

FINANCE COMMITTEE

AGENDA

JULY 29, 2022

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

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - A) Journal Report of transfers approved by the County Administrator staff for June 2022.
 - B) Request to amend the 2022 County Budget in the total amount of \$355,116.38 to reflect anticipated revenues related to the CSEA interim rate increase.
 - C) Request to appropriate funds from the General Fund Unappropriated Surplus (\$441,679.58), County Road Fund Unappropriated Surplus (\$105,791.51), and Road Machinery Fund Unappropriated Surplus (\$28,592.30) to cover the costs associated with the CSEA interim rate increase and amend the 2022 County Budget for same.
 - D) Request to increase Capital Project No. H390, *County Bridge & Culvert Project, Various Towns*, in the amount of \$3.5 million to reflect the appropriation of ARPA funds allocated by the ARPA Advisory Committee, contingent upon approval of such appropriation by the Board of Supervisors.
 - E) Request to create Capital Project No. H417, *Jail Abatement and Demolition*, in the amount of \$500,000 to reflect the appropriation of ARPA funds allocated by the ARPA Advisory Committee, contingent upon approval of such appropriation by the Board of Supervisors.
 - 3) **Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**
Airport (Robin Mapp, Airport Manager) -
 - A) Request for an appropriation of funds in the amount of \$4,500 from Budget Code A.892.00, *Reserve, Airport Repair & Projects*, to Budget Code A.5610 470, *Airport (DPW), Contract*, to upgrade the self-service fuel system at the Airport.
 - B) Request for a transfer of funds in the amount of \$29,997 from the Contingent Account, *A.1990 439*, to Budget Code A.5610 470, *Airport (DPW), Contract*, in order to facilitate tree trimming and removal from the Airport property to ensure Runway approach/departure paths are free of potential hazards, as well as to provide for heavy vegetation removal along the Airport perimeter fence line as required by FAA Part 139 inspection.
 - 4) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Sheriff (Jim LaFarr, Sheriff) -

Request to amend the County Budget in the amount of \$1,200 to reflect receipt of revenues from the New York State Governor's Traffic Safety Committee Child Passenger Safety Program.
 - 5) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Department of Public Works (Kevin Hajos, Superintendent) -
 - A) Request to increase Capital Project No. H394, *Olmstedville Road (CR 19) Reconstruction*, in the amount of \$4,604,148 to add construction and construction inspection funding.
 - B) Request to amend the Warren County Budget in the amount of \$2.70 to account for local match for various capital projects.
Parks, Recreation & Railroad -
 - C) Request to amend the Warren County Budget in the amount of \$160 to reflect receipt of donations from visitors.
 - D) To amend the Warren County Budget in the amount of \$1,600 to reflect the receipt of donations from Stewart's Shops.
 - 6) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - A) Request for a transfer of funds in the amount of \$9,746 from the Contingent Account, *A.1990 439*, to Budget Code A.1010 417, *Legislative Board, Water/Sewer/Taxes*, to provide additional funding needed to cover the invoice received from the Hudson River-Black River Regulating District. *\$242,878 was budgeted for 2022, the total bill received is for \$252,624.*
 - B) Request to approve the Lake Champlain-Lake George Regional Planning Board 2023 Budget, as provided.

CONTINUED

- 7) 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-C, 4 & 5*

PERSONNEL AGENDA ITEMS 3A-C, 4 & 5:

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

Probation -

- A) Request to amend Resolution No. 265 of 2022 to increase the salary of the Administrative Secretary position from a base annual salary of \$44,913 (*Grade 8*) to \$48,366 (*Grade 8, Step 3*) to reflect the experience level of the employee position, effective retroactive to the June 27, 2022 start date of the employee.

Public Defender (Gregory Canale, Public Defender) -

- B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 8th Assistant Public Defender from \$74,089 to \$71,988 effective August 22, 2022, and to fill the position at the lower salary.

Sheriff (Jim LaFarr, Sheriff) -

- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new positions Patrol Officer #71, #72 and #73, each at a Base Salary of \$45,854.

4) Referral from the Human Services Committee (Chaired by Supervisor Driscoll):

Department of Social Services (Christian Hanchett, Commissioner) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk #4, *Grade 10, Base Annual Salary of \$40,784*, and delete the position of Sr. Account Clerk #7, *Grade 7, Base Annual Salary \$36,414*, effective August 22, 2022.

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

Information Technology (Mike Colvin, Director) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position Computer Help Desk Tech. II - Temporary, *Base Annual Salary \$53,493 - pro-rated to \$25.7177/hr for up to \$20,000*, effective August 22, 2022.

IV. Pending Items:

No items this month.

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 7/19/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	<u>TOWN</u>
D.5112.8311 280	Co Roads, 2020 CR#26 Palisades Rd	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 58,432.74	Horicon
D.5112.8312 280	Co Roads, 2020 CR#30 Schroon River Rd	D.9950 910	Co Roads, Transfer - Capital Projects	\$ 60,169.14	Chester

\$ 118,601.88

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439 Contingent Fund

Please state reason for transfer request:

Reallocate budgeted funds to cover local match funds

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.

WARREN COUNTY Journal Report - June 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn. Fiscal Srv - Administrative Fiscal Services					
6/3/2022	A.1670 410	Supplies	Transfer within Budget Code from A.1670 439	\$ 20.00	
6/3/2022	A.1670 439	Misc Fees & Expenses	Transfer within Budget Code to A.1670 410		\$ 20.00
Brd. of Election - Board of Elections					
6/30/2022	A.1450 436	Advertising Fees	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 700.00	
6/30/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 436		\$ 700.00
Clk of Legislati - Clerk of the Legislative Board					
6/29/2022	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 428		\$ 149.90
6/29/2022	A.1010 428	Data Processing & Internet Fees	Budget Transfer from Object Code A.1010 410	\$ 149.90	
County Attorney - County Attorney					
6/22/2022	A.1420 410	Supplies	Transfer within Object Code to A.1420 439		\$ 340.00
6/22/2022	A.1420 439	Misc Fees & Expenses	Transfer within Object Code from A.1420 410	\$ 340.00	
County Clerk - County Clerk					
6/30/2022	A.7510 423	Telephone	Transfer of Within Budget Code to A7510 424		\$ 30.00
6/30/2022	A.7510 424	Postage	Transfer of Within Budget Code from A.7510 423	\$ 30.00	
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
6/29/2022	A.4220 441	Auto-Supplies & Repair	Budget Transfer within object code from A.4220 442 Auto Gas & Oi	\$ 200.00	
6/29/2022	A.4220 442	Automotive - Gas & Oil	Budget Transfer within object code to A.4220 441 Auto Repair		\$ 200.00
DPW_DPW Admin - DPW, DPW Administration					
6/2/2022	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 424		\$ 69.00
6/2/2022	A.7111 424	Postage	Transfer Within Budget Code from A.7111 410	\$ 69.00	
6/2/2022	D.5110 416	Oil & Gas-Heating	Transfer Within Budget Code D.5110 470	\$ 5,000.00	
6/2/2022	D.5110 470	Contract	Transfer Within Budget Code to D.5110 416		\$ 5,000.00

WARREN COUNTY
Journal Report - June 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
6/7/2022	DM.5130 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from DM.5130 441	\$ 6,343.00	
6/7/2022	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 413		\$ 6,343.00
6/13/2022	A.1620 418	Ins-General Liability	Transfer Within Budget Code to A.1620 470		\$ 575.00
6/13/2022	A.1620 470	Contract	Transfer Within Budget Code from A.1620 418	\$ 575.00	
6/13/2022	A.5610 421	Equipment Rental	Transfer Within Budget Code from A.5610 470		\$ 40.00
6/13/2022	A.5610 470	Contract	Transfer Within Budget Code to A.5610 421	\$ 40.00	
6/13/2022	DM.5130 421	Equipment Rental	Transfer Within Budget Code from DM.5130 441	\$ 500.00	
6/13/2022	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 421		\$ 500.00
6/16/2022	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 1,810.00	
6/16/2022	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 1,810.00
6/22/2022	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 426		\$ 1.00
6/22/2022	A.1490 426	Subscriptions	Transfer Within Budget Code from A.1490 410	\$ 1.00	
6/22/2022	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 470		\$ 44.00
6/22/2022	A.1620 470	Contract	Transfer Within Budget Code from A.1620 410	\$ 44.00	
6/22/2022	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 455		\$ 19.00
6/22/2022	A.1628 455	Safety Equipment	Transfer Within Budget Code from A.1628 410	\$ 19.00	
6/23/2022	A.1625 415	Electricity	Transfer Within Budget Code from A.1625 470	\$ 1,986.00	
6/23/2022	A.1625 470	Contract	Transfer Within Budget Code to A.1625 415		\$ 1,986.00
6/23/2022	A.7110 860	Hospitalization	Transfer Within Budget Code to A.7110 862		\$ 22.00
6/23/2022	A.7110 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.7110 860	\$ 22.00	
6/23/2022	DM.5130 830	Social Security	Transfer Within Budget Code to DM.5130 850		\$ 1,000.00
6/23/2022	DM.5130 850	Unemployment Insurance	Transfer Within Budget Code from DM.5130 830	\$ 1,000.00	
Employment & Tr_ WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
6/9/2022	40.6293.0300 830	Social Security	Object code change to 40.6293.0300 860		\$ 2,000.00
6/9/2022	40.6293.0300 840	Workmen's Compensation	Object code change to 40.6293.0300 860		\$ 2,500.00
6/9/2022	40.6293.0300 860	Hospitalization	Object code change from 40.6293.0300 830	\$ 2,000.00	
6/9/2022	40.6293.0300 860	Hospitalization	Object code change from 40.6293.0300 840	\$ 2,500.00	
6/9/2022	40.6293.0305 810	Retirement	Object code change from 40.6293.0305 855	\$ 300.00	

WARREN COUNTY
Journal Report - June 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
6/9/2022	40.6293.0305 830	Social Security	Object code change to 40.6293.0305 860		\$ 974.29
6/9/2022	40.6293.0305 840	Workmen's Compensation	Object code change to 40.6293.0305 860		\$ 1,000.00
6/9/2022	40.6293.0305 855	Disability	Object code change to 40.6293.0305 810		\$ 300.00
6/9/2022	40.6293.0305 855	Disability	Object code change to 40.6293.0305 861		\$ 700.00
6/9/2022	40.6293.0305 860	Hospitalization	Object code change from 40.6293.0305 840	\$ 1,000.00	
6/9/2022	40.6293.0305 860	Hospitalization	Object code change from 40.6293.0305 830	\$ 974.29	
6/9/2022	40.6293.0305 861	Retirees Hospitalization	Object code change from 40.6293.0305 855	\$ 700.00	
6/9/2022	40.6293.0310 810	Retirement	Object code change from 40.6293.0310 830	\$ 2,000.00	
6/9/2022	40.6293.0310 830	Social Security	Object code change to 40.6293.0310 810		\$ 2,000.00
6/9/2022	40.6293.0310 830	Social Security	Object code change to 40.6293.0310 860		\$ 2,000.00
6/9/2022	40.6293.0310 830	Social Security	Object code change to 40.6293.0310 861		\$ 500.00
6/9/2022	40.6293.0310 850	Unemployment Insurance	Object code change to 40.6293.0310 865		\$ 200.00
6/9/2022	40.6293.0310 860	Hospitalization	Object code change from 40.6293.0310 830	\$ 2,000.00	
6/9/2022	40.6293.0310 861	Retirees Hospitalization	Object code change from 40.6293.0310 830	\$ 500.00	
6/9/2022	40.6293.0310 865	Dental Insurance	Object code change from 40.6293.0310 850	\$ 200.00	
6/9/2022	40.6293.0313 840	Workmen's Compensation	Object code change to 40.6293.0313 860		\$ 500.00
6/9/2022	40.6293.0313 860	Hospitalization	Object code change from 40.6293.0313 840	\$ 500.00	
6/9/2022	40.6293.0355 411	Rent-Building/Property	Object code change to 40.6293.0355 423		\$ 1,000.00
6/9/2022	40.6293.0355 423	Telephone	Object code change from 40.6293.0355 411	\$ 1,000.00	
Human Resources - Human Resources					
6/29/2022	A.1435 428	Data Processing & Internet Fees	Transfer of funds within Object Code from A.1435.439	\$ 3.00	
6/29/2022	A.1435 439	Misc Fees & Expenses	Transfer of funds within Object Code to A.1435.428		\$ 3.00
Office of EMS - Office of Emergency Services					
6/20/2022	A.3640 444	Travel/Education/Conference	Budget transfer within object code to A.3640 453		\$ 250.00
6/20/2022	A.3640 453	Uniforms & Clothing	Budget transfer within object code from A.3640 444	\$ 250.00	
6/28/2022	A.3640 422	Repair/Maint-Equipment	Budget transfer within object code from A.3640 444	\$ 210.00	
6/28/2022	A.3640 444	Travel/Education/Conference	Budget transfer within object code to A.3640 422		\$ 210.00

WARREN COUNTY
Journal Report - June 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Planning_Planning - Planning,Planning					
6/23/2022	A.8029 410	Supplies	budget transfer within object code to A.8029 470		\$ 100.00
6/23/2022	A.8029 470	Contract	budget transfer within object code from A.8029 410	\$ 100.00	
6/30/2022	A.8021 428	Data Processing & Internet Fees	budget transfer within object code from A.8021 444	\$ 105.34	
6/30/2022	A.8021 444	Travel/Education/Conference	budget transfer within object code to A.8021 428		\$ 105.34
6/30/2022	A.8022 410	Supplies	budget transfer within object code to A.8022 428		\$ 89.55
6/30/2022	A.8022 428	Data Processing & Internet Fees	budget transfer within object code from A.8022 410	\$ 89.55	
Public Health_Health Services - Public Health,Health Services					
6/16/2022	A.4189 260	Other Equipment	Out of Code Transfer BT to 4189.260 cart from .410,.423,.435	\$ 3,324.00	
6/16/2022	A.4189 410	Supplies	Out of code Transfer BT to 4189.260 cart from .410,.423,.435		\$ 1,324.00
6/16/2022	A.4189 423	Telephone	Out of Code Transfer BT to 4189.260 cart from .410,.423,.435		\$ 1,000.00
6/16/2022	A.4189 435	Medical Fees	Out of code Transfer BT to 4189.260 cart from .410,.423,.435		\$ 1,000.00
6/17/2022	A.4018.0020 410	Supplies	Budget Transfer 4018.0020 to 426 from 410.	\$ 100.00	
6/17/2022	A.4018.0020 426	Subscriptions	Budget Transfer 4018.0020 to 426 from 410.	\$ 100.00	
6/22/2022	A.4010 422	Repair/Maint-Equipment	budget transfer Chhha from A4010.435	\$ 200.00	
6/22/2022	A.4010 435	Medical Fees	budget transfer Chhha to A4010.422		\$ 200.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
6/16/2022	A.3315 260	Other Equipment	FROM A.3315 470 Out of Code Transfer	\$ 2,154.00	
6/16/2022	A.3315 470	Contract	TO A.3315 260 Out of Code Transfer		\$ 2,154.00
Social Services - Social Services					
6/21/2022	A.6010 210	Furniture/Furnishings	Budget Transfer within Object Code to A.6010 220		\$ 500.00
6/21/2022	A.6010 220	Office Equipment	Budget Transfer within Object Code from A.6010 210	\$ 500.00	
6/28/2022	A.6010 220	Office Equipment	Out of Object Code Transfer from A.6010 410	\$ 1,500.00	
6/28/2022	A.6010 410	Supplies	Out of Object Code Transfer to A.6010 220		\$ 1,500.00

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: County Administrator

DATE: 7/29/2022

- (a) Purpose of Amendment: **To Amend the 2022 Budget to reflect anticipated revenues related to CSEA Interim rate increase**

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

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

Department			Expense	Revenue
Public Defender	A.1171 110	Salaries - Regular	\$ 2,420.00	
Public Defender	A.1171 810	Retirement	\$ 254.10	
Public Defender	A.1171 830	Social Security	\$ 150.04	
Public Defender	A.1171 831	Medicare	\$ 35.09	
Public Defender	A.1171 3045	Office of Indigent Legal Services Distribution		\$ 2,859.23
W.I.C.	A.4013 110	Salaries - Regular	\$ 12,100.00	
W.I.C.	A.4013 810	Retirement	\$ 1,270.50	
W.I.C.	A.4013 830	Social Security	\$ 750.20	
W.I.C.	A.4013 831	Medicare	\$ 175.45	
W.I.C.	A.4013 4403	W.I.C.		\$ 14,296.15
Preventive Program	A.4018 110	Salaries - Regular	\$ 6,050.00	
Preventive Program	A.4018 810	Retirement	\$ 635.25	
Preventive Program	A.4018 830	Social Security	\$ 375.10	
Preventive Program	A.4018 831	Medicare	\$ 87.73	
Preventive Program	A.4018 3404	C.H. Assessment - Pub Hlth		\$ 7,148.08
Preventive Program/Disease Control	A.4018.0030 110	Salaries - Regular	\$ 1,210.00	
Preventive Program/Disease Control	A.4018.0030 810	Retirement	\$ 127.05	
Preventive Program/Disease Control	A.4018.0030 830	Social Security	\$ 75.02	
Preventive Program/Disease Control	A.4018.0030 831	Medicare	\$ 17.55	
Preventive Program/Disease Control	A.4018 0030 3407	Disease Control - Pub Hlth		\$ 1,429.62
Preventive Program/Health Education	A.4018.0040 110	Salaries - Regular	\$ 3,630.00	
Preventive Program/Health Education	A.4018.0040 810	Retirement	\$ 381.15	
Preventive Program/Health Education	A.4018.0040 830	Social Security	\$ 225.06	
Preventive Program/Health Education	A.4018.0040 831	Medicare	\$ 52.64	
Preventive Program/Health Education	A.4018.0040 3408	Health Education - Pub Hlth		\$ 4,288.85
Public Health/Bioterrorism	A.4189 130	Salaries - Part Time	\$ 1,452.00	
Public Health/Bioterrorism	A.4189 810	Retirement	\$ 152.46	
Public Health/Bioterrorism	A.4189 830	Social Security	\$ 90.02	
Public Health/Bioterrorism	A.4189 831	Medicare	\$ 21.05	
Public Health/Bioterrorism	A.4189 4401	Public Hlth - BioTerrorism		\$ 1,715.53
Mental Health Admin	A.4310 110	Salaries - Regular	\$ 1,210.00	
Mental Health Admin	A.4310 810	Retirement	\$ 127.05	
Mental Health Admin	A.4310 830	Social Security	\$ 75.02	
Mental Health Admin	A.4310 831	Medicare	\$ 17.55	
Mental Health Admin	A.4310 3490	Mental Health		\$ 1,429.62
Social Services	A.6010 110	Salaries - Regular	\$ 210,540.00	
Social Services	A.6010 810	Retirement	\$ 22,106.70	
Social Services	A.6010 830	Social Security	\$ 13,053.48	
Social Services	A.6010 831	Medicare	\$ 3,052.83	
Social Services	A.6010 3610	Social Services Administration		\$ 248,753.01
Countryside Adult Home	A.6030 110	Salaries - Regular	\$ 24,200.00	
Countryside Adult Home	A.6030 130	Salaries - Part Time	\$ 2,662.00	
Countryside Adult Home	A.6030 810	Retirement	\$ 2,820.51	
Countryside Adult Home	A.6030 830	Social Security	\$ 1,665.44	
Countryside Adult Home	A.6030 831	Medicare	\$ 389.50	
Countryside Adult Home	A.6030 3630	Adult Care Priv. Inst.		\$ 31,737.45
Tourism/Occupancy, Tourism	A.6417.0001 110	Salaries - Regular	\$ 7,260.00	
Tourism/Occupancy, Tourism	A.6417.0001 810	Retirement	\$ 762.30	
Tourism/Occupancy, Tourism	A.6417.0001 830	Social Security	\$ 450.12	
Tourism/Occupancy, Tourism	A.6417.0001 831	Medicare	\$ 105.27	
Tourism/Occupancy, Tourism	A.6417.0001 1113	Tax - Hotel Room Occupancy		\$ 8,577.69
Office for the Aging/Nutrition Program- Hamilton	A.6771 130	Salaries - Part Time	\$ 8,470.00	
Office for the Aging/Nutrition Program- Hamilton	A.6771 810	Retirement	\$ 889.35	
Office for the Aging/Nutrition Program- Hamilton	A.6771 830	Social Security	\$ 525.14	
Office for the Aging/Nutrition Program- Hamilton	A.6771 831	Medicare	\$ 122.82	
Office for the Aging/Nutrition Program- Hamilton	A.6771 4793	IIC-2/HDM - Hamilton		\$ 10,007.31

Office for the Aging	A.6772 110	Salaries - Regular	\$ 19,360.00	
Office for the Aging	A.6772 810	Retirement	\$ 2,032.80	
Office for the Aging	A.6772 830	Social Security	\$ 1,200.32	
Office for the Aging	A.6772 831	Medicare	\$ 280.72	
Office for the Aging	A.6772 4770	IIIC-2/HDM - Warren		\$ 22,873.84
			\$ 355,116.38	\$ 355,116.38

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Administrator

DATE: 7/29/2022

- (a) Purpose of Request:
To appropriate funds from the General Fund Unappropriated Surplus, County Road Fund Unappropriated Surplus and Road Machinery Fund Unappropriated Surplus to cover the costs associated with the CSEA Interim Rate Increase and Amend 2022 budget for same
- (b) Details:
See attached
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
General Fund Unappropriated Surplus - \$441,679.58
County Road Fund Unappropriated Surplus - \$105,791.51
Road Machinery Fund Unappropriated Surplus - \$28,592.30

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

* as listed in budget and LOGOS

	Department		Expense
A.1165 110	District Attorney/District Attorney	Salaries - Regular	\$ 16,940.00
A.1165 810	District Attorney/District Attorney	Retirement	\$ 1,778.70
A.1165 830	District Attorney/District Attorney	Social Security	\$ 1,050.28
A.1165 831	District Attorney/District Attorney	Medicare	\$ 245.63
A.1168 110	District Attorney/Crime Victims Assistance Unit	Salaries - Regular	\$ 4,840.00
A.1168 810	District Attorney/Crime Victims Assistance Unit	Retirement	\$ 508.20
A.1168 830	District Attorney/Crime Victims Assistance Unit	Social Security	\$ 300.08
A.1168 831	District Attorney/Crime Victims Assistance Unit	Medicare	\$ 70.18
A.1320 110	County Auditor	Salaries - Regular	\$ 2,420.00
A.1320 810	County Auditor	Retirement	\$ 254.10
A.1320 830	County Auditor	Social Security	\$ 150.04
A.1320 831	County Auditor	Medicare	\$ 35.09
A.1325 110	County Treasurer	Salaries - Regular	\$ 14,520.00
A.1325 810	County Treasurer	Retirement	\$ 1,524.60
A.1325 830	County Treasurer	Social Security	\$ 900.24
A.1325 831	County Treasurer	Medicare	\$ 210.54
A.1345 110	Purchasing	Salaries - Regular	\$ 2,420.00
A.1345 810	Purchasing	Retirement	\$ 254.10
A.1345 830	Purchasing	Social Security	\$ 150.04
A.1345 831	Purchasing	Medicare	\$ 35.09
A.1355 110	Real Property Tax	Salaries - Regular	\$ 7,260.00
A.1355 810	Real Property Tax	Retirement	\$ 762.30
A.1355 830	Real Property Tax	Social Security	\$ 450.12
A.1355 831	Real Property Tax	Medicare	\$ 105.27
A.1410 110	County Clerk	Salaries - Regular	\$ 26,620.00
A.1410 810	County Clerk	Retirement	\$ 2,795.10
A.1410 830	County Clerk	Social Security	\$ 1,650.44
A.1410 831	County Clerk	Medicare	\$ 385.99
A.1490 110	Public Works Admin - DPW	Salaries - Regular	\$ 7,260.00
A.1490 810	Public Works Admin - DPW	Retirement	\$ 762.30
A.1490 830	Public Works Admin - DPW	Social Security	\$ 450.12
A.1490 831	Public Works Admin - DPW	Medicare	\$ 105.27
A.1620 110	Buildings	Salaries - Regular	\$ 29,040.00
A.1620 810	Buildings	Retirement	\$ 3,049.20
A.1620 830	Buildings	Social Security	\$ 1,800.48
A.1620 831	Buildings	Medicare	\$ 421.08
A.1624 110	Health & Human Services Building	Salaries - Regular	\$ 14,520.00
A.1624 810	Health & Human Services Building	Retirement	\$ 1,524.60
A.1624 830	Health & Human Services Building	Social Security	\$ 900.24
A.1624 831	Health & Human Services Building	Medicare	\$ 210.54
A.1628 110	Waste Management Containment	Salaries - Regular	\$ 2,420.00
A.1628 810	Waste Management Containment	Retirement	\$ 254.10
A.1628 830	Waste Management Containment	Social Security	\$ 150.04
A.1628 831	Waste Management Containment	Medicare	\$ 35.09

A.1665 110	Public Records	Salaries - Regular	\$ 7,260.00
A.1665 810	Public Records	Retirement	\$ 762.30
A.1665 830	Public Records	Social Security	\$ 450.12
A.1665 831	Public Records	Medicare	\$ 105.27
A.1670 110	Mail Room	Salaries - Regular	\$ 2,420.00
A.1670 810	Mail Room	Retirement	\$ 254.10
A.1670 830	Mail Room	Social Security	\$ 150.04
A.1670 831	Mail Room	Medicare	\$ 35.09
A.3140 110	Probation	Salaries - Regular	\$ 26,620.00
A.3140 810	Probation	Retirement	\$ 2,795.10
A.3140 830	Probation	Social Security	\$ 1,650.44
A.3140 831	Probation	Medicare	\$ 385.99
A.3143 110	Probation - Pretrial	Salaries - Regular	\$ 2,420.00
A.3143 810	Probation - Pretrial	Retirement	\$ 254.10
A.3143 830	Probation - Pretrial	Social Security	\$ 150.04
A.3143 831	Probation - Pretrial	Medicare	\$ 35.09
A.3144 110	Probation - Day Reporting	Salaries - Regular	\$ 2,420.00
A.3144 810	Probation - Day Reporting	Retirement	\$ 254.10
A.3144 830	Probation - Day Reporting	Social Security	\$ 150.04
A.3144 831	Probation - Day Reporting	Medicare	\$ 35.09
A.3620 110	Building & Fire Code	Salaries - Regular	\$ 12,100.00
A.3620 810	Building & Fire Code	Retirement	\$ 1,270.50
A.3620 830	Building & Fire Code	Social Security	\$ 750.20
A.3620 831	Building & Fire Code	Medicare	\$ 175.45
A.3640 110	Civil Defense	Salaries - Regular	\$ 2,420.00
A.3640 810	Civil Defense	Retirement	\$ 254.10
A.3640 830	Civil Defense	Social Security	\$ 150.04
A.3640 831	Civil Defense	Medicare	\$ 35.09
A.4010 110	Health Services	Salaries - Regular	\$ 21,780.00
A.4010 810	Health Services	Retirement	\$ 2,286.90
A.4010 830	Health Services	Social Security	\$ 1,350.36
A.4010 831	Health Services	Medicare	\$ 315.81
A.4018 110	Preventive Program	Salaries - Regular	\$ 6,050.00
A.4018 810	Preventive Program	Retirement	\$ 635.25
A.4018 830	Preventive Program	Social Security	\$ 375.10
A.4018 831	Preventive Program	Medicare	\$ 87.73
A.4018.0030 110	Preventive Program/Disease Control	Salaries - Regular	\$ 1,210.00
A.4018.0030 810	Preventive Program/Disease Control	Retirement	\$ 127.05
A.4018.0030 830	Preventive Program/Disease Control	Social Security	\$ 75.02
A.4018.0030 831	Preventive Program/Disease Control	Medicare	\$ 17.55
A.4018.0040 110	Preventive Program/Health Education	Salaries - Regular	\$ 3,630.00
A.4018.0040 810	Preventive Program/Health Education	Retirement	\$ 381.15
A.4018.0040 830	Preventive Program/Health Education	Social Security	\$ 225.06
A.4018.0040 831	Preventive Program/Health Education	Medicare	\$ 52.64
A.4054 110	Educ Phys Handicapped Children	Salaries - Regular	\$ 4,235.00
A.4054 810	Educ Phys Handicapped Children	Retirement	\$ 444.68
A.4054 830	Educ Phys Handicapped Children	Social Security	\$ 262.57

A.4054 831	Educ Phys Handicapped Children	Medicare	\$ 61.41
A.4054.0060 110	Educ Phys Hand Children/Early Intervention	Salaries - Regular	\$ 5,445.00
A.4054.0060 130	Educ Phys Hand Children/Early Intervention	Salaries - Part Time	\$ 1,815.00
A.4054.0060 810	Educ Phys Hand Children/Early Intervention	Retirement	\$ 762.30
A.4054.0060 830	Educ Phys Hand Children/Early Intervention	Social Security	\$ 450.12
A.4054.0060 831	Educ Phys Hand Children/Early Intervention	Medicare	\$ 105.27
A.4310 110	Mental Health Admin	Salaries - Regular	\$ 1,210.00
A.4310 810	Mental Health Admin	Retirement	\$ 127.05
A.4310 830	Mental Health Admin	Social Security	\$ 75.02
A.4310 831	Mental Health Admin	Medicare	\$ 17.55
A.5610 110	Airport (D.P.W.)	Salaries - Regular	\$ 4,840.00
A.5610 810	Airport (D.P.W.)	Retirement	\$ 508.20
A.5610 830	Airport (D.P.W.)	Social Security	\$ 300.08
A.5610 831	Airport (D.P.W.)	Medicare	\$ 70.18
A.6010 110	Social Services	Salaries - Regular	\$ 70,180.00
A.6010 810	Social Services	Retirement	\$ 7,368.90
A.6010 830	Social Services	Social Security	\$ 4,351.16
A.6010 831	Social Services	Medicare	\$ 1,017.61
A.6030 110	Countryside Adult Home	Salaries - Regular	\$ 24,200.00
A.6030 130	Countryside Adult Home	Salaries - Part Time	\$ 2,662.00
A.6030 810	Countryside Adult Home	Retirement	\$ 2,820.51
A.6030 830	Countryside Adult Home	Social Security	\$ 1,665.44
A.6030 831	Countryside Adult Home	Medicare	\$ 389.50
A.6510 110	Veterans Service	Salaries - Regular	\$ 4,840.00
A.6510 810	Veterans Service	Retirement	\$ 508.20
A.6510 830	Veterans Service	Social Security	\$ 300.08
A.6510 831	Veterans Service	Medicare	\$ 70.18
A.6772 110	Office for the Aging/Nutrition Program- Warren	Salaries - Regular	\$ 6,352.50
A.6772 130	Office for the Aging/Nutrition Program- Warren	Salaries - Part Time	\$ 12,100.00
A.6772 810	Office for the Aging/Nutrition Program- Warren	Retirement	\$ 1,937.51
A.6772 830	Office for the Aging/Nutrition Program- Warren	Social Security	\$ 1,144.06
A.6772 831	Office for the Aging/Nutrition Program- Warren	Medicare	\$ 267.56
A.7110 110	Parks and Recreation	Salaries - Regular	\$ 14,520.00
A.7110 810	Parks and Recreation	Retirement	\$ 1,524.60
A.7110 830	Parks and Recreation	Social Security	\$ 900.24
A.7110 831	Parks and Recreation	Medicare	\$ 210.54
A.8021 110	Planning (and Comm. Dev.)	Salaries - Regular	\$ 2,420.00
A.8021 810	Planning (and Comm. Dev.)	Retirement	\$ 254.10
A.8021 830	Planning (and Comm. Dev.)	Social Security	\$ 150.04
A.8021 831	Planning (and Comm. Dev.)	Medicare	\$ 35.09
A.8022 110	Planning GIS Program	Salaries - Regular	\$ 2,420.00
A.8022 810	Planning GIS Program	Retirement	\$ 254.10
A.8022 830	Planning GIS Program	Social Security	\$ 150.04
A.8022 831	Planning GIS Program	Medicare	\$ 35.09
		A. General Fund Total	\$ 441,679.58

D.3310 110	Traffic Control	Salaries - Regular	\$ 7,260.00
D.3310 810	Traffic Control	Retirement	\$ 762.30
D.3310 830	Traffic Control	Social Security	\$ 450.12
D.3310 831	Traffic Control	Medicare	\$ 105.27
D.5110 110	Maintenance Roads	Salaries - Regular	\$ 82,280.00
D.5110 810	Maintenance Roads	Retirement	\$ 8,639.40
D.5110 830	Maintenance Roads	Social Security	\$ 5,101.36
D.5110 831	Maintenance Roads	Medicare	\$ 1,193.06
D. Maintenance of Roads Total			\$ 105,791.51
DM.5130 110	DPW/Road Machinery	Salaries - Regular	\$ 24,200.00
DM.5130 810	DPW/Road Machinery	Retirement	\$ 2,541.00
DM.5130 830	DPW/Road Machinery	Social Security	\$ 1,500.40
DM.5130 831	DPW/Road Machinery	Medicare	\$ 350.90
DM. Road Machinery Total			\$ 28,592.30
Transfer Total			\$ 576,063.39
Budget Amendment Total			\$ 355,116.38
Grand Total			\$ 931,179.77
			\$ 931,179.75

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: 7/29/22

- (a) Exact Title and Number of Project*: County Bridge & Culvert Project, Various Towns, (H390)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$3,500,000.00 H390.9550.4999 280
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$3,500,000.00 H390.9550.4999 4090
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund the design, right of way acquisitions, construction and construction inspection phases for the Stony Creek Road (CR 2) over Number Nine Brook culvert replacement in the Town of Thurman and the Bay Road (CR 7) over Glen Lake Outlet culvert replacement in the Town of Queensbury with ARPA Funds.

RESOLUTION REQUEST FORM NO. 8***Request to Establish Capital Project or Capital Reserve Project****

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

DEPARTMENT NAME: County Facilities

DATE: 07/29/2022

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): Jail Abatement and Demolition (H417)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$500,000.00
- (e) Source of Funding (including name & title of codes, etc.):
\$500,000.00 H417.9550.4999 4090 (ARPA)
- (f) Purpose of Establishment: To obligate County funds for Jail Abatement and Demolition.

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: 7/19/22 .

- (a) Purpose of Request: To Fund the Airport (DPW), Contracts, A5610 470 with the Reserve, Airport Repair & Projects, A 892.00 .

- (b) Details: To Fund the Airport (DPW), Contracts, A5610 470 with the Reserve, Airport Repair & Projects, A 892.00, to the upgrade of the Self Serve Fuel System \$4,500.00

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Airport Repair & Projects, A 892.00 \$4,500. (Total cost \$19,445, budgeted in 2022 in the amount of \$15,000).

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

* as listed in budget and LOGOS

20 Gurley Avenue
Troy, New York 12182



Phone: (518) 272-8142
Fax: (518) 237-0498

June 27, 2022

Warren County DPW
Floyd Bennett Memorial Airport
40208 Main Street
Warrensburg, NY 12885
518-798-3091

RE: Jet A FAA Required Controls

Environmental & Fueling Systems, LLC (EFS) is pleased to provide The following proposal to install Jet A pump controls at your facility:

Item	Description	Price	Extend
Model M4000	QT Pod Self-Serve Fueling Terminal	\$13,995.00	\$13,995.00
	hose control, wired ethernet capability		
Options	Cellular kit 1	\$1,200.00	\$1,200.00
SHIPPING		\$350.00	\$350.00
Total			\$15,545.00
Installation Cellular Data Plan-			\$480/ year
Web-Based Siteminder Subscription-			\$945/ year
NOTE: This must be purchased directly from QT Pod.			
Installation based on NYS Wage Rates			\$3,900.00

Feel free to contact me with any questions at 518-272-8142.

Marc Miller
Member

Environmental & Fueling Systems

REQUEST FOR TRANSFER OF FUNDS

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

FROM: COUNTY FACILITIES - AIRPORT

Name of Department

SIGNED: _____ DATE: 7/19/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439	Contingent Fund	A.5610 470	Airport (DPW), Contract	\$29,997.00
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Please state reason for transfer request:

To Facilitate Tree Trimming/Removal Services from Airport Property to ensure Runway Approach/Departure Paths are free of Potential Hazards - \$14,000.00
 To Facilitate Heavy Vegetation Removal along the Airport Perimeter Fence Line as Required by FAA Part 139 Inspection - \$15,997.00

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

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

DEPARTMENT NAME: Sheriff

DATE: July 18, 2022

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Governor's Traffic Safety Committee Child Passenger Safety Program grant.

(b)	Appropriation Code, Object Code, Full Title and Amount:	
	A.3110 455	Sheriff's Law Enforcement
		Safety Equipment
		\$1,200

(c)	Revenue Code (with title), and amount:	
	A.3110 3384	Sheriff's Law Enforcement
		Other Sheriff's State Aid
		\$1,200



CHUCK DEWEESE
Assistant Commissioner

Ph: (518) 474-5111
Ph: (518) 474-5777
Fx: (518) 473-6946

July 1, 2022

James LaFarr
Sheriff
Warren County Sheriff's Office
1400 State Route 9
Lake George, NY 12845-3435

Re: CPS-2023-Warren Co SO -00208-(057)
Child Passenger Safety Program
SA00002557
CFDA #: 20.616
EFFECTIVE DATE: October 1, 2022

Dear Sheriff James LaFarr:

On behalf of the Governor's Traffic Safety Committee, I am pleased to notify you that the Warren County Sheriff's Office has been awarded \$1,200 to participate in the statewide "Child Passenger Safety" program. Our goal is to increase the proper use and installation of child safety seats in New York State.

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested. Crucial documents regarding your grant, the claims process, equipment, and other grant related topics can be found by visiting <https://trafficsafety.ny.gov/highway-safety-grant-program#grant-award>.

Thank you for participating in this very important statewide program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.

Sincerely,

Charles R. DeWeese
Assistant Commissioner

CRD:bp
cc: Monica Girard
Peter DiFiore



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: 7/19/22

- (a) Exact Title and Number of Project*: Olmstedville Road (CR 19) Reconstruction, Town of Chester (H394)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$4,604,148.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
- | | |
|-----------------|--|
| \$ 3,683,317.00 | Federal funding (80%) |
| \$ 690,622.00 | State Marchiselli Funding (15%) |
| \$ 230,209.00 | Local Match Funding (5%) (Transfer from D.9950 910 Transfers - Capital Projects) |
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To add construction and construction inspection funding

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: DPW

DATE: 7/19/22

(a) Purpose of Amendment: To increase D.9950 910 (Transfers- Capital Projects) to account for local match for various capital projects

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

D.9950 910 Interfund Transfers \$2.70

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

D.5010 5031 Interfund Transfers \$2.70

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: Parks, Recreation and Railroad

DATE: 7/19/2022

(a) Purpose of Amendment:

To amend the county budget to increase Parks, Recreation and Railroad budget with revenue received from donations from visitors. Currently recorded in A 691.00 Deferred Revenue.

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

A 7111 410, Up Yonda Farm, Supplies -\$160.00

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

A 7111 2706, Up Yonda Farm-\$160.00 Donation

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: Parks, Recreation and Railroad

DATE: 7/19/2022

(a) Purpose of Amendment:

To Amend the County Budget to increase DPW/ Parks, Recreation and Railroad Appropriations with revenue funds obtained by Stewart's Shops. Currently recorded in A 691.00 Deferred Revenue

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

A 7110 260 Parks and Recreation, Other Equipment, \$1600.00

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

A 7110 2705 Parks and Recreation, Gifts and Donations, Donation of \$1600.00

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: CLERK OF THE BOARD

SIGNED:

DATE: July 29, 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.1010 417	Legislative Board, Water/Sewer/Taxes	\$9,746.00

Please state reason for transfer request:

Additional funding needed to pay invoice from Hudson River-Black River Regulating District - Invoice is \$252,624, only \$242,878 was budgeted for 2022. Please file original request with Clerk of the Board and retain copy for your records.



Hudson River - Black River Regulating District

KATHY HOCHUL
Governor

MARK M. FINKLE
Chairman

JOHN C. CALLAGHAN
Executive Director

July 1, 2022

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

Re: Annual Assessment for Maintenance and Operation of the
Hudson River Area Storage Reservoirs
July 1, 2022 thru June 30, 2023

Dear Mr. Swan:

Enclosed please find the Hudson River – Black River Regulating District’s *Annual Assessment for Maintenance and Operation of the Hudson River Area Storage Reservoirs* for fiscal year July 1, 2022 thru June 30, 2023. This annual assessment represents the cost incurred to operate the Regulating District’s storage reservoirs in accordance with the three year budget, covering the period July 1, 2021 thru June 30, 2024, approved by the Regulating District Board pursuant to sections 15-2123 and 15-2125 of the Environmental Conservation Law. Also enclosed, please find a billing statement detailing your county’s share of the annual assessment.

Pursuant to Chapter 899 of the Laws of 1983, this office forwards payments made directly to the Regulating District on to the New York State Comptroller. On or before October 31, 2021, please mail one copy of the billing statement and a check made payable to the “New York State Comptroller” to:

Hudson River – Black River Regulating District
Hudson River Area Office
575 Broadway, Third Floor
Albany, NY 12207

575 Broadway, Fl.3, Albany, NY 12207 | 518-465-3491
737 Bunker Hill Road, Mayfield, NY 12117 | 518-661-5535
317 Washington Street, Watertown, NY 13601 | 315-788-5440

www.hrbrdd.ny.gov



All monies required to be collected and not paid directly to the Regulating District by the thirty-first of October of the year in which the assessment is levied shall be payable to the county treasurer and shall be subject to a service fee in addition to any penalties which may be imposed in the case of failure to pay general taxes within the time prescribed by law. When collected such penalties shall be deemed a part of the assessment.

If you have any questions, please do not hesitate to contact me at the number below.
Thank you for your cooperation in this matter.

Sincerely,



Robert Leslie
Board Secretary

RPL/at
Encs.

State of New York
Hudson River-Black River Regulating District
Hudson River Area Facilities

Annual Assessment
for the Operation and Maintenance of the Storage Facilities of the
Hudson River Watershed for the Second Year (July 1, 2022 - June 30, 2023)
of the Three Year Budget Period beginning July 1, 2021
as Approved by the
Board of Hudson River-Black River Regulating District on June 8, 2021
Pursuant to Section 15-2123 and 15-2125, Environmental Conservation Law

Statement
Showing the Name of Each Public Corporation
and the Amount to be Borne by Each

Approved by
BOARD OF HUDSON RIVER-BLACK RIVER REGULATING DISTRICT
575 Broadway, FL 3
ALBANY, NEW YORK 12207
June 14, 2022

STATE OF NEW YORK
 HUDSON RIVER-BLACK RIVER REGULATING DISTRICT
 OPERATION AND MAINTENANCE EXPENSE
 OF HUDSON RIVER WATERSHED STORAGE FACILITIES

STATEMENT OF ANNUAL ASSESSMENT - YEAR ENDING JUNE 30, 2023

ID No.	County	Proportion of Total Cost	(A) Annual Expense, Year Beginning July 1, 2022
1	Albany	0.345579	\$ 1,076,081
2	Rensselaer	0.181172	\$ 564,142
3	Saratoga	0.345950	\$ 1,077,236
4	Washington	0.046170	\$ 143,766
5	Warren	0.081129	\$ 252,624
Totals		<u>1.00000000</u>	<u>\$ 3,113,850</u>

In accordance with Section 15-2123, Environmental Conservation Law, this statement of the Annual Assessment is hereby duly verified under seal of the Board of Hudson River-Black River Regulating District.

Dated June 14, 2022


 Secretary

PLEASE MAKE CHECK PAYABLE TO
STATE COMPTROLLER

and mail with copy of this invoice to:
HUDSON RIVER-BLACK RIVER REGULATING DISTRICT
 575 Broadway, Third Floor, Albany NY 12207
 Phone (518) 465-3491

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

Date: July 1, 2022
 Invoice No. H-22-5

ASSESSMENT : Year 2022

FOR OPERATION AND MAINTENANCE OF GREAT SACANDAGA LAKE - FORMERLY SACANDAGA RESERVOIR

ID No.	County Located In	Amount
_____	Albany	_____
_____	Rensselaer	_____
_____	Saratoga	_____
_____	Washington	_____
5	Warren	\$252,624.00
TOTAL AMOUNT ASSESSED		\$252,624.00

NOTE: This Direct Billing is made pursuant to Chapter 899, Laws of 1983. Payment must be received no later than October 31, 2021. All payments made after that date must be made to respective County Treasurer and will be subject to a 1% service charge to be retained by the County Treasurer as a fee.

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: JULY 29, 2022

- (a) Purpose of Request:
To approve the Lake Champlain-Lake George Regional Planning Board 2023 budget and salary schedule, as provided
- (b) Details:
Five-County MOA requires that each participating County approve the budget and salary schedule, in addition to approve the annual allocation request
(Note: annual allocation request will be approved by separate resolution in December after the 2023 County Budget is adopted)
- (c) Previous Resolution Number:
R400/2021
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
N/A

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

* as listed in budget and LOGOS

Allen, Amanda

From: Beth Gilles <Beth.gilles@lclgrpb.org>
Sent: Monday, July 18, 2022 8:54 AM
To: Zurlo, Mike; Dan Palmer; countyadmin@washingtoncountyny.gov; Moore, Ryan; Debra Prehoda; 'Laura Abrams'; Judith Garrison; Allen, Amanda
Cc: Mark Henry; Shaun Gilliland; Brian Wells chairman@hamiltoncountyny.gov; Geraghty, Kevin; Samuel Hall; Kimberly.Davis@clintoncountygov.com; Michael Diskin; Beth Hunt; Al Nolette; Swan, Michael; Brian Campbell; John Frey; Thomas, Frank; Ike Tyler; Patty Waldron
Subject: LCLGRP 2023 Budget for approval
Attachments: 2023 LCLGRP Budget.pdf; 2023 LCLGRP Salary Schedule.pdf

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

Good morning!

Attached, please find the approved 2023 LCLGRP budget and salary schedule for the Lake Champlain – Lake George Regional Planning Board.

As stated in the five-county MOA, each county must approve the budget and salary schedule, in addition to approving the annual allocation request. Please plan to do this at either your August or September meetings, and please email me copies of the certified resolution for our files.

Feel free to let me know if you have any questions.

Thanks!
Beth

Beth Gilles

Director
 Lake Champlain - Lake George Regional Planning Board
 PO Box 765
 Lake George, NY 12845
 Ph: (518) 668-5773 (Office)
www.lclgrpb.org



LCLGRP 2023 BUDGET - Approved 7/12/2022

Contract No.	Expense Category	2022 Budget	2023 Budget
	Salaries	\$ 362,100	\$ 383,545
	Fringe for Employees (40%)	\$ 119,493	\$ 153,418
	Fringe for Retirees	\$ 23,000	\$ 11,600
	Insurance	\$ 5,500	\$ 5,500
	Workers Comp Insurance	\$ 2,720	\$ 3,000
	Rent	\$ 5,520	\$ 5,520
	Legal	\$ 5,000	\$ 5,000
	Accounting	\$ 10,000	\$ 10,000
	Accounting - RLF S Management	\$ 10,000	\$ -
	Audit	\$ 15,000	\$ 13,500
	Credit Reports	\$ 500	\$ 500
	UCC Renewals/Filings	\$ 100	\$ 100
	Technology Assistance	\$ 3,200	\$ 6,000
	Website	\$ 2,000	\$ 1,000
	Contracts	\$ 556,063	\$ 202,000
NBRC21GNY07	Economic Analysis of Housing Needs (NBRC)	\$ 110,000	\$ 20,000
C1001944	Regional Broadband Deployment Planning (NBRC/NYSDOS)	\$ 210,000	\$ 142,000
N/A	Johnsburg Comprehensive Plan (NYSDOS)	\$ -	\$ 20,000
L2019088	Quantifying Phosphorus Reductions for NY Projects (NEIWPC)	\$ 15,000	\$ 20,000
LS2020055	NEIWPC Village of Whitehall GI Plan	\$ 15,000	\$ -
C1000678	Lake George Action Plan (Town of Queensbury)	\$ 2,000	\$ -
37-057-651256768	Regional Broadband Assessment, Inventory and Survey (USDA)	\$ 88,000	\$ -
ED19PHI3020015	EDA Planning Grant	\$ 30,000	\$ -
ED20PHI3070009	US EDA COVID-19 Technical Assistance Grant	\$ 46,063	\$ -
01-79-14980	US EDA COVID-19 RLF Grant	\$ 40,000	\$ -
	Operating Expenses	\$ 30,000	\$ 45,000
	Travel and Training	\$ 11,800	\$ 10,000
	LCLGRP Total	\$ 1,161,996	\$ 855,683
	A/GFTC Total	\$ 420,000	\$ 420,000
	TOTAL	\$ 1,581,996	\$ 1,275,683

Contract No.	Revenue Category	2022 Budget	2023 Budget
	County Allocations	\$ 43,145	\$ 42,984
	Clinton County	\$ 10,211	\$ 10,211
	Essex County	\$ 8,205	\$ 8,044
	Hamilton County	\$ 2,785	\$ 2,785
	Warren County	\$ 13,213	\$ 13,213
	Washington County	\$ 8,731	\$ 8,731
ED22PHI3020019	US EDA Planning Grant	\$ 70,000	\$ 70,000
ED20PHI3070009	US EDA COVID-19 Technical Assistance Grant	\$ 100,000	\$ -
01-79-14980	US EDA COVID-19 RLF Grant	\$ 75,000	\$ -
C00927GG	NYS DEC 604(b) Planning Grant	\$ 110,000	\$ 95,000
	Grant Contracts	\$ 621,800	\$ 452,360
L2019088	Quantifying Phosphorus Reductions for NY Projects (NEIWPC)	\$ 37,000	\$ 37,000
LS2022017	NY NPS Subwatershed Assessment Update (NEIWPC)	\$ -	\$ 30,000
NBRC21GNY07	Economic Analysis of Housing Needs (NBRC)	\$ 133,800	\$ 80,000
LS2021075	Washington County Brine Maker	\$ 4,000	\$ 2,000
TBD	Upper Hudson Roadside Remediation - Hamilton Co. SWCD (DEC WQIP)	\$ 4,500	\$ 6,000
TBD	Town of Clinton Salt Shed (DEC WQIP)	\$ 4,500	\$ 6,000
TBD	Washington County Roadside Erosion Remediation (DEC WQIP)	\$ 4,500	\$ 6,000
TBD	Washington County Culvert Replacement Program (DEC WQIP)	\$ 4,500	\$ 6,000
C1001944	Regional Broadband Deployment Planning (NBRC/NYSDOS)	\$ 220,000	\$ 156,560
21-12-02-Wa	Town of Hebron Community Vision & Strategy (NY Greenway)	\$ 10,000	\$ 10,000
TBD	Johnsburg Comprehensive Plan (NYSDOS)	\$ 32,000	\$ 32,000
Various	Johnsburg Sewer Project (NBRC/EDA; USDA; ESD)	\$ -	\$ 30,800
TBD	Hebron Highway Garage (USDA)	\$ -	\$ 10,000
TBD	2021 Congressional Earmark - WWIDA	\$ -	\$ 25,000
TBD	2022 Congressional Earmark - Beekmantown	\$ -	\$ 15,000
LS2020055	NEIWPC Village of Whitehall GI Plan	\$ 20,000	\$ -
C1000678	Lake George Action Plan (Town of Queensbury)	\$ 40,000	\$ -
C00918GG	Washington Co. Mapping & Enhanced Pollution Red. (Washington Co)	\$ 4,000	\$ -
C00852GG	Upper Hudson River Roadside Remediation (Saratoga Co. SWCD)	\$ 4,000	\$ -
C01061GG	Speculator Park Fire Tower (Village of Speculator)	\$ 3,000	\$ -
01-79-15123	North Creek Ski Bowl Disaster Resiliency (EDA)	\$ 8,000	\$ -
37-057-651256768	Regional Broadband Assessment, Inventory and Survey (USDA)	\$ 88,000	\$ -
	Interest/closing fees from Loans	\$ 90,001	\$ 96,839
	Loan Application Fees	\$ -	\$ 1,000
	Town of Schroon RLF	\$ 3,000	\$ 2,500
	AGFTC - Host Agency Agreement	\$ 45,000	\$ 45,000
	Northern Borders Admin	\$ 4,050	\$ 5,000
	Fund Balance	\$ -	\$ 50,000
	LCLGRP Total	\$ 1,157,946	\$ 855,683
	A/GFTC Total	\$ 420,000	\$ 420,000
	TOTAL	\$ 1,577,946	\$ 1,275,683

Lake Champlain - Lake George Regional Planning Board**2023 Salary Schedule****Approved 7/12/2022**

Position Title	2023 Salary
Director	\$98,500
Economic Development Coordinator	\$70,000
Senior Planner	\$70,000
Jr Economic Development Coordinator	\$55,000
Administrative Assistant	\$46,575
Junior Planner	\$43,470

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JULY 29, 2022

Committee Members: *Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. **Action Agenda**
- 1) **SUNY Adirondack representatives to provide an update on the College.**
- 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 A) Review of report on tracking of vacancies filled.
 B) Review of separation report.
- 3) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Probation -
 A) Request to amend Resolution No. 265 of 2022 to increase the salary of the Administrative Secretary position from a base annual salary of \$44,913 (*Grade 8*) to \$48,366 (*Grade 8, Step 3*) to reflect the experience level of the employee position, effective retroactive to the June 27, 2022 start date of the employee.
Public Defender (Gregory Canale, Public Defender) -
 B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 8th Assistant Public Defender from \$74,089 to \$71,988 effective August 22, 2022, and to fill the position at the lower salary.
Sheriff (Jim LaFarr, Sheriff) -
 C) Request to amend the Table of Organization and Salary Schedule to create and fill the new positions Patrol Officer #71, #72 and #73, each at a Base Salary of \$45,854.
- 4) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner) -
 Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk #4, *Grade 10, Base Annual Salary of \$40,784*, and delete the position of Sr. Account Clerk #7, *Grade 7, Base Annual Salary \$36,414*, effective August 22, 2022.
- 5) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**
Information Technology (Mike Colvin, Director) -
 Request to amend the Table of Organization and Salary Schedule to create and fill the new position Computer Help Desk Tech. II - Temporary, *Base Annual Salary \$53,493 - pro-rated to \$25.7177/hr for up to \$20,000*, effective August 22, 2022.
- 6) **Items to be discussed by the County Administrator (Ryan Moore, County Administrator):**
 A) Discussion regarding executive recruitment services for County Administrator position and potential budget transfer.
 B) Discussion regarding Acting County Administrator.
 C) Discussion regarding SUNY Adirondack sponsor funding formula.
 D) Discussion regarding potential non-Union salary adjustments.
- 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) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)
 3) 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.

CONTINUED

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA**JULY 29, 2022**

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

Buildings & Grounds - Cleaner #6, Grade 2, Base Annual Salary \$29,735, due to resignation.

DPW - MEO (M) #1, Grade 9, Base Annual Salary \$39,246, due to promotion.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

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: Probation

DATE: July 18, 2022

- (a) Purpose of Request:
To amend Resolution 265 of 2022 to increase salary of Administrative Secretary to Grade 8, Step 3, \$48,366 retroactive to Shelley Clarke's start date in this position, June 27, 2022.

- (b) Details:
Administrative Secretary Shelley Clarke has at least three years' service with the county and is deserving of step 3 in her new position as Administrative Secretary. This was indicated in the resolution request presented to the committee on May 23, 2022.

- (c) Previous Resolution Number:
R 265 of 2022

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.3140 110 Probation Salaries-Regular- \$48,366

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION No. 265 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY
SALARY AND COMPENSATION PLAN FOR 2022 TO CREATE/DELETE POSITIONS IN
PLANNING & COMMUNITY DEVELOPMENT; PROBATION; AND
THE DEPARTMENT OF SOCIAL SERVICES

AMENDED FROM THE FLOOR

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

PLANNING & COMMUNITY DEV.

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.8021 110		
<u>TITLE:</u> Office Specialist - FT	June 6, 2022	\$36,414

PROBATION

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.3140 110		
<u>TITLE:</u> Administrative Secretary	June 27, 2022	\$44,913

<u>Deleting Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.3140 110		
<u>TITLE:</u> Principal Steno Confidential	June 27, 2022	\$44,913

SOCIAL SERVICES

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
TE.6010 130		
<u>TITLE:</u> Community Services Worker - Less Than Part Time (Up to 20 hrs)	May 23, 2022	\$37,918 Grade 8

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 7/18/2022

- (a) Employee Name, Title and Employee No.:
Assistant Public Defender (8)
- (b) Current Annual Base Salary (and Grade if Applicable):
\$71,988
- (c) Former Annual Base Salary (and Grade if Applicable):
\$74,089
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
8/22/2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
n/a
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
To amend the table of organization and Warren County Salary and Compensation Plan

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4200 110
Title of Position: Assistant Public Defender (8) Base Salary of Position: \$71,988 Grade:
Filling at Step # (If Known): Entry
Budget code and title: A. 1171 4200 110 (Public Defender/CAFA Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Rasmussen Date of Vacancy: 8/22/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date 7/13/22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 7/13/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 7/18/22

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for representing indigent defendants as assigned by the Public Defender. The work involves representing the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed under the general supervision of the Public Defender and First Assistant Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels' defendants at every stage of proceedings following arrest;
 Initiates such proceedings as are necessary to protect the rights of the accused;
 Assists the Public Defender in the preparation of various court proceedings;
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;
 Investigates respondent's financial status in family court support matters;
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State criminal law, New York family court act and court proceedings (both preferred but not necessary); good knowledge of judicial procedures and rules of evidence; ability to interpret and work with New York State and Federal criminal code; ability to communicate effectively both orally and in writing; ability to reason quickly and logically in stressful situations; ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion; ability to analyze and organize facts effectively; ability to prepare for and present cases in court; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: At the time of appointment, possession of a license to practice law in the State of New York. Salary range \$65,295 to \$71,988 (commensurate with experience).

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicles license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

WC: 2003, 2015, 2021

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #71
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary **BEFORE** bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #72
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary BEFORE bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #73
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary BEFORE bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

Amended, Warren County Personnel, April 20, 2006

PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for providing public safety services by patrolling the county in a patrol cruiser or on foot, and providing for the investigation of violations of law and the apprehension of criminals. Employees in this class are responsible for the efficient performance of routine patrol duties in a specified zone of the county during a designated shift or, on a temporary assignment basis, to various other special events and details of the Sheriff's Office. Details may consist of assignment to special enforcement units, including Marine, ATV, Scuba, Snowmobile and Traffic Safety. Incumbents are required to carry firearms. Incumbents must be able to apply modern police methods and practices to patrol and investigation duties. Work is performed under the general supervision of a Patrol Sergeant with considerable independent responsibility allowed for exercise of sound judgment in normal work situations and emergencies. A Patrol Officer also does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Patrols assigned areas of the county to prevent crime, respond to calls for assistance from the public, prevent crime and investigate suspicious or criminal activities;
- Operate radar speed equipment to enforce the NYS Vehicle and Traffic Law;
- Responds to complaint calls, such as family disturbances, burglaries, trespassers, fights, etc., and takes action regarding resolution of the problem, which may include arrest and the pursuit of law violators;
- Makes arrests and issues tickets for violations of the law to prevent crime, protect life and property, and enforce applicable laws;
- Operates breathtest equipment to determine the blood alcohol concentration of persons suspected of operating motor vehicle while their ability is impaired by the consumption of alcohol;
- Conducts investigations into reports of missing and lost persons, stolen cars and property, and a variety of other violations of law;
- Assists the investigation of homicides, rapes, robberies and other major crimes;
- Renders assistance to other law enforcement agencies as requested;
- Transports prisoners in their custody pursuant to law arrest;
- Executes civil and criminal process, including arrest warrants, civil evictions, and criminal summonses.
- Maintains order in crowds and during special events, parades, funerals, and other mass gathering events;
- Prepares a variety of records and reports regarding patrol activity;
- Works under the immediate supervision of a Patrol Sergeant.

(cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of criminal investigations;
- Understanding of what constitutes and how to safeguard and process evidence;
- Working knowledge of the NYS Criminal Procedure Law, the NYS Penal Law, and other New York statutes that relate to criminal investigations, arrests and prosecutions;
- Good knowledge of the geography of Warren County, New York;
- Ability to write reports with clarity, suitable content and proper use of the English language, as well as have good knowledge of terminology encountered in police work;
- Ability to work with people under stress;
- Good powers of observation;
- Ability to deal courteously yet firmly with the public;
- Good working knowledge of the Sheriff's Office Law Enforcement Division Operations Manual;
- Physical condition commensurate with the demands of the position.
- Thorough knowledge of the use of weapons and their capabilities;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency or comparable diploma as provided under the NYS Civil Service Law.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for appropriate driver's license issued by the NYS Department of Motor Vehicles at the time of application; possession of a NYS Driver's License at the time of appointment.

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2022

Resolution introduced by Supervisors Geraci, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO CREATE POSITIONS FOR THE SHERIFF'S OFFICE

WHEREAS, the Sheriff for Warren County identified and briefed the Criminal Justice & Public Safety Committee of enhanced security requirements proposed for the County's Main Building and Human Services Building, located at 1340 State Route 9, Lake George, New York, which includes assigning law enforcement officers to each building during designated hours of operation to supplement existing security measures, and

WHEREAS, the Criminal Justice & Public Safety Committee accepted and approved the Sheriff's request to create three new patrol officer positions with two patrol officers being assigned to the County's Main Building and one patrol officer being assigned to the County's Human Services Building during designated hours of operation, now, therefore, be it

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

SHERIFF

Creating Position of:

A.3110 110

TITLE:

Patrol Officer #71

EFFECTIVE DATE

July 18, 2022

BASE ANNUAL SALARY

\$45,854

Creating Position of:

A.3110 110

TITLE:

Patrol Officer #72

EFFECTIVE DATE

July 18, 2022

BASE ANNUAL SALARY

\$45,854

Creating Position of:

A.3110 110

TITLE:

Patrol Officer #73

EFFECTIVE DATE

July 18, 2022

BASE ANNUAL SALARY

\$45,854

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 7/18/22

- (a) Title of Requested Position: **PRINCIPAL ACCOUNT CLERK #4**
- (b) Annual Base Salary (and Grade if Applicable): **40,784 GRADE 10**
- (c) Effective Date for New Position:* **8/22/22**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
SR ACCOUNT CLERK #7 - \$36,414 GRADE 7
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, the position is mandated and reimbursed
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
 Title of Position: Principal Account Clerk #4 Base Salary of Position: \$40,784 Grade: 10
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other create
 Employee No./Last Name: _____ Date of Vacancy: 8/22/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 7/12/22
 Human Resources Director has approved this form when initialed. 19 7/12/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7/13/22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 7/13/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature Bennet F. Dussally Date 07/19/22

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for independently performing difficult and complex account keeping functions and/or planning, assigning and supervising major account keeping activities for a municipal office. The work is performed under general supervision in accordance with outlined policies or procedures allowing for independent judgment in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision making or review of recommendations. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, reviews and/or performs the processes relating to maintaining and checking a wide variety of financial records and reports;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed processes and codes;

Directs and/or performs the audit of varied accounts, claims and records and the preparation of reports thereon;

Directs and/or performs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;

Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls;

Oversees and/or performs the processes related to receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;

Revises, systematizes and installs account-keeping methods and procedures;

Reconciles ledgers of revenue received with bank statements;

May oversee or participate in the preparation of payroll data for compilation and processing;

May oversee or participate in the preparation of purchase orders and vendor bid processes;

May supervise clerical staff and/or instruct employees in the specialized details of the work;

Conducts correspondence in connection with financial matters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current methods used in keeping and checking financial records and reports;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business English;

Good knowledge of current general and government accounting;

Proficiency in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and computer applications used for accounting and financial management;

Ability to plan, assign and supervise the work of account keeping and clerical assistants;

Ability to understand and carry out complex oral and written directions;

Ability to make arithmetic computations rapidly and accurately;

Ability to prepare correspondence and reports;

Ability to secure the cooperation of others;

Ability to deal effectively with the public;

Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;

Sound judgment in solving complex account keeping problems;

A high degree of accuracy, initiative and resourcefulness;

Initiative, tact; courtesy; integrity.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- A) Bachelor's Degree or higher in accounting, finance, business administration or related field; or
- B) Associate's Degree in accounting, finance, business administration or related field and two (2) years of years progressively responsible experience in maintaining financial accounts and records; or
- C) Four (4) years of progressively responsible experience in maintaining financial accounts and records.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 11*Request to Create New Position*

DEPARTMENT NAME: Information Technology

DATE: July 2022

- (a) Title of Requested Position: Computer Help Desk Tech. II - Temporary
- (b) Annual Base Salary (and Grade if Applicable): \$53,493 - \$25.7177/hour - Up to \$20,000
- (c) Effective Date for New Position*: **Upon Approval**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
 A.1680.4999, American Rescue Plan, up to \$20,000 (salary and fringe)
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: A.1680.4999
 Title of Position: Computer Help Desk Tech II - Temporary Base Salary of Position: \$25.7177 Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.1680.4999.130 ARPA-Salaries Part Time Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: n/a Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 100 % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other TEMP
 Actual impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. POW 7/14/22
 Human Resources Director has approved this form when initialed. 10 7/14/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 7/14/22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 7/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennet P. Oursath Date 07/19/2022

COMPUTER HELP DESK TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating and overseeing the daily operations and personnel assigned to the help desk. Duties include providing technical support for computer hardware and software, assisting with data networking activities, and training and assisting staff in the use of agency computer systems. Incumbents in this class train lower level Help Desk Staff and act in a lead capacity by guiding, advising and informing them of help desk procedures. This position is distinguished from the Computer Help Desk Technician I title by the experience required, and the “lead role” provided over lower level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages help desk operations, including prioritizing requests for service, scheduling and assigning work, and evaluating completed work;

Supervises, trains and evaluates help desk staff;

Provides technical support to employees and officials using agency computer systems;

Trains staff in the use of software, including word-processing, database, spreadsheet and electronic mail software;

Provides Help Desk support for computer users for hardware and software;

Installs, customizes and tests desktop computing equipment;

Installs, customizes and tests network communication equipment;

Communicates with vendors and other technical support personnel to aid in the solution of problems regarding desktop hardware and software;

Evaluates desktop computer hardware, software, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;

Maintains a library of PC-related manuals, documentation, publications, etc.;

Keeps professional skills updated and consistent with current networking and desktop computing technology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of computer hardware, software, networks and peripheral equipment supported by the Information Technology Department;

Thorough knowledge of application software, including word-processing, database, spreadsheet, electronic mail, and networking software;

Good knowledge of network data communications hardware and protocols, excellent interpersonal and oral and written communication skills;

Ability to supervise the work of others; Ability to establish effective working relationships with others;

Ability to effectively communicate technical information in an easily understood manner;

Ability to instruct others in the use of computers and computer software;

Ability to analyze and solve problems relating to desktop computer operations;

Ability to successfully work with and serve a diverse local community; Versatility, reliability;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and**:

A) Associate's Degree in Computer Science, Computer Technology or a closely related field AND two (2) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support; or

B) Four (4) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.