

County Facilities Committee
Fire Prevention & Building Code Enforcement Agenda
September 27, 2022

COMMITTEE MEMBERS: Supervisors Bruno, Magowan, Thomas, Strough, Conover, Beaty and Diamond - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board

- I. Committee meeting called to order by the Chair

- II. Approval of minutes of prior Committee Meeting

- III. Action Agenda/New Business Items:
 1. Proposed 2023 Budget
 2. 2022 NYS Fire Marshals Conference

- IV. Discussion Items:
 1. Employee Retirements

- V. Referrals/Pending Items: None

- VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

- VII. Motion to Adjourn

Attachments:

1. Proposed 2023 Budget
2. 2023 Salary Schedule
3. 2023 General Liability Assessment
4. 2023 Internet Cost
5. 2023 Worker's Compensation Assessment
6. Embassy Suites Room Cost
7. NYS Fire Marshals Conference Fees & Information

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

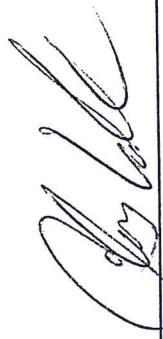
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Building & Fire Code
 BUDGET ACCOUNT CODE: A.3620

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$337,912.44	\$360,614.00	\$375,134.00	\$397,844.00
200's EQUIPMENT	\$25,100.00	\$0.00	\$50,645.00	\$0.00
400's CONTRACTUAL	\$16,118.20	\$20,824.00	\$20,771.00	\$21,124.00
800's EMPLOYEE BENEFITS	\$150,460.38	\$153,189.00	\$155,824.38	\$157,926.00
TOTALS	\$529,591.02	\$534,627.00	\$602,374.38	\$576,894.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$256,111.25	\$217,500.00	\$217,500.00	\$267,500.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: ADMINISTRATOR
 DATE: 9-8-22

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS


REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Building & Fire Code - American Rescue Plan Act (ARPA)

BUDGET ACCOUNT CODE: A.3620 4999

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
200's EQUIPMENT		\$0.00	\$4,174.65	\$0.00
TOTALS		\$0.00	\$4,174.65	\$0.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00	\$0.00	\$4,174.65	\$0.00

SIGNED:  DEPARTMENT HEAD
 TITLE: Administrative
 DATE: 9-8-22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 3620 - Building & Fire Code						
Miscellaneous & Local Source						
2770 Other Unclassified Revenue		2,881.00	2,500.00	2,500.00	1,730.25	2,500.00
	<i>Miscellaneous & Local Source Totals</i>	\$2,881.00	\$2,500.00	\$2,500.00	\$1,730.25	\$2,500.00
Licenses & Permits						
2590 Building Permits		253,230.25	215,000.00	215,000.00	169,896.00	265,000.00
	<i>Licenses & Permits Totals</i>	\$253,230.25	\$215,000.00	\$215,000.00	\$169,896.00	\$265,000.00
Department 3620 - Building & Fire Code Totals		\$256,111.25	\$217,500.00	\$217,500.00	\$171,626.25	\$267,500.00
REVENUE TOTALS		\$256,111.25	\$217,500.00	\$217,500.00	\$171,626.25	\$267,500.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 3620 - Building & Fire Code						
Personal Services						
110	Salaries - Regular	337,912.44	360,614.00	375,134.00	222,982.31	397,844.00
	<i>Personal Services Totals</i>	<u>\$337,912.44</u>	<u>\$360,614.00</u>	<u>\$375,134.00</u>	<u>\$222,982.31</u>	<u>\$397,844.00</u>
Equipment						
220	Office Equipment	.00	.00	53.00	52.54	.00
230.1	Automotive Equipment - Reserve	25,100.00	.00	50,592.00	.00	.00
	<i>Equipment Totals</i>	<u>\$25,100.00</u>	<u>\$0.00</u>	<u>\$50,645.00</u>	<u>\$52.54</u>	<u>\$0.00</u>
Contractual Expense						
410	Supplies	1,887.41	1,950.00	1,897.00	1,429.70	1,950.00
418	Ins-General Liability	722.57	831.00	1,038.00	946.04	1,193.00
423	Telephone	2,636.02	2,592.00	2,592.00	1,410.23	500.00
424	Postage	1,006.49	850.00	850.00	470.70	950.00
426	Subscriptions	66.77	1,600.00	1,594.00	1,563.10	1,600.00
427	Memberships & Dues	405.00	505.00	505.00	265.50	505.00
428	Data Processing & Internet Fees	396.00	396.00	402.00	402.00	426.00
441	Auto-Supplies & Repair	2,541.48	3,500.00	3,293.00	232.58	3,500.00
442	Automotive - Gas & Oil	5,731.46	6,000.00	6,000.00	3,524.26	7,500.00
444	Travel/Education/Conference	125.00	2,000.00	2,000.00	.00	2,400.00
453	Uniforms & Clothing	600.00	600.00	600.00	300.00	600.00
	<i>Contractual Expense Totals</i>	<u>\$16,118.20</u>	<u>\$20,824.00</u>	<u>\$20,771.00</u>	<u>\$10,544.11</u>	<u>\$21,124.00</u>
Employee Benefits						
810	Retirement	52,610.96	47,148.00	48,672.60	29,107.23	44,486.00
830	Social Security	19,862.90	22,359.00	23,259.24	13,114.21	24,665.00
831	Medicare Contribution	4,645.36	5,228.00	5,438.54	3,067.02	5,769.00
860	Hospitalization	61,445.55	63,982.00	63,982.00	42,927.55	70,305.00
865	Dental Insurance	1,010.44	1,056.00	1,056.00	690.88	1,056.00
	<i>Employee Benefits Totals</i>	<u>\$139,575.21</u>	<u>\$139,773.00</u>	<u>\$142,408.38</u>	<u>\$88,906.89</u>	<u>\$146,281.00</u>
Other Benefits						
840	Workmen's Compensation	3,346.82	3,542.00	3,542.00	3,542.00	1,846.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department: 3620 - Building & Fire Code						
<i>Other Benefits</i>						
861	Retirees Hospitalization	7,274.40	9,124.00	9,124.00	5,292.70	9,799.00
862	Health Insurance Cost Reimbursement	263.95	750.00	750.00	.00	.00
	<i>Other Benefits Totals</i>	<u>\$10,885.17</u>	<u>\$13,416.00</u>	<u>\$13,416.00</u>	<u>\$8,834.70</u>	<u>\$11,645.00</u>
Department 3620 - Building & Fire Code						
EXPENSE TOTALS						
		\$529,591.02	\$534,627.00	\$602,374.38	\$331,320.55	\$576,894.00
		\$529,591.02	\$534,627.00	\$602,374.38	\$331,320.55	\$576,894.00
Fund A - General Totals						
		\$256,111.25	\$217,500.00	\$217,500.00	\$171,626.25	\$267,500.00
	REVENUE TOTALS	\$256,111.25	\$217,500.00	\$217,500.00	\$171,626.25	\$267,500.00
	EXPENSE TOTALS	\$529,591.02	\$534,627.00	\$602,374.38	\$331,320.55	\$576,894.00
	Fund A - General Totals	<u>(\$273,479.77)</u>	<u>(\$317,127.00)</u>	<u>(\$384,874.38)</u>	<u>(\$159,694.30)</u>	<u>(\$309,394.00)</u>
Net Grand Totals						
		\$256,111.25	\$217,500.00	\$217,500.00	\$171,626.25	\$267,500.00
	REVENUE GRAND TOTALS	\$256,111.25	\$217,500.00	\$217,500.00	\$171,626.25	\$267,500.00
	EXPENSE GRAND TOTALS	\$529,591.02	\$534,627.00	\$602,374.38	\$331,320.55	\$576,894.00
	Net Grand Totals	<u>(\$273,479.77)</u>	<u>(\$317,127.00)</u>	<u>(\$384,874.38)</u>	<u>(\$159,694.30)</u>	<u>(\$309,394.00)</u>

2023 Salary Schedule (Position Budgeting)
Building & Fire Code

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Ann. Grade & Rate	Ann. Grade & Rate				
13517	Farr, William 17-01 / \$27.40	Fire Prev & Bldg Code Enf Off #6 17-02 / \$27.83	\$57,676.00	Full Time	CSEA/FT	3/15/2021
11105	Gillingham, Duane 17-16 / \$32.70	Fire Prev & Bldg Code Enf Off #3 17-17 / \$32.70	\$68,007.00	Full Time	CSEA/FT	6/12/2006
11937	McKinney, Thomas 17-11 / \$32.46	Fire Prev & Bldg Code Enf Off #2 17-12 / \$32.46	\$67,507.00	Full Time	CSEA/FT	6/1/2011
11410	Neville, Andrew 17-08 / \$31.12	Fire Prev & Bldg Code Enf Off #1 17-09 / \$31.12	\$64,730.00	Full Time	CSEA/FT	4/7/2014
10802	Van Ness, Tracy 15-18 / \$30.69	Secretary Fire Prev & BCEO 15-19 / \$30.69	\$63,830.00	Full Time	CSEA/FT	7/6/2004
10878	Wallace, Charles N/A / \$41.81	Administrator Fire & Bldg Code N/A / \$41.81	\$76,094.00	Full Time	Appointed F/T	2/1/2005
			6			
			\$397,844.00			

**Budget Breakdown
Line of Coverage**

**2023
ESTIMATES
at 8/12/22**

		apporportionment means	OFA	Tourism	Bldg Codes	Vets
General Liability (Incl IDA)	\$	181,050	\$ 3,252			
Healthcare ProfLiab.	\$	33,717				
Healthcare GL(incl w/ Prof)	\$	-				
Property	\$	49,692				
Inland Marine	\$	31,486	\$ -	\$ -	\$ -	
Crime	\$	7,493				
LDC Crime	\$	288				
Auto Liability	\$	65,969		\$ -	\$ 816	\$ 327
Auto PD (%est by SIF)	\$	50,033		\$ -	\$ 376	\$ 376
Law Enforcement	\$	230,054				
Boiler & Machinery	\$	10,978				
Umbrella (Incl IDA)	\$	97,611	\$ 1,733			
Public Officials	\$	80,624				
OCP (NYS Dept State)	\$	229				
OCP (Highway work permit)	\$	229				
Pollution (3 yr 2022-2024 paid 2022)	\$	-				
Airport Liability	\$	20,145				
Employers Liability	\$	-				
Excess Work Comp	\$	169,572				
Flood & Quake (Difference in conditions)	\$	36,911				
NFIP	\$	4,556				
Privacy & Security (Cyber Liability)	\$	55,891				
Service Fee	\$	34,000				
2023 Estimated Totals	\$	1,160,527	\$ 4,985	\$ -	\$ 1,193	\$ 703

ac/js 8-12-22

VanNess, Tracy

From: Wallace, Charles
Sent: Wednesday, June 29, 2022 1:34 PM
To: VanNess, Tracy
Subject: FW: 2022 Internet Billing

Charles Wallace

Charles Wallace
Administrator
Warren County Building Codes
1340 State Route 9
Lake George, NY 12845
(518) 761-7671

From: Hosford, Rob <hosfordr@warrencountyny.gov>
Sent: Wednesday, June 29, 2022 8:41 AM
To: Wallace, Charles <wallacec@warrencountyny.gov>
Subject: 2022 Internet Billing

We're almost ready to do Internet Billing for the year. According to our records you have 6 employee(s) in your department with Internet Access. The current rate is \$67 per user per year so in this case it would be \$402.


The Account Code that will be used is A3620 428
Please let me know if this information is correct.
This billing will occur via journal entry so nothing further is required from you.

The anticipated rate for Internet Billing next year will be \$70 per user per year. Use this for 2023 budgeting. Let me know if you have any questions.
Thank you.

2023 Warren County Self-Insurance Workers' Compensation Assessments							
	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2023 Total Assessment	Year 2022 Total Assessment	
Participant:							
Towns/Village/City:							
Glens Falls	\$ 56,488.46	\$ -	\$ -	\$ 159,080.34	\$ 215,569	\$ 191,868	
Bolton	\$ 9,841.47	\$ -	\$ -	\$ 30,638.22	\$ 40,480	\$ 36,259	
Chester	\$ 8,199.17	\$ -	\$ -	\$ 19,645.62	\$ 27,845	\$ 19,304	
Hague	\$ 4,087.73	\$ -	\$ -	\$ 2,324.72	\$ 6,412	\$ 5,822	
Horicon	\$ 5,577.61	\$ -	\$ -	\$ 14,912.30	\$ 20,490	\$ 17,283	
Johnsburg	\$ 6,346.57	\$ -	\$ -	\$ 42,854.48	\$ 49,201	\$ 42,808	
Lake George	\$ 11,314.99	\$ -	\$ -	\$ 28,348.30	\$ 39,663	\$ 33,005	
Luzerne	\$ 6,164.86	\$ -	\$ -	\$ 12,203.30	\$ 18,368	\$ 13,845	
Stony Creek	\$ 2,849.07	\$ -	\$ -	\$ 0.94	\$ 2,850	\$ 2,477	
Thurman	\$ 2,098.32	\$ -	\$ -	\$ 2,475.95	\$ 4,574	\$ 11,628	
Warrensburg	\$ 7,101.90	\$ -	\$ -	\$ 9,334.55	\$ 16,436	\$ 16,375	
Village of Lake George	\$ 8,300.01	\$ -	\$ -	\$ 22,689.08	\$ 30,989	\$ 31,859	
Other than Towns:							
SUNY Adirondack	\$ 98,477.84	\$ -	\$ -	\$ 32,392.20	\$ 130,870	\$ 111,880	
Crandall Library	\$ 11,062.39	\$ -	\$ -	\$ 5,883.31	\$ 16,946	\$ 13,753	
LG/LC Regional Planning	\$ 2,180.75	\$ -	\$ -	\$ 1,126.78	\$ 3,308	\$ 2,720	
County Departments:							
WC Administrator	\$ 1,637.60	\$ -	\$ -	\$ -	\$ 1,638	\$ 1,424	
WC Attorney	\$ 2,137.65	\$ -	\$ -	\$ -	\$ 2,138	\$ 1,859	
WC Auditor	\$ 589.49	\$ -	\$ -	\$ -	\$ 589	\$ 513	
WC Bd of Elections	\$ 1,671.04	\$ -	\$ -	\$ 1,981.23	\$ 3,652	\$ 5,697	
WC Bldg Codes	\$ 1,813.17	\$ -	\$ -	\$ 32.43	\$ 1,846	\$ 3,542	
WC Civil Service	\$ 957.00	\$ -	\$ -	\$ -	\$ 957	\$ 832	
WC Clerk	\$ 4,479.24	\$ -	\$ -	\$ 336.83	\$ 4,816	\$ 4,176	
WC Data Processing	\$ 3,523.85	\$ -	\$ -	\$ -	\$ 3,524	\$ 3,064	
WC District Attorney	\$ 7,048.85	\$ -	\$ -	\$ 73.19	\$ 7,122	\$ 6,190	
WC DPW	\$ 21,875.58	\$ -	\$ -	\$ 64,149.06	\$ 86,025	\$ 93,696	
WC DPW - Airport	\$ 763.02	\$ -	\$ -	\$ 62.47	\$ 825	\$ 716	
WC DPW - Bldg & Grounds	\$ 3,440.36	\$ -	\$ -	\$ 14,531.33	\$ 17,972	\$ 9,512	
WC DPW - Up Yonda	\$ 713.49	\$ -	\$ -	\$ 1,070.00	\$ 1,783	\$ 1,516	
WC E&T	\$ 1,801.05	\$ -	\$ -	\$ 9,087.79	\$ 10,889	\$ 7,924	
WC Health Services	\$ 13,785.51	\$ -	\$ -	\$ 21,948.75	\$ 35,734	\$ 30,647	
WC Historian	\$ 91.23	\$ -	\$ -	\$ -	\$ 91	\$ 79	
WC Human Resources	\$ 755.64	\$ -	\$ -	\$ -	\$ 756	\$ 657	
WC Legal Def	\$ 438.20	\$ -	\$ -	\$ -	\$ 438	\$ 381	
WC Mail Room	\$ 219.57	\$ -	\$ -	\$ -	\$ 220	\$ 191	
WC Mental Health	\$ 1,982.41	\$ -	\$ -	\$ -	\$ 1,982	\$ 1,724	
WC OES	\$ 1,589.35	\$ -	\$ -	\$ 9,050.67	\$ 10,640	\$ 8,962	
WC OFA	\$ 5,098.79	\$ -	\$ -	\$ 16,139.17	\$ 21,238	\$ 25,036	
WC Planning	\$ 2,062.32	\$ -	\$ -	\$ -	\$ 2,062	\$ 1,793	
WC Probation	\$ 5,797.78	\$ -	\$ -	\$ 4.46	\$ 5,802	\$ 5,045	
WC Public Defender	\$ 4,983.45	\$ -	\$ -	\$ 1,027.10	\$ 6,011	\$ 5,182	
WC Purchasing	\$ 988.16	\$ -	\$ -	\$ -	\$ 988	\$ 859	
WC Real Property	\$ 1,374.83	\$ -	\$ -	\$ -	\$ 1,375	\$ 1,195	
WC Residential Hall	\$ 5,181.64	\$ -	\$ -	\$ 18,506.59	\$ 23,688	\$ 19,254	
WC Self-Insurance	\$ 1,014.08	\$ -	\$ -	\$ 820.18	\$ 1,834	\$ 1,546	
WC Sheriff's Dept	\$ 46,406.19	\$ -	\$ -	\$ 77,366.10	\$ 123,772	\$ 90,390	
WC Sheriff's Dept - Jail	\$ 30,765.72	\$ -	\$ -	\$ 129,456.32	\$ 160,222	\$ 120,965	
WC Social Services	\$ 31,231.49	\$ -	\$ -	\$ 3,301.36	\$ 34,533	\$ 30,332	
WC Soil & Water	\$ 1,799.11	\$ -	\$ -	\$ -	\$ 1,799	\$ 1,564	
WC Supervisors	\$ 3,960.60	\$ -	\$ -	\$ 238.31	\$ 4,199	\$ 3,643	
WC Tourism	\$ 2,192.92	\$ -	\$ -	\$ 117.21	\$ 2,310	\$ 2,029	
WC Traffic Safety	\$ 59.87	\$ -	\$ -	\$ -	\$ 60	\$ 52	
WC Treasurer	\$ 3,914.76	\$ -	\$ -	\$ -	\$ 3,915	\$ 3,404	
WC Veterans	\$ 553.70	\$ -	\$ -	\$ 4,489.74	\$ 5,043	\$ 5,533	
WC WIC	\$ 1,482.84	\$ -	\$ -	\$ 159.78	\$ 1,643	\$ 1,506	
WC Wts and Meas	\$ 476.89	\$ -	\$ -	\$ -	\$ 477	\$ 415	
Westmount	\$ -	\$ -	\$ -	\$ 34,595.00	\$ 34,595	\$ 36,561	

Your Stay

[Edit Stay](#)

 Mon, Oct 24 – Wed, Oct 26, 2022 (2 nights)

 1 room for 1 adult

Edit Stay



24 OCT
MON

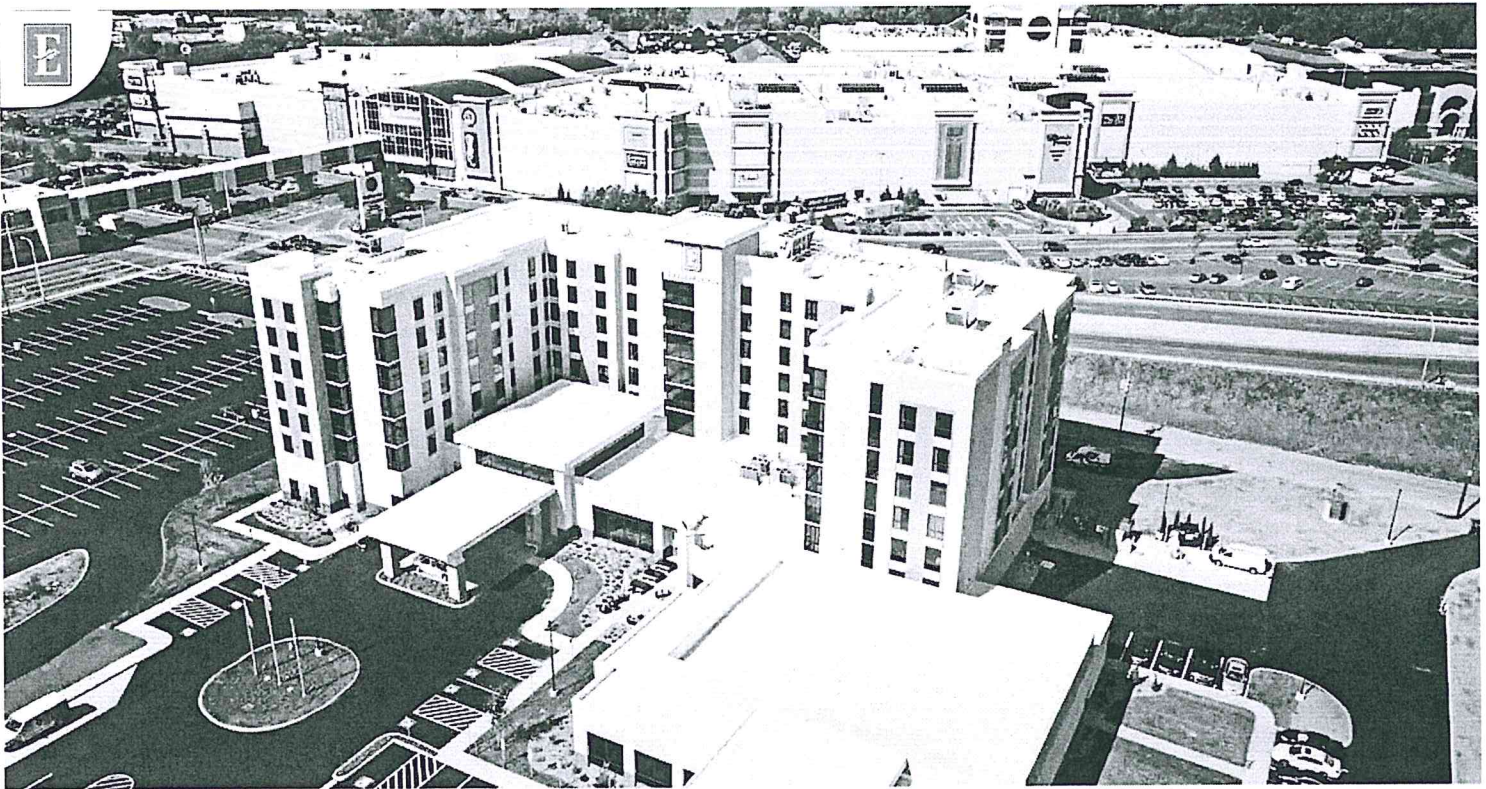
26 OCT
WED

1 Room, 1 Guest


Special Rates

1

Update



Embassy Suites by Hilton Syracuse Destiny USA

311 Hiawatha Blvd. W Syracuse, New York 13204 USA 

[Hotel details >](#)

Select a Room

Step 1 of 3

 We're showing Fire Marshal/inspect rates.

Your stay includes

- ✓ Free made-to-order breakfast
- ✓ Complimentary evening reception
- ✓ Free parking
- ✓ Free WiFi
- ✓ Non-smoking rooms
- ✓ On-site restaurant
- ✓ Indoor pool
- ✓ Fitness center
- ✓ Pet-friendly rooms
- ✓ Business center

Special Rates ¹

 Connecting Rooms

Use Points & Money

1 room result

Avg/night in \$USD ▼



1 King Bed 1 Room Studio Suite

Cancel until 14 days before arrival

\$149

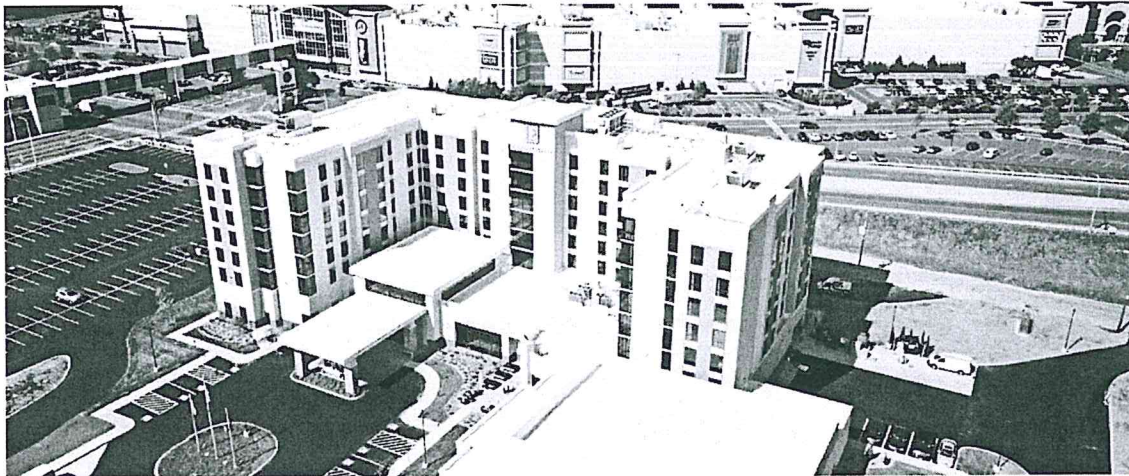
How can we help?

+1-888-728-3025

Call us, it's toll-free.



**New York State
Fire Marshals &
Inspectors Association**



The annual conference is scheduled for October 24 – 26th, from 8 to 5.

Conference Registration does not include lodging. Hotel Reservation information will be available shortly

The 2022 Educational conference will include 24 hours of training courses approved by the Department of State, Division of Building Standards and Codes. (DBSC)

This includes, the required minimum of 3 hours in Topics 1, 2, and 3.

By taking part in this event you grant the event organizers full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. If you do not wish to be photographed please inform an event organizer.

DETAILS

PRICE

QTY

DETAILS

PRICE

QTY

Registration Fee [show details +](#)

\$350.00 (USD)

0

[Register Now](#)

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