

FINANCE COMMITTEE  
AGENDA  
DECEMBER 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 October 2021.
    - B) Request to extend the current contract with New York State Industries for Disabled, Inc. for mail services to include a 30 day termination clause for a term commencing January 1, 2022 and terminating December 31, 2022.
    - C) Request to adopt the revised County Credit Card Policy to include credit cards with \$1,000 monthly limit to be issued in the names of the Public Defender and Director of Information Technology for general use purposes.
    - D) Request to transfer funds in the amount of \$99,486 from Budget Code A.1990 469.01, *Contingent Account, Other Payments/Salaries*, to Budget Code A.1420 110, *Law (County Attorney), Salaries-Regular*, to cover the 2022 salaries for employees within the County Attorney's Office.
  - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):-**
    - A) 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 \$31,317.13.
    - B) Request to authorize Glens Falls National Bank & Trust to issue a letter of credit in the amount of \$253,500 on behalf of Warren County to Blue Shield of Northeastern New York as an alternative to pre-funding the health insurance account.
    - C) Request to appropriate funds in the amount of \$168,000 from the General Fund Unappropriated Surplus to Budget Code A.2490 439, *Community College Tuition, Misc. Fees*, to cover out-of-County Community College costs which have increased more than expected.
  - 4) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**

***Employment & Training Administration (Liza Ochsendorf, Director) -***
    - A) Request to amend the County Budget in the amount of \$3,000 to reflect receipt of a donation from Glens Falls National Bank & Trust for the purpose of providing funds to utilize for marketing to inform the public of the free service.

***Planning & Community Development (Wayne LaMothe, County Planner)-***
    - B) Request to amend the County Budget in the amount of \$29,059.74 to transfer \$21,189.02 to Capital Project H292, *First Wilderness - Making the Connection*, and \$7,870.72 to Capital Project H372, *First Wilderness Plan Implementation 2016*.
    - C) Request to close capital projects and return remaining funds to the General Fund Unappropriated Surplus. *Capital Project names and remaining balances are listed in the agenda attachment.*
    - D) Request to increase Capital Project H372, *First Wilderness Heritage Corridor - Plan Implementation 2016*, in the amount of \$7,870.72.
    - E) Request to increase Capital Project H292, *First Wilderness Heritage Corridor - Making the Connection*, in the amount of \$21,189.02.
    - F) Request to authorize a new contract with New York State Office of Information Technology Service's Geographic Information Systems (GIS) Program Office to acquire new imagery for Warren County in the Spring of 2022 in the amount of \$86,200 and to determine a source of funding to cover the cost of the contract.
    - G) Request to amend Resolution No. 206 of 2021 to extend the contract with L&S Energy to February 28, 2022. ***Note: This request did not go before the Committee for approval***
  - 5) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**

***Public Health (Ginelle Jones, Director of Public Health/Patient Services) -***
    - A) Request to amend the County Budget in the amount of \$2,000 to reflect receipt of additional funding from Health Research Inc. to support current expenses associated with Bioterrorism grant. ***Note: The request is contingent upon approval by the Health Services Committee.***

***Mental Health (Rob York, Director, Office of Community Services) -***
    - B) Request to amend the County Budget in the amount of \$12,675 to allow for acceptance and pass-through of one-time 100% State Aid from the New York State Office of Mental Health to Behavioral Health Services North. ***Note: The request is contingent upon approval by the Health Services Committee.***

*Continued*

- 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**  
**Department of Social Services (Christian Hanchett, Commissioner) -**  
Request to amend the County Budget in the amount of \$11,458 to reflect receipt of supplemental Child Care Disaster Relief and Recovery Funds.
- 7) **Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):**  
**Office of Emergency Services (Ann Marie Mason, Director) -**  
A) Request to authorize a transfer of funds in the amount of \$2,152.46 from the Contingent Account to Budget Code A.9950 910, *Transfers, Capital Projects*, to cover the cost of outstanding liability associated with Capital Project H358, *Hazard Mitigation Grant Program*.  
B) Request to close Capital Project H358, *Hazard Mitigation Grant Program*, due to the project being completed.  
**Sheriff (James LaFarr, Sheriff) -**  
C) Request to amend the County Budget in the amount of \$80,629 to appropriate funds into Budget Code A.3110 120, *General Sheriff's Law Enforcement, Salaries - Overtime*, from revenue collected for dedicated patrol services provided to the Village of Lake George and Six Flags Great Escape during the 2021 summer season.  
D) ~~Request to appropriate funds in the amount of \$466,000 from the General Fund Unappropriated Surplus to various Sheriff's Budget Codes to address deficits created from the ratification of collective bargaining agreements with the PBA (Police Benevolent Association), the Sheriff's Employees Alliance and unanticipated operating expenditures throughout the year. Subsequent to the meeting this request was withdrawn and resubmitted with the corrected amounts.~~  
E) Request to appropriate funds in the amount of \$534,200 from the General Fund Unappropriated Surplus to various Sheriff's Budget Codes to address deficits created from the ratification of collective bargaining agreements with the PBA (*Police Benevolent Association*), the Sheriff's Employees Alliance and unanticipated operating expenditures throughout the year. **Note: A request in this amount did not go before the Committee for approval.**  
F) Request for a transfer of funds in the amount of \$79,514 from Budget Code A.1990 469.01, *Contingent Acct, Other Payments/Salaries*, to Budget Code A.3110 110, *2022 Law Enforcement Salaries - Regular*, to cover the cost of the increase to the Undersheriff's salary in the 2022 County Budget. **Note: This request did not go before the Committee for approval and is only necessary if the Personnel, Administration & Higher Education Committee approved the requests to amend the Table of Organization and Salary Schedule to increase the salaries.**
- 8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**  
**Parks, Recreation & Railroad (Tim Benway, Director) -**  
~~A) Request to amend the County Budget in the amount of \$450 to reflect receipt of donations received from the Jason Foss Memorial.~~  
**Department of Public Works (Kevin Hajos, Superintendent of Public Works) -**  
B) Request to amend the County Budget in the amount of \$500 to reflect receipt of insurance recovery payment for guiderail repairs.  
C) Request to increase Capital Project H396, *East River Drive (CR 16) & Call Street (CR 32) Rehabilitation*, in the amount of \$16,371.  
D) Request to increase Capital Project H381, *South Johnsbury Road (CR 57) over Mill Creek*, in the Town of Johnsbury in the amount of \$13,000.  
E) Request for a transfer of funds in the amount of \$10,000 from the Contingent Account to Budget Code A.1628 470, *Waste Management Containment Contracts*, to cover the local match of Public Education/Promotion/Outreach grant.  
F) Request to amend the County Budget in the amount of \$10,000 to reflect receipt of New York State Department of Environmental Conservation Grant contract # DEC01-TO1100GF-3350000.
- 9) **Referrals from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):**  
**Tourism (Joanne Conley, Director, Tourism) -**  
Request to amend the County Budget in the amount of \$33,422 to reflect receipt of Empire State Development Matching Funds.
- 10) **Requests from the Clerk of the Board to authorize agreements/payments funded in the 2022 Budget:**  
A) Request to allocate funding earmarked for combating aquatic invasive species in publicly accessible water bodies in Warren County other than Lake George and authorizing agreements for the year 2022.  
B) Request to authorize an agreement with and payment to the Lake George Park Commission for invasive species prevention and eradication efforts for Lake George, specifically for the Commission's 2022 Boat Inspection and Boat Washing Program.  
C) Request to authorize an agreement with the Adirondack North Country Association for promotional and economic development.  
D) Request to authorize an agreement with the Adirondack Park Local Government Review Board for funding of operating costs.  
E) Request to authorize an agreement with the City of Glens Falls for capital improvements and operation and maintenance for various recreational facilities.  
F) Request to authorize an agreement with Cornell Cooperative Extension Association of Warren County.  
G) Request to authorize an agreement with Cornell Cooperative Extension Association of Warren County for their youth camping program.  
H) Request to authorize an agreement with Economic Development Corporation, Warren County, New York, for economic development program for 2022.

Requests from the Clerk of the Board..., continued

- I) Request to authorize payment to the Lake Champlain-Lake George Regional Planning Board.
- J) Request to authorize an agreement with Lakes to Locks Passage for promotional and economic development.
- K) Request to authorize payment to Southern Adirondack Library System.
- L) Request to authorize agreement with the Warren County Historical Society for continuation of historical programs.
- M) Request to authorize an agreement with the Warren County Local Development Corporation to administer and perform economic development programs and initiatives, county and community planning services and grant/loan programs.
- N) Request to authorize payment to the Warren County Soil & Water Conservation District for 2022.

**11) Requests from the Clerk of the Board to authorize standard annual resolutions:**

- A) Request to authorize a resolution fixing the tax rates for 2022.
- B) Request to authorize a resolution levying unpaid school taxes and penalties.
- C) Request to authorize a resolution re-levying delinquent Village of Lake George taxes together with penalties and interest.
- D) Request to authorize a resolution levying uncollected sewer and water rents in several towns.
- E) Request to authorize a resolution acknowledging the request from the City of Glens Falls for levy of 2022 water rents.
- F) Request to authorize a resolution acknowledging requests from the Towns of Queensbury and Warrensburg for levy of 2021 property maintenance expenses.
- G) Request to authorize a resolution levying the sum of the Warrensburg-Thurman Consolidated Health District.
- H) Request to authorize a resolution crediting the Crandall Library district tax levy for the Town of Queensbury.
- I) Request to authorize a resolution acknowledging Town/City Exemption removals.
- J) Request to authorize a resolution authorizing payments to SUNY Adirondack.
- K) Request to authorize a resolution authorizing the Chair and Clerk of the Board to issue Tax Warrants.
- L) Request to authorize a resolution fixing the date of the Board of Supervisors annual Organization Meeting.

**12) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 3, 8A-B, 9, 10A-B, 11A-D, 12A-C, and 13.**

**3) Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

Request to amend the 2022 Table of Organization and Salary Schedule to increase the salary of Civil Service Assistant from \$39,973 to \$42,305 to reflect the correct years of service the individual in the position has with the County.

**8) Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**

**Employment & Training Administration (Liza Ochsendorf, Director, Employment & Training Administration) -**

- A) Request to amend the Table of Organization & Salary Schedule and create and fill the new position of Employment & Training Counselor II, #1, *Grade 12, Base Annual Salary \$41,003*, and delete the position of Employment & Training Counselor, effective December 20, 2021.
- B) Request to amend the Table of Organization & Salary Schedule and create and fill the new position of Employment & Training Counselor II, #2, *Grade 12, Base Annual Salary \$41,003*, and delete the position of Employment & Training Counselor, effective December 20, 2021.

**9) Referrals from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):**

**County Clerk (Pam Vogel, County Clerk) -**

Request to amend the Table of Organization & Salary Schedule and create and fill the new position of Legal Recording Clerk #2, *Grade 7, Base Annual Salary \$35,491*, and delete the position of Recording Clerk #2, *Grade 7, Base Annual Salary \$42,477*, effective December 20, 2021.

**10) Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**

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

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Meal Site Cook # Cedars, *Grade 2, Base Annual Salary \$21,736 (30hr/week)*, and delete the position of Meal Site Manager #5, *Grade 2, Base Annual Salary \$18,113 (25 hours/week)*, effective December 20, 2021. **Note: The request is contingent upon approval by the Health Services Committee.**
- B) Request to amend the Table to Organization and Salary Schedule to create and fill the new position of Services Assistant - Office for the Aging #3, *Grade 7, Base Annual Salary \$33,600*, effective December 20, 2021. **Note: The request is contingent upon approval by the Health Services Committee.**

**Public Health (Ginelle Jones, Director, Public Health/Patient Services) -**

- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Public Health Educator #2, *Grade 14, Base Annual Salary \$44,384*, effective January 1, 2022. **Note: The request is contingent upon approval by the Health Services Committee.**
- D) Request to amend the Table of Organization and Salary Schedule to create the new position of Registered Professional Burse #TBA, *Grade 19, Base Annual Salary \$51,502*, effective January 1, 2022. **Note: The request is contingent upon approval by the Health Services Committee.**

**Item #12 - Referrals from the Personnel Committee, con't.**

**11) Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):**

***Sheriff (James LaFarr, Sheriff) -***

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer #6, *Annual Salary \$44,735*, and delete the position of Civil Law Enforcement Officer #2, *Annual Salary \$68,929*, effective December 20, 2021.
- B) Request to amend the Table of Organization and to change the title of School Resource Officer to Special Patrol Officer.
- C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$35,000 to \$114,514, effective January 1, 2022. **Note: This request did not go before the Committee for approval and is Contingent upon approval from the Personnel, Administration & Higher Education Committee.**

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

- A) On behalf of Public Health - Request to amend Resolution Nos. 156 of 2020 and 490 of 2020 which created the Public Health Assistant and Public Health Assistant Per Diem and Public Health Assistant Disease Control Per Diem positions to remove the verbiage (*Up to Ten (10) Per Diem Positions*) to allow the Health Services Department to hire additional Public Health Assistants to meet the workload needs while retaining trained existing Public Health Assistants on staff.
- B) Request to amend the Table of Organization and Salary Schedule for 2022 to increase the salaries of the County Attorney from \$124,709 to \$148,783 and to create and fill the position of Special Assistant to the County Attorney, *Annual Salary \$51,268*, effective January 1, 2022.
- C) Discussion concerning payout of time off earned by certain positions within the Public Health Department in 2020 and 2021 as a result of not being able to take time off due to the pandemic.

**13) Request to amend the Table of Organization and Salary Schedule for 2022 to de-fund the positions of Majority Leader, Minority Leader and Chair of the Board.**

**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: 11/23/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1624 860	Health & Human Services Bldg Hospitalization	A.1620 860	Buildings, Hospitalization	\$ 20,000.00

Total \$ 20,000.00

<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:

Funding for Building & Grounds Hospitalization, Heat Exchanger

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Countryside Adult Home

SIGNED:

DATE: 11/22/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 130	Part Time-salaries	A.6030 120	Salaries-Overtime	25,000
A.6030 130	Part Time-Salaries	A.6030 260	Other Equipment	5,000

Please state reason for transfers requested: To cover overtime & benefit costs through year end.

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: County Clerk

SIGNED:

*Samela Vogel*  
County Clerk

DATE: 11/22/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410 110	Full Time Salaries	A. 1410 424	Postage	\$ 1500

Please state reason for transfers requested: To correct a shortfall in anticipated postage expenditures caused by reduction in 2021 budget.

**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.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 11/23/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110 120	Co Roads, Maintenance of Roads Salaries - Over Time	D.3310 120	Co Roads, Traffic Control Salaries - Over Time	\$ 6,000.00

<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:

Cover increase in taping & painting of roads increase.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 11/23/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.3310 470	Co Roads, Traffic Control Contracts	D.5112 8330 280	Co Roads, County Roads, 2021 Guide Rail Improvement Project Projects	\$ 39,000.00

<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:

Transfer 2021 contracts funds to guiderail road project

**RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: SHERIFF

SIGNED: \_\_\_\_\_

DATE: November 22, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3150 110	Corrections Salaries - Regular	A.3150 120	Corrections Salaries - Overtime	\$400,000
A.3150 130	Corrections Salaries - Part Time	A.3110 130	Law Enforcement Salaries - Part Time	\$15,000
A.3150 810	Corrections Retirement	A.3110 130	Law Enforcement Salaries - Part Time	\$40,000
A.3150 830	Corrections Social Security	A.3110 130	Law Enforcement Salaries - Part Time	\$20,000
A.3150 831	Corrections Medicare Contribution	A.3110 130	Law Enforcement Salaries - Part Time	\$10,000
A.3020 130	911 Center Salaries - Part Time	A.3110 130	Law Enforcement Salaries - Part Time	\$5,000
A.3020 810	911 Center Retirement	A.3020 120	911 Center Salaries - Overtime	\$20,000
A.3020 830	911 Center Social Security	A.3020 120	911 Center Salaries - Overtime	\$4,500

Please state reason for transfers requested: To fund codes currently in deficit or projected to be in deficit prior to year-end.

**CONTINGENT FUND TRANSFER REQUESTS**

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

Please state reason for transfers requested:

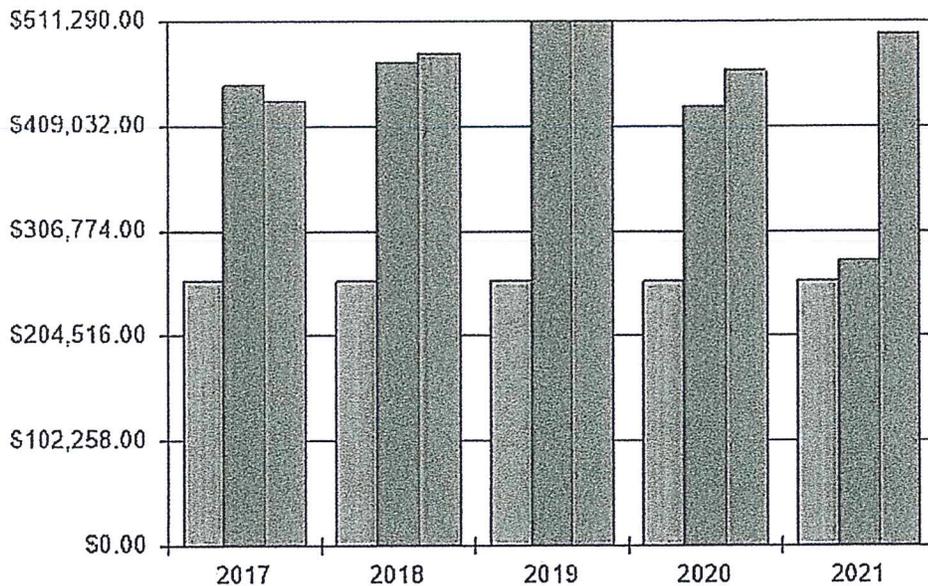
Please file original request with Clerk of the Board and retain copy for your records.

Chart By Account

**A.3110 120 (General.Sheriff's Law Enforcement Salaries - Overtime)**

Classification **Personal Services**

5 Year Trend Analysis by Account



☐ Adopted

☐ Amended

☐ Actual

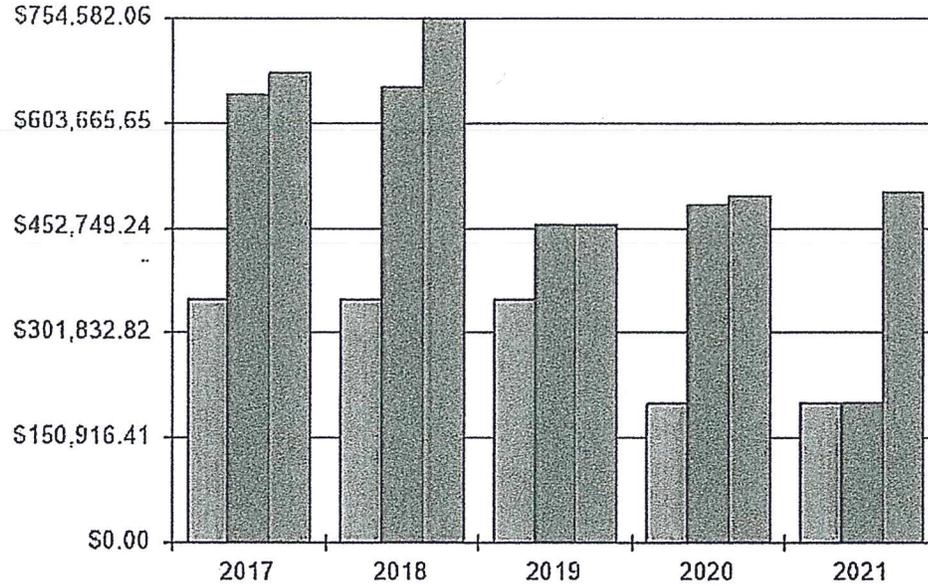
	2017	2018	2019	2020	2021
☐ Adopted	\$257,500.00	\$257,500.00	\$257,500.00	\$257,500.00	\$257,500.00
☐ Amended	\$448,944.15	\$469,814.10	\$511,290.00	\$427,900.00	\$278,500.00
☐ Actual	\$434,179.34	\$480,302.87	\$511,289.89	\$462,920.66	\$498,308.19

Chart By Account v

**A.3150 120 (General.Sheriff's Correction Division Salaries - Overtime)**

Classification **Personal Services**

5 Year Trend Analysis by Account



Adopted

Amended

Actual

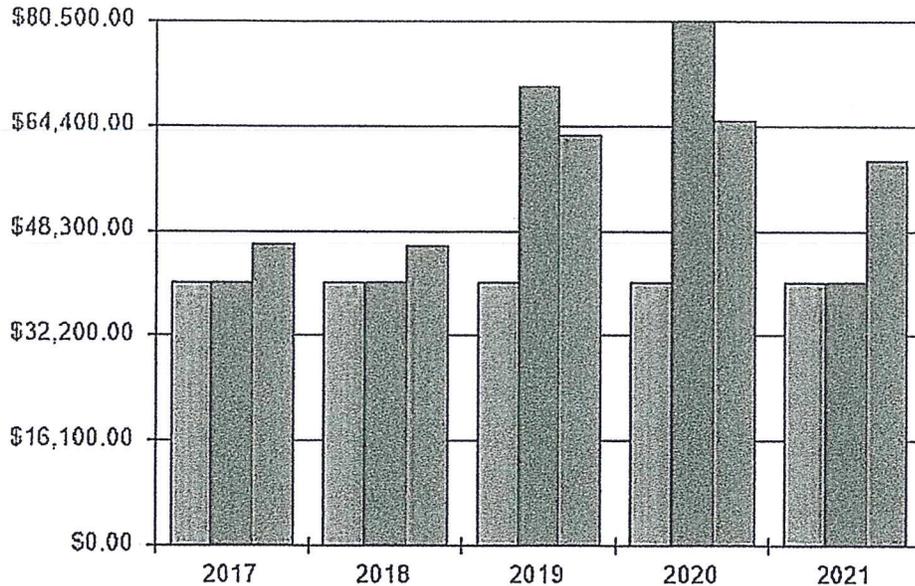
	2017	2018	2019	2020	2021
<input type="checkbox"/> Adopted	\$350,000.00	\$350,000.00	\$350,000.00	\$200,000.00	\$200,000.00
<input type="checkbox"/> Amended	\$645,000.00	\$655,000.00	\$456,642.00	\$485,000.00	\$200,000.00
<input type="checkbox"/> Actual	\$675,202.83	\$754,582.06	\$456,641.59	\$500,001.11	\$503,987.08

Chart By Account v

**A.3020 120 (General.Sheriff's 911 Center Salaries - Overtime)**

Classification **Personal Services**

5 Year Trend Analysis by Account



☐ Adopted

☐ Amended

☐ Actual

	2017	2018	2019	2020	2021
☐ Adopted	\$40,500.00	\$40,500.00	\$40,500.00	\$40,500.00	\$40,500.00
☐ Amended	\$40,500.00	\$40,500.00	\$70,500.00	\$80,500.00	\$40,500.00
☐ Actual	\$46,311.66	\$46,087.69	\$62,964.92	\$65,183.88	\$59,175.10

Attachment #7

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Social Services

SIGNED:

DATE: 11/15/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 110	Salaries - Regular	A.6010 120	Salaries-Overtime	\$100,000
A.6010 110	Salaries - Regular	A.6010 130	Salaries - Part time	\$25,000
A.6010 850	Unemployment Insurance	A. 6010 855	Disability	\$6,000

Please state reason for transfers requested: To cover overtime and part time salaries & disability through year end.

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.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works - Solid Waste  
Name of Department

SIGNED: \_\_\_\_\_ DATE: 11/23/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1624 110	Health & Human Services Bldg Salaries - Regular	A.1628 110	Waste Management Containment Salaries - Regular	\$ 19,316.00
A.1624 120	Health & Human Services Bldg Salaries - Over time	A.1628 120	Waste Management Containment Salaries - Over time	\$ 366.00
A.1624 830	Health & Human Services Bldg Social Security	A.1628 830	Waste Management Containment Social Security	\$ 1,221.00
A.1624 831	Health & Human Services Bldg Medicare Contribution	A.1628 831	Waste Management Containment Medicare Contribution	\$ <b>1,154.00</b>
<b>A.1624 418</b>	<b>Health &amp; Human Services Bldg Insurance</b>	<b>A.1628 831</b>	<b>Waste Management Containment Medicare Contribution</b>	<b>\$ 1,700.00</b>
A.1624 810	Health & Human Services Bldg Retirement	A.1628 810	Waste Management Containment Retirement	\$ <u>1,800.00</u>
Total				\$ 25,557.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund	A.1628 470	Waste Management Containment Contracts	\$10,000.00

Please state reason for transfer request:

Funding for Solid Waste Recycling Coordinator, HHW coverage & Local Match of Public Education/Promotion/Outreach Grant

WARREN COUNTY  
Journal Report - October 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
10/8/2021	A.1011 410	Supplies	Transfer within Budget Code to A.1011 424		\$ 300.00
10/8/2021	A.1011 424	Postage	Transfer within Budget Code from A.1011 410	\$ 300.00	
Brd. of Election - Board of Elections					
10/15/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 470		\$ 3,160.11
10/15/2021	A.1450 470	Contract	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 3,160.11	
10/21/2021	A.1450 426	Subscriptions	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 38,994.04	
10/21/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 426		\$ 38,994.04
10/27/2021	A.1450 422	Repair/Maint-Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 220.50	
10/27/2021	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 422		\$ 220.50
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
10/4/2021	A.1165 260	Other Equipment	Budget Transfer outside of object code from A,1165 444 Trav/Ed/C	\$ 169.00	
10/4/2021	A.1165 444	Travel/Education/Conference	Budget Transfer outside of object code to A.1165 260 Other Equip		\$ 169.00
10/4/2021	A.1165 260	Other Equipment	Budget Transfer outside of object code from A,1165 444 Trav/Ed/C	\$ 493.14	
10/4/2021	A.1165 444	Travel/Education/Conference	Budget Transfer outside of object code to A.1165 260 Other Equip		\$ 493.14
10/4/2021	A.1165 424	Postage	Budget Transfer within object code from A.1165 440 Legal/Trans	\$ 1,000.00	
10/4/2021	A.1165 440	Legal/Transcript Fees	Budget Transfer within object code to A.1165 424 Postage		\$ 1,000.00
10/25/2021	A.1165 260	Other Equipment	Budget Transfer out of object code from A.1165 410 Supplies	\$ 237.00	
10/25/2021	A.1165 410	Supplies	Budget Transfer out of object code to A.1165 260 Equip Other		\$ 237.00
DPW_DPW Admin - DPW,DPW Administration					
10/13/2021	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 444		\$ 3.00
10/13/2021	A.1490 444	Travel/Education/Conference	Transfer Within Budget Code from A.1490 410	\$ 3.00	
10/14/2021	A.7110 410	Supplies	Transfer Within Budget Code from A.7110 413	\$ 1,800.00	
10/14/2021	A.7110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7110 410		\$ 1,800.00
10/14/2021	A.7110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7110 453		\$ 500.00

WARREN COUNTY  
Journal Report - October 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/14/2021	A.7110 453	Uniforms & Clothing	Transfer Within Budget Code from A.7110 413	\$ 500.00	
10/14/2021	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1620 415	\$ 1,800.00	
10/14/2021	A.1620 415	Electricity	Transfer Within Budget Code to A.1620 413		\$ 1,800.00
10/15/2021	A.1624 410	Supplies	Transfer Within Budget Code from A.1624 413	\$ 1,900.00	
10/15/2021	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1624 410		\$ 1,900.00
10/21/2021	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.5610 444		\$ 542.00
10/21/2021	A.5610 444	Travel/Education/Conference	Transfer Within Budget Code from A.5610 413	\$ 542.00	
10/22/2021	A.1625 415	Electricity	Transfer Within Budget Code from A.1625 470	\$ 1,000.00	
10/22/2021	A.1625 470	Contract	Transfer Within Budget Code to A.1625 415		\$ 1,000.00
10/25/2021	DM.5130 230	Automotive Equipment	Transfer Within Budget Code from DM.5130 260	\$ 3,100.00	
10/25/2021	DM.5130 260	Other Equipment	Transfer Within Budget Code to DM.5130 230		\$ 3,100.00
10/26/2021	A.1625 415	Electricity	Transfer Within Budget Code from A.1625 470	\$ 1,000.00	
10/26/2021	A.1625 470	Contract	Transfer Within Budget Code to A.1625 415		\$ 1,000.00
10/26/2021	A.1620 810	Retirement	Transfer Within Budget Code to A.1620 860		\$ 3,600.00
10/26/2021	A.1620 860	Hospitalization	Transfer Within Budget Code from A.1620 810	\$ 3,600.00	
10/29/2021	A.1610 410	Supplies	Transfer Within Budget Code to A.1610 444		\$ 50.00
10/29/2021	A.1610 444	Travel/Education/Conference	Transfer Within Budget Code from A.1610 410	\$ 50.00	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
10/19/2021	40.6293.0300 433	Training-Client	Object Code Change to 40.6293.0300 470		\$ 200.00
10/19/2021	40.6293.0300 470	Contract	Object Code Change from 40.6293.0300 433	\$ 200.00	
10/19/2021	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 470		\$ 150.00
10/19/2021	40.6293.0305 470	Contract	Object Code Change from 40.6293.0305 433	\$ 150.00	
10/19/2021	40.6293.0313 410	Supplies	Object Code Change to 40.6293.0313 470		\$ 50.00
10/19/2021	40.6293.0313 470	Contract	Object Code Change from 40.6293.0313 410	\$ 50.00	
Infotech - Information Technology					
10/28/2021	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 410	\$ 700.00	

WARREN COUNTY  
Journal Report - October 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/28/2021	A.1680 410	Supplies	Budget Transfer out of Object Code to A.1680 220	\$	700.00
Legal Def-Indgnt - Legal Defense - Indigents					
10/7/2021	A.1170 410	Supplies	From A. 1170 440 to A. 1170 410	\$ 400.00	
10/7/2021	A.1170 440	Legal/Transcript Fees	From A. 1170 440 to A. 1170 410		\$ 400.00
OFA - Office for the Aging					
10/5/2021	A.6772 436	Advertising Fees	Within object code transfer from A.6772.444	\$ 1,200.00	
10/5/2021	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.436		\$ 1,200.00
Office of EMS - Office of Emergency Services					
10/1/2021	A.4022 416	Oil & Gas-Heating	Budget transfer within object code from A.4022 422	\$ 16.99	
10/1/2021	A.4022 422	Repair/Maint-Equipment	Budget transfer within object code to A.4022 416		\$ 16.99
10/14/2021	A.3642 441	Auto-Supplies & Repair	Budget transfer within object code to A.3642 470		\$ 128.20
10/14/2021	A.3642 470	Contract	Budget transfer within object code from A.3642 441	\$ 128.20	
Planning_Planning - Planning,Planning					
10/19/2021	A.8029 436	Advertising Fees	budget transfer within object code from A.8029 470	\$ 200.00	
10/19/2021	A.8029 470	Contract	budget transfer within object code to A.8029 436		\$ 200.00
10/20/2021	A.8022 424	Postage	budget transfer within object code from A.8022 444	\$ 25.00	
10/20/2021	A.8022 444	Travel/Education/Conference	budget transfer within object code to A.8022 424		\$ 25.00
Probation_Probation - Probation,Probation					
10/5/2021	A.3140 453	Uniforms & Clothing	Budget Transfers Within Object Code from A.3140.470	\$ 800.00	
10/5/2021	A.3140 470	Contract	Budget Transfers Within Object Code to A.3140.453		\$ 800.00
10/13/2021	A.3140 410	Supplies	Budget Transfer Within Object Code From A.3140.470	\$ 1,000.00	
10/13/2021	A.3140 470	Contract	Budget Transfer Within Object Code to A.3140.410		\$ 1,000.00

**WARREN COUNTY**  
**Journal Report - October 2021**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Public Defender - Public Defender					
10/12/2021	A.1171 424	Postage	In Code Transfer 470 to 424	\$ 1,500.00	
10/12/2021	A.1171 470	Contract	In Code Transfer 470 to 424		\$ 1,500.00
10/28/2021	A.1171 411	Rent-Building/Property	In Code Transfer 427 to 411	\$ 2,600.00	
10/28/2021	A.1171 427	Memberships & Dues	In Code Transfer 427 to 411		\$ 2,600.00
Public Health_Health Services - Public Health,Health Services					
10/13/2021	A.4018.0030 435	Medical Fees	Budget Transfer Dis to Gas A40180030442 from .435		\$ 300.00
10/13/2021	A.4018.0030 442	Automotive - Gas & Oil	Budget Transfer Dis to Gas A40180030442 from .435	\$ 300.00	
10/14/2021	A.4018.0030 220	Office Equipment	Out of budget transfer Fax to A4018.0030.220 fm .435	\$ 300.00	
10/14/2021	A.4018.0030 435	Medical Fees	Out of budget transfer Fax to A4018.0030.220 fm .435		\$ 300.00
10/15/2021	A.4018.0030 410	Supplies	Budget Transfer supplies Disease-to A40180030410 fm 423	\$ 300.00	
10/15/2021	A.4018.0030 423	Telephone	Budget Transfer supplies Disease-to A40180030410 fm 423		\$ 300.00
10/15/2021	A.4018.0030 410	Supplies	Budget transfer Dis Prog to A4018.0030.444		\$ 54.00
10/15/2021	A.4018.0030 444	Travel/Education/Conference	Budget transfer Dis Prog fromA4018.0030.410	\$ 54.00	
10/25/2021	A.4018 410	Supplies	Budget Transfer Prev to A4018.410 from A4018.444	\$ 500.00	
10/25/2021	A.4018 444	Travel/Education/Conference	Budget Transfer Prev to A4018.410 from A4018.444		\$ 500.00
10/26/2021	A.4010 410	Supplies	Budget Transfer Supplies CHHA To A4010.410 from A4010.470	\$ 5,000.00	
10/26/2021	A.4010 470	Contract	Budget Transfer Supplies CHHA To A4010.410 from A4010.470		\$ 5,000.00
10/29/2021	A.4194 260	Other Equipment	Out of Budget code SCHOOL transfer to A4194 424 435 470 fm 260		\$ 126,000.00
10/29/2021	A.4194 424	Postage	Out of Budget code SCHOOL transfer to A4194 424 435 470 fm 260	\$ 6,000.00	
10/29/2021	A.4194 435	Medical Fees	Out of Budget code SCHOOL transfer to A4194 424 435 470 fm 260	\$ 50,000.00	
10/29/2021	A.4194 470	Contract	Out of budget SCHOOL code to A.4018.424 435 470 fm 260	\$ 70,000.00	
Residential Hall - Countryside Adult Home					
10/13/2021	A.6030 437	Consulting Fees	Budget Transfer from A.6030 437 to A.6030 441		\$ 500.00
10/13/2021	A.6030 441	Auto-Supplies & Repair	Budget Transfer to A.6030 441 from A.6030 437	\$ 500.00	
10/18/2021	A.6030 417	Water/Sewer/Taxes	Budget Transfer to A. 6030 417 from A. 6030 445	\$ 420.00	

WARREN COUNTY  
Journal Report - October 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/18/2021	A.6030 445	Foods	Budget Transfer from A. 6030 445 to A. 6030 417		\$ 420.00
10/20/2021	A.6030 426	Subscriptions	Budget Transfer to A.6030. 426 from A.6030 445	\$ 75.00	
10/20/2021	A.6030 445	Foods	Budget Transfer from A.6030 445 to A.6030 426		\$ 75.00
10/22/2021	A.6030 445	Foods	Budget Transfer from A.6030 445 to A.6030 451		\$ 5,000.00
10/22/2021	A.6030 451	Medical Supply Expense	Budget Transfer to A.6030 451 from A.6030 445	\$ 5,000.00	
10/25/2021	A.6030 423	Telephone	Budget Transfer to A.6030 423 from A.6030 445	\$ 500.00	
10/25/2021	A.6030 445	Foods	Budget Transfer from A.6030 445 to A.6030 423		\$ 500.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
10/1/2021	A.3110 210	Furniture/Furnishings	Budget Transfer out of object code TO A.3150 410		\$ 2,000.00
10/1/2021	A.3150 410	Supplies	Budget Transfer out of object code FROM A.3110 210	\$ 2,000.00	
10/4/2021	A.3110 441	Auto-Supplies & Repair	Budget Transfer within object code TO A.3110 455		\$ 385.90
10/4/2021	A.3110 455	Safety Equipment	Budget Transfer within object code to A.3110 441	\$ 385.90	
10/12/2021	A.3110 424	Postage	Budget Transfer within object code FROM A.3110 426	\$ 196.88	
10/12/2021	A.3110 426	Subscriptions	Budget Transfer within object code TO A.3110 424		\$ 196.88
10/18/2021	A.3110 230	Automotive Equipment	Budget Transfer out of object code FROM A.3110 441	\$ 766.00	
10/18/2021	A.3110 441	Auto-Supplies & Repair	Budget Transfer out of object code TO A.3110 230		\$ 766.00
10/27/2021	A.3110 441	Auto-Supplies & Repair	Budget Transfer out of object code TO A.3150 230		\$ 4,366.87
10/27/2021	A.3150 230	Automotive Equipment	Budget Transfer out of object code from A.3110 441	\$ 4,366.87	
10/27/2021	A.3150 210	Furniture/Furnishings	Budget Transfer out of object code to A.3150 410		\$ 4,000.00
10/27/2021	A.3150 410	Supplies	Budget Transfer out of object code from A.3150 210	\$ 4,000.00	
Social Services - Social Services					
10/14/2021	A.6010 444	Travel/Education/Conference	Budget Transfer within object code from A.6010 470	\$ 2,000.00	
10/14/2021	A.6010 470	Contract	Budget Transfer within object code to A.6010 444		\$ 2,000.00
10/14/2021	A.6010 435	Medical Fees	Budget Transfer within object code from A.6010 470	\$ 150.00	
10/14/2021	A.6010 470	Contract	Budget Transfer within object code to A.6010 435		\$ 150.00
10/22/2021	A.6010 210	Furniture/Furnishings	Budget Transfer out of object code from A.6010 470	\$ 1,000.00	

**WARREN COUNTY**  
**Journal Report - October 2021**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
10/22/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 210		\$ 1,000.00
10/28/2021	A.6010 210	Furniture/Furnishings	Budget Transfer out of object code from A.6010 470	\$ 300.00	
10/28/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 210		\$ 300.00
10/28/2021	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 470	\$ 1,800.00	
10/28/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 220		\$ 1,800.00
10/29/2021	A.6010 210	Furniture/Furnishings	Budget Transfer out of object code from A.6010 470	\$ 350.00	
10/29/2021	A.6010 470	Contract	Budget Transfer out of object code to A.6010 210		\$ 350.00
10/29/2021	A.6010 444	Travel/Education/Conference	Budget Transfer within object code from A.6010 470	\$ 200.00	
10/29/2021	A.6010 470	Contract	Budget Transfer within object code to A.6010 444		\$ 200.00
Tourism - Tourism					
10/1/2021	A.6417.0001 410	Supplies	Transfer from A.6417.0001 424	\$ 1,000.00	
10/1/2021	A.6417.0001 424	Postage	Transfer to A.6417.0001 410		\$ 1,000.00
10/13/2021	A.6417.0001 424	Postage	Transfer to A. 6417.0001 428		\$ 140.80
10/13/2021	A.6417.0001 428	Data Processing & Internet Fees	Transfer from A.6417.0001 424	\$ 140.80	
Weights & Meas - Weights & Measures					
10/14/2021	A.6610 423	Telephone	Budget Transfer within object code from A.6610.441	\$ 100.00	
10/14/2021	A.6610 441	Auto-Supplies & Repair	Budget Transfer within object code to A.6610.423		\$ 100.00

## *RESOLUTION REQUEST FORM NO. 4*

### *Request for Extending, Rescinding or Amending Existing Contract*

**DEPARTMENT NAME: County Administrator**

**DATE: 12/02/2022**

- (a) Purpose of Contract Change: **To extend current contract with Nw York State Industries for the Disabled, Inc. for mail services to include 30 day termination clause.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **495/2020**
- (c) Name of Contractor: **New York State Industries for the Disabled, Inc.**
- (d) Address of Contractor: **11 Columbia Circle Drive, Albany, NY 12203**
- (e) Contractor's Contact Person and Telephone Number: **Meredith Hartman  
(518)694-0294**
- (f) Commencement Date of Extension: **01/01/2022**
- (g) Termination Date of Extension: **12/31/2022**
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **See quote sheet**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: various departmental budget codes**

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

\*as listed in budget and LOGOS



# Request for Price Concurrence

Date Sent:	<u>November 29, 2021</u>	PLEASE UPDATE INFORMATION IF NEEDED
Contracting Agency:	<u>Warren County</u>	
Customer Contact:	<u>Tammie DeLorenzo</u>	
Job Title:	_____	
Street Address:	<u>1340 State Route 9</u>	
City, State Zip:	<u>Lake George, NY 12845</u>	
Phone: <u>(518) 761-7655</u>	Fax# _____	

Member Agency:	<u>Center for Disability Services</u>
Service	<u>Mail Fulfillment</u>
Location:	<u>CFDS: 73 Karner Road Albany NY</u>
	Mail Handling - metering, presorting, and delivery to USPS of approx. 25,000 envelopes @ \$0.07/envelope (\$1,750.00) Courier Services - 250 days @ \$7.00/day (\$1,750.00) Printing Services Black only on 8.5 x11 bond - Approx. 25,000 pages @ \$0.05/side (\$1,250.00) Printing Services Color on 8.5 x11 bond - Approx. 25,000 pages @ \$0.07/side (\$1,750.00) Folding, Inserting, Sealing, Metering, delivery to USPS - Approx. 25,000 envelopes @ \$0.13/envelope (\$3,250.00)
Proposed Price:	_____
If a Renewal, Current Contract #	<u>Resolution No. 495 of 2020</u>
Proposed Term:	<u>1/1/2022-12/31/2022</u>

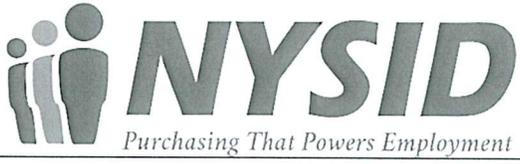
**This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested, a cost analysis can be provided for your review documenting proposed cost of service.**

**Please Note: All contracts with NYS Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules. All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule.**

Contract Notes: \_\_\_\_\_

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.	E-mail: <u>SHairston@nysid.org</u>
ATTN: <u>Hairston, Shalena</u>	Phone: <u>518-463-9706</u>
<u>11 Columbia Circle Drive</u>	Ext.: _____
<u>Albany, NY 12203-5156</u>	Fax: _____
NYSID Account Representative	Authorized Signature: _____
<u>Hartman, Meredith</u>	Printed Name: _____
	Job Title: _____
	Date: _____



## Request for Price Concurrence

---

See attached documents in lieu of signed form

SERVICE PROVIDER AGREEMENT

THIS AGREEMENT (the "Agreement"), is made by and between the COUNTY OF WARREN ("County"), a municipal corporation of the State of New York, having a principal place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, and NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. ("Provider"), 11 Columbia Circle Drive, Albany, New York 12203. The County and the Provider are referred to herein individually as a "Party" and collectively as the "Parties."

1. Scope of Services:
  - a. The Provider shall provide mail pick-up, sorting and metered postage services for all outgoing mail at the Warren County Municipal Center on a daily basis, Monday through Friday with the exception of Tourism pre-sorted mailings, which the County shall continue to handle internally.
  - b. The County shall reserve the right to handle UPS package mail.
  - c. Mail pick-up by the Provider shall be at 1:50 pm daily, except on weekends and holidays (which there will be no pick-up) at the Municipal Center Mail Docking Area, except this location may be changed by the County to another location at the Municipal Center should there be a County need to do so.
  - d. Warren County holidays and weekends shall be excluded from pick-up schedule. A list of holiday dates will be provided to Provider in December for the following calendar year.
  - e. Provider shall prepare the entire applicable mail delivery received from Warren County for automated sorting. Provider shall, on the same day and pick-ups, sort said mail pieces and apply postage (including any discount postage wherever applicable), and deposit to a United States Post Office the same day as pick-up.
  - f. Provider shall provide a detailed sort count, itemized by Warren County Department, with EACH billing. Such itemization shall provide sufficient detail to enable Warren County Departments to audit each billing for accuracy, including the derivation of discounted postage charged in addition to handling fees. In the event such billings are disputed, payment shall not be rendered to the Provider before the resolution of such dispute.
  - g. Provider shall provide an overview of all current discounted postage rates in effect for all mail processed under this Agreement. Provider shall notify the Warren County Administrator's Office in writing of all changes to said

discounted postage rates no later than seven (7) days following notification of the same to the Provider by the United States Postal Service.

- h. Provider shall be responsible Monday through Friday for safe and timely delivery of all mail pieces received from Warren County to a United States Post Office. Provider is not responsible for the accuracy of any lists/addresses not supplied by the Provider.

2. In consideration of the services to be provided by the Provider, the County shall pay the Provider in accordance with the attached Schedule "A." The County shall not be liable to the Provider for any additional work or other services and/or expenses unless otherwise agreed to in writing by the County and signed by the Chairman of the Board of Supervisors. The County shall make payments within thirty (30) days after the services have been completed and an invoice, meeting the requirements in Schedule "A" has been received.

3. Relationship of the Parties:

- a. The relationship of the Provider to the County, individually, arising out of this Agreement shall be that of an independent contractor. The Provider, in accordance with its status as independent contractor, covenants and agrees that it will conduct itself in a manner consistent with such status, that neither Provider, nor any member thereof, or person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent will hold himself out as, or claim to be, an officer or employee of the County by reason hereof, and that it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the County including, but not limited to, workers' compensation coverage, disability coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
- b. All personnel of the Provider shall be within the employ of Provider, which alone shall be responsible for their work, direction and compensation. Nothing in this Agreement shall impose any liability or duty on the County on account of any acts, omissions, liabilities or obligations of the Provider or any person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent, or for taxes of any nature, including, but not limited to, unemployment insurance, disability coverage, and workers' compensation, and Provider hereby agrees to indemnify and hold individually harmless the County against any such liabilities.

4. The following documents are now in existence and shall be deemed a part of this Agreement and are incorporated by reference as though fully set forth in their entirety: this Agreement; Schedule "A;" proof of required insurance as noted in paragraph 8; and Warren County Resolution No. 495 of 2020. These documents are attached to this Agreement. In the event that conflicts are found to exist among the documents, this Agreement shall govern.

5. The Provider represents that he has complied with all federal and state laws regarding any applicable licenses that may be required to carry out the work to be performed under this Agreement.

6. The Provider shall be responsible for all damages, whether for bodily injury, life or property to the extent caused the acts, errors or omissions of the Provider, its officers, directors, agents, servants or employees or anyone for whom the Provider is legally bound, in connection with its service under this Agreement.

To the fullest extent permitted by law, the Provider shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs of defense, by reason of the liability imposed by law or otherwise upon Warren County, its Board, officers, employees and volunteers for damages because of bodily injuries, including death, at any time resulting therefrom, sustained by any person or persons, including the Provider's employees, or on account of damages to property including loss of use thereof, arising directly or indirectly from the performance of the Provider's work or from any of the acts or omissions on the part of the Provider, its employees, agents, representatives, materialmen, suppliers, and/or subcontractors. If such indemnity is made void or otherwise impaired by any law controlling the construction thereof, such indemnity shall be deemed to conform to the indemnity permitted by law, so as to require indemnification, in whole or in part, to the fullest extent permitted by law.

The Provider shall, upon the County's demand promptly and diligently defend at Provider's sole risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against the County to provide defense under this paragraph and the Provider shall pay and satisfy any judgment decree loss or settlement in connection therewith.

The Provider shall, and shall cause the Provider's officers, employees and agents to cooperate with the County in connection with the investigation defense or prosecution of any action, suit or proceeding related to the subject matter of this Agreement.

The Provider shall strictly observe and comply with all safety laws, rules, and regulations (including but not limited to the Federal Occupational Safety and Health Act, the New York Labor Law, and all regulations promulgated pursuant to such laws) and to provide such protection as necessary to protect its workers and the workers of other contractors. In the event that additional safety measures are required, Provider agrees that it will install or procure such additional safety measures at its sole expense. To the fullest extent permitted by law, the Provider shall hold harmless, indemnify and defend Warren County, its Board, officers, employees and volunteers against all losses, claims, fines, or expenses, including but not limited to attorney's fees, resulting from the enforcement of these laws and for related acts of its officers, employees, subcontractors, suppliers, and materialmen.

7. Any type of discrimination and harassment is against Warren County policy and is unlawful. The Provider acknowledges and agrees that they have read the entirety of the Warren County Policy Against Discrimination and Harassment, a copy of which can be found online at

<https://warrencountyny.gov/hr/forms.php> under the link labeled Discrimination and Harassment. The Warren County Sexual Harassment Policy applies to all personnel in a contractual or other business relationship with the County. This Agreement incorporates the entire policy as a material term of this Agreement. The Provider shall follow the policy in its entirety. If a complaint does arise, the Provider is to notify Warren County promptly. To the fullest extent permitted by law, the Provider shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs to defense, resulting from the Provider and/or agent's breach of this policy.

8. The Provider shall carry General Liability coverage in the amounts of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate and with respect to the Provider and any of its employees or agents. The Provider shall name the County, its Board, officers and employees as an additional insured on a primary, non-contributory basis to the Provider's General Liability policy. The Provider is also required to carry Automobile Liability of at least One Million Dollars (\$1,000,000), Workers' Compensation and Disability Insurance. All coverage must be issued by an insurance company authorized to do business in New York State and maintaining an A.M. Best rating of A- or better.

9. The Provider shall furnish to the County Certificate(s) of Insurance evidencing coverage and extensions stipulated in paragraph number 8 before service from the Provider begins. The failure of the Provider to provide such Certificate of Insurance shall not be deemed a waiver by the County of the Provider's obligation to provide same insurance coverage. In addition and in the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the County of any such Certificate of Insurance shall not be deemed a satisfaction of the requirement that the Provider provide insurance coverage as noted anywhere in this Agreement.

10. The Provider, its employees, agents or servants agree not to disclose any data, facts or information concerning services performed under this Agreement or obtained while performing such services, except as authorized by the Department, in writing, or as may be required by law.

11. This Agreement shall commence January 1, 2021 and terminate December 31, 2021. The failure of either Party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. Either Party may terminate this Agreement with or without cause at any time or for convenience upon thirty (30) days written notice to the other Party.

13. Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the Party or by mail or overnight delivery to the Party's address stated above.

14. This Agreement shall be deemed executory only to the extent of moneys available to the County for the performance of the terms hereof and no liability on account thereof shall be incurred by the County beyond moneys available to or appropriated by the County for the purpose of the Agreement and, if applicable, that this Agreement shall automatically terminate upon the

termination of State or Federal funding available for such Agreement purpose.

15. The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the County's option to withhold, for the purposes of set-off, any moneys due to the Provider under this Agreement, any past agreements or any other agreement with the County even if commencing prior to the term of this Agreement.

16. All Parties agree that they have read and reviewed the attached Resolution, know and understand its contents. If the resolution incorporates a provision(s) limiting the payment amount of a contract, all Parties acknowledge that the County of Warren will not be held liable for payment above that amount.

17. This is the entire Agreement of the Parties and cannot be changed or modified except by mutual written agreement and signed by the Chairman of the Board of Supervisors. If any part of this Agreement shall be held unenforceable, the rest of this Agreement will nevertheless remain in full force and effect.

18. This Agreement may not be assigned, in whole or in part, by the Provider without prior approval by the County in writing and signed by the Chairman of the Board of Supervisors. Consent shall not limit County's right to enforce this provision on assigned Parties.

19. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.

20. Any dispute under this Agreement or related to this Agreement shall be decided in accordance with the laws of the State of New York and brought exclusively before the United States District Court for the Northern District of New York or the appropriate State court located within the County of Warren.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective Parties.

Approved as to Form:

*W. L. Terilli*  
Warren County Attorney, *APPOINT.*

COUNTY OF WARREN

By: *Rachel Seeber*  
RACHEL SEEBER, CHAIRWOMAN  
Board of Supervisors

Date: 1/16/21

NEW YORK STATE INDUSTRIES  
FOR THE DISABLED, INC.

By: *Meredith Hartman*  
Title Vice President Contract Administration

Date: 1-29-2021

# SCHEDULE "A"



**CORPORATE OFFICES**  
 11 Columbia Circle Drive, Albany, NY 12203  
 Phone: (518) 463-9706 Fax: (518) 463-9708

**NEW YORK CITY SALES OFFICE**  
 352 Seventh Avenue, Suite 201, New York, NY 10001  
 Phone: (212) 889-6618 Fax: (212) 545-1316

November 30, 2020

Ryan R. Moore  
 County Administrator  
 Warren County Administrator's Office  
 1340 State Route 9  
 Lake George, New York 12845

RE: NYSID Proposal 2020- Mail Fulfillment Services

Mr. Moore,

Thank you allowing NYSID the opportunity to provide Warren County with the attached proposal for mail fulfillment services on behalf of our member agency Center for Disability Services.

NYSID is the NYS approved Preferred Source Facilitating entity and Mail Fulfillment services are on the NYS OGS list of approved preferred source offerings.

This letter is to officially notify you that New York State Industries for the Disabled, Inc. is interested in providing the above referenced service as a preferred source. This action is under authority of Article XI, Section 162 of State Finance Law.

The following is our proposed pricing, which is also included on the attached proposal document:

**Warren County Mail Fulfillment**

Scope:

This proposal summarizes mail fulfillment options for Warren County to be provided by the CFDS. The CFDS can provide a hybrid of any service type to meet the needs of the County. The CFDS will provide detailed reporting as directed by the County in order to meet administrative needs.

Price Schedule:

<u>Notice Type</u>	<u>ESTIMATED Quantity</u>	<u>Unit price</u>	<u>Total</u>
Mail Handling - metering, presorting, and delivery to USPS	25,000 env.	\$ 07/env	\$ 1,750.00
Courier Services	250 Days	\$ 7.00/day	\$1,750.00
Printing Services Black only on 8.5x11 bond	25,000 pages	\$.04/side	\$1,000.00
Printing Services Color on 8.5x11 bond	25,000 pages	\$.04/side	\$1,000
Folding, Inserting, Sealing, Metering, delivery to USPS	25,000 env	\$ .13/env	\$3,250.00

If you have any questions regarding this information or about preferred source, please do not hesitate to give me a call at (518) 694-0294.

Sincerely,

*Meredith Hartman*

Meredith Hartman  
 Vice President – Contract Administration



NYSINC-01

KBALDWIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/9/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rose & Kiernan, Inc. 99 Troy Road East Greenbush, NY 12061		CONTACT NAME: PHONE (A/C, No, Ext): (518) 244-4245		FAX (A/C, No): (518) 244-4262	
INSURED NYSID 11 Columbia Circle Drive Albany, NY 12203		INSURER(S) AFFORDING COVERAGE			
		INSURER A: Selective Insurance Co. of SC		NAIC # 19259	
		INSURER B: Memic Indemnity Company		11030	
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			S 2334834	4/25/2020	4/25/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			S 2334834	4/25/2020	4/25/2021	COMBINED SINGLE LIMIT (Ea. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			S 2334834	4/25/2020	4/25/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			3102802506	1/1/2020	1/1/2021	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Crime			S 2334834	4/25/2020	4/25/2021	Employee Dishonesty 750,000
A	Professional Liabili			S 2334834	4/25/2020	4/25/2021	Professional Liabili 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Full Named Insured: New York State Industries for the Disabled, Inc.  
 Network Security, Privacy and Media Liability - Endurance Assurance Corporation Policy# PRO10013142802 Effective 04/25/20 Expires 4/25/21 - \$1,000,000 limit, \$10,000 retention.

General Liability provides blanket additional insured's, blanket Primary and Non-contributory wording and a Blanket Waiver of Subrogation per the following forms: CG2010A 7/04, CG2037A, 07/04, CG7300NY 1/19, CG7310NY, CG7988NY 1/19. Auto Liability provides Blanket Additional Insured's and a Blanket Waiver of Subrogation per form CA7822NY 1/16. Umbrella Liability is follow form and includes drop down per CXL4 4/03, Blanket Waiver of Subrogation per SEE ATTACHED ACORD 101

CERTIFICATE HOLDER Warren County 1340 State Route 9 Lake George, NY 12845	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

AGENCY CUSTOMER ID: NYSIINC-01

KBALDWIN

LOC #: 1 \_\_\_\_\_



**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY Rose & Kiernan, Inc.		NAMED INSURED NYSID 11 Columbia Circle Drive Albany, NY 12203	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:  
form CXL456NY 5/17.

Workers Compensation: Blanket waiver of subrogation as per form WC000313 4/84. All forms require written contract.

Warren County, its Board, officers and employees are named as additional insured on a primary, non-contributory basis with regards to General Liability.





Workers'  
Compensation  
Board

CERTIFICATE OF  
NYS WORKERS' COMPENSATION INSURANCE  
COVERAGE

<p>1a. Legal Name &amp; Address of Insured (use street address only)</p> <p>NYSID, Inc. 11 Columbia Circle Dr. Albany, NY 12203</p> <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured</p> <p>(518) 694-0247</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number or Social Security Number</p> <p>13-2841179</p>
<p>2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p> <p>Warren County</p> <p>1340 State Route 9</p> <p>Lake George, NY 12845</p>	<p>3a. Name of Insurance Carrier</p> <p>Memlc Indemnity Company</p> <p>3b. Policy Number of Entity Listed in Box "1a"</p> <p>3102802506</p> <p>3c. Policy effective period</p> <p>1/1/2021 to 1/1/2022</p> <p>3d. The Proprietor, Partners or Executive Officers are</p> <p><input checked="" type="checkbox"/> included. (Only check box if all partners/officers included)</p> <p><input type="checkbox"/> all excluded or certain partners/officers excluded</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New/ York (NY) must be listed under **Item 3A** on the INFORMATION PAGE of the workers' compensation insurance policy). The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

**Please Note:** Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved By: Kelly J. Baldwin, AAI  
(Print name of authorized representative or licensed agent of insurance carrier)

Approved By: *Kelly Baldwin* 1/14/21  
(Signature) (Date)

Title: Client Manager

Telephone Number of authorized representative or licensed agent of insurance carrier:

**Please Note:** Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are **NOT** authorized to issue it.

## Workers' Compensation Law

### Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.



Workers' Compensation Board

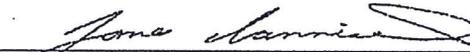
**CERTIFICATE OF INSURANCE COVERAGE  
DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW**

**PART 1. To be completed by Disability and Paid Family Leave Benefits Carrier or Licensed Insurance Agent of that Carrier**

<p>1a. Legal Name &amp; Address of Insured (use street address only) NYS Industries For The Disabled, Inc. 11 Columbia Circle Drive Albany, NY 12203</p> <p><i>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)</i></p>	<p>1b. Business Telephone Number of Insured 800-221-5994</p> <p>1c. Federal Employer Identification Number of Insured or Social Security Number 132841179</p>
<p>2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)  Warren County 1340 State Route 9 Lake George, NY 12845</p>	<p>3a. Name of Insurance Carrier Arch Insurance Company</p> <p>3b. Policy Number of Entity Listed in Box "1a" 11DBL8094000</p> <p>3c. Policy effective period 1/1/2021 to 12/31/2021</p>

4. Policy provides the following benefits:
- A. Both disability and paid family leave benefits.
  - B. Disability benefits only.
  - C. Paid family leave benefits only.
5. Policy covers:
- A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
  - B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 12/9/2020 By   
(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 201-743-3937 Name and Title James Iannicelli, AVP Accident & Health

**IMPORTANT:** If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.

**PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4C or 5B of Part 1 has been checked)**

**State of New York  
Workers' Compensation Board**

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law with respect to all of his/her employees.

Date Signed \_\_\_\_\_ By \_\_\_\_\_  
(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number \_\_\_\_\_ Name and Title \_\_\_\_\_

*Please Note: Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.*



# Warren County Board of Supervisors

## RESOLUTION NO. 495 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

**AUTHORIZING AGREEMENT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. TO PROVIDE MAIL FULFILLMENT SERVICES FOR WARREN COUNTY**

RESOLVED, that Warren County enter into an agreement with New York State Industries for the Disabled, Inc., 11 Columbia Circle Drive, Albany, New York 12203, to provide mail fulfillment services for Warren County, for a term commencing January 1, 2021 and terminating December 31, 2021, for the following payment of services as outlined below:

Notice Type	Unit Price
Mail Handling - metering, pre-sorting and delivery to USPS	\$.07/envelope
Courier Services	\$7.00/day
Printing Services Black Only on 8.5 x 11 bond	\$.04/side
Printing Services Color on 8.5 x 11 bond	\$.04/side
Folding, inserting, sealing, metering, delivery to USPS	\$.13/envelope

and be it further,

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board of Supervisors to execute an agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various Departmental budget codes.

## Mail Service Cost Benefit Analysis

Month	Piece Count
Jan-21	11,614
Feb-21	10,970
Mar-21	11,078
Apr-21	12,677
May-21	9,651
Jun-21	12,002
Total	67,992
Annualized	<b>135,984</b>

### NYSID

USPS 1st Class	0.58
Reduced rate (PreSort)	0.485
Savings	0.095

Annualized Postage Savings \$ 12,918.48

Handling per item	0.07
Annualized handling estimate	\$ 9,518.88
Courier (\$7 per day)	\$ 1,810.00

Total Costs \$ 11,328.88

Net Savings (Cost) \$ **1,589.60**

### Pitney Bowes

USPS 1st Class	0.58
Reduced rate (Metered)	0.53
Savings	0.05

Annualized Postage Savings \$ 6,799.20

PB Machine Rental \$ 6,540.00 (\$420/month 1st 12 months, \$545 thereafter)

Net Savings (Cost) \$ **259.20**

## Connie - Cost Estimate

Hours per day to Courier		1.5
Per Hour	\$	20.32
Days		250
	\$	7,620.00

---

---

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME:** County Administrator

**DATE:** 12/02/2021

- (a) Purpose of Request: **Adopt revised Credit Card Policy**
- (b) Details: **Revise Warren County Credit Card Policy Schedule "A" to include credit cards with a \$1,000 monthly limit to be issued in the names of the Public Defender and Director of Information Technology for General use purposes.**
- (c) Previous Resolution Number: **346/2021**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

**COUNTY OF WARREN  
CREDIT CARD POLICY**

**I. OVERVIEW AND PURPOSE**

**A. Overview.**

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

**B. Purpose.**

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

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

**II. ADMINISTRATION OF THE COUNTY’S RELATIONSHIP WITH THE BANK ISSUING THE CREDIT CARD**

**A. Obtaining Credit Cards and Ghost cards**

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

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

**B. Contact With Card Issuer Representatives.**

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

**C. Online Management of Credit Cards.**

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

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

**A. Authorized Users**

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

**B. Authorized Purchases**

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

**C. Rules of Use**

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

1. The goods or services must be budgeted and legally allowable.
2. The total value of a transaction shall not exceed a Cardholders card limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the card limit.
3. Spending limits for the month must be adhered to.
4. Credit and/or ghost card users must inform the merchant that the purchase is tax exempt and provide tax exempt form as necessary.

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

**D. Unauthorized Credit or ghost Card Use**

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

**E. Cardholder Record Keeping**

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

**F. Review of Monthly Statement**

1. At the end of each billing cycle, the Cardholder or staff member designated in writing or by email shall receive his/her monthly statement of account that will list the transactions to the Cardholders credit card for that period.
2. The Cardholder or staff member designated in writing or by email shall check each transaction listed on the monthly statement against the authorizations to verify that the statement is correct. If an item is returned and a credit voucher received, the Cardholder or designee shall verify that this credit is reflected on the monthly statement.

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

#### **G. Cardholder Security**

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

#### **H. Cardholder Separation**

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

#### **I. Revocation of Credit Card Privileges**

1. The issuance of a credit card and/or ghost card to an employee is done at the discretion of the County Board of Supervisors.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit and/or ghost card privileges.
3. Repeated loss or theft of any issued credit or ghost card will be cause to revoke the employee's credit/ghost card use privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit/ghost card privilege.

#### **IV. DOCUMENT SUBMISSION AND PAYMENT OF MONTHLY CREDIT/GHOST CARD INVOICE**

##### **A. General County Department Procedure**

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

##### **B. County Auditor Review and Payment by Treasurer**

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

#### **V. AUDITS**

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

**SCHEDULE "A"**

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

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$50,000;
- c. One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- d. One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- e. One credit card in the name of the Superintendent of the Department of Public Works for E-bay fees only with a monthly credit limit of \$1,000;
- f. One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and
- g. Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed ~~\$123,000~~ **\$121,000**.
- h. One credit card in the name of the Veterans' Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of \$5,000.
- i. One credit card in the name of the Social Services Director for general use purposes with a monthly credit limit of \$1,000.
- j. One credit card in the name of the Health Services Director for general use purposes with a monthly credit limit of \$1,000.
- k. **One credit card in the name of the Public Defender for general use purposes with a monthly credit limit of \$1,000.**
- l. **One credit card in the name of the Information Technology Director for general use purposes with a monthly credit limit of \$1,000.**

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

Use of credit cards for general purposes shall include purchases of a small dollar amount, food service, fuel, supplies, materials, conference registrations, hardware store purchases, Federal Express, United Parcel Service and postal charges, other miscellaneous items authorized in Department Budgets, except when the County has an established account or using a ghost account with a vendor in which case that account shall be used and not the credit card. General purposes shall not include alcoholic beverages, tobacco, lottery tickets, cash advances or ATMs or purchases that require Board Resolutions until such a Board Resolution has been adopted.

## SCHEDULE "B"

**ACKNOWLEDGMENT OF RECEIPT OF THE  
MASTERCARD PURCHASE CARD**

Last 4 digits of card: \_\_\_\_\_

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

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

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

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

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

Department Head Name: \_\_\_\_\_  
(Please Print)

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Warren County Board of Supervisors

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



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

## SCHEDULE "C"

### GENERAL CREDIT CARD AUTHORIZATION

Date: \_\_\_\_\_ Appropriation Code: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Purchase Order # (if required): \_\_\_\_\_

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

All purchases are tax exempt.

Vendor Name: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

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

Card Number: Ending in: \_\_\_\_\_  MasterCard /  Visa /  Other \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

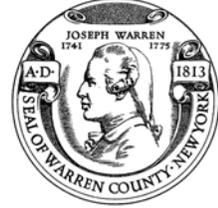
I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE \_\_\_\_\_

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

# Warren County Board of Supervisors

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



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

## SCHEDULE "D"

### TRAVEL CREDIT CARD AUTHORIZATION

Date: \_\_\_\_\_ Appropriation Code: \_\_\_\_\_ Amount \$ \_\_\_\_\_

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

#### AIRLINE TICKETS:

Date of Purchase: \_\_\_\_\_ Name of Airline: \_\_\_\_\_

#### HOTEL CHARGES:

Name and address of hotel: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Room and room tax charges (tax exempt must have form) | <input type="checkbox"/> Local phone calls  |
| <input type="checkbox"/> Long distance phone calls                             | <input type="checkbox"/> Restaurant charges |
| <input type="checkbox"/> Banquet and meeting room charges                      | <input type="checkbox"/> Laundry charges    |

#### CONFERENCE FEES:

Date of Purchase: \_\_\_\_\_ Name of Organization (ie. NYSAC): \_\_\_\_\_

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

Card Number: Ending in: \_\_\_\_\_ MasterCard / Visa / Other \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

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

CARDHOLDER'S SIGNATURE \_\_\_\_\_

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

SCHEDULE "E"

COUNTY OF WARREN  
TRANSACTION DISPUTE FORM

**Cardholder Information:**

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Statement Date: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

Transaction No. \_\_\_\_\_ Posting Date: \_\_\_\_\_

Amount Disputed: \_\_\_\_\_

**Dispute:**

The item referenced above is being disputed because:

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

\_\_\_ I only transacted one charge and I was previously billed for it.  
*(Date of Purchase charge: \_\_\_\_\_)*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I do not recognize the above transaction.

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**RESOLUTION REQUEST FORM NO. 10****Request for Transfer of Funds**TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Attorney

SIGNED:

DATE: 12/02/2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
	2022 Transfer			
A.1990 469.01	Contingent Account, Other Payments/Salaries	A.1420 110	Law(County Attorney), Salaries-Regular	<del>\$99,486</del> \$75,342
		A.1420 810	Law (Co. Attny.), Retirement	\$ 7,911
		A.1420 830	Law (Co. Attny.), Social Security	\$ 4,672
		A.1420 831	Law (Co. Attny.), Medicare Contrib.	\$ 1,092

**Please state reason for transfers requested:** This is a 2022 Budget Transfer requested to cover 2022 Salaries for members of the County Attorney department

**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. 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: November 26, 2021**

- (a) Purpose of Request:  
**To allow the Treasurers Office to accept payment for a Court Ordered property tax settlement with Northwest Bay Partners for 11 parcels in the amount of \$ 61,306.85. Also to authorize the Treasurer to write off a total of \$ 31,317.13 in unpaid back taxes for the 11 parcels**
- (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

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;

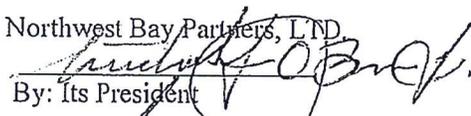
In consideration of the mutual promises contained herein and for valid consideration, the sufficiency which is hereby acknowledged, the Debtor and the County of Warren intend to be bound hereby and agree as follows:

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

SCHEDULE "A"

NORTHWEST BAY PARTNERS, LTD PROPERTY TAX SETTLEMENT

Town	Year	Tax Map No.	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 <u>133.76</u>	
				\$2,808.87	
	2019				COURT ORDER
				County \$ 202.71	
				Town 26.46	
				School Return 302.05	
				Fire 15.63	
				Return Penalty <u>27.34</u>	
				\$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 <u>135.44</u>	
				\$2,844.29	
	2019				COURT ORDER
				County \$202.71	
				Town 26.46	
				School Return 302.05	
				Fire 15.63	
				Return Policy <u>27.34</u>	
				\$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 Policy	<u>138.18</u>	
					\$2,901.84	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.46	
				School Return	302.05	
				Fire	15.63	
				Return Policy	<u>27.34</u>	
					\$ 574.19	
Bolton	2018	156.16-1-1.16	Norwood Drive	County	\$ 580.20	COURT ORDER
				Town	77.70	
				School Return	877.69	
				Fire	45.45	
				Return Policy	<u>79.05</u>	
					\$1,660.09	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.46	
				School Return	302.05	
				Fire	15.63	
				Return Policy	<u>27.35</u>	
					\$ 574.20	
Bolton	2018	156.16-1-1.17	Norwood Drive	County	\$ 580.20	COURT ORDER
				Town	77.70	
				School Return	877.69	
				Fire	45.45	
				Return Policy	<u>79.05</u>	
					\$1,660.09	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.46	
				School Return	302.05	
				Fire	15.63	
				Return Policy	<u>27.35</u>	
					\$ 574.20	
Bolton	2018	156.16-1-1.18	Norwood Drive	County	\$ 541.52	COURT ORDER
				Town	72.52	
				School Return	819.18	
				Fire	42.42	
				Return Policy	<u>73.78</u>	
					\$1,549.42	
	2019			County	\$ 202.72	COURT ORDER
				Town	26.46	
				School Return	302.05	
				Fire	15.63	
				Return Policy	<u>27.35</u>	
					\$ 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	<u>72.99</u>	
					\$1,532.82	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.46	
				School Return	302.05	
				Fire	15.63	
				Return Policy	<u>27.35</u>	
					\$ 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 Policy	<u>133.33</u>	
					\$2,800.02	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.46	
				School Return	302.06	
				Fire	15.63	
				Return Policy	<u>27.34</u>	
					\$ 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 Policy	<u>132.54</u>	
					\$2,783.41	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.47	
				School Return	302.05	
				Fire	15.63	
				Return Policy	<u>27.34</u>	
					\$ 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 Policy	<u>133.33</u>	
					\$2,800.02	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.46	
				School Return	302.06	
				Fire	15.63	
				Return Policy	<u>27.34</u>	
					\$ 574.20	

Bolton	2018	156.16-1-1.14	Norwood Drive	County	\$ 580.20	COURT ORDER
				Town	77.70	
				School Return	877.69	
				Fire	45.45	
				Return Policy	<u>79.05</u>	
					\$1,660.09	
	2019			County	\$ 202.71	COURT ORDER
				Town	26.46	
				School Return	302.05	
				Fire	15.63	
				Return Policy	<u>27.35</u>	
					\$ 574.20	

**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: November 4, 2021**

- (a) Purpose of Request: **Authorize Glens Falls National Bank & Trust Company to issue a letter of credit on behalf of Warren County to Blue Shield of Northeastern New York as an alternative to pre-funding the health insurance account.**
- (b) Details: **The letter of credit amount is required to be \$253,500 by Blue Shield of Northeastern New York.**
- (c) Previous Resolution Number: **Resolution No. 348 of 2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **Not applicable.**

**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: Treasurer**

**DATE: November 24, 2021**

- (a) Purpose of Request: **To fund additional Community College - Tuition costs that were unexpected.**
- (b) Details: **Increase A.2490 439 Community College - Tuition, Misc Fees & Expenses in the amount of \$168,000 through an appropriation of unassigned General fund balance.**
- (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, \$168,000.**

**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 & Training Administration**

**DATE: November 22, 2021**

- (a) Purpose of Amendment:  
**Glens Falls National Bank gifted the department funds to utilize for marketing to inform the public of the free services.**
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**40.6293.0313 436, Advertising**  
  
**Glens Falls National Bank Donation**  
  
**\$3,000.00**
- (c) Revenue Code (with title), and Amount:  
**~~2714~~ Grants from Local Businesses \$3,000.00**  
**40.6293.0313 2714**

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

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

**DEPARTMENT NAME: Planning and Community Development**

**DATE: November 2021**

(a) Purpose of Amendment:

**Transfer \$21,189.02 to H292 First Wilderness - Making the Connection and \$7,870.72 to H372 First Wilderness Plan Implementation 2016**

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

**A.9550 910 Transfers Capital Projects Interfund Transfer \$29,059.74**

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

**A.1325 5031 County Treasurer, Interfund Transfer \$29,059.74**

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: Planning and Community Development**

**DATE: November 2021**

(a) Purpose of Request:

**To close Capital project H312 First Wilderness 2008 and return estimated cash balance of \$14,200.07 to general fund. To close Capital Project H313 First Wilderness 2009 and return estimated cash of \$8,035.21 to General Fund. To close Capital Project H334 First Wilderness 2011 and return estimated balance of \$6,824.46 to the General Fund.**

(b) Details:

These projects are completed.

(c) Previous Resolution Number:

N/A

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

N/A

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: Planning and Community Development**

**DATE: November 2021**

- (a) Exact Title and Number of Project\*:  
**H372 First Wilderness Heritage Corridor - Plan Implementation 2016**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Increase (if applicable):  
**\$7,870.72**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**A.9550 910 Transfers Capital Projects, Interfund Transfers**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:  
**Purchase of signage for kiosks**

**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: Planning and Community Development**

**DATE: November 2021**

- (a) Exact Title and Number of Project\*:  
**H292 First Wilderness Heritage Corridor - Making the Connection**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Increase (if applicable):  
**\$21,189.02**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**A.9550 910 Transfers Capital Projects, Inetrfund Transfers**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:  
**To clear a negative Balance t H292**

**RESOLUTION REQUEST FORM NO. 3****Request for New Contract****DEPARTMENT NAME: Planning and Community Development****DATE: November 2021**

- (a) Is this a Result of a Bid or Request for Proposal?  
**No**
- (b) Purpose of Contract:  
The New York State Office of Information Technology Service's Geographic Information Systems (GIS) Program Office (GPO) plans to acquire new imagery for Warren County in the Spring of 2022. The County has been given the option to fund an upgrade to increase the imagery resolution to 0.5-feet..
- (c) Name of Contractor:  
**NYS Office of Information Technology Services**
- (d) Address of Contractor: **Geographic Information Officer  
NYS Office of Information Technology Services  
1220 Washington Ave, Building 5, Floor 1, Albany 12226**
- (e) Contractor's Contact Person and Telephone Number:  
**Tim Ruhren, 518.242.5061**
- (f) Has or will the Contract be provided, if so, please attach:  
**Attached**
- (g) Commencement Date of Contract:  
**Upon execution**
- (h) Termination Date of Contract:  
**31 December 2022**
- (i) Payment Provisions: i) lump sum amount **\$86,200**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

**To be part of 8022 2022 budget**

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

\*as listed in budget and LOGOS

**AGREEMENT  
BETWEEN THE  
OFFICE OF INFORMATION TECHNOLOGY SERVICES  
AND  
\_\_\_\_\_ County**

**FOR UPGRADED GEOGRAPHIC INFORMATION SYSTEMS  
DIGITAL ORTHOIMAGERY DATA  
Contract # X\_\_\_\_\_**

This **GEOGRAPHIC INFORMATION SYSTEMS DIGITAL ORTHOIMAGERY DATA ENHANCEMENT AGREEMENT** (hereinafter "Agreement") by and between the State of New York (hereinafter "State"), acting by and through the New York State Office of Information Technology Services (hereinafter "ITS") with offices located at Empire State Plaza, (PO Box 2062), Albany, NY 12220, and \_\_\_\_\_ **County** (hereinafter "Governmental Entity"), located at \_\_\_\_\_, its successor and/or assigns (collectively, the "Parties").

**WITNESSETH:**

**WHEREAS**, ITS conducts a Geographic Information System (hereinafter "GIS") Coordination Program, designed to improve and enhance various forms of spatial data related to the State of New York; and

**WHEREAS**, ITS will be enhancing and improving the State's spatial data through a Statewide Digital Orthoimagery Program (hereinafter "Program"); and

**WHEREAS**, a Governmental Entity shall be deemed to include: all New York State agencies, authorities, departments, offices, divisions, boards, bureaus, and commissions; and all public corporations and metropolitan planning organizations in New York State; and

**WHEREAS**, this Program is designed to meet the needs of Governmental Entities and is designed to provide complete statewide orthoimagery coverage on an annual phased cycle, with each phase covering approximately 25% of the State; and

**WHEREAS**, under the Program, the State has contracted for most areas of the State to be covered by 1.0 Ft GSD four-band orthoimagery. The State has also contracted for other options (hereinafter "upgrades") for higher resolution and alternate imagery type to be exercised should an individual Governmental Entity opt to contribute additional funding for this purpose; and

**WHEREAS**, the Governmental Entity has determined that digital orthoimagery upgrades are convenient, necessary and desirable for the Governmental Entity, its general population and its agencies, and has opted to contribute additional funding to the State for such purpose.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties do hereby agree as follows:

## I. Purpose

The purpose of this Agreement is to set forth the mutual understanding between the Governmental Entity and the State with respect to the financing and development of upgrades for digital orthoimagery covering the Governmental Entity.

## II. Consideration

The Governmental Entity hereby agrees to pay the State a sum not to exceed \$\_\_\_\_\_, which final amount will represent the actual cost to ITS in consideration for the upgrades, or any part thereof, for digital orthoimagery as described below. Such consideration must be paid by the Governmental Entity within forty-five (45) days after receipt of a fully executed and approved (\*) agreement or February 1, 2023, whichever is later.

(\*Approval by the NYS Office of the State Comptroller and The NYS Office of the Attorney General is only required where the amount of the consideration is in excess of \$10,000.00 [Ten Thousand Dollars])

All funds should be remitted to:

NYS Office of Information Technology Services  
 State Capitol ESP  
 PO Box 2062  
 Albany, NY 12220-0062  
 Attn: Accounts Receivables – Financial Reporting unit

- Please include supporting documentation to identify the payment including NYS ITS Contract #.
- For any questions regarding billing: [itsbilling@its.ny.gov](mailto:itsbilling@its.ny.gov)

All invoices or requests for remittance of payment should be sent to:

Governmental Entity  
 Name:  
 Title:  
 Address:  
 Telephone Number:  
 Facsimile Number:  
 E-Mail Address:

## III. Term of this Agreement

This Agreement shall commence upon execution by all parties and if required, approval of the Agreement by the New York State Office of the Comptroller (OSC) and the New York State Office of the Attorney General (OAG). The contract will terminate on December 31, 2023.

## IV. Deliverable

OPTIONS PURCHASED:

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

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

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** November 30, 2021

- (a) Purpose of Request:  
**To amend Resolution No. 206 of 2021 to extend the contract with L&S Energy to February 28, 2022.**
  
- (b) Details:  
**Resolution No. 206 of 2021 allowed Warren County to enter into an agreement with L&S Energy to conduct a level 2 energy audit of the Municipal Center for a term commencing in June 30, 2021 and terminating on November 30, 2021. Due to unanticipated circumstances L&S Energy will need to extend the contract until February 28th, 2022.**
  
- (c) Previous Resolution Number:  
**No. 206 of 2021**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A. 8021 470, Planning and Community Development. Total amount \$9,984.00**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 206 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS HOGAN, WILD, FRASIER, STROUGH, LEGGETT, GERAGHTY AND MERLINO**

### **AUTHORIZING AGREEMENT WITH L&S ENERGY SERVICES TO CONDUCT A LEVEL 2 ENERGY AUDIT FOR THE WARREN COUNTY MUNICIPAL CENTER**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with L&S Energy Services, 58 Clifton Country Road, Clifton Park, New York 12065, to conduct a Level 2 energy audit for the Warren County Municipal Center utilizing FlexTech contractor as per NYSERDA program guidelines, over a term commencing prior to June 30, 2021 and terminating November 30, 2021, at a cost not to exceed Nine Thousand Nine Hundred Eighty-Four Dollars (\$9,984), in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.8021 470, Planning (and Comm. Dev.), Contract.

## 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: November 22, 2021

- (a) **Purpose of Amendment:** To amend the 2021 budget to reflect both the Revenue and Expenses related to the Bioterrorism Grant (A.4189) and additional funding from Health Research Inc. to support the current expenses \$2,000.00.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
A.4189.410 Public Health-Bioterrorism Supplies Expense      \$ 2,000.00

Revenue Code (with title), and Amount:

A.4189.4401 Public Health Bioterrorism Revenue \$2,000.00

\*Note: Warren County Health Services was notified by Public Health Emergency Preparedness (PHEP ) and HRI on 10/22/21 that additional funding of \$2,000.00 was awarded to increase our 2021-2022 Grant. Therefore the Grant is going from \$50,099 to \$52,099. At this time we are anticipating to increase our supply expense for the program.

ATTACHMENT #3

**To:** nancy.collier@putnamcountyny.gov; connie.bueti@putnamcountyny.gov; tvanepps@renesco.com; OSheaDon@co.rockland.ny.us; MERickard@saratogacountyny.gov; Tonks, Jennifer (SCHENECTADY Co); Bennett, Tanya L (SCHENECTADY Co); Blanchet, Valleen R (SCHENECTADY Co); eva.gigandet@co.schoharie.ny.us; kim.eler@co.schoharie.ny.us; dthomaris@co.schuyler.ny.us; Barto, Rose Mary (SENECA Co); sking@co.seeca.ny.us; pferrara@co.seneca.ny.us; KCousineau@stlawco.org; pcunningham@stlawco.org; chrisc@co.steuben.ny.us; diane.brown@suffolkcountyny.gov; Marilyn.Bonfiglio@sullivanny.us; PH.Fiscal@tiogacountyny.gov; Johnson, Karen (TOMPKINS Co); Crosby, Brenda (TOMPKINS Co); knel@co.ulster.ny.us; rnig@co.ulster.ny.us; Driscoll, Tawn; dpas@co.ulster.ny.us; tmcDougall@co.washington.ny.us; HLoucks@co.wayne.ny.us; jjc8@westchestergov.com; nrh1@westchestergov.com; daa1@westchestergov.com; kstandish@wyomingco.net; lpaolucci@wyomingco.net; aserdula@yatescounty.org

**Cc:** sarah@nysacho.org; Rowell, Alyssa L (HEALTH); Lopez, Luis A (HEALTH); doh.sm.NYSPHEP; Sharp, Shaun M (HEALTH); Kash, Megan T (HEALTH); Casale-Reidy, Maureen (HEALTH); Casale, Jason (HEALTH)

**Subject:** Increase to PHEP contracts

**Attachments:** Meeting Expense Guidelines - EP 20190430 .pdf; Budget Requirements and Reminders.pdf; Revised 2021-2022 LHD Funding Table.pdf

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

This is an important message regarding your Public Health Emergency Preparedness (PHEP) contracts:

CDC, the sponsor of the PHEP cooperative agreement, has increased our 2021-2022 award. Therefore we are increasing the local health department PHEP contract awards. All PHEP Base awards are increasing by \$2,000 each. Local Health Departments receiving CRI funds will also see an additional increase of \$24,560 each.

This action does not require a formal contract amendment, however, to provide access to these funds, a budget modification must be submitted using the Excel version of your current approved budget.

To increase your PHEP Base Award:

- Subtract \$2,000 from the Restricted amount on the Restricted Tab of your approved budget.
- Allocate \$2,000 to other budget categories to support PHEP activities.
- As always, provide a clear justification as to how to additional expenses will support contract deliverables.

To increase the CRI Award:

- Subtract an additional \$24,560 from the Restricted amount on the Restricted Tab of your approved budget.
- Allocate \$24,560 to other budget categories based on your CRI priorities.
- As always, provide a clear justification as to how to additional expenses will support contract deliverables.

Attached please find documents to assist with the development of your increased budget for the period of 7/1/21 – 6/30/22.

# Warren County Board of Supervisors

## RESOLUTION NO. 321 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH

### AUTHORIZING CONTINUATION AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH AND HEALTH RESEARCH INSTITUTE FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS PLAN FUNDING

WHEREAS, the Director of Public Health/Patient Services has requested to continue its contractual relationship with New York State Department of Health (NYSDOH) and Health Research Institute, the agency that administers the grant on behalf of NYSDOH, relating to Public Health Emergency Preparedness Plan funding, in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, now, therefore, be it

RESOLVED, that Warren County continue its contractual relationship with New York State Department of Health, 150 Broadway, Suite 516, Menands, New York 12204, as well as with the administrative agency, Health Research Institute, One University Place, Rensselaer, New York 12144, for Public Health Emergency Preparedness Plan Funding in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements relating to Public Health Emergency Preparedness Plan funding with the New York State Department of Health and Health Research Institute, either individually or jointly, in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further federal or state funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds.

LHD Public Health Emergency Preparedness Contracts  
2021-2022 Base and CRI Summary  
Rev 10/18/21

County	2010 Total Population	Original Base Award	Increase to Base Award	Revised Base Award	Original CRI Award	Increase to CRI Award	Revised CRI 2021-2022 Total Award	Emergency Placeholder	Total Contract Value
Albany	304,204	\$151,696	\$2,000	\$153,696	\$146,300	\$24,560	\$170,860	\$973,440	\$1,297,996
Allegany	48,946	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Broome	200,600	\$117,093	\$2,000	\$119,093				\$998,000	\$1,117,093
Cattaraugus	80,317	\$76,923	\$2,000	\$78,923				\$998,000	\$1,076,923
Cayuga	80,026	\$76,825	\$2,000	\$78,825				\$998,000	\$1,076,825
Chautauqua	134,905	\$95,152	\$2,000	\$97,152				\$998,000	\$1,095,152
Chemung	88,830	\$79,766	\$2,000	\$81,766				\$998,000	\$1,079,766
Chenango	50,477	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Clinton	82,128	\$77,525	\$2,000	\$79,525				\$998,000	\$1,077,525
Columbia	63,096	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Cortland	49,336	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Delaware	47,980	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Dutchess	297,488	\$149,449	\$2,000	\$151,449	\$62,700	\$24,560	\$87,260	\$973,440	\$1,212,149
Erie	919,040	\$357,027	\$2,000	\$359,027	\$209,000	\$24,560	\$233,560	\$973,440	\$1,566,027
Essex	39,370	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Franklin	51,599	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Fulton	55,531	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Genesee	60,079	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Greene	49,221	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Hamilton	4,836	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Herkimer	64,519	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Jefferson	116,229	\$88,914	\$2,000	\$90,914				\$998,000	\$1,088,914
Lewis	27,087	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Livingston	65,393	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Madison	73,442	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Monroe	744,344	\$298,685	\$2,000	\$300,685				\$998,000	\$1,298,685
Montgomery	50,219	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Nassau	1,339,532	\$497,460	\$2,000	\$499,460	\$137,522	\$24,560	\$162,082	\$973,440	\$1,634,982
Niagara	216,469	\$122,392	\$2,000	\$124,392	\$83,600	\$24,560	\$108,160	\$973,440	\$1,205,992
Oneida	234,878	\$128,541	\$2,000	\$130,541				\$998,000	\$1,128,541
Onondaga	467,026	\$206,070	\$2,000	\$208,070				\$998,000	\$1,206,070
Ontario	107,931	\$86,144	\$2,000	\$88,144				\$998,000	\$1,086,144
Orange	372,813	\$174,606	\$2,000	\$176,606	\$62,700	\$24,560	\$87,260	\$973,440	\$1,237,306
Orleans	42,883	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Oswego	122,109	\$90,879	\$2,000	\$92,879				\$998,000	\$1,090,879
Otsego	62,259	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Putnam	99,710	\$83,398	\$2,000	\$85,398	\$62,700	\$24,560	\$87,260	\$973,440	\$1,146,098
Rensselaer	159,429	\$103,343	\$2,000	\$105,343	\$62,700	\$24,560	\$87,260	\$973,440	\$1,166,043
Rockland	311,687	\$154,192	\$2,000	\$156,192	\$62,700	\$24,560	\$87,260	\$973,440	\$1,216,892
Saratoga	219,607	\$123,440	\$2,000	\$125,440	\$62,700	\$24,560	\$87,260	\$973,440	\$1,186,140
Schenectady	154,727	\$101,772	\$2,000	\$103,772	\$62,700	\$24,560	\$87,260	\$973,440	\$1,164,472
Schoharie	32,749	\$50,099	\$2,000	\$52,099	\$62,700	\$24,560	\$87,260	\$973,440	\$1,112,799
Schuyler	18,343	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Seneca	35,251	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
St. Lawrence	111,944	\$87,485	\$2,000	\$89,485				\$998,000	\$1,087,485
Steuben	98,990	\$83,158	\$2,000	\$85,158				\$998,000	\$1,083,158
Suffolk	1,493,350	\$548,830	\$2,000	\$550,830	\$85,690	\$24,560	\$110,250	\$973,440	\$1,634,520
Sullivan	77,547	\$75,996	\$2,000	\$77,996				\$998,000	\$1,075,996
Tioga	51,125	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Tompkins	101,564	\$84,018	\$2,000	\$86,018				\$998,000	\$1,084,018
Ulster	182,493	\$111,045	\$2,000	\$113,045				\$998,000	\$1,111,045
Warren	65,707	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Washington	63,216	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Wayne	93,772	\$81,415	\$2,000	\$83,415				\$998,000	\$1,081,415
Westchester	949,113	\$367,071	\$2,000	\$369,071	\$100,738	\$24,560	\$125,298	\$973,440	\$1,467,809
Wyoming	42,155	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Yates	25,348	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Subtotal	11,202,969	\$6,182,884	\$114,000	\$6,296,884	\$1,264,450	\$343,840	\$1,608,290	\$56,542,160	\$64,447,334

Emergency Preparedness Program  
Reminders and Requirements for Contract Budget Details  
(Revised April 2019)

Providing these details when submitting your budget will help prevent delays or having your budget returned to you.

- Check all math calculations.
- All costs must have a justification that clearly shows how the expense supports the contract deliverables.
- Recipients may supplement but not supplant existing organization or federal funds for activities described in the budget. Funds under this program may not be used to replace or supplant any existing obligations.

#### Personnel

- If adding new staff: Describe how the staff will be funded by this program without supplanting. Include in the budget Position Description tab if the staff are existing employees or new hires. Moving existing staff effort to this contract without the intent to backfill the effort is prohibited.
- If salary for a position will change during the contract period, use additional lines to delineate the salary for each period of time. List the start and end dates for each period.
- Provide a justification for any salary increases beyond annual cost-of-living increases.
- Distinguish between salary and hourly staff. Staff that are budgeted based on annual salary and percent effort should be claimed on vouchers based on actual salary and actual percent effort worked. Staff that are budgeted based on an hourly rate should be claimed on vouchers based on actual hours worked and an hourly rate.
- Reimbursement for overtime/compensation (OT) costs require prior approval and are limited to drills/exercises and education/training for eligible health staff. If including OT in the budget, provide the reason for the overtime, date(s) and a justification why the work cannot be conducted during normal working hours. Also provide the name and title of staff; current salary; number of overtime hours, hourly overtime rate, total overtime cost, and assigned duties/role during overtime activity. This information must also be submitted when vouchering for reimbursement of OT costs.

#### Supplies

- To properly distinguish between equipment and supplies, please use the lower of \$5,000 or your organization's threshold for categorizing equipment.
- Note: Maintenance and services are typically categorized as Miscellaneous.

#### Travel

- If including travel costs, be sure to check Yes or No on the Travel section to signify if mileage will be requested.

#### Equipment

- Please indicate your organization's equipment threshold near the top of the equipment page.
- To properly distinguish between equipment and supplies, please use the lower of \$5,000 or your organization's threshold for categorizing equipment.
- Provide three vendor quotes with your budget submission for any items with a unit cost of \$5,000 or more.
- Provide the name, title and role of staff that will be assigned the items. Confirm that the items will be used 100% for contract activities. If the equipment is used for other purposes, then the total cost must be allocated appropriately to all programs that will benefit from its purchase.

#### Miscellaneous

- For cell phones, AirCards, software and other services that are assigned to individuals, provide the name, title and role of staff that will be assigned the services. Confirm that the services will be used 100% for contract activities. If the services are used for other purposes, then the total cost must be allocated appropriately to all programs that will benefit.
- For internet and cable services, maintenance agreements, etc., confirm that the services will be used 100% for contract activities. If the services are used for other purposes then the total cost must be allocated appropriately to all programs that will benefit.
- Refreshment costs must include all the required information detailed in the Meeting Expense Guidelines. If the details are not yet available, do not include the costs in your budget. Instead submit a request per the instructions in the Meeting Expense Guidelines.

#### Subcontracts

- All subcontracts must be line item cost-reimbursable unless otherwise approved.
- Subcontract budgets must include a breakdown of costs and justification.

## NYSDOH Health Emergency Preparedness Program

### Meeting Expense Reimbursement Guidelines

Effective 7/1/2017, any costs associated with food or meals requires prior approval by Grants Administration and Health Research, Inc.

Food or meals can then be charged, provided the costs are reasonable and the following expectations which serve to help demonstrate necessity and reasonableness are met:

- Food or meals are served at an all-day event such as a mass vaccination POD, exercise, or formal meeting being conducted in a business atmosphere, where the provision of food or meals serve to maintain the continuity of the event/meeting.
- The majority of the participants of the meeting are outside/external participants,
- Food or meals are not otherwise available onsite or within a reasonable distance
- Food or meal costs do not exceed \$15.00 per person, AND
- The activity at which food or meals are being served is significant and integral to the goals of the program.

Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is an entertainment cost. Costs associated with alcoholic beverages are never reimbursable.

Food or meal costs that do not meet the criteria listed above will not be reimbursed. Any request for an exception to this policy due to extenuating circumstances must be made in writing. Approval for exceptions should be requested six weeks prior to the event. Documentation that supports refreshments as an allowable charge includes:

- Agenda / invitation that describes the event name, purpose, date, location and times (length).
- Rationale for serving food or meals and costs (Specify time and type of refreshment, i.e. breakfast or lunch. Provide the reason/need for serving food; why a break cannot be provided if requesting lunch for participants.)
- Attendee roster including name and organization
- Provide confirmation that no participants are in travel status who may also be reimbursed for food per diem.
- Number of participants, cost per participant and total cost for food or meals.

Requests to use grant funding for food or meals, other than day-long events that meet the criteria described above, should be made in writing at least six weeks in advance to review and respond.

Submit request to: Public Health Partners = [NYSPHEP@health.ny.gov](mailto:NYSPHEP@health.ny.gov)  
 Healthcare Partners = [NYSHPP@health.ny.gov](mailto:NYSHPP@health.ny.gov)  
 All Others = [Grants@health.ny.gov](mailto:Grants@health.ny.gov)

This contract continues to include emergency placeholder funding in the 'Restricted' budget category. (See the attached funding table.) The placeholder funds will allow us to make additional funds available quickly during a public health emergency.

- Revised 2021-2022 LHD Funding Table
- Meeting Expense Guidelines
- Budget Reminders and Requirements

Please return the completed budget electronically to [nyspheap@health.ny.gov](mailto:nyspheap@health.ny.gov) by **November 5, 2021** or as soon as possible. If you have any questions or concerns, please do not hesitate to contact me. Thank you.

Scott Bieg  
Grants Administration  
Office of Public Health  
New York State Department of Health  
Riverview Center, 150 Broadway, Suite 516  
Menands, NY 12204-2719  
Phone: 518-408-2063  
[nyspheap@health.ny.gov](mailto:nyspheap@health.ny.gov)

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

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

**DEPARTMENT NAME: Mental Health/Office of Community Services**

**DATE: 12/2/21**

- (a) Purpose of Amendment: **Request to amend the 2021 Warren County Budget to allow for acceptance and pass-through of one-time 100% State Aid funding from the NYS Office of Mental Health to Behavioral Health Services North.**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.4320.0105 470, Mental Health Programs - Behavioral Health Services North, \$12,675**
- (c) Revenue Code (with title), and Amount: **A.4320.0105 3490 - Mental Health Programs - Behavioral Health Services North, \$12,675**

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: Social Services

DATE: 11/15/21

- (a) Purpose of Amendment: To increase expenses and revenue based on allocation received per 21-OCFS-LCM-29, money to be used for Child Care Relief.
- (b) Appropriation Code, Object Code, Full Title and Amount: A.6010 470 Contract \$11,458
- (c) Revenue Code (with title), and Amount: A.6010 3610 State Aid Admin \$11,458



## Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Commissioner

### Local Commissioners Memorandum

**Transmittal:** 21-OCFS-LCM-29  
**To:** Local District Commissioners  
**Issuing:** Division of Child Care Services  
**Division/Office:** Division of Administration  
**Date:** September 23, 2021  
**Subject:** Supplemental Child Care Disaster Relief and Recovery Fund Allocations  
**Contact Person(s):** Please contact the following persons for questions regarding this LCM:
 

- Program Questions  
 Robert Korycinski, OCFS Division of Child Care Services  
 518-408-0763 [Robert.Korycinski@ocfs.ny.gov](mailto:Robert.Korycinski@ocfs.ny.gov)
- Claiming Questions
  - Regions 1-5 Lauren Horn: 518-474-7549  
[otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)
  - Region 6 (NYC) Michael Simon: 212-961-8250  
[Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

**Attachments:**

- A: *New York State Child Care Supplemental Disaster Relief Fund Social Services District Allocations*
- B: *Attachment for U.S. Department of Health and Human Services Grants*

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise the 18 impacted local departments of social services (LDSSs) of their Supplemental Appropriations for Disaster Relief Act of 2019 allocations, made available because a qualifying disaster took place in their service area in October 2019. This LCM also provides information on which districts were impacted, the allocations to those districts, how districts may use the funds, including planning, claiming and documenting requirements.

## II. Background

Supplemental Appropriations for Disaster Relief Act of 2019 (Public Law 116-20) made \$30 million available to state, territory and tribal lead agencies administering the Child Care and Development Fund (CCDF) program for necessary expenses related to the consequences of hurricanes, typhoons, wildfires and earthquakes that occurred in calendar year 2018, and tornadoes and floods that occurred in calendar year 2019. New York State was awarded \$572,917 for necessary expenses related to severe storms, straight-line winds and flooding that occurred October 31, 2019, and led to a disaster declaration in the following counties: Chautauqua, Chenango, Cortland, Erie, Essex, Fulton, Hamilton, Herkimer, Jefferson, Lewis, Madison, Montgomery, Oneida, Oswego, Otsego, Saratoga, Tioga and Warren.

## III. Program Implications

### A. ALLOCATION INFORMATION

Attachment A provides LDSS allocations for the Child Care Supplemental Disaster Relief (CCSDR) funds. The allocation methodology is based on each impacted LDSS's proportionate share of the New York State Child Care Block Grant (NYSCCBG) allocations for SFY 2021-22.

Allowable activities for CCSDR funds include, but are not limited to the following:

- Renovating, Repairing or Rebuilding Child Care Facilities
- Materials, Supplies, Furnishing, Vehicles and Equipment
- Mental Health Consultation
- Quality Improvement Activities (including provider training)
- Direct Services to Families

The above is not an exhaustive list as these funds may also be used for other allowable CCDF activities that address the needs of the impacted communities and are directly related to the consequences of the natural disaster. These funds may be used for obligations incurred back to November 1, 2019; however, these funds are NOT available for costs that are reimbursed by the Federal Emergency Management Agency (FEMA), or under a contract for insurance or by self-insurance.

It is strongly recommended that the LDSS partner with their local Child Care Resource and Referral Agency in this effort.

### B. REIMBURSEMENT

Claims for expenditures will be reimbursed up to the amount allocated as referenced in Attachment A. There is no Maintenance of Effort requirement for these funds.

21-OCFS-LCM-29

September 23, 2021

## ATTACHMENT A

NEW YORK STATE  
CHILD CARE SUPPLEMENTAL DISASTER RELIEF FUNDS  
SOCIAL SERVICES DISTRICT ALLOCATIONS

District	Allocation
Chautauqua	\$40,104
Chenango	\$5,729
Cortland	\$11,458
Erie	\$286,459
Essex	\$5,729
Fulton	\$5,729
Jefferson	\$17,190
Hamilton	\$5,729
Herkimer	\$11,458
Lewis	\$5,729
Madison	\$11,458
Montgomery	\$11,458
Oneida	\$74,479
Oswego	\$22,917
Otsego	\$11,458
Saratoga	\$22,917
Tioga	\$11,458
Warren	\$11,458
Total	\$572,917

*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: November 22, 2021

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

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.9950 910	Transfers, Capital Projects	\$2,152.46

Please state reason for transfer request:

Transfer needed to pay outstanding liability associated with Capital Project H358, Hazard Mitigation Grant Program  
Please file original request with Clerk of the Board and retain copy for your records.

*RESOLUTION REQUEST FORM NO. 20*

*MISCELLANEOUS*

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

DEPARTMENT NAME: Office of Emergency Services

DATE: November 22, 2021

- (a) Purpose of Request:  
To authorize closure of the following capital project.  
  
H358 Hazard Mitigation Grant Program
  
- (b) Details:  
This project is complete and there are no funds to return to funding source.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 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:** November 22, 2021

- (a) **Purpose of Amendment:** Amend County Budget to appropriate funds into Sheriff's Law Enforcement Salaries - Overtime from revenue collected for dedicated patrol services provided to the Village of Lake George and Six Flags Great Escape during the 2021 summer season.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- |            |  |          |
|------------|--|----------|
| A.3110 120 | General Sheriff's Law Enforcement<br>Salaries - Overtime | \$80,629 |
|------------|--|----------|
- (c) **Revenue Code (with title), and amount:**
- |             |   |          |
|-------------|---|----------|
| A.3110 2262 | General Sheriff's Law Enforcement<br>Public Safety - Village LG       | \$35,406 |
| A.3110 2263 | General Sheriff's Law Enforcement<br>Public Safety - Private Entities | \$45,223 |

**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:** Sheriff

**DATE:** November 22, 2021

(a) **Purpose of Request:** Amend County Budget to appropriate funds for Sheriff's Law Enforcement salary and fringe benefit codes to address deficits created from the ratification of collective bargaining agreements with the Police Benevolent Association (PBA), the Sheriff's Employees' Alliance, and unexpected operating expenditures throughout the year.

(b) **Details:** Appropriate \$466,000 from General Fund A.909.00 Fund Balance and increase the following;

A.3110 110 Sheriff's Law Enforcement Salaries - Regular	\$120,000
A.3110 120 Sheriff's Law Enforcement Salaries - Overtime	\$285,000
A.3110 830 Sheriff's Law Enforcement - Social Security	\$55,000
A.3110 831 Sheriff's Law Enforcement - Medicare Contribution	\$6,000

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

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

A.909.00 General Fund Balance - \$466,000

\* as listed in budget and LOGOS

Warren County  
2021 PBA Salary/Benefit Increases

<u>General Fund</u>	<u>General Ledger Code</u>	<u>110</u> <u>Salary Increase</u>	<u>830</u> <u>FICA</u>	<u>831</u> <u>Medicare</u>	<u>810</u> <u>Retirement</u>	<u>Total</u>
Sheriff Law Enforcement	A.3110	<u>246,068.94</u>	<u>15,256.27</u>	<u>3,568.00</u>	<u>66,684.68</u>	<u>331,577.90</u>

Warren County  
2021 SEA Salary/Benefit Increases

General Fund	General Ledger Code	110 Salary Increase	830 FICA	831 Medicare	810 Retirement	Total
Sheriff 911 Center	A.3020	31,656.82	1,962.72	459.02	4,463.61	38,542.18
Sheriff Jail	A.3150	6,155.24	381.62	89.25	867.89	7,494.00
Sheriff Law Enforcement	A.3110	17,187.04	1,065.60	249.21	2,423.37	20,925.22
		<u>54,999.10</u>	<u>3,409.94</u>	<u>797.49</u>	<u>7,754.87</u>	<u>66,961.40</u>

## *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:** Sheriff

**DATE:** December 2, 2021

- (a) **Purpose of Request:** Amend a resolution request approved at the November 22, 2021 Public Safety Committee meeting for a County Budget amendment to appropriate funds for Sheriff's Law Enforcement salary and fringe benefit codes. The previous request was to appropriate \$466,000 from the General Fund A.909.00 Fund balance and increase Sheriff's Office budget codes as follows:

A.3110 110 Sheriff's Law Enforcement Salaries - Regular	\$120,000
A.3110 120 Sheriff's Law Enforcement Salaries - Overtime	\$285,000
A.3110 830 Sheriff's Law Enforcement - Social Security	\$55,000
A.3110 831 Sheriff's Law Enforcement - Medicare Contribution	\$6,000

- (b) **Details:** The updated request includes funding for retirement and seeks to appropriate \$534,200 from General Fund A.909.00 Fund Balance and increase Sheriff's Office budget codes as follows:

A.3110 110 Sheriff's Law Enforcement Salaries - Regular	\$120,000
A.3110 120 Sheriff's Law Enforcement Salaries - Overtime	\$285,000
A.3110 830 Sheriff's Law Enforcement - Social Security	\$35,000
A.3110 831 Sheriff's Law Enforcement - Medicare Contribution	\$4,200
A.3110 810 Sheriff's Law Enforcement - Retirement	\$90,000

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

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

A.909.00 General Fund Balance - \$534,200

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** SHERIFF**SIGNED:** \_\_\_\_\_**DATE:** December 2, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469.01	2022 Contingent Acct, Other Payments/Salaries	A.3110 110	2022 Law Enforcement Salaries - Regular	\$82,685
		A.3110 830	2022 Law Enforcement, Social Security	\$79,514
		A.3110 831	2022 Law Enforcement, Medicare Cont.	\$5,127
				\$1,199

**Please state reason for transfers requested:** Funds are necessary to amend the 2022 County Table of Organization.

**CONTINGENT FUND TRANSFER REQUESTS**

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

**Please state reason for transfers requested:**

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

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

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

**DEPARTMENT NAME:** Department of Public Works

---

**DATE:** November 23, 2021

- (a) Purpose of Amendment: To Amend 2021 budget \$500.00 dollars to reflect Insurance Recovery payment dated October 27, 2021, for guiderail repairs, DOL July 30, 2021.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
D.3310 410 County Road, Traffic control, Supplies \$500.00
  
- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$500.00.



**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: 11/23/21

- (a) Exact Title and Number of Project\*: H396 East River Drive (CR 16) & Call Street (CR 32) Rehabilitation
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$16,371.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$ 16,371.00 Local Match (Transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase local match share for construction costs

**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: 11/23/21

- (a) Exact Title and Number of Project\*: H381 South Johnsburg Road (CR 57) over Mill Creek, Town of Johnsburg (PIN 1757.27)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$13,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$ 13,000.00 Local Match (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase local match share for estimated construction and construction inspection costs

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Department of Public Works - Solid Waste

SIGNED:

DATE: November 23, 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.1628 470	Waste Management Containment Contracts	\$10,000

Please state reason for transfer request:

Funding to cover the Local Match of Public Education/Promotion/Outreach Grant

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

**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 - Solid Waste

**DATE:** 11/23/2021

- (a) Purpose of Amendment: To Increase Revenue A.1628 3908, Waste Management Containment, Municipal Waste Reduction & Recycling Program and Increase Appropriation A.1628 470, Waste Management Containment, Contracts to reflect NYSDEC Grant contract # DEC01-TO1100GF-3350000.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
A.1628 470, Waste Management Containment, Contracts - \$10,000.00.
- (c) Revenue Code (with title), and Amount:  
A.1628 3908, Waste Management Containment, Municipal Waste Reduction & Recycling Program - \$10,000.00

**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: Tourism & Occupancy Tax Coordination**

**DATE: 11/23/21**

- (a) Purpose of Amendment: **Amend budget to recognize receipt of Empire State Development Matching Funds of \$33,422**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6417.0001 470, Contract - \$33,422**
- (c) Revenue Code (with title), and Amount: **A.6417.0001 3715, State Aid for Tourism Promotion - \$33,422**

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution allocating funding earmarked for combating aquatic invasive species in publicly accessible water bodies in Warren County other than Lake George and authorizing intermunicipal agreements for the year 2022**
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
- (c) Previous Resolution Number:  
**R442/2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.6417.0002 480.07, Tourism/Occ Tax, Warren County Env. Projects - \$125,000**  
**A.1010 470, Legislative Board, Contract - \$25,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### ALLOCATING FUNDING EARMARKED FOR COMBATING AQUATIC INVASIVE SPECIES IN PUBLICLY ACCESSIBLE WATER BODIES IN WARREN COUNTY OTHER THAN LAKE GEORGE AND AUTHORIZING INTERMUNICIPAL AGREEMENTS FOR THE YEAR 2022

WHEREAS, the Warren County Budget allocated a total of Two Hundred Fifty Thousand Dollars (\$250,000) for the purpose of combating aquatic invasive species in 2022 with One Hundred Fifty Thousand Dollars (\$150,000) of this total being earmarked for distribution to towns having lakes located within Warren County other than Lake George, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors allocates funding to each of the following Towns to combat aquatic invasive species in publicly accessible water bodies within the respective Towns for 2022, in the amounts specified below, with One Hundred Twenty-Five Thousand Dollars (\$125,000) to be paid from Budget Code A.6417.0002 480.07, Tourism/Occupancy, Occupancy Tax, Warren County Environmental Projects, and the remaining Twenty-Five Thousand Dollars (\$25,000) to be paid from Budget Code A.1010.470 Legislative Board, Contract:

Town of Chester - \$41,666.67

Town of Horicon - \$41,666.67,

Town of Lake Luzerne - \$41,666.66 and

Town of Queensbury - \$25,000 for Glen Lake, and be it further

RESOLVED, that the Chair of the Board of Supervisors is authorized to enter into agreements with each of the foregoing Towns in a form approved by the County Attorney.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution authorizing agreement with and payment to the Lake George Park Commission for invasive species prevention and eradication efforts for Lake George, specifically for the Commission's 2022 Boat Inspection and Boat Washing program**
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
- (c) Previous Resolution Number:  
**R443/2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**~~H382, LG Invasive Species Eradication - \$100,000~~**  
A.1010 470, Legislative Board, Contract

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

**AUTHORIZING AGREEMENT WITH AND PAYMENT TO THE LAKE GEORGE PARK COMMISSION FOR INVASIVE SPECIES PREVENTION AND ERADICATION EFFORTS FOR LAKE GEORGE, SPECIFICALLY FOR THE COMMISSION'S 2022 BOAT INSPECTION AND BOAT WASHING PROGRAM**

WHEREAS, the Warren County Budget allocated a total of Two Hundred and Fifty Thousand Dollars (\$250,000) for the purpose of combating aquatic invasive species in 2022 with One Hundred Thousand Dollars (\$100,000) of this total being earmarked for distribution to the Lake George Park Commission, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors authorizes an agreement with the Lake George Park Commission for invasive species prevention and eradication efforts for Lake George and authorize payment of One Hundred Thousand Dollars (\$100,000) to the Lake George Park Commission specifically for the Commission's 2021 boat inspection and boat washing program, and be it further

RESOLVED, that the Chair of the Board be, and hereby is, authorized to execute an agreement for same with the Lake George Park Commission, 75 Fort George Rd., PO Box 749, Lake George, New York 12845 in an amount not to exceed One Hundred Thousand Dollars (\$100,000), in a form approved by the County Attorney, and for a term commencing upon execution and terminating when all funds have been expended and accounted for, and funding shall be expended from Budget Code A.1010 470, Legislative Board, Contract.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize an agreement with Adirondack North Country Association for promotional and economic development**
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
- (c) Previous Resolution Number:  
**R444/2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.1010 470, Legislative Board, Contract - \$3,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

**AUTHORIZING AGREEMENT WITH ADIRONDACK NORTH COUNTRY ASSOCIATION FOR PROMOTIONAL AND ECONOMIC DEVELOPMENT**

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 444 of 2020) with Adirondack North Country Association, 67 Main Street, Suite 201, Saranac Lake, New York 12983, for promotional and economic development in Warren County, for an amount of Three Thousand Dollars (\$3,000), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize an agreement with Adirondack Park Local Government Review Board for funding of operating costs**
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
- (c) Previous Resolution Number:  
**R445/2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.8026 470, APA Local Gov. Rev. Bd., Contract - \$7,500**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

## AUTHORIZING AGREEMENT WITH ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD FOR FUNDING OF OPERATING COSTS

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 445 of 2020) with Adirondack Park Local Government Review Board, 117 Blythewood Island Road, P.O. Box 579, Chestertown, New York 12817, for Warren County's share of the actual cost of operation of the Review Board, for an amount of Seven Thousand Five Hundred Dollars (\$7,500), said funds to be expended from Budget Code A.8026 470 - A.P.A. Local Gov. Rev. Bd., Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney, and be it further

RESOLVED, that a report of activities of the Review Board shall be made annually to the Board of Supervisors of Warren County by February 1, 2023.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize an agreement with the City of Glens Falls for capital improvements and operation and maintenance for various recreational facilities**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R446/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.1010 470, Legislative Board, Contract - \$99,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

**AUTHORIZING AGREEMENT WITH THE CITY OF GLENS FALLS FOR CAPITAL IMPROVEMENTS AND OPERATION AND MAINTENANCE FOR VARIOUS RECREATIONAL FACILITIES**

RESOLVED, that Warren County enter into an agreement with the City of Glens Falls under the following terms and conditions for the year 2022:

1. the County will allocate up to Nineteen Thousand Eight Hundred Dollars (\$19,800) for capital improvements to the Coles Woods, East Field and the Crandall Park Recreation Center Ice Rink;
2. the County will allocate up to Seventy-Nine Thousand Two Hundred Dollars (\$79,200) for operation and maintenance expenses or capital improvements associated with the Coles Woods, East Field and the Crandall Park Recreation Center Ice Rink;
3. Warren County residents shall be permitted to use any facility for which County funds are provided at the same time and upon the same charges which apply to City of Glens Falls residents;
4. the City shall, on a quarterly basis, provide a voucher and invoices for payments with all supporting documentation to the County for expenditures to be reimbursed under the contract. The information to be furnished shall include the following:
  - A. the particular facility and a general description of the capital improvements and/or operation and maintenance expenditures for which reimbursement is sought;
  - B. the amount sought for reimbursement;
  - C. a statement as to whether the expenditures were incurred for improvements made and paid for in 2022; and
  - D. a certification that the reimbursement requested is for one of the facilities and in the amount provided for under the contract;
5. payment shall be made on a reimbursement basis only and only after the County receives the required documentation provided for herein;
6. all documentation for payment shall be submitted to the Clerk of the Board of Supervisors, who shall review the same for purposes of ascertaining whether the documentation provided is consistent with the requirements of this resolution, and accordingly, the contract;

*RESOLUTION NO. 446 OF 2020**PAGE 2 OF 2*

7. the City shall have sixty (60) days from the date of the execution of the agreement authorized by this resolution to provide the first claims for payment for the year 2022, and shall thereafter provide claims within thirty (30) days of June 30<sup>th</sup>, September 30<sup>th</sup>, and December 30<sup>th</sup> to claim funds pursuant to the terms of the contract for the quarters prior thereto; and
8. Upon request of the Board of Supervisors a full and complete report of activities will be rendered to the Warren County Board of Supervisors for the previous year,

and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized and directed to execute an agreement with the City of Glens Falls consistent with the terms and provisions set forth in the preambles of this resolution, and in a form approved by the County Attorney, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to pay an amount not to exceed Nineteen Thousand Eight Hundred Dollars (\$19,800) for capital improvements to the Coles Woods, East Field and Crandall Park Recreation Center Ice Rink and Seventy-Nine Thousand Two Hundred Dollars (\$79,200) for operation and maintenance or capital improvements of said facilities, for the purposes hereinabove specified, after the same has been reviewed by the Clerk of the Board of Supervisors and approved by the County Auditor, and said funds to be expended from A.1010 470 Legislative Board, Contract.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize an agreement with Cornell Cooperative Extension Association of Warren County**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R447/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.8750 470, Agri. & Livestock - Ext. Serv., Contract - \$511,666**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION ASSOCIATION OF WARREN COUNTY

WHEREAS, Section 224 of the County Law authorizes the Board of Supervisors of any county in which a county extension has been organized, to appropriate such sums of money as they may deem proper for the support and maintenance of county extensions and the work thereof in that county, and

WHEREAS, the Cornell Cooperative Extension Association of Warren County organized for that purpose, cooperating with the State College of Agriculture in maintenance and support of a County Extension for this County, having an Agricultural Division, Home Economics Division and 4-H Division, and

WHEREAS, the New York State Legislature has provided funds to be expended and the New York State College of Agriculture has set aside federal funds to be expended annually in each division of said extension in each county of the State, contingent upon raising certain funds by the county, now, therefore, be it

RESOLVED, that the sum of Five Hundred Eleven Thousand Six Hundred Sixty-Six Dollars (\$511,666) is hereby appropriated for the support of the Cornell Cooperative Extension Association of Warren County for educational work in Agriculture, Home Economics and 4-H, for a term commencing January 1, 2022 and terminating December 31, 2022, to be expended in accordance with the budgets submitted to the Board of Supervisors, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized and directed to pay from Budget Code A.8750 470 Agri. & Livestock - Ext. Serv., Contract to the Cornell Cooperative Extension association of Warren County four (4) equal installments, in advance, on the first day of each quarter with the exception of January, which payment shall be made January 27, 2022 as follows:

<u>DATE</u>	<u>AMOUNT</u>
January 27, 2022	\$127,916.50
April 1, 2022	\$127,916.50
July 1, 2022	\$127,916.50
September 1, 2022	\$127,916.50

*RESOLUTION No. OF 2021**PAGE 2 OF 2*

said sums to be paid to the duly elected and properly bonded Treasurer of the Cornell Cooperative Extension Association of Warren County, and be it further

RESOLVED, that Warren County continue the contractual relationship, (the previous contract being authorized by Resolution No. 447 of 2021), with the Cornell Cooperative Extension Association of Warren County, containing the above conditions and methods of payment and directing the Extension to expend such funds only for the purposes set forth in the budget of said Extension submitted to and approved by the Board of Supervisors, and in the form approved by the County Attorney, and be it further

RESOLVED, that the Extension shall make an annual report at the end of the year setting forth a true and accurate account of all receipts, expenditures, and activities of said Extension for the year 2022.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize an agreement with Cornell Cooperative Extension Association of Warren County for their youth camping program**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R448/2020 (amended by R313/2021)**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.7310 470, Youth Program 4-H Camp, Contract - \$25,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

**AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE  
EXTENSION ASSOCIATION OF WARREN COUNTY FOR  
THEIR YOUTH CAMPING PROGRAM**

RESOLVED, that Warren County enter into an agreement with Cornell Cooperative Extension Association of Warren County, 377 Schroon River Road, Warrensburg, New York 12885, to provide youth a residential camping experience, for an amount not to exceed Twenty-Five Thousand Dollars (\$25,000), said funds to be expended from Budget Code A.7310 470 Youth Program 4-H Camp, Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize an agreement with Economic Development Corporation, Warren County, New York, for Economic Development Program for 2022**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R449/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.6421 470, Warren Co. Economic Development, Contract - \$300,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### AUTHORIZING AGREEMENT WITH ECONOMIC DEVELOPMENT CORPORATION, WARREN COUNTY, NEW YORK, FOR ECONOMIC DEVELOPMENT PROGRAM FOR 2022

RESOLVED, that Warren County, for the purposes of promoting and publicizing the advantages of Warren County and to promote economic development, job creation and workforce development in the Warren County region, continue the contractual relationship (the previous contract being authorized by Resolution No. 449 of 2021) with Economic Development Corporation, Warren County, New York, 333 Glen Street Suite 101, Glens Falls, New York 12801, for a term commencing on January 1, 2022 and terminating December 31, 2022, in an amount not to exceed Three Hundred Thousand Dollars (\$300,000), said funds to be expended from Budget Code A.6421 470 Warren Co. Economic Development, Contract, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in a form approved by the County Attorney.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize payment to the Lake Champlain-Lake George Regional Planning Board**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R450/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.8025 470, Regional Planning Board, Contract - \$13,213**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### **AUTHORIZING PAYMENT TO LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD**

WHEREAS, the General Municipal Law authorizes the board of supervisors of a county participating in a regional planning board to appropriate money for the expenses of such regional planning board, and that the county shall not be chargeable with any expense incurred by such planning board except pursuant to such appropriation, and

WHEREAS, it has been recommended that Warren County participate in the financing of the Lake Champlain-Lake George Regional Planning Board in the amount of Thirteen Thousand Two Hundred Thirteen Dollars (\$13,213) as its proportionate share, in conjunction with the other participating Counties of Clinton, Essex, Hamilton and Washington, and

WHEREAS, the amount of Thirteen Thousand Two Hundred Thirteen Dollars (\$13,213) has been appropriated in the Warren County budget for 2022 for such purpose, now, therefore, be it

RESOLVED, in 2022 that the Warren County Treasurer be, and hereby is, authorized and directed to pay to the Treasurer of the Lake Champlain-Lake George Regional Planning Board the amount of Thirteen Thousand Two Hundred Thirteen Dollars (\$13,213), said funds to be expended from Budget Code A.8025 470 Regional Planning Board, Contract, upon receipt of a duly executed voucher for said amount, and that the Treasurer of the Regional Planning Board shall execute and deliver an official undertaking conditioned for the faithful performance of his duties and in the form approved by the governing body of each participating County.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize agreement with Lakes to Locks Passage for promotional and economic development**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R451/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.1010 470, Legislative Board, Contract - \$2,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

## AUTHORIZING AGREEMENT WITH LAKES TO LOCKS PASSAGE FOR PROMOTIONAL AND ECONOMIC DEVELOPMENT

RESOLVED, that Warren County enter into a contractual relationship with Lakes to Locks Passage, 814 Bridge Road, Crown Point, New York 12928, for promotional and economic development in Warren County, for an amount of Two Thousand Dollars (\$2,000), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize payment to Southern Adirondack Library System**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R452/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.7410 469, Southern Adir. Library, Other Payments/Contributions - \$55,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### AUTHORIZING PAYMENT TO SOUTHERN ADIRONDACK LIBRARY SYSTEM

WHEREAS, it has been recommended that Warren County participate in the joint financing of the Southern Adirondack Library System in the amount of Fifty-Five Thousand Dollars (\$55,000) as its proportionate share, in conjunction with the neighboring Counties of Hamilton, Saratoga and Washington, and

WHEREAS, the amount of Fifty-Five Thousand Dollars (\$55,000) has been appropriated in the Warren County budget for 2022 for such purpose, now, therefore, be it

RESOLVED, in 2022 that the Warren County Treasurer be, and hereby is, authorized and directed to pay to the bonded Treasurer of the Southern Adirondack Library System the amount of Fifty-Five Thousand Dollars (\$55,000), said funds to be expended from Budget Code A.7410 469 Southern Adir. Library, Other Payments/Contributions, upon receipt of a duly executed voucher for said amount.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize agreement with the Warren County Historical Society for continuation of historical programs**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R453/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.1010 470, Legislative Board, Contract - \$3,500**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, McDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO**

### **AUTHORIZING AGREEMENT WITH THE WARREN COUNTY HISTORICAL SOCIETY FOR CONTINUATION OF HISTORICAL PROGRAMS**

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 453 of 2020) with the Warren County Historical Society, 50 Gurney Lane, Queensbury, New York 12804, with the understanding that an amount not to exceed Three Thousand Five Hundred Dollars (\$3,500) shall be used to offset costs associated with the following programs: historical programs for the public, educational programs for children, museum or public displays, collections, acquisition, inventory and preservation, research library support and technology (outreach to the public), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize agreement with the Warren County Local Development Corporation to administer and perform economic development programs and initiatives, county and community planning services and grant/loan programs**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R454/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.6421.0385 470, Warren Co. Economic Dev., Local Dev. Corp., Contract - \$50,000**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

**AUTHORIZING AGREEMENT WITH THE WARREN COUNTY LOCAL DEVELOPMENT CORPORATION TO ADMINISTER AND PERFORM ECONOMIC DEVELOPMENT PROGRAMS AND INITIATIVES, COUNTY AND COMMUNITY PLANNING SERVICES AND GRANT/LOAN PROGRAMS**

WHEREAS, Local Law No. 2 of 2012 authorizes Warren County to enter into agreements with the Warren County Local Development Corporation to perform economic development, planning, and grant and loan administration services on behalf of Warren County, now, therefore, be it

RESOLVED, that Warren County enter into a contractual relationship with the Warren County Local Development Corporation, which contractual relationship will authorize the Warren County Local Development Corporation to administer and perform on behalf of Warren County economic development programs and initiatives, County and community planning services and grant/loan programs including micro-enterprise loan programs for a term commencing January 1, 2022 and terminating December 31, 2022 in an amount not to exceed Fifty Thousand Dollars (\$50,000), and said funds to be expended from Budget Code A.6421.0385 470 Warren Co. Economic Devel., Local Development Corporation, Contract, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute the agreement in a form approved by the County Attorney.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize payment to the Warren County Soil & Water Conservation District for 2022**
  
- (b) Details:  
**Draft resolution attached - funding allocated in 2022 Budget**
  
- (c) Previous Resolution Number:  
**R455/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.8730 470, Conservation, Contract - \$375,231**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### AUTHORIZING PAYMENT TO THE WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT FOR 2022

RESOLVED, that the Warren County Board of Supervisors, hereby authorizes payment to the Treasurer of the Warren County Soil & Water Conservation District for 2022 in the amount of Three Hundred Seventy-Five Thousand Two Hundred Thirty-One Dollars (\$375,231), and be it further

RESOLVED, that the funds shall be expended from Budget Code A.8730 470 Conservation, Contract.

**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: CLERK OF THE BOARD

DATE: NOVEMBER 30, 2021

- (a) Purpose of Request:  
**To authorize a resolution fixing the tax rates for 2022**
  
- (b) Details:  
**Tax rates are still being developed and will be compiled for approval at the December Board Meeting.**
  
- (c) Previous Resolution Number:  
**R508/2020 - copy attached for reference**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION No. 508 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO, SIMPSON AND STROUGH

### FIXING THE TAX RATES

WHEREAS, the Clerk of the Board of Supervisors has determined the tax rates of the several towns of the County of Warren for the year 2021, now, therefore, be it

RESOLVED, that the rate of taxation for the several towns of the County of Warren for 2021 be, and the same hereby is, fixed as follows upon each \$1,000 of assessed valuation or as per unit charge as appropriate:

### 2021 TAX RATES

TOWN	ITEM	RATE PER UNIT	RATE PER \$1,000 ASSESSED VALUATION
Bolton	County		\$ 3.579
	Town		.430
	Light		.051
	Fire		.262
Chester	County		3.917
	Town		1.735
	Chester Water No. 1		.536
	Pottersville Water No. 2		2.593
	Fire Protection - North Creek		.663
	Fire Protection - Riverside		.350
	Chester Fire No. 2		.803
	Pottersville Fire No. 3		1.721
	Schroon Lake Park - Exempt		NO TAX
	Schroon Lake Park - Non-Exempt		.033
	Loon Lake Park		.294

## RESOLUTION NO. 508 OF 2020

PAGE 2 OF 4

Hague	County		4.680
	Town		NO TAX
	Light		.208
	Fire Protection		.597
Horicon	County		3.920
	Town		.906
	Fire Protection		.380
	Schroon Lake Park - Non-Exempt		.033
Johnsburg	County		206.177
	Town		160.376
	North Creek Fire		57.354
	Johnsburg Fire Protection		39.123
	EMS		25.162
Lake George	County - Inside		3.920
	County - Outside		3.920
	Townwide		1.301
	Fire Protection No. 1		.349
	Fire Protection No. 2		.314
	Caldwell Sewer (Other)	63.75433 O&M	
	Caldwell Capital Improvement		.525
Lake Luzerne	County		4.082
	Town		2.978
	Lake Luzerne Light		.143
	Hudson Grove Light		.234
	Lake Vanare Light		.346
	Whitcon Beach Light		.183
	Hadley-Luzerne Fire		.487542
	Hadley-Luzerne EMS		.497266
	Hudson Grove Water		.585

## RESOLUTION NO. 508 OF 2020

PAGE 3 OF 4

Queensbury	County		3.914
	Town		.522
	Fire Protection		.753
	Ft. Amherst-Garrison Road Lighting		.404
	Cleverdale Lighting		.028
	Pinewood Lighting		.038
	S. Queensbury Lighting		.183
	W. Queensbury Lighting		.144
	Queensbury Lighting		.100
	EMS		.251
	Queensbury Water (Non-Exempt)		.2812
	Queensbury Water (Exempt)		.2812
	Shore Colony Water		.870
	Crandall Library		.486
	Reservoir Park Sewer	460.0000	
	Queensbury Consolidated Sewer	4.728	
	SQBY/QBY Ave Sewer	25.1319	
	Route 9 Sewer	40.6736	
	West Queensbury Sewer	86.598602	
	Glen Lake Benefit District	140.0	
	Lake Sunnyside Protection District	72.42345	
	Dunham's Bay W.W. #1	10.000000	
	Dunham's Bay W.W. #2	5.000000	
Stony Creek	County		403.715
	Town		509.474
	Fire Protection		94.731
Thurman	County		4.110
	Town		3.825
	Fire		.471

*RESOLUTION No. 508 OF 2020**PAGE 4 OF 4*

Warrensburg	County		4.034
	Town		3.794
	Lighting		.371
	Fire		.991
City of Glens Falls	County		5.216
	Crandall Library		1.147

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution levying unpaid school taxes and penalties**
  
- (b) Details:  
**Draft resolution attached.**
  
- (c) Previous Resolution Number:  
**R509/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS



**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution re-levying delinquent Village of Lake George Taxes together with penalties and interest**
  
- (b) Details:  
**Standard annual resolution.**
  
- (c) Previous Resolution Number:  
**R510/2020 - resolution attached for reference**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 510 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO, SIMPSON AND STROUGH

### AUTHORIZING RELEVY OF DELINQUENT VILLAGE OF LAKE GEORGE TAXES TOGETHER WITH PENALTIES AND INTEREST

WHEREAS, Resolution No. 170 of 1981 enacted Local Law No. 5 of 1981 entitled "Authorizing the Collection of Delinquent Village Taxes by the County of Warren Pursuant to Section 1442 of the Real Property Tax Law", and the County Treasurer has transmitted to the Board of Supervisors the account and certification of delinquent village taxes remaining unpaid for the Village of Lake George, now, therefore, be it

RESOLVED, that the delinquent Village of Lake George taxes which remain unpaid be relevied pursuant to Real Property Tax Law Section 1442 on the real property upon which the said taxes, together with interest, were originally imposed by the Village of Lake George as they appear on the accounts of the County Treasurer in the following amounts:

<u>RETURN AMOUNT OF UNPAID VILLAGE TAXES</u>	<u>VILLAGE PENALTY</u>	<u>COUNTY PENALTY (7%)</u>	<u>TOTAL</u>
\$58,206.26	\$4,714.52	\$4,404.49	\$67,325.27

and be it further

RESOLVED, that after relevy on the Town and County tax rolls, all such relevied amounts shall become a part of the total tax to be collected.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution levying uncollected sewer and water rents in several towns**
  
- (b) Details:  
**Standard annual resolution - draft resolution attached**
  
- (c) Previous Resolution Number:  
**R511/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### LEVYING UNCOLLECTED SEWER AND WATER RENTS IN SEVERAL TOWNS

WHEREAS, the Towns of Bolton, Chester, Hague, Johnsbury, Lake George, Lake Luzerne, Queensbury and Warrensburg, and the Village of Lake George have filed with their Boards statements showing the unpaid sewer and/or water rents in said districts and the same has been transmitted to the Board of Supervisors, showing the amounts of sewer and/or water rents uncollected to be as follows:

#### RETURNED SEWER RENTS - 2021

<u>TOWN</u>	<u>SEWER</u>	<u>PENALTY</u>	<u>TOTAL</u>
Queensbury			
(West Queensbury)	\$ 2,318.32	\$ 180.13	\$ 2,498.45
(Queensbury Cons.)	\$ 15,618.96	\$ 1,282.75	\$ 16,901.71
(A.C.P. Sewer)	\$ 1,727.00	\$ 144.10	\$ 1,871.10
(Route 9 Sewer)	\$ 7,701.06	\$ 581.35	\$ 8,282.41
(S. Queensbury)	\$ 341.00	\$ 24.75	\$ 365.75
(Tech. Park)	\$ 0.00	\$ 0.00	\$ 0.00
(Adk. Ind. Park)	\$ 3,935.81	\$ 393.59	\$ 4,329.40
<b>QUEENSBURY TOTAL</b>	<b>\$ 31,642.15</b>	<b>\$ 2,606.67</b>	<b>\$ 34,248.82</b>
Warrensburg	\$ 51,222.51	\$ 5,124.12	\$ 56,346.63
Bolton	\$ 15,456.61	\$ 308.76	\$ 15,765.37
Hague	\$ 30,334.62	\$ 3,033.49	\$ 33,368.11
<b>GRAND TOTALS</b>	<b>\$128,655.89</b>	<b>\$11,073.04</b>	<b>\$139,728.93</b>

*RESOLUTION No. OF 2021**PAGE 2 OF 2*RETURNED WATER RENTS - 2021

<u>TOWN</u>	<u>UNPAID RENT</u>	<u>PENALTY</u>	<u>TOTAL</u>
Bolton	\$ 28,879.09	\$ 578.27	\$ 29,457.36
Chester	\$ 15,432.66	\$ 1,543.28	\$ 16,975.94
Johnsburg	\$ 22,671.00	\$ 2,267.10	\$ 24,938.10
Lake George	\$ 12,378.41	\$ 610.74	\$ 12,989.15
Lake Luzerne	\$ 0.00	\$ 0.00	\$ 0.00
Queensbury	\$ 153,637.25	\$ 12,817.19	\$ 166,454.44
Warrensburg	\$ 72,838.61	\$ 7,286.33	\$ 80,124.94
Village of Lake George	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTALS</b>	<b>\$ 305,837.02</b>	<b>\$ 25,102.91</b>	<b>\$ 330,939.93</b>

now, therefore, be it

RESOLVED, that pursuant to Subdivisions 1 and 3 of Section 198 of the Town Law, that there be levied and assessed against the properties the amount of said unpaid sewer and/or water rents and fees, as shown by said statement and when so collected to be paid over to the supervisors of the several towns and thereafter distributed according to law with the amount of the unpaid water rent for the Village of Lake George when so collected paid over to the Supervisor for the Town of Lake George for distribution to the Village of Lake George.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution acknowledging request from the City of Glens Falls for levy of 2022 water rents**
  
- (b) Details:  
**Standard annual resolution**
  
- (c) Previous Resolution Number:  
**R512/2020 - attached for reference**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 512 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, DICKINSON, HOGAN, BEATY, MERLINO,  
SIMPSON AND STROUGH

### ACKNOWLEDGING REQUEST FROM THE CITY OF GLENS FALLS FOR LEVY OF 2021 WATER RENTS

RESOLVED, the Warren County Board of Supervisors hereby acknowledges that the City of Glens Falls has requested that the statement of tax levy generated by the County for 2021 reflect a levy of Seven Hundred Five Thousand Five Hundred Two Dollars and Sixty-Three Cents (\$705,502.63) for unpaid water rents.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution acknowledging requests from the Towns of Queensbury and Warrensburg for levy of 2021 property maintenance expenses**
  
- (b) Details:  
**Standard annual resolution - draft attached**
  
- (c) Previous Resolution Number:  
**R513/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### **ACKNOWLEDGING REQUESTS FROM THE TOWNS OF QUEENSBURY AND WARRENSBURG FOR LEVY OF 2021 PROPERTY MAINTENANCE EXPENSES**

RESOLVED, the Warren County Board of Supervisors hereby acknowledges that the Town of Queensbury has requested that the statement of tax levy generated by the County for 2022 reflect a levy of One Thousand Nine Hundred Eighty Dollars (\$1,980) for property maintenance expenses incurred in 2021, and, be it further,

RESOLVED, the Warren County Board of Supervisors hereby acknowledges that the Town of Warrensburg has requested that the statement of tax levy generated by the County for 2022 reflect a levy of Eleven Thousand One Hundred Eighty-Two Dollars (\$11,182) for property maintenance expenses incurred in 2021.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution levying the sum of the Warrensburg-Thurman Consolidated Health District**
  
- (b) Details:  
**Standard annual resolution**
  
- (c) Previous Resolution Number:  
**R514/2020 - attached for reference**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 514 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY AND SHEPLER

### LEVYING SUM OF WARRENSBURG - THURMAN CONSOLIDATED HEALTH DISTRICT

RESOLVED, that pursuant to the provisions of Section 399 of the Public Health Law, and in accordance with the abstract of the Consolidated Health District of the Towns of Warrensburg and Thurman, presented to this Board, the Board of Supervisors of Warren County hereby levies a tax upon the real property for the year 2021 of each town as follows:

Upon the Town of Warrensburg	\$1,108.17
Upon the Town of Thurman	\$ 541.83

and when the same is collected, to be paid by the Collectors to the County Treasurer, and the County Treasurer, upon receipt of same, shall pay said amount to the President of the Board of Health, who shall thereupon pay the audited accounts of said Board.

**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: CLERK OF THE BOARD

DATE: NOVEMBER 30, 2021

- (a) Purpose of Request:  
**To authorize a resolution crediting the Crandall Library district tax levy for the Town of Queensbury**
  
- (b) Details:  
**Standard annual resolution - draft attached**
  
- (c) Previous Resolution Number:  
**R515/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

**AUTHORIZING WARREN COUNTY TREASURER TO  
CREDIT THE 2022 CRANDALL LIBRARY DISTRICT TAX LEVY  
FOR THE TOWN OF QUEENSBURY**

WHEREAS, the Town of Queensbury has filed a statement with the Clerk of the Warren County Board of Supervisors which indicates that as of August 9, 2021 the Town of Queensbury is in possession of surplus funds for the Crandall Library District in the amount of Ten Thousand Eight Hundred Twenty-Three Dollars and Fifty-Five Cents (\$10,823.55), now, therefore, be it

RESOLVED, that the Director of Real Property Tax Services be, and hereby is, authorized to credit the 2022 Crandall Library District tax levy for the Town of Queensbury in the amount of Ten Thousand Eight Hundred Twenty-Three Dollars and Fifty-Five Cents (\$10,823.55).

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution acknowledging Town/City Exemption removals**
  
- (b) Details:  
**Draft resolution attached**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS

AUTHORIZING TOWN/CITY EXEMPTION REMOVALS

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the following Town/City exemption removals, in the amounts listed below which shall be retained by the corresponding municipality:

MUNICIPALITY	TOWN EXEMPTION REMOVAL AMOUNT	CITY EXEMPTION REMOVAL AMOUNT
Bolton	\$ 56.95	
Chester	\$2,389.75	
City of Glens Falls	--	\$29,618.11
Hague	\$ 0.00	
Horicon	\$ 0.00	
Johnsburg	\$ 33.05	
Lake George	\$ 0.00	
Lake Luzerne	\$ 613.16	
Queensbury	\$2,231.78	
Stony Creek	\$ 264.69	
Thurman	\$ 306.52	
Warrensburg	\$3,837.27	
TOTAL	\$9,733.17	\$29,618.11

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution authorizing payments to SUNY Adirondack**
  
- (b) Details:  
**Standard annual resolution - draft attached**
  
- (c) Previous Resolution Number:  
**R516/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2021

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

### AUTHORIZING PAYMENTS TO SUNY ADIRONDACK

WHEREAS, the Warren County Board of Supervisors has appropriated in the budget for the year 2022 the sum of Two Million One Hundred Thirty Thousand Four Hundred Sixty-Six Dollars (\$2,130,466) as the cost of the share of the County of Warren for the operation of SUNY Adirondack under the joint sponsorship of the Counties of Warren and Washington, now, therefore, be it

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to pay to the Treasurer of SUNY Adirondack the sum of Two Million One Hundred Thirty Thousand Four Hundred Sixty-Six Dollars (\$2,130,466) , in three (3) installments, as follows:

<u>MONTH</u>	<u>OPERATING</u>
January, 2022	\$ 710,156.00
April, 2022	\$ 710,155.00
July, 2022	<u>\$ 710,155.00</u>
	\$2,130,466.00

and be it further

RESOLVED, that the funds shall be expended from Budget Code A.2495 469 Joint Community College, Other Payments/Contributions.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution authorizing Chair and Clerk of the Board to issue Tax Warrants**
  
- (b) Details:  
**Standard annual resolution - draft attached**
  
- (c) Previous Resolution Number:  
**R517/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

**AUTHORIZING CHAIR AND CLERK OF THE BOARD TO ISSUE TAX WARRANTS**

RESOLVED, that the taxes as extended upon the assessment rolls of the towns of this County under the direction of the Supervisors of this Board be, and hereby are, approved and confirmed, and that the Chair and the Clerk of this Board sign and seal warrants for the collection of taxes in the manner prescribed by law and attach the same to several assessment rolls.

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 30, 2021**

- (a) Purpose of Request:  
**To authorize a resolution fixing the date of the Organization meeting**
  
- (b) Details:  
**Standard annual resolution - draft attached**
  
- (c) Previous Resolution Number:  
**R518/2020**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

## FIXING DATE OF ORGANIZATION MEETING

RESOLVED, that the Board of Supervisors of the County of Warren meet at the Supervisors' Rooms  
at the Warren County Municipal Center on the 6<sup>th</sup> day of January, 2022, at 11:00 a.m. to organize and elect  
a Chair, and to take care of such other business as may come before the Board.

## AGENDA

DECEMBER 2, 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 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.
- 3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

Request to amend the 2022 Table of Organization and Salary Schedule to increase the salary of Civil Service Assistant from \$39,973 to \$43,045 to reflect the correct years of service the individual in the position has with the County.
- 4) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**

Request to extend the existing contract for three years with Windstream Enterprise in order to be eligible to receive a credit of \$6,746.08.
- 5) **Request/Items to be Discussed by the Self Insurance Administrator (Amy Clute, Self-Insurance Administrator):**
  - A) Request to authorize renewal of 2022 Property & Casualty Insurance.
  - B) Request to authorize the Self-Insurance Administrator to serve as the Treasurer of the New York State Association of Self-Insured Counties from January 1, 2022 to December 31, 2023.
  - C) Request to authorize the Self-Insurance Administrator to serve as President of the Empire State Safety Association from January 1, 2022 to December 31, 2023.
  - D) Request to authorize a contract with Bill Lindloff of Pro CUTS for Chainsaw Safety Training for a term commencing January 1, 2022 and terminating December 31, 2022.
- 6) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
  - A) Request for a new contract with RELX d/b/a LexisNexis for a term commencing January 1, 2022 and terminating December 31, 2024.
  - B) Litigation update - Executive Session.
- 7) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
  - A) Resolution Tracking Report.
  - B) Request to fill the vacant position of 2<sup>nd</sup> Deputy Clerk due to creation effective January 1, 2022.
- 8) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**  
**Employment & Training Administration (Liza Ochsendorf, Director, Employment & Training Administration) -**
  - A) Request to amend the Table of Organization & Salary Schedule to create and fill the new position of Employment & Training Counselor II, #1, Grade 12, Base Annual Salary \$41,003, and delete the position of Employment & Training Counselor, effective December 20, 2021.
  - B) Request to amend the Table of Organization & Salary Schedule to create and fill the new position of Employment & Training Counselor II, #2, Grade 12, Base Annual Salary \$41,003, and delete the position of Employment & Training Counselor, effective December 20, 2021.
- 9) **Referrals from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):**  
**County Clerk (Pam Vogel, County Clerk) -**

Request to amend the Table of Organization & Salary Schedule to create and fill the new position of Legal Recording Clerk #2, Grade 7, Base Annual Salary \$35,491, and delete the position of Recording Clerk #2, Grade 7, Base Annual Salary \$42,477, effective December 20, 2021.

Continued

**10) Referrals from the Health Services Committee (Chaired by Supervisor Frasier):*****Office for the Aging (Dee Park, Director, Office for the Aging) -***

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Meal Site Cook # Cedars, *Grade 2, Base Annual Salary \$21,736 (30hr/week)*, and delete the position of Meal Site Manager #5, *Grade 2, Base Annual Salary \$18,113 (25 hours/week)*, effective December 20, 2021. **Note: The request is contingent upon approval by the Health Services Committee.**
- B) Request to amend the Table to Organization and Salary Schedule to create and fill the new position of Services Assistant - Office for the Aging #3, *Grade 7, Base Annual Salary \$33,600*, effective December 20, 2021. **Note: The request is contingent upon approval by the Health Services Committee.**

***Public Health (Ginelle Jones, Director, Public Health/Patient Services) -***

- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Public Health Educator #2, *Grade 14, Base Annual Salary \$44,384*, effective January 1, 2022. **Note: The request is contingent upon approval by the Health Services Committee.**
- D) Request to amend the Table of Organization and Salary Schedule to create the new position of Registered Professional Burse #TBA, *Grade 19, Base Annual Salary \$51,502*, effective January 1, 2022. **Note: The request is contingent upon approval by the Health Services Committee.**

**11) Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):*****Sheriff (James LaFarr, Sheriff) -***

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer #6, *Annual Salary \$44,735*, and delete the position of Civil Law Enforcement Officer #2, *Annual Salary \$68,929*, effective December 20, 2021.
- B) Request to amend the Table of Organization and to change the title of School Resource Officer to Special Patrol Officer effective December 20, 2021.
- C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$35,000 to \$114,514, effective January 1, 2022. **Note: This request did not go before Committee for approval.**

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

- A) On behalf of Public Health - Request to amend Resolution Nos. 156 of 2020 and 490 of 2020 which created the Public Health Assistant Per Diem and Public Health Assistant Disease Control Per Diem positions to remove the verbiage (*Up to Ten (10) Per Diem Positions*) to allow the Health Services Department to hire additional Public Health Assistants to meet the workload needs while retaining trained existing Public Health Assistants on staff.
- B) Request to amend the Table of Organization and Salary Schedule for 2022 to increase the salaries of the County Attorney from \$124,709 to \$148,783 and to create and fill the position of Special Assistant to the County Attorney, *Annual Salary \$51,268*, effective January 1, 2022.
- C) Discussion concerning payout of time off earned by certain positions within the Public Health Department in 2020 and 2021 as a result of not being able to take time off due to the pandemic. (At their November 30<sup>th</sup> meeting the ARPA Committee endorsed making these payments which may be eligible for reimbursement under).

- 13) Request to amend the Table of Organization and Salary Schedule for 2022 to de-fund the positions of Majority Leader, Minority Leader and Chair of the Board.

**IV. Pending Items:**

- 1) County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions; Committee tabled request pending further discussion. (06.06.19) 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) 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) Update: Mr. Colvin is working with the Human Resources Director to determine whether to utilize the \$17,000 allocation to move forward with purchasing new Novatime clocks or rent them. (11.02.21)
- 3) Additional work to be done to present for consideration a formalized policy for the Employee of the Month Program at a future Committee meeting. (11.02.21)

***Higher Education*** - None.

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

***Countryside*** - Institutional Aide #3 - Part-Time, *Grade 3, Base Annual Salary \$26,682.38*, due to termination.  
***Adult Home***

***County Clerk*** - Legal Recording Clerk, *Grade 7, Base Annual Salary \$35,491*, extending prior authorization.

***DPW*** - MEO (M) #2, *Grade 9, Base Annual Salary \$38,521*.

***Health Services*** - Registered Professional Nurse #22, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.  
- Registered Professional Nurse #32, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.  
- Registered Professional Nurse #37, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.  
- Senior Account Clerk #1, *Grade 7, Base Annual Salary \$36,414*, extending prior authorization.  
- WIC Assistant, *Grade 5, Base Annual Salary \$33,076*, extending prior authorization.  
- PT Infant Feeding Advocate no to exceed 20 hrs/week, *Grade 3, Base Annual Salary \$15,186*, extending prior authorization.  
- Medical Records Coder PT 24-26 hrs/wk, *Grade 10, Base Annual Salary \$24,471*, extending prior authorization.  
- Registered Professional Nurse #40, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.  
- Registered Professional Nurse #TBA *Grade 19, Base Annual Salary \$51,502*, due to creation.  
- PH Program Manager, *Grade 21, Base Annual Salary \$55,070*, due to promotion.  
- PH Health Educator #1, *Grade 14, Base Annual Salary \$44,384*, due to creation.  
- PH Health Educator #2, *Grade 14, Base Annual Salary \$44,384*, due to creation.  
- Per Diem EI Service Coord. #2, *Grade 18, Base Annual Salary \$12,594*, due to creation.  
Therapy Program Adm. - PH, *Annual Salary \$65,566*, due to creation.

***Sheriff*** - Patrol Officer #8, *Annual Salary \$44,735*.  
- Patrol Officer #10, *Annual Salary \$44,735*.  
- Patrol Officer #15, *Annual Salary \$44,735*.  
- Patrol Officer #18, *Annual Salary \$44,735*.  
- Patrol Officer #4, *Annual Salary \$44,735*.  
- Investigator #6, *Annual Salary \$83,503*, due to retirement.  
- Patrol Officer #TBD, *Annual Salary \$44,735*, due to promotion.

***Social Services*** - Caseworker #TBD, *Grade 16, Base Annual Salary \$47,023*, due to promotion.  
- Caseworker #TBD, *Grade 16, Base Annual Salary \$47,023*, due to promotion.  
- Caseworker #20, *Grade 16, Base Annual Salary \$47,023*, due to resignation.  
- Social Welfare Examiner #12, *Grade 8, Base Annual Salary \$36,957*, due to promotion.  
- Senior Caseworker #9, *Grade 18, Base Annual Salary \$50,384*, due to creation.  
- Senior Caseworker #10, *Grade 18, Base Annual Salary \$50,384*, due to creation.  
- Legal Clerk III #1, *Grade 10, Base Annual Salary \$40,784*, due to creation.  
- Senior Clerk #1, *Grade 4, Base Annual Salary \$31,789*, due to creation.

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**