

FINANCE COMMITTEE

AGENDA

MARCH 3, 2022

Committee Members: *Leggett, Thomas, Bruno, Merlino, Runyon, Diamond and Driscoll*
Chair of the Board shall serve 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 January 2022.
 - B) Request for new agreement with Archive Social for a social media archiving subscription.
 - C) Request for a transfer of funds from the Contingent Account in the amount of \$4,491 to cover the cost of a social media archiving subscription with Archive Social.
 - D) Request to appropriate \$95,118 from the General Fund Unappropriated Fund Balance to the Unallocated Insurance and Sheriff's Law Enforcement budgets to cover 2022 insurance costs.
On behalf of the Office of Community Services (Robert York, Director, Office of Community Services):
 - E) Request to amend Resolution No. 60 of 2022 to correctly reflect the amount of the lease agreement with the Warren-Washington Association for Mental Health, Inc. for office space used by the Office of Community Services.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Request to delete back taxes on Town of Johnsbury Tax Map Parcel No. 30.-2-68 for the years 2014, 2015 and 2017-2021 in the total amount of \$724.22.
 - B) Request to delete back taxes on Town of Queensbury Tax Map Parcel No. 309.5-1-1./134 for the years 2019, 2020 and 2021 in the total amount of \$2,373.97.
 - 4) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**
Airport (Robin Mapp, Airport Manager) -
Request to establish Capital Project No. H414, *Airport Runway 1-19 Remarking Program*, in the amount of \$300,000.
 - 5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Office of Emergency Services (Ann Marie Mason, Director, Office of Emergency Services) -
 - A) Request to establish Capital Project H413, *Hazard Mitigation Grant Program*, in the amount of \$120,000.***Public Defender (Marcy Flores, Public Defender) -***
 - B) Request to amend the Warren County Budget in the amount of \$155,115 to add funds from the newly executed Office of Indigent Legal Services Contract C800052/Distribution #8 to the Public Defender's Budget.
 - ~~C) Request to amend the Warren County Budget to create and fund various budget codes for the Public Defender's Office as per the agenda attachment provided. This is a transfer of funds, moved to Item 1~~***Sheriff (Jim LaFarr, Sheriff) -***
 - D) Request to amend the Warren County Budget in the amount of \$1,178 to transfer funds unused funds remaining in the Sheriff's Law Enforcement FY19 State Law Enforcement Terrorism Prevention Program grant from fiscal year 2021 to 2022.
 - E) Request to amend the Warren County Budget in the amount of \$4,689.17 to transfer funds unused funds remaining in the Sheriff's Law Enforcement FY20 State Homeland Security Program grant from fiscal year 2021 to 2022.
 - F) Request to amend the Warren County Budget to reflect appropriate revenues and expenses for the second half of the School Resource Officer contracts.
 - 6) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**
Planning & Community Development (Wayne LaMothe, County Planner) -
Request for the appropriation of \$200,000 to fund the development of a Comprehensive Plan for Warren County.

Continued

- 7) **Referrals from the Environmental Concerns & Real Property Tax Services Committee (Chaired by Supervisor McDevitt):**
Real Property Tax Services (Lexie Delurey, Director)
A) Request to appropriate funds in the amount of \$77,900 from the Environmental Testing Reserve to the Real Property Tax Services Budget to fund the cost of demolition and asbestos abatement services for Town of Johnsbury Tax Map Parcel No. 133.8-1-27.
B) Request for a transfer of funds from the Contingent Account to cover the cost of filing fees associated with the transfer of Town of Queensbury Tax Map Parcel No. 309.9-1-14.1.
- 8) **Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**
Office of Community Services (Robert York, Director, Office of Community Services) -
A) Request to amend the Warren County Budget in the amount of \$41,250 to allow for pass-through of one-time 100% State Aid funding from the NYS Office of Addiction Services and Supports to 820 River St., Inc. for provision of jail-based addiction transition release services.
B) Request to amend the Warren County Budget in the amount of \$200,000 to allow for pass-through of one-time 100% State Aid funding from the NYS Office of Addiction Services and Supports to the Addictions Care Center of Albany for provision of residential addiction treatment services.
Public Health (Ginelle Jones, Director, Public Health/Patient Services) -
C) Request to amend the Warren County Budget in the amount of \$7,497 to reflect the total additional allocation for the ELC COVID Enhanced Detection Contract.
- 9) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Veterans' Services (Denise DiResta, Director) -
Request for a transfer of funds in the amount of \$2,000 from the Contingent Account to the Veterans' Services budget to cover the cost of classified employment advertisements for the Veterans' Benefits Counselor position.
- 10) **Referrals from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**
A) Request to re-appropriate \$15,000 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.6417.0002 480, *Tourism-Special Events*, in order to make the award to the Town of Johnsbury authorized by Resolution No. 229 of 2021, intended for website maintenance/marketing initiatives, as the selected vendor was unable to complete the work in 2021 due to technical challenges.
B) Request to appropriate \$15,000 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.6417.0002 480.04, *Tourism-Warren County Projects*, in order to provide funding to the Planning & Community Development Department to cover the local match for the Outdoor Recreation Economic Strategic Plan.
- 11) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**
DPW (Kevin Hajos, Superintendent of Public Works) -
Request to establish various Road Projects for 2022 in accordance with the budget transfers included under Agenda Item 1.
- 12) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 6 & 8:
- 6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Office for the Aging (Dee Park, Director, Office for the Aging) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Services Assistant - Office for the Aging #4, *Grade 7, Base Annual Salary \$36,414*, and delete the position of Typist, *Grade 3, Base Annual Salary \$30,373*, effective March 21, 2022.
- 8) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**
Tourism Department (Joanne Conley, Director of Tourism) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk - Per Diem, *hourly rate of \$24.7685*, and to de-fund the full time Principal Account Clerk position effective April 4, 2022.

IV. Pending Items:

No items this month.

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10**Request for Transfer of Funds****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** PUBLIC DEFENDER - TRANSFER 1 OF 3**SIGNED:****DATE:** 02/25/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171 110	Public Def., Salaries-Regular	A.1171.4200 110	Pub. Def., CFA, Salaries-Regular	\$ 56,991.75
A.1171 110	Public Def., Salaries-Regular	A.1171.4201 110	Pub. Def., UQI, Salaries-Regular	54,466.50
A.1171 110	Public Def., Salaries-Regular	A.1171.4202 110	Pub. Def., HH, Salaries-Regular	263,417.25
A.1171 110	Public Def., Salaries-Regular	A.1171.4203 110	Pub. Def., QI #7, Salaries-Regular	20,680.00
A.1171 110	Public Def., Salaries-Regular	A.1171.4204 110	Pub. Def., QI #9, Salaries-Regular	23,837.00
A.1171 110	Public Def., Salaries-Regular	A.1171.4206 110	Pub. Def., QI #11, Salaries-Regular	25,443.00
A.1171 120	Public Def., Salaries-Part Time	A.1171.4202 120	Pub. Def., HH, Salaries-Part Time	74,943.00
A.1171 210	Public Def., Furniture/Furnishings	A.1171.4202 210	Pub. Def., HH, Furniture/Frnshgs.	21,833.00
A.1171 220	Public Def., Office Equipment	A.1171.4201 220	Pub. Def., UQI, Office Equipment	3,300.00
A.1171 220	Public Def., Office Equipment	A.1171.4202 220	Pub. Def., HH, Office Equipment	20,000.00
A.1171 260	Public Def., Other Equipment	A.1171.4202 260	Pub. Def., HH, Other Equipment	2,900.00
A.1171 410	Public Def., Supplies	A.1171.4202 410	Pub. Def., HH, Supplies	5,644.00
A.1171 411	Public Def., Rent	A.1171.4202 411	Pub. Def., HH, Rent	11,700.00
A.1171 423	Public Def., Telephone	A.1171.4202 423	Pub. Def., HH, Telephone	3,825.00
A.1171 424	Public Def., Postage	A.1171.4202 424	Pub. Def., HH, Postage	1,767.00
A.1171 426	Public Def., Subscriptions	A.1171.4202 426	Pub. Def., HH, Subscriptions	2,838.00
A.1171 428	Public Def., Data & Internet	A.1171.4202 428	Pub. Def., HH, Data & Internet	6,150.00
A.1171 437	Public Def., Consulting	A.1171.4202 437	Pub. Def., HH, Consulting	15,000.00
A.1171 437	Public Def., Consulting	A.1171.4206 437	Pub. Def., QI #10, Consulting	6,905.00
A.1171 444	Public Def., Travel/Education	A.1171.4202 444	Pub. Def., HH, Travel/Education	15,000.00
A.1171 470	Public Def., Contract	A.1171.4202 470	Pub. Def., HH, Contract	4,775.00

Please state reason for transfers requested:

To transfer budgeted funding into newly created budget codes for ILS funding

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: PUBLIC DEFENDER - TRANSFER 2 OF 3

SIGNED:

DATE: 02/25/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171 810	Public Def., Retirement	A.1171.4200 810	Pub. Def., CFA, Retirement	\$ 5,984.13
A.1171 810	Public Def., Retirement	A.1171.4201 810	Pub. Def., UQI, Retirement	5,718.98
A.1171 810	Public Def., Retirement	A.1171.4202 810	Pub. Def., HH, Retirement	29,991.00
A.1171 810	Public Def., Retirement	A.1171.4203 810	Pub. Def., QI #7, Retirement	2,171.40
A.1171 810	Public Def., Retirement	A.1171.4204 810	Pub. Def., QI #9, Retirement	2,502.89
A.1171 810	Public Def., Retirement	A.1171.4206 810	Pub. Def., QI #11, Retirement	2,671.52
A.1171 830	Public Def., Social Security	A.1171.4200 830	Pub. Def., CFA, Social Security	3,533.49
A.1171 830	Public Def., Social Security	A.1171.4201 830	Pub. Def., UQI, Social Security	3,376.93
A.1171 830	Public Def., Social Security	A.1171.4202 830	Pub. Def., HH, Social Security	20,979.00
A.1171 830	Public Def., Social Security	A.1171.4203 830	Pub. Def., QI #7, Social Security	1,282.16
A.1171 830	Public Def., Social Security	A.1171.4204 830	Pub. Def., QI #9, Social Security	1,477.89
A.1171 830	Public Def., Social Security	A.1171.4206 830	Pub. Def., QI #11, Social Security	1,577.47
A.1171 831	Public Def., Medicare Contribution	A.1171.4200 831	Pub. Def., CFA, Medicare Contr.	826.38
A.1171 831	Public Def., Medicare Contribution	A.1171.4201 831	Pub. Def., UQI, Medicare Contr.	789.76
A.1171 831	Public Def., Medicare Contribution	A.1171.4202 831	Pub. Def., HH, Medicare Contr.	4,906.00
A.1171 831	Public Def., Medicare Contribution	A.1171.4203 831	Pub. Def., QI #7, Medicare Contr.	299.86
A.1171 831	Public Def., Medicare Contribution	A.1171.4204 831	Pub. Def., QI #9, Medicare Contr.	345.64
A.1171 831	Public Def., Medicare Contribution	A.1171.4206 831	Pub. Def., QI #11, Medicare Contr.	368.92
A.1171 860	Public Def., Hospitalization	A.1171.4200 860	Pub. Def., CFA, Hospitalization	11,110.27
A.1171 860	Public Def., Hospitalization	A.1171.4201 860	Pub. Def., UQI, Hospitalization	10,605.22
A.1171 860	Public Def., Hospitalization	A.1171.4202 860	Pub. Def., HH, Hospitalization	51,567.30
A.1171 860	Public Def., Hospitalization	A.1171.4204 860	Pub. Def., QI #9, Hospitalization	4,707.34
A.1171 860	Public Def., Hospitalization	A.1171.4206 860	Pub. Def., QI #11, Hospitalization	4,800.52

Please state reason for transfers requested:

To transfer budgeted funding into newly created budget codes for ILS funding

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: PUBLIC DEFENDER - TRANSFER 3 OF 3

SIGNED:

DATE: 02/25/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171 865	Public Def., Dental	A.1171.4200 865	Pub. Def., CFA, Dental	\$ 288.08
A.1171 865	Public Def., Dental	A.1171.4201 865	Pub. Def., UQI, Dental	288.08
A.1171 865	Public Def., Dental	A.1171.4202 865	Pub. Def., HH, Dental	1,116.70
A.1171 865	Public Def., Dental	A.1171.4204 865	Pub. Def., QI #9, Dental	60.06
A.1171 865	Public Def., Dental	A.1171.4206 865	Pub. Def., QI #11, Dental	288.08

Please state reason for transfers requested:

To transfer budgeted funding into newly created budget codes for ILS funding

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: 2/28/2022

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8331	280 Co Roads, 2022 CR#8 Friends Lake Road	\$ 334,875.40 Chester
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8332	280 Co Roads, 2022 CR#12 Hadley Road	\$ 350,500.00 Stony Creek
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8334	280 Co Roads, 2022 CR#41 Sawmill Road	\$ 393,875.40 Bolton
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8335	280 Co Roads, 2022 CR#43 Church Street	\$ 83,000.00 Chester
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8337	280 Co Roads, 2022 CR#50 New Hague Road	\$ 223,000.00 Hague
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8338	280 Co Roads, 2022 CR#50 Summit Drive	\$ 463,000.00 Hague
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8339	280 Co Roads, 2022 CR#57 South Johnsbury Road	\$ 560,000.00 Thurman
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8340	280 Co Roads, 2022 CR#60 Harrington Hill Road	\$ 742,250.60 Warrensburg
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8341	280 Co Roads, 2022 CR#68 Landon Hill Road	\$ 686,492.20 Chester
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8342	280 Co Roads, 2022 CR#74 Atateka Drive	\$ 463,000.00 Chester
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8344	280 Co Roads, 2021 CR#11 Bolton Landing Riverbank Road	\$ 283,925.12 Bolton
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8345	280 Co Roads, 2022 CR#53 Watering Tub Road	\$ 345,000.00 Horicon
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8346	280 Co Roads, 2022 CR#46 Atateka Drive	\$ 856,000.00 Chester
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8347	280 Co Roads, 2022 CR#38 Pilot Knob Road	\$ 260,000.00 Lake George
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8348	280 Co Roads, 2022 CR#6 Fort George Road	\$ 300,000.00 Lake George
D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	D.5112.8349	281 Co Roads, 2022 CR#69 West Brook Road	\$ 100,000.00 Lake George
				\$ 6,444,918.72

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 439	Contingent Fund			

Please state reason for transfer request:

To Fund Established & Existing Road Projects for 2022

WARREN COUNTY Journal Report - January

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn. Fiscal Srv - Administrative Fiscal Services					
1/6/2022	A.1011 410	Supplies	Transfer within Budget Code to A.1011 427	\$ 60.00	\$ 60.00
1/6/2022	A.1011 427	Memberships & Dues	Transfer within Budget Code from A.1011 410	\$ 60.00	
1/7/2022	A.1011 427	Memberships & Dues	Transfer within Budget Code to A.1011 439		\$ 60.00
1/7/2022	A.1011 439	Misc Fees & Expenses	Transfer within Budget Code from A.1011 427	\$ 60.00	
Brd. of Election - Board of Elections					
1/27/2022	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 2,515.00	
1/27/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 2,515.00
1/27/2022	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 6,060.00	
1/27/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE A.1450 220		\$ 6,060.00
Clk of Legislati - Clerk of the Legislative Board					
12/31/2021	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 436		\$ 82.56
12/31/2021	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 444		\$ 80.06
12/31/2021	A.1010 436	Advertising Fees	Budget Transfer from Object Code A.1010 410	\$ 82.56	
12/31/2021	A.1010 444	Travel/Education/Conference	Budget Transfer from Object Code A.1010 410	\$ 80.06	
12/31/2021	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 439		\$ 169.99
12/31/2021	A.1010 439	Misc Fees & Expenses	Budget Transfer from Object Code A.1010 410	\$ 169.99	
1/1/2022	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 840		\$ 0.25
1/1/2022	A.1010 840	Workmen's Compensation	Budget Transfer from Object Code A.1010 410	\$ 0.25	
County Auditor - County Auditor					
1/3/2022	A.1320 220	Office Equipment	out of object code transfer from A.1320 410 to 220	\$ 47.13	
1/3/2022	A.1320 410	Supplies	out of object code transfer from A.1320 410 to 220		\$ 47.13
1/5/2022	A.1320 220	Office Equipment	out of object code transfer from A.1320 220 to 410		\$ 47.13
1/5/2022	A.1320 410	Supplies	out of object code transfer from A.1320 220 to 410	\$ 47.13	
County Clerk - County Clerk					

WARREN COUNTY Journal Report - January

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/31/2021	A.1410 220	Office Equipment	Transfer of Funds outside Budget Code to A.1410 410	\$	\$ 52.03
12/31/2021	A.1410 410	Supplies	Transfer of Funds within Budget Code from A.1410 425	\$ 72.00	
12/31/2021	A.1410 410	Supplies	Transfer of Funds outside Budget Code from A.1410 220	\$ 52.03	
12/31/2021	A.1410 425	Reproduction Expenses	Transfer of Funds within Budget Code to A.1410 410	\$	\$ 72.00
1/12/2022	A.1410 410	Supplies	Transfer of Within Budget Code from A.1410 423	\$ 113.53	
1/12/2022	A.1410 423	Telephone	Transfer of Within Budget Code to A.1410410	\$	\$ 113.53
DPW_DPW Admin - DPW,DPW Administration					
1/3/2022	D.5142 410	Supplies	Transfer Within Budget Code to D.5142 470	\$	\$ 50,000.00
1/3/2022	D.5142 470	Contract	Transfer Within Budget Code from D.5142 410	\$ 50,000.00	
1/18/2022	A.7111 260	Other Equipment	Out of Code Transfer from A.7111 410	\$ 81.00	
1/18/2022	A.7111 410	Supplies	Out of Code Transfer to A.7111 260	\$	\$ 81.00
1/25/2022	A.7111 250	Technical Equipment	Out of Code Transfer from A.7111 410 to A.7111 250	\$ 26.00	
1/25/2022	A.7111 410	Supplies	Out of Code Transfer from A.7111 410 to A.7111 250	\$	\$ 26.00
Infotech - Information Technology					
1/3/2022	A.1680 410	Supplies	Budget Transfer within Object Code to A.1680 428	\$	\$ 120.00
1/3/2022	A.1680 428	Data Processing & Internet Fees	Budget Transfer within Object Code from A.1680 410	\$ 120.00	
12/31/2021	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 410	\$	\$ 63.00
12/31/2021	A.1680 410	Supplies	Budget Transfer out of Object Code to A.1680 220	\$	\$ 63.00
1/6/2022	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 426	\$ 3,500.00	
1/6/2022	A.1680 426	Subscriptions	Budget Transfer out of Object Code to A.1680 220	\$	\$ 3,500.00
1/19/2022	A.1681 220	Office Equipment	Budget Transfer out of Object Code from A.1681 423	\$ 2,100.00	
1/19/2022	A.1681 423	Telephone	Budget Transfer out of Object Code to A.1681 220	\$	\$ 2,100.00
1/28/2022	A.1680 410	Supplies	Budget Transfer within Object Code to A.1680 424	\$	\$ 400.00
1/28/2022	A.1680 424	Postage	Budget Transfer within Object Code from A.1680 410	\$ 400.00	
Legal Def-Indgmt - Legal Defense - Indigents					
12/31/2021	A.1170 410	Supplies	From A. 1170 440 to A. 1170 410	\$	\$ 112.37

WARREN COUNTY
Journal Report - January

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/31/2021	A.1170 440	Legal/Transcript Fees	From A. 1170 440 to A. 1170 410	\$	\$ 112.37
12/31/2021	A.1170 410	Supplies	From A. 1170 427 to A. 1170 410	\$ 150.00	
12/31/2021	A.1170 427	Memberships & Dues	From A. 1170 427 to A. 1170 410	\$	\$ 150.00
Medical Exam&Cor - Medical Exam & Coroners					
1/19/2022	A.1185 427	Memberships & Dues	Budget Transfer from Object Code A.1185 444	\$ 110.00	
1/19/2022	A.1185 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1185 427	\$	\$ 110.00
Mental Health - Mental Health					
1/24/2022	A.4310 427	Memberships & Dues	transfer of funds from A.4310 444 to A.4310 427	\$ 37.00	
1/24/2022	A.4310 444	Travel/Education/Conference	transfer of funds from A.4310 444 to A.4310 427	\$	\$ 37.00
OFA - Office for the Aging					
1/20/2022	A.6771 427	Memberships & Dues	Within object code transfer from A.6772.444	\$ 42.00	
1/20/2022	A.6771 444	Travel/Education/Conference	Within object code transfer to A.6771.427	\$	\$ 42.00
Office of EMS - Office of Emergency Services					
1/18/2022	A.3410 422	Repair/Maint-Equipment	Budget transfer within object code from A.3410 423	\$ 50.00	
1/18/2022	A.3410 423	Telephone	Budget transfer within object code to A.3410 422	\$	\$ 50.00
Planning_ Planning - Planning,Planning					
1/28/2022	A.8022 422	Repair/Maint-Equipment	budget transfer within object code from A.8022 423	\$ 120.00	
1/28/2022	A.8022 423	Telephone	budget transfer within object code to A.8022 422	\$	\$ 120.00
Public Defender - Public Defender					
12/31/2021	A.1171 437	Consulting Fees	In Code Transfer 439 to 437	\$ 500.00	
12/31/2021	A.1171 439	Misc Fees & Expenses	In Code Transfer 439 to 437	\$	\$ 500.00
Public Health_Health Services - Public Health,Health Services					
1/11/2022	A.4018.0036 410	Supplies	budget transfer IAP VR grant to A4018.0036.428	\$	\$ 100.00

WARREN COUNTY
Journal Report - January

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
1/11/2022	A.4018.0036 428	Data Processing & Internet Fees	budget transfer IAP VR grant from A4018.0036.410	\$ 100.00	
1/13/2022	A.4018.0030 411	Rent-Building/Property	Budget Transfer To Rent A40180030411 from .435	\$ 3,770.00	
1/13/2022	A.4018.0030 435	Medical Fees	Budget Transfer To Rent A40180030411 from .435		\$ 3,770.00
1/31/2022	A.4018.0036 424	Postage	budget transfer IAP VR grant from A4018.0036.436	\$ 5,541.00	
1/31/2022	A.4018.0036 436	Advertising Fees	budget transfer IAP VR grant to A4018.0036424		\$ 5,541.00
Residential Hall - Countryside Adult Home					
1/31/2022	A.6030 220	Office Equipment	Budget Transfer out of object code to A.6030 220 from A.6030 445	\$ 450.00	
1/31/2022	A.6030 445	Foods	Budget Transfer out of object code from A.6030 445 to A.6030 220		\$ 450.00
Social Services - Social Services					
1/13/2022	A.6010 210	Furniture/Furnishings	Budget Transfer out of object code from A.6010 470	\$ 400.00	
1/13/2022	A.6010 470	Contract	Budget Transfer out of object code to A.6010 210		\$ 400.00
1/13/2022	A.6010 220	Office Equipment	Budget Transfer out of object code from A.6010 470	\$ 2,000.00	
1/13/2022	A.6010 470	Contract	Budget Transfer out of object code to A.6010 220		\$ 2,000.00
1/18/2022	A.6010 210	Furniture/Furnishings	Budget Transfer out of object code from A.6010 470	\$ 1,000.00	
1/18/2022	A.6010 470	Contract	Budget Transfer out of object code to A.6010 210		\$ 1,000.00
Veterans Service - Veterans Service					
1/12/2022	A.6510 427	Memberships & Dues	transfer from 469 other for membership	\$ 10.00	
1/12/2022	A.6510 469	Other Payments/Contributions	transfer to 427 membership		\$ 10.00

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: County Administrator****DATE: 3/3/2022**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Social Media Archiving Subscription**
- (c) Name of Contractor: **Archive Social**
- (d) Address of Contractor: **POB 3330, Durham NC 27702**
- (e) Contractor's Contact Person and Telephone Number: **John Donnelly (919)769-1003**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **4/1/22**
- (h) Termination Date of Contract: **12/31/22**
- (i) Payment Provisions: i) lump sum amount **\$4,491.00**
 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: **A.1011 426 County Administrator, Subscriptions****

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



QUOTE

ArchiveSocial, Inc.
P.O. Box 3330
Durham NC 27702
United States

#2602

01/20/2022

Bill To

Ship To

Warren County, NY**TOTAL (USD)****\$4,491.00**

Quote Expires:

Item	Options	Amount
Standard - 3.5KR		\$4,491.00
Social Media Archiving Subscription (\$499/month) - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA)		
Service Dates: 04/01/2022-12/31/2022		
Description		
Standard archiving package includes Web Snapshots.		

Subtotal (USD) \$4,491.00

Other Credits (USD)

Tax Total (USD) \$0.00

Total (USD) \$4,491.00

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** County Administrator**SIGNED:****DATE:** 03/03/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for 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.1011 426	County Administrator, Subscriptions	\$4491.00

Please state reason for transfer request: To cover costs of Social Media Archiving Subscription from 4/1/2022-12/31/2022**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: County Administrator

DATE: 3/3/2022

- (a) Purpose of Request: To appropriate funds in the amount of \$95,118 from the General Fund Unappropriated Fund Balance (A.909.00) to to cover 2022 Insurance costs

- (b) Details: The Insurance budget for 2022 was created using estimates, need to adjust to cover actual cost.
 - A.1910 418 Unallocated Insurance \$3,793.00
 - A.3110 418 Sheriffs Law Enforcement \$91,325.00

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.909.00 General Fund Unappropriated Fund Balance \$95,118

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 60 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, HOGAN, BRAYMER, CONOVER, BEATY AND GERACI

AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO EXECUTE A TWO (2) YEAR LEASE AGREEMENT WITH THE WARREN-WASHINGTON ASSOCIATION FOR MENTAL HEALTH, INC. FOR OFFICE SPACE FOR THE OFFICE OF COMMUNITY SERVICES FOR WARREN AND WASHINGTON COUNTIES

WHEREAS, the Office of Community Services is authorized each year to enter into contracts with various agencies and institutions to provide community mental health services pursuant to provisions of the Mental Hygiene Law as demonstrated in Resolution No. 496 of 2018, and

WHEREAS, the Office of Community Services currently leases office space from the Warren-Washington Association for Mental Health, Inc., on an annual basis, and the Director of the Office of Community Services desires to continue leasing the current premises for an additional two (2) year term, commencing on January 1, 2022 and terminating on December 31, 2023, in an annual amount of Thirty Thousand Eight Hundred Fifty-Five Dollars and Fifty-Eight Cents (\$30,855.58) for 2022, payable in equal monthly installments of Two Thousand Five Hundred Seventy-Three Dollars and Twenty-Two Cents (\$2,573.22), with a two percent (2%) increase in 2023, now, therefore, be it

x 12 = \$30,875.64 RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Director of the Office of Community Services to execute a two (2) year lease agreement with the Warren-Washington Association for Mental Health, Inc., to provide office space for the Office of Community Services for Warren and Washington Counties as described in the preambles above, and be it further

RESOLVED, that funding for the agreement shall be provided from Budget Code A.4310 411, Mental Health Admin., Rent-Buildings.

change to : \$2,574 monthly x 12 = \$30,888

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: February 22, 2022

- (a) Purpose of Request:
Delete back taxes on Town of Johnsburg parcel 30.-2-68. This parcel was sold to the Town of Johnsburg per Resolution 345 of 2021

- (b) Details:
The taxes to be deleted are from the yraes 2014,2015 and 2017 to 2021. The total to be deleted is \$ 724.22

- (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. 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: February 23, 2022

- (a) Purpose of Request:
Delete back taxes on Town of Queensbury parcel 309.5-1-1./134. This parcel has been deleted from the Tax Roll. It was a mobile home in a park that had an exemption. The trailer has been removed from the park and the tax is uncollectable.

- (b) Details:
Taxes to be deleted are from the years 2019, 2020 and 2021. The total to be deleted is \$ 2,373.97

- (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. 8***Request to Establish Capital Project or Capital Reserve Project****

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

DEPARTMENT NAME: County Facilities - Airport

DATE: February 28, 2022

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H414 Airport Runway 1-19 Remarking Program.
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$300,000 (To be confirmed by grant)
- (e) Source of Funding (including name & title of codes, etc.):
 - FAA Grant 90% \$270,00
 - NYS DOT 5% \$15,000
 - Local Match 5% A.9550 910 Transfer-Captial Projects \$15,000
- (f) Purpose of Establishment: For Remarking of Airport Runway 1-19 in accordance with FAA requirements.

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

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

DEPARTMENT NAME: Office of Emergency Services

DATE: February 25, 2022

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office): **H413 [REDACTED] Hazard Mitigation Grant Program**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Project: **\$120,000**
- (e) Source of Funding (including name & title of codes, etc.):
H413.9550 2791 - In Kind Contributions \$30,000
H413.9550 4308 - Hazard Mitigation \$90,000
H413.9550 5031 - Interfund Transfers
- (f) Purpose of Establishment: **Updating the Warren County Multi-Jurisdictional Hazard Mitigation Plan.**

*Title should reflect department if possible:

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport *Replace VASI with PAPI*.



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 Public Defender's Office

DATE: 2/26/2022

(a) Purpose of Amendment:

To add newly executed Contract C800052/Distribution #8 into the Public Defender's Budget for 2022 (\$155,115.00)

This budget amendment will require a new Public Defender G/L code for this distribution.

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

A.1171.4205 [REDACTED] **(Quality Improve Funding Dist #8)**

210 Furniture/Furnishings \$16,300

220 Office Equipment - \$138,815

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

A.1171.4205 3045 [REDACTED] **(Public Defender - Office of Indigent Legal Services Distribution)**

\$155,115.00

Invoice/Expense Statement Warren County DISTRIBUTION #8 Contract No. C800052 Office of Indigent Legal Services (ILS)			
Contract Term: January 1, 2018 - December 31, 2020 (Extended to 12/31/22) Total Budget: \$320,436.00 CUMULATIVE TOTALS			
Budget Expenditure Items	TOTAL 3 - YEAR BUDGET	EXPENDITURES TO DATE	TOTAL AVAILABLE FUNDS
PUBLIC DEFENDER'S OFFICE			
PERSONNEL:			
Public Defender Office - Salary Increases - Retention and 2%	\$0.00	\$0.00	\$0.00
Public Defender Office - Fringe Increases - Retention and 2%	\$0.00	\$0.00	\$0.00
After-Hour Arraignment - Stipends	\$0.00	\$0.00	\$0.00
After-Hour Arraignment - Fringe Benefits	\$0.00	\$0.00	\$0.00
(PT) Social Worker - Salary	\$0.00	\$0.00	\$0.00
(PT) Social Worker - Fringe	\$0.00	\$0.00	\$0.00
Subtotal Personnel	\$0.00	\$0.00	\$0.00
OTPS:			
Training/Continuing Legal Education (CLE) - Public Defender	\$0.00	\$0.00	\$0.00
Phone Data Plans/Internet Fees - Public Defender	\$0.00	\$0.00	\$0.00
Computer Upgrades/Office Equipment/ (adding-->) Monitors/Laptops with Docking Stations/Armored Tablet(s)/Document Scanners for Digitalization	\$16,315.00	\$0.00	\$16,315.00
Office Furniture/Printers	\$16,300.00	\$0.00	\$16,300.00
(2) File Storage Towers/Servers (which both holds up to 20 Terabytes each) for \$50,000 each.	\$100,000.00	\$0.00	\$100,000.00
File Storage Device Accessories: - 5 years maintenance for the 2 Towers - Network Switch to connect with Storage Devices - Consultant Fee to install Storage Devices	\$22,500.00	\$0.00	\$22,500.00
Subtotal OTPS	\$155,115.00	\$0.00	\$155,115.00
Total for Public Defender's Office	\$155,115.00	\$0.00	\$155,115.00
ASSIGNED COUNSEL PLAN			
Personnel:			
Grant Administrator - Salary	\$25,464.00	\$909.31	\$24,554.69
Grant Administrator - Fringe	\$1,950.00	\$160.93	\$1,789.07
Subtotal Personnel	\$27,414.00	\$1,070.24	\$26,343.76
Contracted/Consultant:			
Rural Law Center of New York, Inc.	\$78,993.00	\$78,993.00	\$0.00
Contracted/Consultant:			
Paralegal-Legal Aid Society of Northeastern New York	\$58,514.00	\$0.00	\$58,514.00
Subtotal Contracted/Consultant	\$137,507.00	\$78,993.00	\$58,514.00
OTPS:			
Computer Equipment	\$400.00	\$0.00	\$400.00
Subtotal OTPS	\$400.00	\$0.00	\$400.00
Total for Assigned Counsel Plan	\$165,321.00	\$80,063.24	\$85,257.76
TOTAL	\$320,436.00	\$80,063.24	\$240,372.76

Reflects 1/31/2022 Approved Budget Modification by OSC.

\$80,063.24 Expenses OK- HA 1/10/22

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: February 22, 2022

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in Sheriff's Law Enforcement, FY19 - SLETPP from fiscal year 2021 to fiscal year 2022.

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

A.3110.4043 260	Sheriff's Law Enforcement	\$1,178.00
	FY19 SLETPP - Other Equipment	

(c) **Revenue Code (with title), and amount:**

A.3110.4043 4381	Sheriff's Law Enforcement	\$1,178.00
	FY19 SLETPP - State Law Enforcement	
	Terrorism Prevention Program	

Annual Totals YTD ▼

Reclass Journal Type ▼

Classification **Federal Aid**

Fiscal Year **2021**

Amended Budget \$19,994.00	Revenues \$18,816.00	YTD Balance \$1,178.00	Percent Received 94%
--------------------------------------	--------------------------------	----------------------------------	--------------------------------

Month	Budget	Amendments	Revenues	Current YTD Balance	Percent
January	\$0.00	\$0.00	\$0.00	\$0.00	
February	\$0.00	\$0.00	\$0.00	\$0.00	
March	\$0.00	\$19,994.00	\$0.00	\$19,994.00	
April	\$0.00	\$0.00	\$0.00	\$19,994.00	
May	\$0.00	\$0.00	\$0.00	\$19,994.00	
June	\$0.00	\$0.00	\$0.00	\$19,994.00	
July	\$0.00	\$0.00	\$0.00	\$19,994.00	
August	\$0.00	\$0.00	\$0.00	\$19,994.00	
September	\$0.00	\$0.00	\$0.00	\$19,994.00	
October	\$0.00	\$0.00	\$0.00	\$19,994.00	
November	\$0.00	\$0.00	\$0.00	\$19,994.00	
December	\$0.00	\$0.00	\$18,816.00	\$1,178.00	
Total	\$0.00	\$19,994.00	\$18,816.00	\$1,178.00	
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$1,178.00	
Grand Total	\$0.00	\$19,994.00	\$18,816.00	\$1,178.00	

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: Sheriff

DATE: February 22, 2022

- (a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in Sheriff's Law Enforcement, FY20 State Homeland Sec Program from fiscal year 2021 to fiscal year 2022.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|---------------------------------|------------|
| A.3110.4112 260 | Sheriff's Law Enforcement | \$4,689.17 |
| | FY20 State Homeland Sec Program | |
| | Other Equipment | |
- (c) **Revenue Code (with title), and amount:**
- | | | |
|------------------|---------------------------------|------------|
| A.3110.4112 4380 | Sheriff's Law Enforcement | \$4,689.17 |
| | FY20 State Homeland Sec Program | |
| | State Homeland Security Program | |

Annual Totals YTD ▼

Reclass Journal Type ▼

Classification **Federal Aid**

Fiscal Year **2021**

Amended Budget \$19,093.00	Revenues \$14,403.83	YTD Balance \$4,689.17	Percent Received 75%
--------------------------------------	--------------------------------	----------------------------------	--------------------------------

Month	Budget	Amendments	Revenues	Current YTD Balance	Percent
January	\$0.00	\$0.00	\$0.00	\$0.00	
February	\$0.00	\$0.00	\$0.00	\$0.00	
March	\$0.00	\$19,093.00	\$0.00	\$19,093.00	
April	\$0.00	\$0.00	\$0.00	\$19,093.00	
May	\$0.00	\$0.00	\$0.00	\$19,093.00	
June	\$0.00	\$0.00	\$0.00	\$19,093.00	
July	\$0.00	\$0.00	\$0.00	\$19,093.00	
August	\$0.00	\$0.00	\$14,403.83	\$4,689.17	
September	\$0.00	\$0.00	\$0.00	\$4,689.17	
October	\$0.00	\$0.00	\$0.00	\$4,689.17	
November	\$0.00	\$0.00	\$0.00	\$4,689.17	
December	\$0.00	\$0.00	\$0.00	\$4,689.17	
Total	\$0.00	\$19,093.00	\$14,403.83	\$4,689.17	
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$4,689.17	
Grand Total	\$0.00	\$19,093.00	\$14,403.83	\$4,689.17	

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*

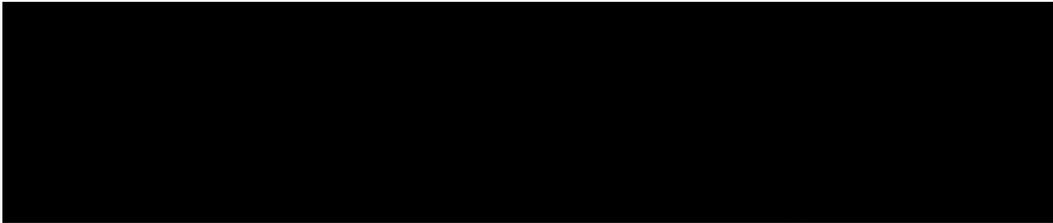
DEPARTMENT NAME: Sheriff

DATE: February 22, 2022

(a) Purpose of Amendment: Amend County Budget to reflect appropriate revenues and expenses for the second half of the School Resource Officer contracts.

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

A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne)	\$40,409
A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne)	\$2,505
A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne)	\$586



A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren)	\$15,560
A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren)	\$965
A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren)	\$225

A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George)	\$31,120
A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George)	\$1,929
A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George)	\$451

A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton)	\$15,560
A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton)	\$965
A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton)	\$225

A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg)	\$15,560
A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg)	\$965
A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg)	\$225

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

A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne)	\$43,500
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A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren)	\$16,750
A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George)	\$33,500
A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton)	\$16,750
A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg)	\$16,750

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Real Property Tax Services

DATE: 2/28/2022

- (a) Purpose of Request:
**Appropriate funds from A.893.00 Reserve, Environmental Testing Fund to A.1355
470 Real Property Tax Services, Contracts**
- (b) Details:
**To pay for Demolition and Asbestos Abatement Services for Johnsburg parcel
133.8-1-27 located at 3485 State Route 8, Johnsburg (\$ 77,900.00) Ritter & Paratore
Contracting, LLC**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and
Amount:
From Code A.893.00 To Code A.1355 470 \$77,900.

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

* 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: Real Property Tax Services

SIGNED:

DATE: 03/01/2020

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for 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.1355 439	Miscellaneous Fees & Expenses	260.00

Please state reason for transfer request:

To pay the NYS recording fees for the filing of a deed for Queensbury parcel 309.9-1-14.1 from Warren County to Mr. LaRoe.

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: Mental Health/Office of Community Services

DATE: 2/25/22

- (a) Purpose of Amendment: **Request to amend the 2022 Warren County budget to allow for pass-through of one-time 100% State Aid funding in the amount of \$41,250 from the NYS Office of Addiction Services and Supports (OASAS) allocated to 820 River St., Inc. for provision of jail-based addiction transition release services.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A4320.0150 470, Mental Health Programs-820 River St., \$41,250**

- (c) Revenue Code (with title), and Amount: **A4320.0150 3490, Mental Health Programs-820 River St., \$41,250**

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

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 2/25/22

- (a) **Purpose of Amendment: Request to amend the 2022 Warren County budget to allow for pass-through of one-time 100% State Aid funding in the amount of \$200,000 from the NYS Office of Addiction Services and Supports (OASAS) allocated to the Addictions Care Center of Albany for provision of residential addiction treatment services.**

- (b) **Appropriation Code, Object Code, Full Title and Amount: A4320.0145 470, Mental Health Programs-Addictions Care Center, \$200,000**

- (c) **Revenue Code (with title), and Amount: A4320.0145 3490, Mental Health Programs-Addictions Care Center, \$200,000**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services

DATE: February 22, 2022

- (a) **Purpose of Amendment:** To amend the 2022 budget to reflect the total additional allocation for the ELC COVID Enhanced Detection Contract (**Contract 6437-01**)
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4193 410 Public Health-COVID-COMMCARE, Office Supplies \$ 7,497.00

Revenue Code (with title), and Amount:
A.4193 4408 Public Health-COVID-COMMCARE \$7,497.00

***Note: On 1/4/22 we requested a Budget Amendment of \$314,492 however the additional funding total should have been \$321,989.**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: VETERANS' SERVICES

SIGNED: *Dennis J. A. DiResta*

DATE: 02/22/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for 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.6510 436	Veterans' Services, Advertising	\$2,000.00

Please state reason for transfer request:

Funding needed to place classified ad in The Post Star for the Veterans' Benefits Counselor position

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: Occupancy Tax Coordination Committee

DATE: 2/25/22

- (a) Purpose of Amendment: **to re-appropriate \$15,000 from the Occupancy Tax Reserve for the Town of Johnsburg; see Res# 229 of 2021; new vendor needed; previous vendor was not able to complete work due to technical challenges**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6417.0002 480, Tourism- Special Events - \$15,000**

- (c) Revenue Code (with title), and Amount: **881.00 Reserve, Occupancy Tax - \$15,000**

Warren County Board of Supervisors

RESOLUTION NO. 229 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH

AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES

RESOLVED, that Warren County enter into the standard form Warren County Tourist and Convention Development Agreement with certain applicants as listed on the attached "Schedule A" with each agreement to be in a form approved by the County Attorney, and be it further

RESOLVED, that the Chair of the Warren County Board of Supervisors be, and hereby is, authorized and directed to execute the agreements identified herein and that the funds will be expended from Budget Code A.6417.0002 480, Tourism/Occupancy, Occupancy Tax, Tourism-Special Events - \$387,000.

RESOLUTION No. 229 OF 2021

PAGE 2 OF 3

SCHEDULE "A"2021 Occupancy Tax Awards

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
1	Tim Cianciola (Craft Producers)	Lake George Arts & Crafts Festival	7/30/21 - 8/1/21	\$3,000.00
2	Tim Cianciola (Craft Producers)	Lake George BBQ Festival	8/13/21- 8/15/21	\$4,000.00
3	Lake George Music Festival	Classical Music Festival	8/18/21- 8/25/21	\$15,000.00
4	LGD/50 Concert Series	Five Different Concerts	5/27/21- 5/30/21; 6/11/21- 6/12/21; 7/2/21- 7/4/21; 7/8/21- 7/10/21; 8/5/21- 8/6/21	\$25,000.00
5	Adirondack Cycling Advocates, Inc.	Promotion of Bicycling	2021	\$20,000.00
6	Adirondack Hot Air Balloon Festival	Adirondack Hot Air Balloon Festival	9/23/21- 9/26/21	\$40,000.00
7	Adirondack Sports Complex	ADKSC Travel Team Softball Tournaments	1/1/21- 12/20/21	\$40,000.00
8	Albany Rods & Kustoms, Inc.	Adirondack Nationals	9/9/21- 9/12/21	\$25,000.00
9	Alpha Win formerly Adk. Race Mgmt	Lake George Triathlon Festival	9/3/21- 9/5/21	\$15,000.00
10	Americade, Inc.	Americade	9/20/21- 9/25/21	\$50,000.00
11	Hyde Collection	Marketing and Publications	5/1/21- 10/31/21	\$15,000.00

RESOLUTION NO. 229 OF 2021

PAGE 3 OF 3

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
12	Improv Records, Inc.	Adirondack Independence Music Festival	9/3/21-9/5/21	\$25,000.00
13	Prime Time Lacrosse	Lake George National Invitational	7/24/21-7/25/21	\$30,000.00
14	Warrensburg Chamber of Commerce	World's Largest Garage Sale	10/1/21-10/3/21	\$28,000.00
15	Village of Lake George	Weekly Fireworks Shows	7/1/21-12/31/21	\$25,000.00
16	Town of Horicon	Food Truck Friday's on the Pond	7/1/21-8/31/21	\$12,000.00
17	Town of Johnsburg	Website Maint./Marketing Initiative	1/1/21-12/31/21	\$15,000.00
	TOTAL			\$387,000.00

*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: 2/25/22

- (a) Purpose of Amendment: **to appropriate \$15,000 from the Occupancy Tax Reserve for the Planning Department to provide the \$15,000 match for the Outdoor Recreation Economy Strategic Plan.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **[REDACTED]**
[REDACTED]
A.9950 910, Transfers-Capital Project - \$15,000

- (c) Revenue Code (with title), and Amount: **881.00 Reserve, Occupancy Tax - \$15,000**

Rational for Occupancy Tax Request from Warren County Planning Department to develop an Outdoor Recreation Economy Strategic Plan

Summary:

Warren County will develop an Outdoor Recreation Economy Strategic Plan to increase the economic impact of outdoor recreation on job creation, entrepreneurship, and tourism. The planning process will result in the identification of capital projects, the development of a business attraction and retention plan, and benchmarking to measure industry performance.

Project Description (longer):

Warren County will prepare an Outdoor Recreation Economy Strategic Plan in order to promote business and job creation while also supporting quality of life and environmental stewardship. The Strategic Plan will convene diverse stakeholders to identify challenges and opportunities in the rapidly growing outdoor recreation economy, explore new opportunities to expand and connect outdoor recreation assets and supporting businesses, and to identify priority capital improvements that will support the expansion of the outdoor recreation economy.

In the past 10 years, private investments by the outdoor recreation industry in Warren County have exceeded tens of millions of dollars. The County would like to analyze the impact of this growing industry, leverage private investments, and identify opportunities to align public and private resources.

The resulting plan will articulate a shared vision for a thriving outdoor recreation economy and provide a framework for public-private collaboration. The plan will include benchmarking methods to measure the performance and growth of the industry, implementable recommendations, and a framework for ongoing partnerships.

Statement of Need:

Warren County received a grant from Empire State Development in 2021 to develop an "Outdoor Recreation Economy Strategic Plan." The development of the plan was to cost \$100,000. \$50,000 from Empire State Development, \$35,000 cash from the general fund, and \$15,000 of in-kind match from the Planning Department.

The combined money from ESD and the County (\$85,000) was to be used to hire a qualified consultant. However, ESD only provided \$42,500 in funding, which leaves a \$7,500 budget gap, or \$77,500 to hire a consultant. If the Occupancy Tax Committee sees value in providing additional funding to support this project, it would reduce the amount of in-kind match that the WC Planning Department would be required to fund or simply allow for a bigger budget for a consultant. The sooner these decisions can be made, the more likely the County would be able to apply for implementation funding during the 2023 season.

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW

DATE: 2/28/22

- (a) Purpose of Request: To Establish Road Projects for 2021/2022 with funding to be transferred from D.5112.8343 280 2021 CR#22 Harrisburg Road.
- (b) To Establish Road Projects for 2022 with funding to be transferred from D.5112.8343 280 2021 CR#22 Harrisburg Road.

D.5112.8345 280 - 2022 CR#53 Watering Tub Road	\$345,000.00	Horicon
D.5112.8346 280 -2022 CR#46 Atateka Drive	\$856,000.00	Chester
D.5112.8347 280 -2022 CR#38 Pilot Knob Road	\$260,000.00	Lake George
D.5112.8348 280 -2022 CR#6 Fort George Road	\$300,000.00	Lake George
D.5112.8349 280 -2022 CR#69 West Brook Road	\$100,000.00	Lake George

The Treasurer's office will need to establish these Road Projects.

- (c) Previous Resolution Number: NA

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 3, 2022

Committee Members: *Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon*
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 County Attorney (Larry Elmen, County Attorney):**
 Request for executive session to discuss the following:
 - A) Current litigation updates (*subject to Section 105(1)(d) of the Public Officers Law*):
 - 1. Carprood v. Warren County
 - 2. CVA lawsuits - Michael Easterbrooks v. Schenectady County/Warren County
 - 3. Forest Enterprises Management v. Warren County
 - 4. Quester French v. Derek Williams
 - 5. Nicolas LeClair v. Sarah Raymond, et al
 - 6. Jason Lewis v. Primecare Medical, Inc.
 - B) County Attorney legal opinions (*subject to Section 108(3) of the Public Officers Law*):
 - 1. 2022.4 - Appointment Process for ARPA Special Committee Member Vacancy and Chair Vacancy
 - 2. 2022.5 - Sheriff Marine Patrols on Schroon Lake
 - 3. 2022.6 - Tourism Hospitality Group
 - 4. 2022.7 - County Sale of Real Property
- 4) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
 Resolution Tracking Report.
- 5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Sheriff (James LaFarr, Sheriff) -
 - A) Requesting that the Personnel, Administration & Higher Education Committee consider amending the Warren County Travel, Education and Vehicle Use Policy (*last adopted by Resolution No. 49 of 2021*) to authorize Department Heads to approve free training opportunities.
 - B) Authorizing the Warren County Sheriff to fill vacancies in budgeted and funded Patrol Officer positions and amending the Rules of the Board (*Section E(8) - last adopted by Resolution No. 68 of 2021*) to allow for same.
- 6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Office for the Aging (Dee Park, Director, Office for the Aging) -
 Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Services Assistant - Office for the Aging #4, Grade 7, Base Annual Salary \$36,414, and delete the position of Typist, Grade 3, Base Annual Salary \$30,373, effective March 21, 2022.
- 7) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
 Request for the Personnel, Administration & Higher Education Committee to consider directing the Civil Service Office to produce a detailed written process and a checklist that Department Heads will use when advertising vacant positions.

Continued

8) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk - Per Diem, *hourly rate of \$24.7685*, and to de-fund the full time Principal Account Clerk position effective April 4, 2022.

IV. **Pending Items:**

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

- 1) 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)
- 2) Warren County Workplace Violence Policy to be reviewed for additional updates. (12.29.21)

CIVIL SERVICE:

No items this month.

HUMAN RESOURCES:

No items this month.

CLERK OF THE BOARD:

No items this month.

COUNTY ATTORNEY:

No items this month.

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

DPW - MEO(L) #12, *Grade 7, Base Annual Salary \$36,414*

Office for the Aging - Meal Site Cook #7 (Long Lake), *Grade 2, Base Annual Salary \$18,584 (25 hrs/week)*, due to resignation

Sheriff - Patrol Officer #48, *Base Salary \$45,854*, due to retirement

Tourism - Director of Tourism, *Annual Salary \$67,533*, due to retirement
- Communications Assistant, *Grade 9, Base Annual Salary \$39,246*, due to resignation in 2020

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 2/9/2022

- (a) Title of Requested Position: **Services Assistant - Office for the Aging #4**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$36,414; Grade 7**
- (c) Effective Date for New Position:* **2/22/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Typist; Grade 3; \$30,373
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
NO

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Services Assistant-Office for the Aging #4 Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A6772.110 Warren - Salaries FT Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Date of Vacancy: 3/21/22 (due to creation)
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State 90% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 2/19/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/25/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 2/24/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee HEALTH SERVICES
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Tracia Date 02/25/2022

SERVICES ASSISTANT- OFFICE FOR THE AGING

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting higher level staff in the support of Office for the Aging programs. Duties may include assignments in the areas of client services assessments, Home Energy Assistance Program, volunteer coordination and other Department program and services functions. The work is performed under the general supervision of the Director of the Office for the Aging with some leeway allowed for the exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works directly with clients or their delegates to identify agencies and individuals offering appropriate services;

Performs home visit assessments in accordance with NYSOFA requirements to determine needs and well-being of clients and potential clients;

Assists in obtaining appropriate services for clients;

Assists clients in completing applications for various program services such as HEAP, Medicaid, MSP, Medicare, Social Security, STAR, Veteran's benefits, SNAP etc.;

Assists in the coordination of the Volunteer program for meal sites and medical transportation program;

Assists high level staff in a variety of tasks in support of Department programs and services;

Distributes and relates information about resources and services available to the elderly in the community;

Assists in the preparation and distribution of a variety of public relations materials including newsletters and news releases for local papers;

Serves as first point of contact for visitors and callers, ascertains their business, answers their questions, assists as required or refers them to the proper Department administrator;

Prepares and maintains a variety of program records and reports;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;

May speak along with other Department staff before senior and other community groups to provide information on departmental programs;

Performs assigned office or program tasks to assist Department requirements.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Good knowledge of programs and services available through the Office for the Aging and other service providers; good knowledge of office terminology, procedures and equipment; ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets and databases to generate necessary reports; ability to communicate clearly and effectively both verbally and in writing; ability to show empathy for the problems and feelings of the senior population; tact and courtesy, integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Social or Behavioral Sciences, Human Services, Business Administration or related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience, (or its part-time equivalent) providing services to seniors.

SPECIAL REQUIREMENT: Possession of a New York State driver's license at time of appointment.

WC: 5.21 JC: Competitive

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Tourism Department

DATE: February 25, 2022

- (a) Title of Requested Position: **Principal Account Clerk - Per Diem**
- (b) Annual **Base** Salary (and Grade if Applicable): **Grade 10-22/\$24.7685/hr**
- (c) Effective Date for New Position:* **4/4/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):

Defund Full Time position, Salary \$51,518, Grade 10 - 23
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A,6417.0001 110 Principal Account Clerk Full Time salary \$51,518 Grade 10-23
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)

Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:

No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Tourism Department Payroll Dept. No: 5303
Title of Position: Principal Account Clerk - Per Diem Base Salary of Position: 35,000 Grade: 10-22
Filling at Step # (If Known): \$24.7685/hr
Budget code and title: Salaries -Part Time Tourism A.6417.0001.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9949/Grant Date of Vacancy: March 31, 2022
Is this position mandated? Yes No Is the position reimbursable? Yes No (creation)
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date