCs/laptops and travel needed for the Fellow(s). Funding may also be used to hire a contractor to recruit and manage Fellowships in collaboration with the Public Health department. Warren County plans to maintain an agreement for these services with Hudson Headwaters Health Network (HHHN) as the contractor. Listed above are estimated expenses for 12/1/2021-12/31/2021. These reflect costs related to Salaries, Fringe benefits, purchases of equipment (all under the CONTRACT EXPENSE) and miscellaneous expenses for this grant. To note, while this is a over a one and half year grant period, we are able to utilize the total 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: October 18, 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 \$112,840.78.

(b) **Appropriation Code (with title), Object Code (with title) and Amount:**

A.4018.0036.410 Public Health-COVID Vaccine Response Grant-Supplies Expense	\$ 3,485.78
A.4018.0036.424 Public Health-COVID Vaccine Response Grant Postage Expense	\$ 1,000.00
A.4018.0036.436 Public Health-COVID Vaccine Response Grant Advertising Exp	\$108,355.00

Revenue Code (with title), and Amount:

A.4018.0036.4411Public Health-COVID Vaccine Response Grant- Revenue \$112,840.78.

*Note: Warren County Health Services was notified by DOH on 9/22/21 that there will be additional funding from (1/1/21-06/30/24) and the total award is now not to exceed \$183,683.11 for the COVID Vaccine Response Contract. Listed above are estimated additional expenses for 1/1/21-12/31/21. We have already requested in August \$70,842.33 and now are requesting an additional \$112,840.78. Also noting, 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. We are currently looking into a large Marketing Campaign to promote vaccinations in our community. To note, while this is a three and half year grant period, we are able to utilize the total as needed. However, if funds are not all utilized this year, we will be carrying over funds into future years.

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: Countryside Adult Home

DATE: 9/30/21

- (a) Purpose of Amendment: **To increase expenses and revenue based on an EQUAL Award received by NYS DOH (Please see attached)**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6030 410 Supplies \$36,010**

- (c) Revenue Code (with title), and Amount:
A.6030 3630 State Aid Adult Care Priv. Inst. \$36,010

\$ 36,010

6030 - 410

6030 - 3630



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

LISA J. PINO, M.A., J.D.
Executive Deputy Commissioner

April 20, 2021

Sent via email:

Countryside Adult Home
353 Schroom River Road
Warrensburg, New York 12885
Christina.Mastrianni@dfa.state.ny.us

RE: 2020-21 EQUAL Award

Dear Administrator/Operator:

Congratulations. I am writing to inform you that Countryside Adult Home (750-N-006) has received a 2020-21 EQUAL Program award in the amount of \$36,010.00. Funds must be utilized as follows:

Capital Improvement Projects: \$18,005.00

These funds are used to enhance the physical environment of the facility and promote a higher quality of life for residents.

Local Assistance Projects: \$18,005.00

These funds are used to support improvements to the quality of life for adult care facility residents by funding projects including clothing allowances, resident training to support independent living skills, improvements in food quality, outdoor leisure projects, and cultural, recreational, and other leisure events.

At this time, we are asking you to review the award with your residents to identify how to utilize the full award value, as delineated above. Upon completion, please resubmit your proposed spending plan with either Resident Council representative approval or a resident petition in support of proposed funds, using the forms provided in the EQUAL 2020-21 application (enclosed for ease of reference).

As indicated in an email, dated March 29, 2021, EQUAL Program funding cannot be spent until there is a Department approved expenditure plan on file. To expedite these reviews, please submit your revisions to EQUAL@health.ny.gov with a subject of "2020-21 EQUAL Awardee Countryside Adult Home Proposed Spending Plan".

Sincerely,

Heidi L. Hayes, Acting Director
Division of Adult Care Facility
and Assisted Living Surveillance

Enclosure

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

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

DEPARTMENT NAME: Social Services

DATE: 10/6/21

- (a) Purpose of Amendment: **To increase expenses and revenue based on allocation received from NYS OCFS (21-OCFS-LCM-30), money to be used to improve response to families and infants affected by substance use disorders.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 470 Contracts \$50,000**

- (c) Revenue Code (with title), and Amount: **A.6010 4610 Federal Aid Admin \$50,000**

12/1/21 -

11/30/22



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSELAER, NY 12144

6010-470
6010-4616
Sheila J. Poole
Commissioner

\$50,000

Local Commissioners Memorandum

Transmittal: 21-OCFS-LCM-30

To: Local Departments of Social Services
Commissioners
Directors of Services

Issuing Division/Office: Child Welfare and Community Services
Administration

Date: September 23, 2021

Subject: CAPTA/CARA State Grant FY2021

Contact Person(s): See pages 4 and 5.

Attachments: Attachment A: *SFY 2021-22 District Allocation Amounts*
Attachment B: *Attestation of Use of CAPTA/CARA Funds*
Attachment C: *Comparable Groups*
Attachment D: *CAPTA/CARA Grant for Plans of Safe Care Quarterly Report*
Attachment E: *Attachment for U.S. Department of Health and Human Services Grants*

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services of the availability of federal Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016 (CARA) funds in the State Fiscal Year (SFY) 2021-22. The Consolidated Appropriations Act of 2018 has made \$4,708,412 in federal funds available to New York State during Federal Fiscal Year FFY 2021. The purpose of this funding is to help states improve their response to families and infants affected by substance use disorders (both alcohol and drugs). The New York State Office of Children and Family Services (OCFS) intends to make available to districts \$3,620,000 of the federal CARA funds each year for the next two years, contingent on New York State receiving these federal funds each year. This LCM also provides information on each district's allocation, how districts may use the funds, and planning and claiming requirements. There are no notable changes from last year's issuance of this LCM.

II. Background

The Consolidated Appropriations Act of 2018, signed into law on March 23, 2018, appropriated \$85.3 million for the CAPTA State Grant in FY 2018. The committee report for the appropriations act agreement specified that the increase in funding is intended to help states improve their response to families and infants affected by substance use disorders. States are required to prioritize use of the funds for the development, implementation, and monitoring of plans of safe care for substance-exposed infants, consistent with the requirement found in section 106(b)(2)(B)(iii) of CAPTA, as amended by CARA.

On June 4, 2018, an LCM was disseminated to districts requiring them to utilize the newly developed *Plan of Safe Care* form for infants born and identified as affected by prenatal substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder (OCFS-2196, *Plan of Safe Care*). In addition, districts are required to monitor the activities in the *Plan of Safe Care* and document the implementation and progress of the plan in the case record.

In New York State the prevalence of parental drug/alcohol misuse is substantial; 15% of indicated reports had a substantiated allegation of parent drug/alcohol misuse.¹

One of the primary goals of child protective services (CPS) is preserving families and protecting children. Yet, when a caregiver is experiencing a substance abuse disorder, the goals of preserving families and protecting children can seem at odds with each other.

Furthermore, of the many risk factors that could be present for families, it is likely that substance use is underreported. The stigma of mental health and substance abuse diagnoses discourages many parents/caregivers from seeking the very support and services needed to address the risks of child abuse and/or maltreatment. Frequently, concerns are raised about the safety of children with parents who have mental health or substance abuse issues; however, the presence of mental illness or substance abuse does not necessarily correlate with the inability to adequately parent a child(ren). With targeted screening, assessment, and referral to the appropriate services and supports, many such families can be preserved.

In addition, children born to a person who used alcohol and/or drugs during their pregnancy can often present with various health-related issues. The early identification, referral, and implementation of services is critical to families facing these challenges. OCFS is making funding available to upstate districts for the purpose of hiring behavioral health consultants or public health nurses to assist in the identification of families experiencing substance abuse disorders, and in the development, implementation, and monitoring of plans of safe care with infants and families affected by substance abuse. OCFS will allow smaller counties within upstate New York to share a behavioral health consultant or public health nurse.

¹Data source, CONNECTIONS, May 2021.

III. Program Implications

Districts must use the funds to hire or to contract for a full-time or part-time behavioral health consultant or public health nurse to work alongside CPS and preventive services caseworkers, to identify and support the behavioral health needs of both the adults and children where substance abuse is an issue. This includes the development, implementation, and monitoring of the plan of safe care for children born prematurely who were exposed to substances. It is required that the behavioral health consultant or public health nurse be co-located on-site at the district. Small districts will receive \$50,000, medium districts \$70,000, and large districts \$90,000. The district size for this purpose is based on the comparable groups as noted in Attachment C. OCFS established comparable groups to permit meaningful comparison between counties with similar child welfare populations.

Local districts must provide or contract for services provided by a behavioral health clinician or public health nurse who is knowledgeable or will become knowledgeable about the CPS process and requirements. The behavioral health clinician or public health nurse must do the following:

- Accompany CPS and preventive caseworkers in the field to visit with identified families using a screening tool (e.g., Uncope+) and/or provide direct consultation with CPS/preventive caseworkers regarding families who might benefit from substance abuse screening
- Conduct screenings for adults and/or children for early identification of substance abuse treatment needs
- Assist in the development, implementation, and monitoring of the plan of safe care for any infant born to a parent with a positive toxicology screen, an infant identified as being affected by substance abuse or withdrawal symptoms or a Fetal Alcohol Spectrum Disorder
- Provide clinical assessments and documentation to support the CPS process
- Use knowledge of resources within the local district to provide referrals for identified children and/or adults who may need ongoing services

To receive the allocated funds, districts must complete Attachment B, *Attestation of Use of CAPTA/CARA Funds*, and must indicate on the form how they will utilize these funds, either to hire a full-time or part-time behavioral health consultant or public health nurse. Funds can be used for the cost of salary, fringe benefits, and travel costs, and must be spent by November 30, 2022.

To receive the funds, districts must submit Attachment B to: ocfs.sm.cara.pqi@ocfs.ny.gov by November 30, 2021, which includes the following information:

- If the funds will be used to hire a full-time or part-time behavioral health consultant/public health nurse
- If the funds will be used to contract for a full-time or part-time behavioral health consultant/public health nurse
- If you plan on sharing a behavioral health consultant/public health nurse, and if so with what county

Districts awarded funding will be expected to submit quarterly reports to include the following:

- Number of visits to family by provider type
- Number of plans of safe care developed, implemented, and monitored
- Number of screenings and/or assessments completed for children and adults by the behavior health consultants/public health nurse
- Number of children and adults with a positive screen
- Referrals made by the behavioral consultant/public health nurse to services identified through the *Plan of Safe Care* form

IV. Fiscal and Claiming

There is \$3,620,000 in federal funds in the SFY 2021-22 Budget for expenditures related to the implementation of CARA. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning December 1, 2021, and ending November 30, 2022. Continuation of funding is dependent upon New York State receiving federal CAPTA funding.

Reimbursement is 100 percent federal share, up to the amount of the district's allocation. These project expenditures should be claimed through the RF17 claim package for special project claiming. These costs should be first identified as F17 functional costs (Other Reimbursable Programs) and reported on the Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries (LDSS-923) and the Schedule D, DSS Administrative Expense Allocation and Distribution by Function and Program (LDSS-2347), in the F17 column in the RF2A claim package. After final accepting the RF2A claim package, the individual project costs must also be reported under the project label CARA SFY 2021-22 on the LDSS-4975A, RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs (LDSS-4975A). Salary and fringe benefit costs related to the CARA program may be directly charged to the RF17 claim package. Total project costs and shares should be reported on the LDSS-4975, Monthly Statement of Special Project Claims Federal and State Aid (RF-17). Please note that the associated Central Services (previously known as A-87 costs) are not reimbursable from state funds and, therefore, are 100 percent local share. The expenditures must be made by November 30, 2022, and claims must be final accepted in the Automated Claiming System no later than February 22, 2023. OCFS may reallocate any unspent funds from a local district to other local districts that have claims in excess of their allocation.

Instructions for the Schedule D and RF17 claim package are found in Chapters 7 and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRMs are available online at <http://otda.state.ny.net/bfdm/finance/>.

Please note: These expenditures must be processed offline. They cannot be processed through purchase of service authorizations in the Welfare Management System paid through the Benefits Issuance Control System.

Attachment A

SFY 2021-22 District Allocation Amounts

District	Allocation	District	Allocation
Albany	\$90,000	Onondaga	\$90,000
Allegany	\$50,000	Ontario	\$70,000
Broome	\$70,000	Orange	\$90,000
Cattaraugus	\$70,000	Orleans	\$50,000
Cayuga	\$70,000	Oswego	\$70,000
Chautauqua	\$70,000	Otsego	\$50,000
Chemung	\$70,000	Putnam	\$50,000
Chenango	\$50,000	Rensselaer	\$70,000
Clinton	\$70,000	Rockland	\$70,000
Columbia	\$50,000	Saint Lawrence	\$70,000
Cortland	\$50,000	Saratoga	\$70,000
Delaware	\$50,000	Schenectady	\$70,000
Dutchess	\$70,000	Schoharie	\$50,000
Erie	\$90,000	Schuyler	\$50,000
Essex	\$50,000	Seneca	\$50,000
Franklin/St. Regis	\$50,000	Steuben	\$70,000
Fulton	\$70,000	Suffolk	\$90,000
Genesee	\$50,000	Sullivan	\$70,000
Greene	\$50,000	Tioga	\$50,000
Herkimer	\$50,000	Tompkins	\$50,000
Jefferson	\$70,000	Ulster	\$70,000
Lewis	\$50,000	Warren	\$50,000
Livingston	\$50,000	Washington	\$70,000

RESOLUTION REQUEST FORM NO. 7

*Request to Amend County Budget**

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

DEPARTMENT NAME: Sheriff

DATE: October 18, 2021

- (a) **Purpose of Amendment:** Amend County Budget to reflect appropriate revenues and expenses for the first half of the School Resource Officer contracts.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | |
|---|----------|
| A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne) | \$40,409 |
| A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne) | \$2,505 |
| A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne) | \$586 |
| A.3120.1002 110 Sheriff's SRO's - Salaries Regular (Queensbury) | \$26,478 |
| A.3120.1002 810 Sheriff's SRO's - Retirement (Queensbury) | \$8,367 |
| A.3120.1002 830 Sheriff's SRO's - Social Security (Queensbury) | \$1,641 |
| A.3120.1002 831 Sheriff's SRO's - Medicare (Queensbury) | \$384 |
| A.3120.1002 860 Sheriff's SRO's - Hospitalization (Queensbury) | \$6,543 |
| A.3120.1002 865 Sheriff's SRO's - Dental Insurance (Queensbury) | \$87 |
| A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren) | \$15,560 |
| A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren) | \$965 |
| A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren) | \$225 |
| A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George) | \$31,120 |
| A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George) | \$1,929 |
| A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George) | \$451 |
| A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton) | \$15,560 |
| A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton) | \$965 |
| A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton) | \$225 |
| A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg) | \$15,560 |
| A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg) | \$965 |
| A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg) | \$225 |
- (c) **Revenue Code (with title), and amount:**
- | | |
|--|----------|
| A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne) | \$43,500 |
| A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury) | \$43,500 |
| A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren) | \$16,750 |
| A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George) | \$33,500 |
| A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton) | \$16,750 |
| A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg) | \$16,750 |

RESOLUTION REQUEST FORM NO. 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: October 18, 2021

- (a) **Purpose of Amendment:** Amend County Budget to reflect appropriate revenues and expenses for the Queensbury Union Free School District and Johnsbury Central School District School Resource Officer relating to the recording of 2020 salary and fringe in 2021. These expenditures were not properly charged to the SRO cost centers in 2020.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|--|-------------|
| A.3120.1002 110 | Sheriff's SRO's - Salaries Regular (Queensbury) | \$20,462.67 |
| A.3120.1002 810 | Sheriff's SRO's - Retirement (Queensbury) | \$5,545.38 |
| A.3120.1002 830 | Sheriff's SRO's - Social Security (Queensbury) | \$1,268.69 |
| A.3120.1002 831 | Sheriff's SRO's - Medicare (Queensbury) | \$296.71 |
| A.3120.1002 860 | Sheriff's SRO's - Hospitalization (Queensbury) | \$5,088.11 |
| A.3120.1002 865 | Sheriff's SRO's - Dental Insurance (Queensbury) | \$67.37 |
| A.3120.1006 130 | Sheriff's SRO's - Salaries Part-Time (Johnsbury) | \$10,992.33 |
| A.3120.1006 830 | Sheriff's SRO's - Social Security (Johnsbury) | \$681.52 |
| A.3120.1006 831 | Sheriff's SRO's - Medicare (Johnsbury) | \$159.39 |
- (c) **Revenue Code (with title), and amount:**
- | | | |
|------------------|--|-------------|
| A.3120.1002 2260 | General Sheriff's Law Enforcement
School Resource Officers
Queensbury School District
Public Safety - Other Govt | \$32,728.93 |
| A.3120.1006 2260 | General Sheriff's Law Enforcement
School Resource Officers
Johnsbury Central School District
Public Safety - Other Govt | \$11,833.24 |

LaFarr, Jim

From: Lynch, Rob <lynchr@warrencountyny.gov>
Sent: Wednesday, September 29, 2021 8:23 AM
To: LaFarr, Jim
Cc: Comeau, Terry
Subject: School Resource Officers - Queensbury and Johnsbury
Attachments: School Resource Officers - July 1, 2020 to June 30, 2021, Queensbury and Johnsbury (Corrected).xlsx

Jim,

You also need to do a resolution request to amend budgets for Queensbury and Johnsbury school SRO's relating to the recording of 2020 salary and fringe in 2021 which was not charged to the SRO cost centers in 2020. Please see attached and amend for the highlighted lines to increase the appropriations and revenue codes. Thanks.

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

Warren County
 School Resource Officers
 7/1/20 to 6/30/21

Sheriff Department did not charge the following costs to SRO sub department codes during the entire contract year

Queensbury School - A.3120.1002

	110	120	830	831	810	860	865	
George Carpenter (Full time)	Salary	Overtime	FICA	Medicare	Retirement	Hospitalization	Dental	Total
9/8/20 to 12/31/20	20,462.67	-	1,268.69	296.71	5,545.38	5,088.11	67.37	32,728.93
1/1/21 to 6/30/21	32,148.24	2,992.87	2,178.75	509.55	10,313.92	8,268.18	109.47	56,520.97
	<u>52,610.91</u>	<u>2,992.87</u>	<u>3,447.43</u>	<u>806.25</u>	<u>15,859.30</u>	<u>13,356.29</u>	<u>176.84</u>	<u>89,249.90</u>

Johnsburg School - A.3120.1006

	130	120	830	831	810	860	865	
Robert Gould	Salary-PT	Overtime	FICA	Medicare	Retirement	Hospitalization	Dental	Total
9/8/20 to 12/31/20	10,992.33	-	681.52	159.39	-	-	-	11,833.24
1/1/21 to 6/30/21	16,645.77	-	1,032.04	241.36	-	-	-	17,919.17
	<u>27,638.10</u>	<u>-</u>	<u>1,713.56</u>	<u>400.75</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,752.41</u>

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 10/19/21

- (a) Exact Title and Number of Project*: H278 Middleton Bridge over Schroon River
(Towns of Chester, Bolton, Horicon & Warrensburg)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$156,549.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$131,831.00 Federal Share
\$ 24,718.00 State Share
\$ 0.00 Local Match (no additional funds needed at this time)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: to fund additional preliminary
engineering services

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

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

DEPARTMENT NAME: DPW

DATE: 10/19/21

- (a) Exact Title and Number of Project*: H393 Johnsbury Bridges (Dippikill Road & Glen Creek Road over Glen Creek - Town of Johnsbury)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$6,708.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$5,366.00 Federal
\$1,006.00 State
\$ 129.00 Local Match (D9950 910 Transfers-Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: to fund Right of Way Acquisition Phase

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: October 19, 2021

- (a) Purpose of Amendment: **to appropriate \$70,000 from the Occupancy tax Reserve for two events starting in December: \$50,000 Lake George Winterfest; \$20,000 Adirondack Christkindlmarkt**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6417.0002 480, Tourism - Special Events - \$70,000**

- (c) Revenue Code (with title), and Amount: **A.881.00 Reserve, Occupancy Tax-\$70,000**

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

NOVEMBER 2, 2021

ITEM 10

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 Chair.
- 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 Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Update on terminations and exit interviews.
 - C) Request to revise County Policy regarding interns to allow for paid interns.
 - D) Request to revise County Policy regarding tuition reimbursement to allow for 100% reimbursement.
- 3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

Request to authorize a new contract with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC to provide Patrol and Patrol Officer candidate physical exam services.
- 4) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**
 - A) Request to authorize a new contract with Spectrum Enterprise for Point-to-Point connection for the Department of Public Works Administration Building and the office of Employment and Training Administration.
 - B) Request to appropriate funds in the amount of \$4,091.81 from the Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budgets for the purchase of computers and related software.
- 5) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**

Litigation update - Executive Session.
- 6) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - A) Resolution Tracking Report.
 - B) Request for a transfer of funds in the amount of \$50,000 from a funding source to be determined by the Finance Committee to cover the cost of autopsy/medical examiner fees for the remainder of 2021.
 - C) Discussion regarding reimbursement of Coroner's job-related out-of-pocket expenses.
- 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -

 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #4, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #5, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
- 8) **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 Investigative Sergeant #1, *Annual Salary \$84,503*, and delete the position of Investigative Sergeant, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Investigative Sergeant #2, *Annual Salary \$84,503*, and delete the position of Investigator #3, effective November 22, 2021.

Continued

9) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**

- A) Request to appoint Larry Elmen as County Attorney effective November 8, 2021 at an annual salary of \$144,449.
- B) Request to amend the Table of Organization and Salary Schedule for the County Attorney's Office as outlined in the resolution request form included in the agenda.
- C) Request to fill the position of County Attorney, *Annual Salary \$144,449*, due to resignation.
- D) Request to fill the position of Secretary to the County Attorney, *Annual Salary \$49,774*.
- E) Request to fill the vacant position of Special Assistant to the County Attorney, *Annual Salary \$49,774*.
- F) Request to authorize the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to meet with the incoming County Attorney to negotiate, and then to authorize, additional vacation allowances, notwithstanding the amounts authorized in the Warren County out-of-Unit Employee Benefits Policy.
- G) 2022 Employee of the Month Program.

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)
- 3) The Committee requested that Mike Colvin, *Director, Information Technology*, prepare a synopsis of the alternative time keeping options for the County going forward to report on at a future Committee meeting. (09.30.21)
- 4) Mr. Colvin to return to Committee with an update regarding how the used Novatime clocks were operating and whether it was necessary to move forward with the purchase of five new ones. (09.30.21)

Higher Education - None.

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

- DPW*
- MEO (L) #26, *Grade 7, Base Annual Salary \$35,491*, due to retirement.
 - MEO (M) #14, *Grade 9, Base Annual Salary \$38,251*, due to promotion.

- Social Services*
- Caseworker #9, *Grade 16, Base Annual Salary \$45,831*.
 - Caseworker #29, *Grade 16, Base Annual Salary \$45,831*.
 - Caseworker #37, *Grade 16, Base Annual Salary \$45,831*.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn