

FINANCE COMMITTEE

AGENDA

JUNE 30, 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 May 2022.
    - B) On Behalf of Health Services - Request for a transfer of funds in the amount of \$10,000 from Budget Code A.4010 110, *Health Services, Salaries Regular*, to Budget Code A.4010 444.01, *Health Services, Job Related Courses*.
    - C) Request to amend the Warren County Budget in the amount of \$250,000 to reflect the appropriation of ARPA (*American Rescue Plan Act*) funds (*as authorized by Resolution No. 158 of 2022*) from Budget Code A.691.00, *Deferred Revenues*, to various departmental budgets to address technology needs to improve the County governmental resiliency.
    - D) Request to extend the current contract with National Business Equipment & Supply LLC for lease of printers and multi-function copiers for August 1, 2022 through December 31, 2022 with the option for cancellation upon 30 days notice (*contract to be cancelled upon execution of new contract - Item 2E*).
    - E) Request to award bid and authorize agreement with National Business Equipment & Supply LLC for lease of printers and multi-function copiers on a cost per copy basis, effective upon installation of equipment (WC 36-22).
  - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
    - A) Request to record \$48,348 premium received on issuance of 2022 \$7.9 million BAN in A.884.00, *General Fund Unappropriated Surplus* (\$6,120) and D.884.00, *County Road Fund Reserve*, (\$42,228) to be used for subsequent debt service.
    - B) Request for a transfer of funds in the amount of \$11,975 from the Contingent Account to cover the cost of two invoices received pertaining to the \$7.9 million BAN.
  - 4) **Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**

*Airport (Robin Mapp, Airport Manager) -*

    - A) Request to authorize the appropriation of funds in the amount of \$179,388.30 from the General Fund Unappropriated Surplus to the Warren County Airport Budget and amending the Warren County Budget for 2022 accordingly and authorizing settlement payment in the amount of \$179,388.30.

*Buildings and Grounds (Scott Rogers, Director of Facilities) -*

    - B) Request to close A.870.00, *Reserve, Equipment Storage & Vehicles*, and transfer estimated funds remaining in the amount of \$7,566.35 to A.871.00, *Reserve, Rehab County Buildings*, and to close A.872.00, *Reserve, Bridge Replacement & Repair*, and transfer estimated funds remaining in the amount of \$1,483.93 to A.871.00, *Reserve, Rehab County Buildings*.
  - 5) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**

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

Request to close Capital Project No. H340, *First Wilderness 2012*, and return estimated funds remaining in the amount of \$71,708.60 to A.9950 910, *Transfer, Capital Projects, Interfund Transfers*.
  - 6) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

*Information Technology (Mike Colvin, Director) -*

Request for an appropriation of funds in the amount of \$16,000 from Budget Code A.895.00, *Computer Reserve*, to various departmental budgets for the purchase of computers and related software.
  - 7) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**

Request to authorize the appropriation of funds in the amount of \$43,400 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.6417.0002 480, *Tourism, Special Events*, (\$10,000) to cover the cost of the Warrensburg Bike Rally and (\$25,000) Adirondack Christkindlmarkt and to Budget Code A.8021 470. *Planning (and Comm. Dev., Contracts)*, (8,400) to cover the cost of contract with Planning/Cliff and Redfield for marketing communications support for First Wilderness Heritage Corridor.

*Continued*

8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**

***Department of Public Works (Kevin Hajos, Superintendent) -***

- A) Request to amend the Warren County Budget in the amount of \$1,380.60 to reflect receipt of insurance recovery payment for guardrail damage at South End Shop.
- B) Request to amend the Warren County Budget in the amount of \$700,000 to add serial bond funds to Capital Project H401, *Sagamore Road Retaining Wall*.
- C) Request to authorize the appropriation of funds in the amount of \$200,000 from the General Fund Unappropriated Surplus to increase A.9901.0182, *Transfer Machinery*, to cover the increasing cost of fuel.
- D) Request to amend the Warren County Budget in the amount of \$200,000 to amend Budget Code DM.5130 422, *Machinery, Automotive-Gas/Oil*, with a transfer from Budget Code DM.5130 5031, *Machinery, Automotive, Interfund Transfers*, as a result of increased fuel expenses.

***Parks, Recreation & Railroad -***

- E) Request to amend the Warren County Budget in the amount of \$450 to reflect receipt of a donation received from the Jason Foss Memorial.

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 3A, 4A-D, 5, 6A-B and 7.**

4) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

- A) Request for an appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to cover the cost of the \$50,000 insurance deductible for the matter of Questor French v. Derek Williams.
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of 3<sup>rd</sup> Assistant County Attorney, *Annual Salary \$65,295*, and delete the position of Tax Coordinator, *Annual Salary \$47,417*, and effective June 18, 2022.

5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

***Public Defender (Gregory Canale, Public Defender) -***

- A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9<sup>th</sup> Assistant Public Defender from \$74,089 to \$71,988 effective retroactive to June 20, 2022.
- B) Request to amend the Table of Organization and decrease the salary of the 6<sup>th</sup> Assistant Public Defender from \$70,806 to \$65,295 and fill the vacant position effective July 18, 2022.
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk III, *Grade 10, Base Annual Salary \$40,784*, and delete the positions of Legal Clerk #3, *Grade 5, Base Annual Salary \$34,193*, and Investigator, *Annual Salary \$23,988 (p/t)*, effective July 18, 2022.
- D) Request to amend the Table of Organization and Salary Schedule and decrease the salary of the Confidential Secretary position from \$60,607 to \$46,894 (32 hours per week) and fill the vacant position effective July 18, 2022.

6) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**

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

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, *Grade 14, Annual Salary \$63,711*, effective July 5, 2022.

***Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 30<sup>th</sup> Board Meeting.***

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

***Countryside Adult Home (Amy McByrne, Director, Countryside Adult Home) -***

- A) Request to amend the Table of Organization and Salary Schedule to increase the hours of Institutional Aide #3 from 32 hours to full-time effective July 18, 2022.
- B) Request to amend the Table of Organization and Salary Schedule to change the position of Part-Time Food Service Helper Temp to a permanent part-time position effective July 18, 2022.

8) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

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

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Recording Clerk, *Grade 7, Base Annual Salary \$36,414*, and delete the position of Recording Clerk #1, effective July 18, 2022. ***Note: This request is contingent upon the approval of the Legislative, Rules & Governmental Operations Committee.***

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: Information Technology

SIGNED: Michael Colvin

DATE: June 30, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680 110	Salaries	A.1680 470	Contracts	\$12,000

Please state reason for transfers requested: Custom Programming Needs.

## 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 SUPERVISORSFROM: Planning and Community Development  
Name of Department

SIGNED: DATE: June 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salaries - Full time	A.8021.470	Contracts	\$1,125

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

Please state reason for transfers requested:

Amending agreement with L&amp;S Energy Services

\*Please note: All amounts must be in whole dollars – no cents.**CONTINGENT FUND TRANSFER REQUESTS**

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

Please state reason for transfer request:

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

WARREN COUNTY  
Journal Report - May 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
DPW_DPW Admin - DPW,DPW Administration					
5/2/2022	A.1620 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code to A.1620 863		\$ 556.00
5/2/2022	A.1620 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.1620 862	\$ 556.00	
5/2/2022	A.1625 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1625 415		\$ 11.00
5/2/2022	A.1625 415	Electricity	Transfer Within Budget Code from A.1625 413	\$ 11.00	
5/2/2022	D.5142 810	Retirement	Transfer Within Budget Code to D.5142 860		\$ 443.00
5/2/2022	D.5142 810	Retirement	Transfer Within Budget Code to D.5142 865		\$ 13.00
5/2/2022	D.5142 860	Hospitalization	Transfer Within Budget Code from D.5142 810	\$ 443.00	
5/2/2022	D.5142 865	Dental Insurance	Transfer Within Budget Code from D.5142 810	\$ 13.00	
5/2/2022	A.5610 421	Equipment Rental	Transfer Within Budget Code from A.5610 470	\$ 16.00	
5/2/2022	A.5610 470	Contract	Transfer Within Budget Code to A.5610 421		\$ 16.00
5/2/2022	DM.5140 418	Ins-General Liability	Transfer Within Budget Code to DM.5140 421		\$ 5,000.00
5/2/2022	DM.5140 421	Equipment Rental	Transfer Within Budget Code from DM.5140 418	\$ 5,000.00	
5/3/2022	D.5142 445	Foods	Transfer Within Budget Code from D.5142 445.1	\$ 20.00	
5/3/2022	D.5142 445.1	Food - Snow & Ice	Transfer Within Budget Code to D.5142 445		\$ 20.00
5/6/2022	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1620 470		\$ 6,030.00
5/6/2022	A.1620 470	Contract	Transfer Within Budget Code from A.1620 413	\$ 6,030.00	
5/9/2022	DM.5140 410	Supplies	Transfer Within Budget Code from DM.5140 470	\$ 300.00	
5/9/2022	DM.5140 470	Contract	Transfer Within Budget Code to DM.5140 410		\$ 300.00
5/10/2022	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 439		\$ 500.00
5/10/2022	A.1628 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1628 410	\$ 500.00	
5/13/2022	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1620 470		\$ 2,043.00
5/13/2022	A.1620 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1620 444	\$ 75.00	
5/13/2022	A.1620 444	Travel/Education/Conference	Transfer Within Budget Code to A.1620 439		\$ 75.00
5/13/2022	A.1620 470	Contract	Transfer Within Budget Code from A.1620 413	\$ 2,043.00	
5/13/2022	D.5110 416	Oil & Gas-Heating	Transfer Within Budget Code from D.5110 421	\$ 1,410.00	
5/13/2022	D.5110 421	Equipment Rental	Transfer Within Budget Code to D.5110 416		\$ 1,410.00
5/13/2022	DM.5130 424	Postage	Transfer Within Budget Code from DM.5130 441	\$ 156.00	
5/13/2022	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 424		\$ 156.00

WARREN COUNTY  
Journal Report - May 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/18/2022	A.1490 861	Retirees Hospitalization	Transfer Within Budget Code to A.1490 863		\$ 594.00
5/18/2022	A.1490 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.1490 861	\$ 594.00	
5/18/2022	A.7110 861	Retirees Hospitalization	Transfer Within Budget Code to A.7110 862		\$ 76.00
5/18/2022	A.7110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.7110 861	\$ 76.00	
5/18/2022	D.5020 861	Retirees Hospitalization	Transfer Within Budget Code to D.5020 862		\$ 27.00
5/18/2022	D.5020 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from D.5020 861	\$ 27.00	
5/18/2022	DM.5130 850	Unemployment Insurance	Transfer Within Budget Code from DM.5130 855	\$ 1,000.00	
5/18/2022	DM.5130 850	Unemployment Insurance	Transfer Within Budget Code from DM.5130 861	\$ 1,200.00	
5/18/2022	DM.5130 855	Disability	Transfer Within Budget Code to DM.5130 850		\$ 1,000.00
5/18/2022	DM.5130 861	Retirees Hospitalization	Transfer Within Budget Code to DM.5130 850		\$ 1,200.00
5/31/2022	DM.5130 230	Automotive Equipment	Transfer Within Budget Code from DM.5130 260	\$ 23,500.00	
5/31/2022	DM.5130 230	Automotive Equipment	Transfer Within Budget Code from DM.5130 441	\$ 1,900.00	
5/31/2022	DM.5130 260	Other Equipment	Transfer Within Budget Code to DM.5130 230		\$ 23,500.00
5/31/2022	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 230		\$ 1,900.00
5/31/2022	D.5110 416	Oil & Gas-Heating	Transfer Within Budget Code from D.5110 421	\$ 1,418.00	
5/31/2022	D.5110 421	Equipment Rental	Transfer Within Budget Code to D.5110 416		\$ 1,418.00
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
5/3/2022	40.6293.0310 434	Allowances	Object code change from 40.6293.0310 470	\$ 400.00	
5/3/2022	40.6293.0310 470	Contract	Object code change to 40.6293.0310 434		\$ 400.00
5/4/2022	40.6293.0313 427	Memberships & Dues	Object code change from 40.6293.0313 436	\$ 2,000.00	
5/4/2022	40.6293.0313 436	Advertising Fees	Object code change to 40.6293.0313 427		\$ 2,000.00
5/5/2022	40.6293.0310 434	Allowances	Object code change from 40.6293.0310 470	\$ 3,000.00	
5/5/2022	40.6293.0310 470	Contract	Object code change to 40.6293.0310 434		\$ 3,000.00
5/5/2022	40.6293.0300 433	Training-Client	Object code change from 40.6293.0300 434	\$ 3,225.00	
5/5/2022	40.6293.0300 434	Allowances	Object code change to 40.6293.0300 433		\$ 3,225.00
5/31/2022	40.6293.0300 434	Allowances	Object code change to 40.6293.0300 470		\$ 644.42
5/31/2022	40.6293.0300 470	Contract	Object code change from 40.6293.0300 434	\$ 644.42	
5/31/2022	40.6293.0300 810	Retirement	Object code change from 40.6293.0300 850	\$ 3,000.00	

WARREN COUNTY  
Journal Report - May 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/31/2022	40.6293.0300 850	Unemployment Insurance	Object code change to 40.6293.0300 810		\$ 3,000.00
5/31/2022	40.6293.0305 434	Allowances	Object code change to 40.6293.0305 470		\$ 342.21
5/31/2022	40.6293.0305 470	Contract	Object code change from 40.6293.0305 434	\$ 342.21	
5/31/2022	40.6293.0305 810	Retirement	Object code change from 40.6293.0305 850	\$ 1,300.00	
5/31/2022	40.6293.0305 850	Unemployment Insurance	Object code change to 40.6293.0305 810		\$ 1,300.00
5/31/2022	40.6293.0310 424	Postage	Object code change from 40.6293.0310 428	\$ 600.00	
5/31/2022	40.6293.0310 428	Data Processing & Internet Fees	Object code change to 40.6293.0310 424		\$ 600.00
5/31/2022	40.6293.0310 433	Training-Client	Object code change from 40.6293.0310 434	\$ 65.00	
5/31/2022	40.6293.0310 434	Allowances	Object code change to 40.6293.0310 433		\$ 65.00
5/31/2022	40.6293.0310 860	Hospitalization	Object code change from 40.6293.0310 861	\$ 6,000.00	
5/31/2022	40.6293.0310 861	Retirees Hospitalization	Object code change to 40.6293.0310 860		\$ 6,000.00
5/31/2022	40.6293.0313 410	Supplies	Object code change from 40.6293.0313 439	\$ 200.00	
5/31/2022	40.6293.0313 424	Postage	Object code change from 40.6293.0313 427	\$ 96.09	
5/31/2022	40.6293.0313 427	Memberships & Dues	Object code change to 40.6293.0313 424		\$ 96.09
5/31/2022	40.6293.0313 439	Misc Fees & Expenses	Object code change to 40.6293.0313 410		\$ 200.00
5/31/2022	40.6293.0313 439	Misc Fees & Expenses	Object code change to 40.6293.0313 470		\$ 119.09
5/31/2022	40.6293.0313 470	Contract	Object code change from 40.6293.0313 439	\$ 119.09	
5/31/2022	40.6293.0313 850	Unemployment Insurance	Object code change to 40.6293.0313 862		\$ 750.00
5/31/2022	40.6293.0313 860	Hospitalization	Object code change from 40.6293.0313 861	\$ 3,000.00	
5/31/2022	40.6293.0313 861	Retirees Hospitalization	Object code change to 40.6293.0313 860		\$ 3,000.00
5/31/2022	40.6293.0313 862	Health Insurance Cost Reimbursement	Object code change from 40.6293.0313 850	\$ 750.00	
5/31/2022	40.6326 810	Retirement	Object code change to 40.6326 830		\$ 3,602.49
5/31/2022	40.6326 810	Retirement	Object code change to 40.6326 831		\$ 842.55
5/31/2022	40.6326 810	Retirement	Object code change to 40.6326 860		\$ 5,488.19
5/31/2022	40.6326 810	Retirement	Object code change to 40.6326 865		\$ 79.60
5/31/2022	40.6326 830	Social Security	Object code change from 40.6326 810	\$ 3,602.49	
5/31/2022	40.6326 831	Medicare Contribution	Object code change from 40.6326 810	\$ 842.55	
5/31/2022	40.6326 860	Hospitalization	Object code change from 40.6326 810	\$ 5,488.19	
5/31/2022	40.6326 865	Dental Insurance	Object code change from 40.6326 810	\$ 79.60	

WARREN COUNTY  
Journal Report - May 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Human Resources - Human Resources					
5/25/2022	A.1435 220	Office Equipment	Transfer of funds out of Object Code from A.1435 439	\$ 18.49	
5/25/2022	A.1435 439	Misc Fees & Expenses	Transfer of funds out of Object Code to A.1435.220		\$ 18.49
OFA - Office for the Aging					
5/2/2022	A.6771 220	Office Equipment	Within object code transfer from A.6771.260	\$ 44.40	
5/2/2022	A.6771 260	Other Equipment	Within object code transfer to A.6771.220		\$ 44.40
5/2/2022	A.6772 220	Office Equipment	Within object code transfer from A.6772.260	\$ 66.60	
5/2/2022	A.6772 260	Other Equipment	Within object code transfer to A.6772.220		\$ 66.60
Office of EMS - Office of Emergency Services					
5/10/2022	A.4022 230	Automotive Equipment	Budget transfer within object code to A.4022 260		\$ 232.48
5/10/2022	A.4022 260	Other Equipment	Budget transfer within object code from A.4022 230	\$ 232.48	
5/16/2022	A.3640 220	Office Equipment	Budget transfer within object code to A.3640 260		\$ 450.00
5/16/2022	A.3640 260	Other Equipment	Budget transfer within object code from A.3640 220	\$ 450.00	
5/16/2022	A.3640 444	Travel/Education/Conference	Budget transfer within object code to A.3640 445		\$ 59.00
5/16/2022	A.3640 445	Foods	Budget transfer within object code from A.3640 444	\$ 59.00	
Planning_Planning - Planning,Planning					
5/10/2022	A.8029 410	Supplies	budget transfer within object code from A.8029 470	\$ 6,470.00	
5/10/2022	A.8029 470	Contract	budget transfer within object code to A.8029 410		\$ 6,470.00
5/11/2022	A.8029 410	Supplies	budget transfer within object code from A.8029 470	\$ 1,743.19	
5/11/2022	A.8029 470	Contract	budget transfer within object code to A.8029 410		\$ 1,743.19
5/16/2022	A.8029 410	Supplies	budget transfer within object code from A.8029 470	\$ 100.00	
5/16/2022	A.8029 470	Contract	budget transfer within object code to A.8029 410		\$ 100.00
Public Health_Health Services - Public Health,Health Services					
5/4/2022	A.4013 410	Supplies	budget transfer wic to misc a4013 439 from 410		\$ 50.00

WARREN COUNTY  
Journal Report - May 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/4/2022	A.4013 439	Misc Fees & Expenses	budget transfer wic to misc a4013 439 from 410	\$ 50.00	
5/4/2022	A.4054.0060 439	Misc Fees & Expenses	Budget transfer EI Program from A4054.0060.444	\$ 25.00	
5/4/2022	A.4054.0060 444	Travel/Education/Conference	Budget transfer EI Program to A4054.0060.439		\$ 25.00
5/17/2022	A.4010 435	Medical Fees	Out of budget transfer from BT .410 .860 .865 to CHHA not BT exp	\$ 6,516.00	
5/17/2022	A.4189 410	Supplies	Out of budget transfer from BT .410 .860 .865 to CHHA not BT exp		\$ 5,083.00
5/17/2022	A.4189 860	Hospitalization	Out of budget transfer from BT .410 .860 .865 to CHHA not BT exp		\$ 1,409.00
5/17/2022	A.4189 865	Dental Insurance	Out of budget transfer from BT .410 .860 .865 to CHHA not BT exp		\$ 24.00
5/24/2022	A.4010 444.01	Job Related Courses	Budget Transfer CHHA TO Job related from .469 .470	\$ 7,000.00	
5/24/2022	A.4010 469	Other Payments/Contributions	Budget Transfer CHHA TO Job related from .469 .470		\$ 2,000.00
5/24/2022	A.4010 470	Contract	Budget Transfer CHHA TO Job related from .469 .470		\$ 5,000.00
Real Property - Real Property Tax					
5/4/2022	A.1355 427	Memberships & Dues	Budget Transfer within object code from A.1355 444 to A.1355 427	\$ 125.00	
5/4/2022	A.1355 444	Travel/Education/Conference	Budget Transfer within object code from A.1355 444 to A.1355 427		\$ 125.00
Residential Hall - Countryside Adult Home					
5/2/2022	A.6030 410	Supplies	Budget Transfer within object code to A.6030 410 from A.6030 439	\$ 7,000.00	
5/2/2022	A.6030 439	Misc Fees & Expenses	Budget Transfer within object code from A.6030 439 to A.6030 410		\$ 7,000.00
Treasurer Disb - Treasurer Departmental Activity					
5/17/2022	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 439		\$ 56.70
5/17/2022	A.1325 439	Misc Fees & Expenses	Budget Transfer from A.1325 410 to A.1325 439	\$ 56.70	
Veterans Service - Veterans Service					
5/23/2022	A.6510 220	Office Equipment	Out of Code Funds transfer from 410 (1) wireless mouse	\$ 21.00	
5/23/2022	A.6510 410	Supplies	Out of Code Funds transfer to 220 (1) wireless mouse		\$ 21.00

*RESOLUTION REQUEST FORM NO. 10*

*Request for Transfer of Funds*

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

DEPARTMENT NAME: Health Services

SIGNED:

DATE: 06/30/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4010 110	Health Services, Salaries Regular	A.4010 444.01	Health Services, Job Related Courses	\$10,000

**Please state reason for transfers requested:**  
 To cover costs of Job Related Coursework completed by employee

**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. 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: 6/30/2022**

- (a) Purpose of Amendment: **To amend the County Budget in the amount of \$250,000 to reflect the appropriation of ARPA funds (as authorized by Resolution 158 of 2022) from A.691.00, Deferred Revenues, to various departmental budgets to address technology needs to improve county governmental resiliency.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **See attached**
  
- (c) Revenue Code (with title), and Amount: **See attached**

		Revenue	Expenditure
A.1320.4999 4090	County Auditor, American Rescue Plan Act (ARPA )- Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$1,669.86	
A.1320 .4999 220	County Auditor, American Rescue Plan Act (ARPA) - Office Equipment		\$1,669.86
A.3620.4999 4090	Building & Fire Code, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$4,174.65	
A.3620.4999 220	Building & Fire Code, American Rescue Plan Act (ARPA) - Office Equipment		\$4,174.65
A.1040.4999 4090	Clerk Legislative Board, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$1,710.54	
A.1040.4999 220	Clerk Legislative Board, American Rescue Plan Act (ARPA) - Office Equipment		\$1,710.54
A.1430.4999 4090	Civil Service, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$729.93	
A.1430.4999 220	Civil Service, American Rescue Plan Act (ARPA) - Office Equipment		\$729.93
A.1420.4999 4090	Law (County Attorney), American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$3,309.84	
A.1420.4999 220	Law (County Attorney), American Rescue Plan Act (ARPA) - Office Equipment		\$3,309.84
A.1165.4999 4090	District Attorney, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$5,109.51	
A.1165.4999 220	District Attorney, American Rescue Plan Act (ARPA) - Office Equipment		\$5,109.51
A.6010.4999 4090	Social Services, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$11,739.30	
A.6010.4999 220	Social Services, American Rescue Plan Act (ARPA) - Office Equipment		\$11,739.30
A.1435.4999 4090	Human Resources, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$2,189.79	
A.1435.4999 220	Human Resources, American Rescue Plan Act (ARPA) - Office Equipment		\$2,189.79
A.1680.4999 4090	Information Technology, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$108,572.98	
A.1680.4999 130	Information Technology, American Rescue Plan Act (ARPA) - Salaries/Part-Time		\$17,279.00
A.1680.4999 810	Information Technology, American Rescue Plan Act (ARPA) - Salaries/Part-Time		\$1,400.00
A.1680.4999 830	Information Technology, American Rescue Plan Act (ARPA) - Salaries/Part-Time		\$1,071.00
A.1680.4999 831	Information Technology, American Rescue Plan Act (ARPA) - Salaries/Part-Time		\$250.00
A.1680.4999 220	Information Technology, American Rescue Plan Act (ARPA) - Office Equipment		\$30,349.30
A.1680.4999 439	Information Technology, American Rescue Plan Act (ARPA) - Miscellaneous		\$58,223.68
A.3640.4999 4090	Civil Defense, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$5,729.55	
A.3640.4999 220	Civil Defense, American Rescue Plan Act (ARPA) - Office Equipment		\$5,729.55
A.8020.4999 4090	Planning, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$8,704.79	
A.8020.4999 220	Planning, American Rescue Plan Act (ARPA) - Office Equipment		\$8,704.79
A.3410.4999 4090	Probation, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$13,868.67	
A.3410.4999 220	Probation, American Rescue Plan Act (ARPA) - Office Equipment		\$13,868.67
A.4010.4999 4090	Health Services, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$7,299.30	
A.4010.4999 220	Health Services, American Rescue Plan Act (ARPA) - Office Equipment		\$7,299.30

A.4018.4999 4090	Preventive Program, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$6,569.37	
A.4018.4999 220	Preventive Program, American Rescue Plan Act (ARPA) - Office Equipment		\$6,569.37
A.4018.0020.4999 4090	Preventive Program, Family Health, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$729.93	
A.4018.0020.4999 220	Preventive Program, Family Health, American Rescue Plan Act (ARPA) - Office Equipment		\$729.93
A.4018.0030.4999 4090	Preventive Program, Disease Control, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$2,189.79	
A.4018.0030.4999 220	Preventive Program, Disease Control, American Rescue Plan Act (ARPA) - Office Equipment		\$2,189.79
A.4018.0040.4999 4090	Preventive Program, Health Education, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$2,189.79	
A.4018.0040.4999 220	Preventive Program, Health Education, American Rescue Plan Act (ARPA) - Office Equipment		\$2,189.79
A.4054.4999 4090	Ed/Physically Handicapped Children, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$1,459.86	
A.4054.4999 220	Ed/Physically Handicapped Children, American Rescue Plan Act (ARPA) - Office Equipment		\$1,459.86
A.4054.0060.4999 4090	Ed/Physically Hand Children/Early Intervention, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$2,189.79	
A.4054.0060.4999 220	Ed/Physically Hand Children/Early Intervention, American Rescue Plan Act (ARPA) - Office Equipment		\$2,189.79
A.1345.4999 4090	Purchasing, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$2,504.79	
A.1345.4999 220	Purchasing, American Rescue Plan Act (ARPA) - Office Equipment		\$2,504.79
A.1355.4999 4090	Real Property Tax Service Agency, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$6,019.72	
A.1355.4999 220	Real Property Tax Service Agency, American Rescue Plan Act (ARPA) - Office Equipment		\$6,019.72
A.3110.4999 4090	Sheriff's Law Enforcement, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$43,214.00	
A.3110.4999 220	Sheriff's Law Enforcement, American Rescue Plan Act (ARPA) - Office Equipment		\$21,950.00
A.3110.4999 470	Sheriff's Law Enforcement, American Rescue Plan Act (ARPA) - Contract		\$21,264.00
A.1325.4999 4090	County Treasurer, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$5,009.58	
A.1325.4999 220	County Treasurer, American Rescue Plan Act (ARPA) - Office Equipment		\$5,009.58
A.6510.4999 4090	Veterans Services, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$2,384.74	
A.6510.4999 220	Veterans Services, American Rescue Plan Act (ARPA) - Office Equipment		\$2,189.79
A.6510.4999 428	Veterans Services, American Rescue Plan Act (ARPA) - Data Processing & Internet Fees		\$194.95
A.6610.4999 4090	Weights & Measurers, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$729.93	
A.6610.4999 220	Weights & Measurers, American Rescue Plan Act (ARPA) - Office Equipment		\$729.93
		\$250,000.00	\$250,000.00

## *RESOLUTION REQUEST FORM NO. 4*

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

DEPARTMENT NAME: County Administrator

DATE: 06/30/2022

- (a) Purpose of Contract Change: **To extend the current contract through 12/31/2022**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **324/2012, 217/2017**
- (c) Name of Contractor: **National Business Equipment & Supply LLC**
- (d) Address of Contractor: **15 Corporate Circle, Albany NY 12203**
- (e) Contractor's Contact Person and Telephone Number: **Scott W. Mueller 518-724-6455**
- (f) Commencement Date of Extension: **08/01/2022**
- (g) Termination Date of Extension: **12/31/2022 (with 30 day cancellation clause)**
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$3,233.10 monthly lease, \$2,469.83 monthly maintenance (existing terms)**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: **A.1671 421 - Printshop, Equipment Rental****

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

## *RESOLUTION REQUEST FORM NO. 3*

### *Request for New Contract*

DEPARTMENT NAME: County Administrator

DATE: 06/30/2022

- (a) Is this a Result of a Bid or Request for Proposal? WC 36-22
- (b) Purpose of Contract: **Lease of printers and Multi-function copiers and maintenance based on a cost per copy basis**
- (c) Name of Contractor: **National Business Equipment & Supply LLC**
- (d) Address of Contractor: **15 Corporate Circle, Albany NY 12203**
- (e) Contractor's Contact Person and Telephone Number: **Scott W. Mueller 518-724-6455**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **Upon installation of equipment**
- (h) Termination Date of Contract: **Initial 5 year term with option for 5-year extension upon mutual agreement between the parties**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **Initial 5 year term : Lease - \$5,829.25 per month, Maintenance (cost per copy) - \$0.0065 (b&w), \$0.029 (color)**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly**)
- (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.1671 421 Printshop, Equipment Rental**

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

\*as listed in budget and LOGOS

Primary Offer

WC 36-22 - REQUEST FOR PROPOSALS FOR LEASE OF PRINTERS AND MULTI-FUNCTION COPIERS ON A COST PER COPY BASIS

DATE: MAY 26, 2022

TIME: 3:00 PM

PLACE: HUMAN SERVICES BUILDING

PROPOSAL OF: National Business Technological PROPOSAL COMPANY NAME

TO: Julie A. Butler, Purchasing Agent  
Human Services Building, 3<sup>rd</sup> Floor  
1340 State Route 9  
Lake George, NY 12845

The undersigned having carefully examined the specifications and having to their satisfaction ascertained all the facts concerning these specifications, herewith submits the following attached proposal for a five (5) year cost-per-copy contract. Alternate No. 1 is for a five (5) year renewal.

BASE BID - initial 5 year contract: 60 MONTH FMV LEASE

Lease: \$ 69,951.00 /year

Maintenance Cost-per-Copy:

Black & White \$ 0.0065  
Color \$ 0.029

Software (if any): \$ 54,745.00 (lump sum) per user license per year (circle one)

ALTERNATE NO. 1 - 5 year renewal: Estimated

Lease: \$ 32,400 /year 60 month FMV LEASE

Maintenance Cost-per-Copy:

Black & White \$ 0.0077  
Color \$ 0.0386

Software (if any): \$ 29,750.00 (lump sum) per user license per year (circle one)

Vendor will include maintenance of devices recently purchased:  yes  no

Anticipated timeframe (from contract execution) to obtain inventory and begin replacement: 6-8 weeks Estimated

If additional fees are being proposed please attach to your proposal on a separate sheet of paper. Please attach a list of proposed devices as required on page 2, paragraph II(A) Phase I (1) herein and all other information requested in these specifications.

Date: 5/26/2022 Federal ID# 26-2693993

Contractor Signature: [Signature]

Contractor name (Printed): Bryan Mueller

Name of Firm: National Business Technological

Business Address: 15 Corporate Cir. Albany, NY 12203

Phone # (518) 724-6455 Fax # 518-438-0493

NOTE: The Following Certification and Corporate Resolution, if applicable, must accompany this proposal. Financial statement, if desired, will be requested at a later date. D.B.A. and/or Certificate of Incorporation will be required from successful bidder.

**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 8, 2022**

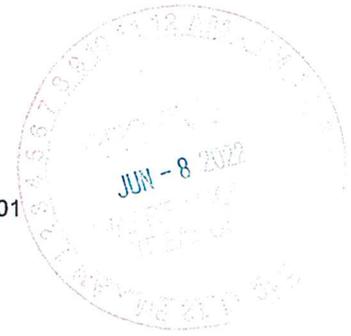
- (a) Purpose of Request: **To record \$48,348 premium received on issuance of 2022 \$7.9 million BAN in General Fund and County Road Fund Reserve for Debt to be used for subsequent debt service**
- (b) Details: **\$6,120 recorded in A 884.00 Reserve for Debt and \$42,228 recorded in D 884.00 Reserve for Debt**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.9730 2710 - Premium on Obligations - \$6,120, D.9730 2710 - Premium on Obligations - \$42,228**

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

\* as listed in budget and LOGOS



68 Warren Street - PO Box 2017 - Glens Falls, NY 12801  
 (518) 745-1400 - Fax: (518) 745-1576  
 Federal ID #14-1736110



Warren County  
 1340 State Route 9  
 Warren County Municipal Center  
 Lake George, NY 12845

Invoice Number: 78387

File Number: 10715-0002

**Please pay \$5475.00  
 by 7/2/2022**

Invoice Date: 6/2/2022

Previous Statement Balance	\$1,140.00
Current Billing Activity	
Interest	\$0.00
Legal Services Rendered	\$5,475.00
Disbursements and Other Costs Incurred	\$0.00
Total Current Billing	<u>\$5,475.00</u>
Payments and Credits Since Last Statement:	<u>\$1,140.00</u>
<b>Balance Due:</b>	<b><u>\$5,475.00</u></b>



Payment Type: ( ) Check/Money Order  
 ( ) Credit Card

**Credit Card Authorization**

( ) Visa ( ) MasterCard ( ) Discover

Amount enclosed: \$ \_\_\_\_\_

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

Remit to: FitzGerald Morris Baker Firth, P.C.  
 68 Warren Street  
 Post Office Box 2017  
 Glens Falls, NY 12801

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV: \_\_\_\_

Amount \_\_\_\_\_

**Please return this page with your payment.**

Card Holder Name

\_\_\_\_\_

Card Holder Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PAY ONLINE**

Visit [www.fmbf-law.com/pay](http://www.fmbf-law.com/pay)

10715-0002

78387

Card Holder Signature

\_\_\_\_\_

FitzGerald Morris Baker Firth, P.C.  
 68 Warren Street  
 Post Office Box 2017  
 Glens Falls, NY 12801  
 (518) 745-1400 Fax: (518) 745-1576  
 Federal ID #14-1736110

June 02, 2022

Warren County

File Number: 10715-0002/KIL

Invoice number: 78387

**Matter: Bond Resolutions 2021**

Professional Services				
Date	Atty	Services Rendered	Hours	Amount
04/20/22	KIL	Received and reviewed preliminary documents for bond sale; email correspondence with working group regarding same.	0.30	112.50
04/27/22	KIL	Review and comment on official statement.	2.50	937.50
04/28/22	KIL	Prepare bond counsel opinion; email to working group regarding same.	1.50	562.50
05/10/22	KIL	Received and reviewed sale results; email to Capital Markets regarding closing.	0.10	37.50
05/12/22	KIL	Review of final official statement; email to CMA regarding same.	0.80	300.00
05/13/22	KIL	Prepare BAN documents; email to M. Swan regarding estoppel notices.	4.20	1,575.00
05/15/22	KIL	Email correspondence with M. Swan and A. Allen regarding estoppel notice and execution of documents.	0.30	112.50
05/16/22	KIL	Update BAN documents; email to Capital Markets regarding review and closing process; instructions to staff regarding same.	1.80	675.00
05/17/22	KIL	Email correspondence with DLD & DTC regarding draft documents and closing.	1.00	375.00
05/18/22	KIL	Email correspondence with M. Swan regarding BAN.	0.30	112.50
05/19/22	KIL	Email to DTC regarding closing; email correspondence with M. Swan regarding same.	0.40	150.00
05/20/22	KIL	Email correspondence with DLD regarding BAN package.	0.70	262.50
05/24/22	KIL	Complete BAN closing.	0.70	262.50
<i>Total for professional services:</i>				<b>\$5,475.00</b>

Rate Summary		
Kara I. Lais	14.60 hours at \$375.00/hr	5,475.00
Total hours:	14.60	

Credits to Account			
Date	Invoice no	Description	Amount
03/21/2022	76783	Payment Ck# 280940	(1,140.00)
<i>Payments/credits:</i>			<b>(\$1,140.00)</b>

Total Current Billing:                      **\$5,475.00**

*Thank you  
for allowing us to serve you*

Previous Balance Due:	\$1,140.00
Total Payments:	(\$1,140.00)
Total Now Due:	<u>\$5,475.00</u>



11 Grace Avenue, Suite 308  
Great Neck, New York 11021  
Phone 516-487-9815  
rtortora@capmark.org

May 26, 2022

Mr. Michael Swan  
Treasurer  
County of Warren  
1340 State Route 9  
Lake George, NY 12845

Re: \$7,900,000 Bond Anticipation Notes – 2022

Dear Michael:

Following the successful closing of the issue referenced above, I prepared the attached invoice and now present to you an accounting for my firm's financial advisory services rendered to the County in connection with this financing.

Please address your payment to "Capital Markets Advisors, LLC" at the address listed above.

On behalf of the entire CMA team, I thank you for giving us the opportunity to assist you with this important financing. Please don't hesitate to reach out to me or any of my associates at CMA if we can be of assistance to you.

Sincerely yours,

A handwritten signature in cursive script that reads "Richard R. Tortora".

Richard R. Tortora  
President



CapitalMarketsAdvisors,LLC

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

# Invoice

# 80

5/26/2022

<b>Bill to</b>	
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](http://www.capmark.org)

Phone 516-487-9815

Fax 516-487-2575

***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 Facilities - Airport**

**DATE: 6/21/22**

- (a) Purpose of Request: Authorizing the Appropriation of Funds from the General Fund Unappropriated Surplus to the Airport Budget: Amending 2022 Warren County Budget: and Authorizing Payment.
  
- (b) Details: Authorizing the Appropriation of Funds from the General Fund Unappropriated Surplus A 909.00 \$179,388.30 to the Airport Budget: Amending 2022 Warren County Budget Airport (DPW), Settlement A.5610 419 \$179,388.30: and Authorizing Payment.
  
- (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: County Facilities - Buildings and Grounds**

**DATE: 6/21/22**

- (a) Purpose of Request: To Close and Transfer Funds from A 870.00 Reserve, Equipment, Storage & Vehicles and A 872.00 Reserve, Bridge Replacement & Repair to A 871.00 Reserve, Rehab County Buildings.
  
- (b) Details: To Close and Transfer Funds from A 870.00 Reserve, Equipment, Storage and Vehicles (\$7,566.35) and A 872.00 Reserve, Bridge Replacement & Repair (\$1,483.93) to A 871.00 Reserve, Rehab County Buildings.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A 870 Reserve, Equipment, Storage and Vehicles \$7,566.35; A 872.00 Reserve, Bridge Replacement & Repair \$1,483.93.

**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: Planning and Community Development

DATE: June 20, 2022

- (a) Purpose of Request:  
To close capital project H340 First Wilderness 2012 with an estimated \$71,708.60 to be returned to the transfer account A.9950 910
  
- (b) Details:  
-
  
- (c) Previous Resolution Number:  
N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
H340.9550 280 FWHC 2012

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: Information Technology**

**DATE: June 30, 2022**

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:

<b>Human Resources</b>	<b>A.1435 220.1</b>	<b>\$1,000</b>
<b>Sheriff</b>	<b>A.3110.220.1</b>	<b>\$15,000</b>

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

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.895.00 Computer Reserve Fund**

**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:** Occupancy Tax Coordination Committee

**DATE:** 06/20/2022

- (a) Purpose of Request: **To appropriate \$43,400 from the Occupancy Tax Reserve Fund to 2022 County Budget**
- (b) Details: **Appropriation is to cover award support for the Warrenburg Bike Rally in the amount of \$10,000, (A.6417.0002 480, Tourism, SpecialEvents), Adirondack Christkindlmarkt in the amount of \$25,000, (A.6417.0002 480, Tourism, SpecialEvents) and \$8,400 for Cliff/Redfield marketing communications support for First Wilderness Heritage Corridor (A.8021 470, Planning (and Comm. Dev., Contracts).**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **881.00 Reserve, Occupancy Tax - \$43,400**

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:** Department of Public Works

**DATE:** June 21, 2022

- (a) Purpose of Amendment: To Amend 2022 budget \$1,380.60 dollars to reflect Insurance Recovery payment dated May 11, 2022, for Guardrail damage at South End Shop, DOL April 20<sup>th</sup>, 2022.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: D.3310 410 County Road, Traffic Control, Supplies \$1,380.60.
  
- (c) Revenue Code (with title), and Amount: D.3310 2680 County Road, Traffic Control, Insurance Recovery \$1,380.60

*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: June 21, 2022

- (a) Purpose of Amendment: To Amend 2022 Capital Budget H401, Sagamore Road Retaining Wall \$700,000.00 with Serial Bond Funds.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: H401.9550.280 Sagamore Road Retaining Wall, Project \$700,000.00.
  
- (c) Revenue Code (with title), and Amount: H401.9550 5710 \$700,000.00 Sagamore Road Retaining Wall, Serial Bonds \$700,000.00.

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

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

DEPARTMENT NAME: Department of Public Works

DATE: 6/21/22

- (a) Purpose of Request: Authorizing the Appropriation of Funds from the General Fund Unappropriated Surplus to Machinery, Automotive Gas and Oil and returning all unused 2022 funds back to Unappropriated Surplus.
  
- (b) Details: Authorizing the increase of Transfer Machinery, A.9901.0182 910 \$200,000.00.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A 909.00 Unappropriated Surplus \$200,000.00.

**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: Department of Public Works

DATE: June 21, 2022

- (a) Purpose of Amendment: To Amend 2022 Machinery, Automotive Gas and Oil Budget with Machinery, Interfund Transfers due to increased Fuel costs.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: DM.5130 422, Machinery, Automotive-Gas/Oil \$200,000.00.
  
- (c) Revenue Code (with title), and Amount: DM.5130 5031 Machinery, Automotive, Interfund Transfer \$200,000.00.

**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: Department of Public Works, Parks, Recreation & Railroad**

**DATE: 6/21/22**

- (a) Purpose of Amendment:  
**To amend county budget to increase Parks, Recreation & Railroad with revenue funds obtained by donations from Jason Foss Memorial.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.7110, 410 Supplies - \$450.00**
  
- (c) Revenue Code (with title), and Amount:  
**A.7110, 691 Deferred Revenue, Parks, Recreation & Railroad, Donation \$450.00**

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE**  
**AGENDA**  
**JUNE 30, 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 County Administrator (Ryan Moore, County Administrator):**

- A) Reimbursement of Employment Related Course Work (information item) - A request for Laura Monroe, *Public Health Nurse* who is working toward obtaining her Bachelor's Degree, was approved by the Department Head, County Administrator and the Chair of the Personnel, Administration & Higher Education Committee and funding was available within the departmental budget to cover the cost.
- B) Request for an executive session pursuant to Public Officers Law Section 105(f): the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

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

- A) Review of report on tracking of vacancies filled.
- B) Discussion regarding recommendation of the Health Insurance Working Group for Health Insurance Broker.

**4) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

- A) Request for an appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to cover the cost of the \$50,000 insurance deductible for the matter of Questor French v. Derek Williams.
- B) Review of the proposed draft Local Law concerning amending Warren County Ethics and Disclosure Law (*two options provided - Option A and Option B*). **Note: If approved by the Personnel, Administration & Higher Education Committee this will go before the Board at their June 30<sup>th</sup> Board Meeting.**
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of 3<sup>rd</sup> Assistant County Attorney, *Annual Salary \$65,295*, and delete the position of Tax Coordinator, *Annual Salary \$47,417*, and effective June 18, 2022.
- D) Review of the draft Warren County Travel, Education and Vehicle Use Policy.

**5) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

***Public Defender (Gregory Canale, Public Defender) -***

- A) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9<sup>th</sup> Assistant Public Defender from \$74,089 to \$71,988 effective retroactive to June 20, 2022.
- B) Request to amend the Table of Organization and decrease the salary of the 6<sup>th</sup> Assistant Public Defender from \$70,806 to \$65,295 and fill the vacant position effective July 18, 2022.
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk III, *Grade 10, Base Annual Salary \$40,784*, and delete the positions of Legal Clerk #3, *Grade 5, Base Annual Salary \$34,193*, and Investigator, *Annual Salary \$23,988 (p/t)*, effective July 18, 2022.
- D) Request to amend the Table of Organization and Salary Schedule and decrease the salary of the Confidential Secretary position from \$50,607 to \$46,894 (32 hours per week) and fill the vacant position effective July 18, 2022.

**6) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**

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

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, *Annual Salary \$63,711*, effective July 5, 2022.

**Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 30<sup>th</sup> Board Meeting.**

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

***Countryside Adult Home (Amy McByrne, Director, Countryside Adult Home) -***

- A) Request to amend the Table of Organization and Salary Schedule to increase the hours of Institutional Aide #3 from 32 hours to full-time effective July 18, 2022.
- B) Request to amend the Table of Organization and Salary Schedule to change the position of Part-Time Food Service Helper Temp to a permanent part-time position effective July 18, 2022.

*Continued*

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA**

**JUNE 30, 2022**

**8) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

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

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Recording Clerk, Grade 7, Base Annual Salary \$36,414, and delete the position of Recording Clerk #1, effective July 18, 2022. **Note: This request is contingent upon the approval of the Legislative, Rules & Governmental Operations Committee.**

**9) Request from the Clerk of the Board:**

Request to amend Resolution No. 31 of 2022, *Appointing Member to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation*, as amended by Resolution No. 112 of 2022, to replace Michael Bittel with Juan Gonzalez (*Washington County Representative*), as requested by the Chair of the Warren-Washington County IDA, contingent upon adoption of a similar resolution by the Washington County Board of Supervisors.

**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) Update: County Attorney was asked to provide updates in redlined form for review. (06.02.22)
- 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)
- 4) Committee requested that the Human Resources and Civil Service Departments draft an outline of a process for seeking out hiring candidates for Department Head level positions for the Committee to review. (06.02.22)

**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:**

**Countryside Adult** - Institutional Aide #18, Grade 3, Base Annual Salary \$30,373.

**Home**

- DPW**
- MEO (L) #28, Grade 7, Base Annual Salary \$36,414, due to resignation.
  - MEO (L) #13, Grade 7, Base Annual Salary \$36,414, due to resignation.

- Health Services**
- Registered Professional Nurse #6, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #10, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #11, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #12, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #22, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #32, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #37, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #40, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Registered Professional Nurse #42, Grade 19, Base Annual Salary \$51,502, updating authorization.
  - Public Health Nurse #8, Grade 21, Base Annual Salary \$55,070, updating authorization.
  - Public Health Nurse #35, Grade 21, Base Annual Salary \$55,070, updating authorization.
  - Senior Account Clerk #1, Grade 7, Base Annual Salary \$36,414, updating authorization.
  - Senior Account Clerk #2, Grade 7, Base Annual Salary \$36,414, updating authorization.
  - Infant Feeding Advocate (part-time not to exceed 20 hrs/week, Grade 3, Base Annual Salary \$15,186 (Prorated), updating authorization.

**Parks, Recreation & Railroad** - Director of Parks, Recreation & Railroad, Annual Salary \$71,585, due to retirement.

**Social Services** - Intake Clerk #8, Grade 4, Base Annual Salary \$31,789, due to promotion.

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

**VII. Motion to adjourn**