

FINANCE COMMITTEE

AGENDA

JUNE 2, 2022

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

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - A) Journal Report of transfers approved by the County Administrator staff for April 2022.
 - B) Request to appropriate funds in the amount of \$92,077 from Budget Code A.896.00, *Vehicle Reserves*, to various department budgets to cover the cost of vehicle purchases.
 - C) Request to amend the Warren County Budget in the amount of \$9,107 to reflect receipt of State Aid associated with the purchase of vehicle for Health Services (Preventive Program - Health Education).
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Request to approve chargeback of taxes for several Towns and the City of Glens Falls that need to be approved to complete the tax cycle for 2022.
 - B) Discussion regarding dedication of revenues towards Capital Projects.
 - 4) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**
Employment & Training Administration (Liza Ochsendorf, Director) -
 - A) Request to amend the Warren County Budget in the amount of \$30,293.79 to reflect receipt of Employment Recovery National Dislocated Worker Grant funds from New York State.
 - B) Request to amend the Warren County Budget in the amount of \$112,062 to reflect receipt of TANF funds for Summer Youth Employment Program.
 - 5) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Mental Health (Rob York, Director, Office of Community Services) -
 - A) To amend the Warren County Budget in the amount of \$195,655 to allow pass through of 100% State Aid funding from New York State for COLA (Cost of Living Adjustment) for certain mental hygiene services and programs.
Public Health (Ginelle Jones, Director, Public Health/Patient Services):
 - B) Request to amend the Warren County Budget in the amount of \$2,000 to reflect receipt of additional funding for Bioterrorism Grant from Health Research Inc. to support current expenses.
 - C) Request to amend the Warren County Budget in the amount of \$742,384 to reflect the total additional allocation for the ELC Schools Grant Contract (Contract 6823-01).
 - 6) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**
Board of Elections (Elizabeth McLaughlin, Commissioner (D) and William VanNess, Commissioner (R)) -

Request for a transfer of funds in the amount of \$50,000 from the Contingent Account to cover the cost of unscheduled primary election.
 - 7) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Department of Public Works (Kevin Hajos, Superintendent) -
 - A) Request to increase Capital Project No. H386, *Bay Road (CR 7) over Halfway Brook Bridge replacement*, in the Town of Queensbury in the amount of \$606,299.
 - B) Request to increase Capital Project No. H401, *Sagamore Road Retaining Wall*, in the Town of Bolton in the amount of \$30,000.
 - C) Request to increase Capital Project No. H390, *County Bridge & Culvert Projects*, in the amount of \$80,000.
 - D) Request to amend the Warren County Budget in the amount of \$1,979.84 to reflect receipt of insurance recovery payment for guiderail repairs.

Continued

- 8) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
- A) Request to amend Resolution No. 215 of 2022 to remove the entry for Occupancy Tax Coordination and authorizing the appropriating of funds from the occupancy tax reserve to the Tourism budget. ***Note: If approved this will go before the Board at their June 2nd Board Meeting.***
 - B) Request for a transfer from the Contingent Account in the amount of \$6,500 to pay an invoice from Capital Markets Advisors, LLC for financial advisory services rendered to the County in connection with the \$7.9 million BAN as provided by the County Treasurer - this was an unanticipated expense which was not budgeted for.
- 9) **Finance Committee action is required on the following Personnel Agenda item(s), contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3, 4A-B, 5, 6A-B and 8.**
- 3) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
- Probation (Robert Iusi, Director) -***
Request to amend the Table of Organization and Salary Schedule to create and fill the position of Administrative Secretary, Grade 8, Base Annual salary \$44,913, and delete the position of Principle Steno Confidential, Grade 8, Base Annual Salary \$44,913, effective June 6, 2022. ***Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.***
- 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**
- Employment & Training Administration (Liza Ochsendorf, Director) -***
- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Job Coach - temporary - next 5 summers, Employment & Training, Grade 6, Base Annual Salary \$34,488, effective July 1, 2022 due to creation.
- Planning & Community Development (Wayne LaMothe, County Planner) -***
- B) Request to amend the Table of Organization and Salary Schedule to create and full the new position of Assistant County Planner 2, Annual Salary \$63,711, effective June 6, 2022. ***Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.***
- 5) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
- Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -***
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Manager/Foster Care Home Finder, Grade 14, Base Annual salary \$44,384, effective June 20, 2022.
- 6) **Action required to re-approve items included in Resolution No. 146 of 2022 which failed at the May 20, 2022 Board Meeting:**
- A) Salary increase/decreases:
 - Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary for the 1st Assistant Public Defender from \$97,310 to \$102,053 effective May 23, 2022.
 - Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022.
 - B) Position deletion/creations:
 - DSS - Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Community Services Worker (Part-Time), Grade 8, Base Annual Salary \$37,918, effective May 23, 2022.
 - County Attorney - Request to amend the Table of Organization and Salary Schedule to to delete the position of Tax Coordinator, Annual Salary \$47,417, and create and fill the new position of 3rd Assistant County Attorney, Annual Salary \$65,295, effective June 1, 2022.
- Note: If approved by the Personnel, Administration & Higher Education and Finance Committees Items 6A-B will go before the Board at their June 2nd Board Meeting.***
- 8) **Referral from the ARPA Advisory Committee:**
Request to create and fill the new position of Office Specialist - FT, Grade 7, Base Annual Salary \$36,414, within the Planning & Community Development Department effective June 6, 2022
Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.

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: Assigned Counsel

SIGNED:

DATE: 5/16/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1170 110	Legal Defense-Indigents, Salaries Regular	A.1170.4202 110	Legal Defense-Indigents, Hurrell-Harring, Salaries Regular	\$8500.00
A.1170 130	Legal Defense-Indigents, Salaries PT Acct. Clerk – MD	A.1170.4202 130	Legal Defense-Indigents, Hurrell-Harring Salaries Part Time	\$10894.00
A.1170 130	Legal Defense-Indigents, Salaries PT Clerk – NC	A.1170.4202 130	Legal Defense-Indigents, Hurrell-Harring Salaries Part Time	\$9868.00
A.1170 130	Legal Defense-Indigents, Salaries PT Clerk – Vacant	A.1170.4202 130	Legal Defense-Indigents, Hurrell-Harring Salaries Part Time	\$6381.00
A.1170 130	Legal Defense-Indigents, Salaries PT Grant Manager – MM	A.1170.4202 130	Legal Defense-Indigents, Hurrell-Harring Salaries Part Time	\$5200.00
A.1170 830	Legal Defense-Indigents, Soc. Sec.	A.1170.4202 830	Legal Defense-Indigents, Hurrell-Harring Social Security	\$2532.00
A.1170 831	Legal Defense-Indigents, Medicare	A.1170.4202 831	Legal Defense-Indigents, Hurrell-Harring Medicare	\$592.00
A.1170 220	Legal Defense-Indigents, Office Eqpt.	A.1170.4202 220	Legal Defense-Indigents, Hurrell-Harring Office Equipment	\$5000.00
A.1170 423	Legal Defense-Indigents, Telephone	A.1170.4202 423	Legal Defense-Indigents, Hurrell-Harring Telephone	\$1096.00
A.1170 426	Legal Defense-Indigents, Subscriptions	A.1170.4202 426	Legal Defense-Indigents, Hurrell-Harring Subscriptions	\$3500.00
A.1170 427	Legal Defense-Indigents, Membership & Dues	A.1170.4202 427	Legal Defense-Indigents, Hurrell-Harring Membership& Dues	\$8904.00
A.1170 428	Legal Defense-Indigents, Data Processing & Internet Fees	A.1170.4202 428	Legal Defense-Indigents, Hurrell-Harring Data Processing & Internet Fees	\$8500.00
A.1170 437	Legal Defense-Indigents, Consulting Fees	A.1170.4202 437	Legal Defense-Indigents, Hurrell-Harring Consulting Fees	\$17000.00
A.1170 444	Legal Defense-Indigents, Travel/Edu./Conf.	A.1170.4202 444	Legal Defense-Indigents, Hurrell-Harring Travel/Education/Conference	\$5000.00
A.1170 470	Legal Defense-Indigents, Contracts	A.1170.4202 470	Legal Defense-Indigents, Hurrell-Harring Contracts	\$88000.00
A.1170 3045	Legal Defense-Indigents, Revenue	A.1170.4202 3045	Legal Defense-Indigents, Revenue Hurrell Harring, OILS Distribution	\$180967.00
A.1170 130	Legal Defense-Indigents, Salaries PT Clerk – NC	A.1170.4207 130	Legal Defense-Indigents, Quality Improve Part Time Clerk – NC Dist. #10	\$5000.00
A.1170 830	Legal Defense-Indigents, Soc. Sec.	A.1170.4207 830	Legal Defense-Indigents, Quality Improve Social Security Dist. #10	\$310.00
A.1170 831	Legal Defense-Indigents, Medicare	A.1170.4207 831	Legal Defense-Indigents, Quality Improve Medicare Dist. #10	\$72.00
A.1170 220	Legal Defense-Indigents, Office Eqpt.	A.1170.4207 220	Legal Defense-Indigents, Quality Improve Office Equipment Dist. #10	\$4000.00
A.1170 423	Legal Defense-Indigents, Telephone	A.1170.4207 423	Legal Defense-Indigents, Quality Improve Telephone Dist. #10	\$360.00
A.1170 427	Legal Defense-Indigents, Membership & Dues	A.1170.4207 427	Legal Defense-Indigents, Quality Improve Membership & Dues #10	\$125.00
A.1170 470	Legal Defense-Indigents, Contracts	A.1170.4207 470	Legal Defense-Indigents, Quality Improve Contracts Dist. #10	\$15000.00
A.1170 444	Legal Defense-Indigents, Travel,/Edu./Conf.	A.1170.4207 444	Legal Defense-Indigents, Quality Improve	\$4164.00

A.1170 3045	Legal Defense-Indigents, Revenue	A.1170.4207 3045	Travel/Education/Conference Dist. #10 Legal Defense-Indigents, Revenue OILS Distribution #10	\$29031.00
A.1170 130	Legal Defense-Indigents, Salaries PT Clerk #2 – Vacant	A.1170.4206 130	Legal Defense-Indigents, Quality Improve Salaries PD Clerk #2 – Vacant Dist.#11	\$8487.00
A.1170 830	Legal Defense-Indigents, Soc. Sec.	A.1170.4206 830	Legal Defense-Indigents, Quality Improve Social Security Dist. #11	\$526.00
A.1170 831	Legal Defense-Indigents, Medicare	A.1170.4206 831	Legal Defense-Indigents, Quality Improve Medicare Dist #11	\$124.00
A.1170 470	Legal Defense-Indigents, Contracts	A.1170.4206 470	Legal Defense-Indigents, Quality Improve Contracts Dist.#11	\$48101.00
A.1170 3045	Legal Defense-Indigents, Revenue	A.1170.4206 3045	Legal Defense-Indigents, Revenue OILS Distribution #11	\$57238.00

Please state reason for transfers requested: Distribution of Grant Funds

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990	Contingent Account-			

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: Countryside Adult Home

SIGNED:

DATE: 5/3/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 110	Full Time-Salaries	A.6030 120	Salaries-Overtime	\$40,000

Please state reason for transfers requested: To cover overtime costs.

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: Countryside Adult Home

SIGNED:

DATE: 5/3/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 110	Full Time-Salaries	A.6030 855	Disability	\$1,000

Please state reason for transfers requested: To cover disability costs

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Office of Emergency Services**SIGNED:****DATE:** May 23, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 410	Civil Defense - Supplies	A.3640 120	Civil Defense - Salaries-Overtime	\$16.43

Please state reason for transfers requested:

Transfer needed to cover deficit in overtime 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.**

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** SHERIFF**SIGNED:** _____**DATE:** May 23, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 130	Law Enforcement Salaries - Regular	A.3110 250	Law Enforcement - Technical Equipment	\$15,000

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>
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Please state reason for transfers requested:

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

WARREN COUNTY
Journal Report - April 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
4/27/2022	A.1011 210	Furniture/Furnishings	Transfer out of Budget Code from A.1011 410	\$ 389.40	
4/27/2022	A.1011 410	Supplies	Transfer out of Budget Code to A.1011 210		\$ 389.40
Brd. of Election - Board of Elections					
4/14/2022	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 25.00	
4/14/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 25.00
4/15/2022	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 1,100.00	
4/15/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 1,100.00
County Attorney - County Attorney					
4/4/2022	A.1420 260	Other Equipment	Transfer outside Object Code from A.1420 410	\$ 138.59	
4/4/2022	A.1420 410	Supplies	Transfer outside Object Code to A.1420 260		\$ 138.59
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
4/18/2022	A.1165 260	Other Equipment	Budget Transfer outside of object code from A.1165 410 Supplies	\$ 175.89	
4/18/2022	A.1165 410	Supplies	Budget Transfer outside of object code to A.1165 260 Other Equip		\$ 175.89
DPW_DPW Admin - DPW,DPW Administration					
4/1/2022	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7111 465	\$ 71.00	
4/1/2022	A.7111 465	Road/Bridge Materials	Transfer Within Budget Code to A.7111 413		\$ 71.00
4/1/2022	A.7113 416	Oil & Gas-Heating	Transfer Within Budget Code from A.7113 470	\$ 200.00	
4/1/2022	A.7113 470	Contract	Transfer Within Budget Code to A.7113 416		\$ 200.00
4/1/2022	D.5110 416	Oil & Gas-Heating	Transfer Within Budget Code from D.5110 470	\$ 1,900.00	
4/1/2022	D.5110 470	Contract	Transfer Within Budget Code to D.5110 416		\$ 1,900.00
4/18/2022	A.7111 436	Advertising Fees	Transfer Within Budget Code from A.7111 465	\$ 200.00	
4/18/2022	A.7111 465	Road/Bridge Materials	Transfer Within Budget Code to A.7111 436		\$ 200.00

WARREN COUNTY
Journal Report - April 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
4/21/2022	DM.5130 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from DM.5130 441	\$ 2,100.00	
4/21/2022	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 413		\$ 2,100.00
4/22/2022	A.1624 435	Medical Fees	Transfer Within Budget Code from A.1624 470	\$ 65.00	
4/22/2022	A.1624 470	Contract	Transfer Within Budget Code to A.1624 435		\$ 65.00
4/22/2022	A.7110 435	Medical Fees	Transfer Within Budget Code from A.7110 470	\$ 130.00	
4/22/2022	A.7110 470	Contract	Transfer Within Budget Code to A.7110 435		\$ 130.00
4/25/2022	A.1628 444	Travel/Education/Conference	Transfer Within Budget Code from A.1628 470	\$ 127.00	
4/25/2022	A.1628 470	Contract	Transfer Within Budget Code to A.1628 444		\$ 127.00
4/29/2022	D.5110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to D.5110 416		\$ 1,220.00
4/29/2022	D.5110 416	Oil & Gas-Heating	Transfer Within Budget Code from D.5110 413	\$ 1,220.00	
4/29/2022	DM.5130 415	Electricity	Transfer Within Budget Code to DM.5130 416		\$ 3,166.00
4/29/2022	DM.5130 416	Oil & Gas-Heating	Transfer Within Budget Code from DM.5130 415	\$ 3,166.00	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
4/28/2022	40.6293.0300 411	Rent-Building/Property	Object code change from 40.6293.0300 433	\$ 3,900.00	
4/28/2022	40.6293.0300 433	Training-Client	Object code change to 40.6293.0300 411		\$ 3,900.00
4/29/2022	40.6293.0305 850	Unemployment Insurance	Object code change to 40.6293.0305 861		\$ 300.00
4/29/2022	40.6293.0305 861	Retirees Hospitalization	Object code change from 40.6293.0305 850	\$ 300.00	
4/29/2022	40.6293.0310 434	Allowances	Object code change from 40.6293.0310 470	\$ 2,000.00	
4/29/2022	40.6293.0310 470	Contract	Object code change to 40.6293.0310 434		\$ 2,000.00
4/29/2022	40.6293.0313 436	Advertising Fees	Object code change to 40.6293.0313 444		\$ 500.00
4/29/2022	40.6293.0313 444	Travel/Education/Conference	Object code change from 40.6293.0313 436	\$ 500.00	
Office of EMS - Office of Emergency Services					
4/25/2022	A.3640 410	Supplies	Budget transfer within object code to A.3640 453		\$ 54.00
4/25/2022	A.3640 453	Uniforms & Clothing	Budget transfer within object code from A.3640 410	\$ 54.00	

WARREN COUNTY
Journal Report - April 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Planning_Planning - Planning,Planning					
4/22/2022	A.8029 410	Supplies	budget transfer within object code from A.8029 470	\$ 1,530.00	
4/22/2022	A.8029 470	Contract	budget transfer within object code to A.8029 410		\$ 1,530.00
Public Health_Health Services - Public Health,Health Services					
4/6/2022	A.4194 435	Medical Fees	Budget Transfer ELC Schools to Ads A4194.436 from A4194435		\$ 50,000.00
4/6/2022	A.4194 436	Advertising Fees	Budget Transfer ELC Schools to Ads A4194.436 from A4194435	\$ 50,000.00	
4/26/2022	A.4054.0060 410	Supplies	Budget Transfer EI to A454.0060.410 fm 441	\$ 300.00	
4/26/2022	A.4054.0060 441	Auto-Supplies & Repair	Budget Transfer EI to A454.0060.410 fm 441		\$ 300.00
Residential Hall - Countryside Adult Home					
4/21/2022	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code to A.6030 210 from A.6030 410	\$ 750.00	
4/21/2022	A.6030 410	Supplies	Budget Transfer out of object code from A.6030 410 to A.6030 210		\$ 750.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
4/4/2022	A.3110 453	Uniforms & Clothing	Budget Transfer within object code to A.3110 455		\$ 5,000.00
4/4/2022	A.3110 455	Safety Equipment	Budget Transfer within object code from A.3110 453	\$ 5,000.00	
4/21/2022	A.3110 250	Technical Equipment	Budget Transfer within object code FROM A.3110 260	\$ 343.24	
4/21/2022	A.3110 260	Other Equipment	Budget Transfer within object code TO A.3110 250		\$ 343.24
4/22/2022	A.3110 230	Automotive Equipment	Budget Transfer out of object code from A.3110 441	\$ 30,000.00	
4/22/2022	A.3110 441	Auto-Supplies & Repair	Budget Transfer out of object code to A.3110 230		\$ 30,000.00
4/22/2022	A.3110 250	Technical Equipment	Budget Transfer within object code FROM A.3110 260	\$ 1,600.00	
4/22/2022	A.3110 260	Other Equipment	Budget Transfer within object code TO A.3110 250		\$ 1,600.00
Social Services - Social Services					
4/12/2022	A.6010 410	Supplies	Budget Transfer Within Object Code from A.6010 410 to A.6010 435		\$ 2,000.00
4/12/2022	A.6010 435	Medical Fees	Budget Transfer Within Object Code to A.6010 435 from A.6010 410	\$ 2,000.00	

WARREN COUNTY
Journal Report - April 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
4/18/2022	A.6010 220	Office Equipment	Budget Transfer Out of Object Code to A.6010 220 from A.6010 410	\$ 500.00	
4/18/2022	A.6010 410	Supplies	Budget Transfer Out of Object Code from A.6010 410 to A.6010 220		\$ 500.00
Veterans Service - Veterans Service				Funds Transfer	
4/27/2022	A.6510 424	Postage	Out of Code transfer due from A.6510.0125 424	\$ 11.08	
4/27/2022	A.6510.0125 424	Postage	Out of Code Transfer due to A.6510 424		\$ 11.08

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: Administrator

DATE: 06/02/2022

(a) Purpose of Request:

To appropriate funds from the Vehicle Reserve to various Departments to cover vehicle purchases

(b) Details:

Appropriate Vehicle Reserve funds to:

A.3140 230.1 Probation, Automotive Equipment Reserve - \$25,296

A.3620 230.1 Building & Fire Codes, Automotive Equipment Reserve - \$50,592

A.4018.0040 230.1 Preventive Prog, Health Ed, Auto Equipment Reserve - \$16,189

(c) Previous Resolution Number:

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

A.896.00 Vehicle Reserves \$92,077

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: County Administrator

DATE: 06/02/2022

- (a) Purpose of Amendment: **To recognize the State Aid revenue associated with purchase of vehicle for Health Services (Preventive Program - Health Education)**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.4018.0040 230 Preventive Program, Health Educatin, Automotive Equipment \$9,107**

- (c) Revenue Code (with title), and Amount: **A.4018.0040 3408 Preventive Program, Health Education, Health Education-Pub Hlth \$9,107**

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: June 2, 2022

- (a) Purpose of Request:
Resolution needed to approve corrections to the final tax rolls

- (b) Details:
Attached is a list of Chargebacks from several Town and the City of Glens Falls that need to be approved to complete the tax cycle for 2022

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
No funding needed.

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

* as listed in budget and LOGOS

Chargeback of Taxes 2022

Town	Year	Assessed to & Tax Map No.	Location	Breakdown		Reason	Debit	Credit
Chester	2022	Three Springs Apartments, LLC 35.4-2-47	71 Olmstedville Rd.	County Removed Exemption	1,769.87	Closing Date Correction	A. 1010 1001	A. 250.00
Hadley- Luzerne CSD, Lake Luzerne	2022	Edward Bus 286.12-1-7	1379 Lake Ave.	School Relevy Penalty Interest	2,534.56 177.42 54.24 2,766.22	Relevied in error - bill was paid	A. 430.00 A. 430.00	A. 250.00 A. 250.00
Queensbury	2022	Laura Winslow 296.13-1-57.2	159 Montray Rd.	County Town	140.22 18.79 159.01	Wartime Veteran Exemption removed in error	A. 1010 1001 A. 430.00	A. 250.00 A. 250.00
City of Glens Falls	2022	Warren St. Square, LLC 310.5-3-10		County	9,024.19	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	21 Bay St. Properties, 302.20-24-16		County	8,249.35	PILOT	a 251.00	A. 1010 1001
City of Glens Falls	2022	65 Ridge St., LLC 303.17-16-2		County	2,090.94	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	221 Glen St. 302.20-30-11		County	9,503.08	PILOT	A 251.00	A. 1010 1001
City of Glens Falls	2022	13 Chester 302.16-18-4		County	3,602.79	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	70 Warren, LLC 310.5-2-3		County	632.20	PILOT	A. 251.00	A. 1010 1001

City of Glens Falls	2022	14 Hudson, LLC 309.28-7-1		County	3,360.53	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	88 Ridge Royale, LLC 302.20-24-1		County	10,161.90	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	Smith Flats, LLC 302.20-24-13		County	2,720.55	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	EASM Properties, LLC 310.5-1-17		County	3,287.33	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	AIM Housing (Broad St. Commons)		County	9,712.18	PILOT	A. 251.00	A. 1010 1001
City of Glens Falls	2022	Warren St. Square, LLC 310.5-3-10		County	15,810.80	PILOT status removed in error	A. 1010 1001	A. 251.00
Johnsburg	2022	Townwide		2022 Settlement of Taxes	911.71	Overpayment	A. 250.00	A. 430.00

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: Employment & Training

DATE: May 24, 2022

(a) Purpose of Amendment:
To accept funds from the Employment Recovery National Dislocated Worker Grant (ER-NDWG)

(b) Appropriation Code, Object Code, Full Title and Amount:
40.6293.0305
Employment Recovery National Dislocated Worker Grant (ER-NDWG)
\$30,293.79

(c) Revenue Code (with title), and Amount:
40.6293.0305 4796
Employment Recovery National Dislocated Worker Grant (ER-NDWG)
\$30,293.79

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

DATE: May 24, 2022

- (a) Purpose of Amendment:
Amend County budget to add annual allocation of TANF funds for the Summer Youth Employment Program. \$112,062.00

- (b) Appropriation Code, Object Code, Full Title and Amount:
40.6326 Temporary Assistance for Needy Families (TANF) total amount is \$112,062.00 40.6326 110 \$25,000.00 40.6326 130 \$32,000.00 40.6326 410 \$3000.00 40.6326 470 \$16,000.00 40.6326 810 \$36,062.00

- (c) Revenue Code (with title), and Amount:
40.6326 TANF \$112,062.00

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: Mental Health/Office of Community Services

DATE: 5/23/22

- (a) Purpose of Amendment: **Resolution request to amend the 2022 Warren County budget in the amount of \$195,655 in accordance with Schedule A (attached) to accept 100% State Aid funds.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **See attached Schedule A.**

- (c) Revenue Code (with title), and Amount: **See attached Schedule A.**

5/23/22 Warren County Health Services Committee - Mental Health/Community ServicesSchedule A2022 Warren County Budget Amendment

<u>Provider Agency</u>	<u>Amount</u>	<u>Appropriation Code</u>	<u>Revenue Code</u>
Addictions Care Center of Albany	\$29,562	A.4320.0145	A.4320.0145 3490
Behavioral Health Services of Glens Falls Hospital	\$6,719	A.4320.0080	A.4320.0080 3490
Behavioral Health Services North	\$20,663	A.4320.0105	A.4320.0105 3490
Community, Work and Independence	\$1,922	A.4320.0070	A.4320.0070 3490
Council for Prevention	\$14,409	A.4320.0110	A.4320.0110 3490
Liberty House	\$9,932	A.4320.0090	A.4320.0090 3490
Northern Rivers/Parsons Child and Family Center	\$42,504	A.4320.0165	A.4320.0165 3490
People USA	\$6,148	A.4320.0065	A.4320.0065 3490
Warren-Washington Association for Mental Health	\$63,796	A.4320.0120	A.4320.0120 3490
	TOTAL		
	<u>\$195,655</u>		

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: May 23, 2022

- (a) **Purpose of Amendment:** To amend the 2022 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 that additional funding of \$2,000.00 was awarded to increase our 2022-2023 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.**

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: May 23, 2022

- (a) **Purpose of Amendment:** To amend the 2022 budget to reflect the total additional allocation for the ELC Schools Grant Contract **(Contract 6823-01)**

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

A.4194 110 Public Health-ELC Schools Grant - Full time Salaries	\$ 17,455
A.4194.260 Public Health-ELC Schools Grant –Other Equipment	\$ 721,576
A.4194.810 Public Health-ELC Schools Grant –Retirement Exp	\$ 2,017
A.4194.830 Public Health-ELC Schools Grant –Social Security Exp	\$ 1,082
A.4194.831 Public Health-ELC Schools Grant –Medicare Expense	\$ 254

Revenue Code (with title), and Amount:

A.4193 4410 Public Health-ELC Schools Grant \$742 384.00

*Note: The total for the ELC School Grant is \$1,730,012 of that the total Unrestricted Funds requested is \$1,668,076 and restricted funds of \$61,936. We spent in 2021, \$213,849 therefore leaving the total unrestricted funds to be \$1,454,227. The current budget 2022 budget balance is \$711,843, leaving a balance of \$742,384 to be adjusted. We are asking to adjust Salary and fringe above to include additional estimated time for both the Health Educators and our Public Health Program Manager for continued outreach for both schools and camps. The majority of the purchases requested are for Wellair Protect Air Purifiers for the Warren County School Districts. Once funds are finalized/approved we will be working with each school individually to analyze their needs.

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

DEPARTMENT NAME: BOARD OF ELECTIONS

SIGNED:

DATE: 05/24/2022

<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.1450.439	BOE, Micellaneous	\$50,000

Please state reason for transfer request: Unscheduled Primaey Election

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

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: 5/24/22

- (a) Exact Title and Number of Project*: H386 Bay Road (CR 7) over Halfway Brook Bridge Replacement, Town of Queensbury
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$606,299.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 - \$ 495,595.00 Federal Share (95 %)
 - \$ 0.00 State Share (0%) Not Marchiselli eligible
 - \$ 110,704.00 Local Match Share (5 %) - Transfer from D.9950 910 - Transfers - Capital Projects (Original competitive grant award amount was subject to 95% federal and 5% local match shares. These additional funds are above the original grant award and therefore subject to 80/20 share breakdown per NYSDOT.)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund project construction phase

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: 5/24/22

- (a) Exact Title and Number of Project*: Sagamore Road Retaining Wall Project in the Town of Bolton (H401.9550 280)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$30,000.00
- (e) Amount of Decrease (if applicable): NA
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$ 30,000.00 (Transfer from D.9950 910 - Transfers - Capital Projects)

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund right of way acquisitions

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: 5/24/22

- (a) Exact Title and Number of Project*: H390 County Bridge & Culvert Projects, Various Towns
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$80,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$ 80,000.00 (transfer from D.9950 910 Transfers - Capital Projects)

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund design services, right of way acquisitions and construction support services for the Bay Road (CR 7) over Glen Lake Outlet culvert replacement project in the Town of Queensbury to be paid from H390.9550 280

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: May 24, 2022

- (a) Purpose of Amendment: To Amend 2022 budget \$1,979.84 dollars to reflect Insurance Recovery payment dated May 5, 2022, for guiderail repairs, DOL May 28, 2020.

- (b) Appropriation Code, Object Code, Full Title and Amount:
D.3310 410 County Road, Traffic control, Supplies \$1,979.84

- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$1,979.84.

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: JUNE 2, 2022

- (a) Purpose of Request:
To amend Resolution No. 215 of 2022 to remove the entry for Occupancy Tax Coordination and authorizing the appropriating of funds from the occupancy tax reserve to the Tourism budget

- (b) Details:
A \$474,000 appropriation from the Occupancy Tax Reserve was incorrectly recorded as a budget amendment when it should've been a separate resolution appropriating funds - see attached proposed resolution amending R215 and authorizing the appropriation of funds

- (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 2022

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, THOMAS, BRUNO, MERLINO, RUNYON, DIAMOND AND DRISCOLL

AMENDING RESOLUTION NO. 215 OF 2022, AMENDING WARREN COUNTY BUDGET FOR 2022 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY, TO REMOVE THE OCCUPANCY TAX ENTRY; AUTHORIZING THE APPROPRIATION OF FUNDING FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AND AMENDING WARREN COUNTY BUDGET

WHEREAS, Resolution No. 215 of 2022, Amending Warren County Budget for 2022 for Various Departments within Warren County, listed an entry of Four Hundred Seventy-Four Thousand Dollars (\$474,000) in Occupancy Tax Funding which was intended to appropriate said funds from the Occupancy Tax Reserve to the Tourism Budget in order to make the final distribution of 2021 Occupancy Tax collections to the towns, Village of Lake George and City of Glens Falls, and

WHEREAS, subsequent to the approval of Resolution No. 215 of 2022, the County Treasurer's Office indicated that the appropriation was reflected incorrectly and must be memorialized in its own resolution appropriating such funds from the Occupancy Tax Reserve, and

WHEREAS, the Finance Committee has considered the request to amend Resolution No. 215 of 2022 to remove the Occupancy Tax entry for Four Hundred Seventy-Four Thousand Dollars (\$474,000), as well as to authorize the appropriate resolution appropriating funds from the Occupancy Tax Reserve and has recommended same to the Board of Supervisors, now, therefore, be it

RESOLVED, that Resolution No. 215 of 2022, Amending Warren County Budget for 2022 for Various Departments within Warren County, be, and hereby is, amended to remove the Four Hundred Seventy-Four Thousand Dollar (\$474,000) Occupancy Tax entry, and be it further

RESOLVED, that all other portions of Resolution No. 215 of 2022 shall remain in full force and effect, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby sets aside the rules previously established by the Board concerning the use of occupancy tax funds, and appropriates funds in an amount not to exceed Four Hundred Seventy-Four Thousand Dollars (\$474,000) from the Occupancy Tax Reserve (A.881) to the following budget code:

CODE	DEPARTMENT	AMOUNT
A.6417.0002 469	Tourism/Occupancy, Occupancy Tax, Other Payments/Contributions	\$474,000.00

and be it further,

RESOLVED, that the Warren County budget for 2022 be, and hereby is, amended accordingly.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME:

SIGNED:

DATE:

<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			

Please state reason for transfer request:

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



CapitalMarketsAdvisors,LLC

*Independent Financial Advisor**11 Grace Avenue, Suite 308**Great Neck, New York 11021***Invoice**

80

5/26/2022

Bill to	
Mr. Michael Swan Treasurer County of Warren 1340 State Route 9 Lake George, NY 12845	
Description	Amount
\$7,900,000 Bond Anticipation Notes – 2022	6,500.00
Total:	\$6,500.00

www.capmark.org

Phone 516-487-9815

Fax 516-487-2575

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 2, 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) Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.
- C) Executive session to discuss the negotiations with Teamsters with Larry Paltrowitz, *Outside Counsel for the County*.
- D) Request to approve MOA (*Memorandum of Agreement*) with the Sheriff's Alliance to extend updated out of unit education reimbursement policy to membership.
- E) Request to amend Resolution No. 195 of 2022 to correct errors on the resolution.
- F) Request to amend Resolution No. 207 of 2022 to correct errors in the resolution.

2) Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):

- A) Request to authorize Amanda Allen, *Clerk of the Board*, to serve on the Executive Board of New York State Association of Clerks of County Legislative Boards for term commencing May 20, 2022 and terminating May 17, 2024.
- B) Travel Authorization (informational item) - Amanda Allen and Samantha Hogan attended Adult CPR, First Aid & AED Training - Warren County Human Services Building May 12, 2022.
- C) Travel Authorization (informational item) - Amanda Allen and Samantha Hogan attended 69th Annual NYS Association of Clerks Training School & Conference - Ellicottville, New York from May 17-20, 2022.
- D) Request to amend Resolution No. 306 of 2018, *Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes*, to include updated reporting information provided for 2022.

3) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):
Probation (Robert Iusi, Director) -

Request to amend the Table of Organization and Salary Schedule to create and fill the position of Administrative Secretary, *Grade 8, Base Annual salary \$44,913*, and delete the position of Principle Steno Confidential, *Grade 8, Base Annual Salary \$44,913 (Current Salary \$55,253)*, effective June 6, 2022.

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.

4) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):
Employment & Training Administration (Liza Ochsendorf, Director) -

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Job Coach - temporary - next 5 summers, Employment & Training, Grade 6, Base Annual Salary \$34,488, effective July 1, 2022 due to creation.

Planning & Community Development (Wayne LaMothe, County Planner) -

- B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, *Grade 14, Base Annual Salary \$63,711*, effective June 6, 2022.

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.

Continued

5) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

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

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Manager/Foster Care Home Finder, *Grade 14, Base Annual salary \$44,384*, due to creation and delete the position of Social Welfare Examiner #30 (Foster Care), *Grade 8, Base Annual Salary \$37,918*, effective June 20, 2022.

6) **Action required to re-approve items included in Resolution No. 146 of 2022 which failed at the May 20, 2022 Board Meeting:**

A) Salary increase/decreases:

Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary for the 1st Assistant Public Defender from \$97,310 to \$102,053 effective May 23, 2022.

- Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022.

B) Position deletion/creations:

DSS - Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Community Services Worker (Part-Time), *Grade 8, Base Annual Salary \$37,918*, effective May 23, 2022.

County Attorney- Request to amend the Table of Organization and Salary Schedule to delete the position of Tax Coordinator, *Annual Salary \$47,417*, and create and fill the new position of 3rd Assistant County Attorney, *Annual Salary \$65,295*, effective June 1, 2022.

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees these items will go before the Board at their June 2nd Board Meeting.

7) **Referral from the Tourism Committee:**

Request to appoint a Director of Tourism effective July 18, 2022.

8) **Referral from the ARPA Advisory Committee:**

Request to create and fill the new position of Office Specialist - FT, *Grade 7, Base Annual Salary \$36,414*, within the Planning & Community Development Department effective June 6, 2022

Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting.

IV. **Pending Items:**

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22)

2) The Committee tabled the discussion on 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 until the next meeting to allow the County Attorney to incorporate the changes suggested by the Supervisors into the policy and to provide a draft for the Committee to review. (05.05.22)

3) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)

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:

- Bldgs & Grounds** - Cleaner #8, *Grade 2, Base Annual Salary \$29,735*, due to resignation.
- Countryside Adult Home** - Cook #2, *Grade 4, Base Annual Salary \$31,789*, due to termination.
- Cook #5 - Full-Time, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
- Food Service Helper #3, *Grade 2, Base Annual Salary \$29,735*, due to resignation.
- District Attorney** - 9th Assistant District Attorney, *Annual Salary \$68,560*, updating authorization.
- Legal Clerk III #1, *Grade 10, Base Annual Salary \$40,784*, updating authorization.
- DPW** - Highway Construction Supervisor #2, *Grade 12, Base Annual Salary \$42,069*, due to retirement.
- MEO (M) #22, *Grade 9, Base Annual Salary \$39,246*, due to resignation.
- MEO (L) #26, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
- Employment & Training Administration** - Office Specialist - PT, *Grade 7, Base Annual Salary \$36,414 FT*.
- Office for the Aging** - Meal Site manager #2 (Warrensburg), *Grade 2, Base Annual Salary \$22,301/30 hours a week*, due to resignation.
- Probation** - Probation Assistant, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
- Public Defender** - Coordinating Assistant Public Defender, *Annual Salary \$81,618*, due to resignation.
- Legal Clerk, *Grade 5, Base Annual Salary \$33,076*, due to resignation.
- Social Services** - Intake Clerk #7, *Grade 4, Base Annual Salary \$31,789*, due to resignation.
- Intake Clerk #1, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
- Caseworker #23, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Veterans' Services** - Van Driver #1 (Reg P/T), *Grade 2, Base Annual Salary \$14.295/hr*.
- Van Driver #5 Per-diem, *Grade 2, Base Annual Salary \$14.295/hr*.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn