

FINANCE COMMITTEE

AGENDA

OCTOBER 6, 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 (Supervisor Craig Leggett, Acting County Administrator):**

A) Journal Report of transfers approved by the County Administrator staff for August 2022.

B) On behalf of the Office of Community Services - Request to amend the Warren County Budget in the amount of \$142,884 to allow for expenditure of ARPA funding to address COVID-19 related behavioral health impacts and to expand/improve behavioral health services in Warren County.

C) On behalf of the Office of Community Services - Request to authorize a new contract with WAIT House in the amount of \$88,5174 to utilize ARPA funding to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.

D) On behalf of the Office of Community Services - Request to authorize a new contract with Look Media Resource in the amount of \$25,000 to utilize ARPA funding to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.

E) On behalf of the Office of Community Services - Request to authorize a new contract with Adirondack Employee Assistance Program of Warren, Washington and Saratoga Counties, Inc. in the amount of \$26,367 to utilize ARPA funding to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.

F) On behalf of the Office of Community Services - Request to authorize a new contract with Brayton Psychological Services in the amount of \$3,000 to utilize ARPA funding to address COVID-19 related behavioral health impacts and to expand/improve behavioral health services in Warren County.

G) Review of 2023 Budget request.

3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**

A) Request to provide current authorization of a previously established petty cash fund in the amount of \$200 for the Treasurer's Office.

B) Request to extend the existing contract with Fitzgerald Morris Baker Firth until December 31, 2022 and amend the not to exceed amount to \$7,000.

C) Review of 2023 Budget request.

4) **Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**

Airport (Robin Mapp, Airport Manager) -

A) Request to increase Capital Project No. H414, *Airport Runway 1-19 Marking Project*, in the amount of \$322,778.

B) Request to amend the Warren County Budget in the amount of \$1,939 to increase Capital Project No. H414, *Airport Runway 1-19 Marking Project*, with funding from Budget Code A. 9950 910, *Transfer - Capital Project*, to cover the local matching funds required.

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

C) Request for a transfer of funds in the amount of \$111,100 from Budget Code A.1990 469, *Contingent Account, Other Payments/Contributions*, to Budget Code A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, to fund the balance of the cost of Capital Project No. H417, *Jail Abatement and Demolition*, (\$82,000) and provide 5% contingency (\$29,100) for unforeseen increases.

D) Request to increase Capital Project No. H417, *Jail Abatement and Demolition*, in the amount of \$111,100.

Continued

- E) Request to authorize a new contract with the lowest responsible bidder for general construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work. **Note: This request was not reviewed and approved by the County Facilities Committee.**
- F) Request to authorize a new contract with the lowest responsible bidder for mechanical construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work. **Note: This request was not reviewed and approved by the County Facilities Committee.**
- G) Request to authorize a new contract with the lowest responsible bidder for plumbing construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work. **Note: This request was not reviewed and approved by the County Facilities Committee.**
- H) Request to authorize a new contract with the lowest responsible bidder for electrical construction contract for Capital Project No. H406, *Countryside Adult Home Capital Improvements*, pursuant to the terms and provisions of the specifications (WC 49-22) and proposal for a term commencing upon execution by both parties and terminating upon completion of the work. **Note: This request was not reviewed and approved by the County Facilities Committee.**
- 5) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Sheriff (James LaFarr, Sheriff) -
Request to authorize the appropriation of funds in the amount of \$400,000 from Budget Code A.909.00, *General Fund Balance Unappropriated Surplus*, to the Sheriff's Budget to cover the cost of purchasing police body worn camera systems and updated tasers for the Sheriff's Office and the Glens Falls Police Department.
- 6) **Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**
Public Health (Ginelle Jones, Director, Public Health/Patient Services) -
A) Request to amend the Warren County Budget in the amount \$33,384 to reflect receipt of additional funding from The Bureau of Administration, Division of Family Health to support expenses related to the Children with Special Health Care Needs grant.
Mental Health (Rob York, Director, Office of Community Services) -
B) Request to amend the Warren County Budget in the amount of \$10,318 to reflect receipt of 100% State aid designated for People USA and the Warren-Washington Association for Mental Health to cover costs of minimum wage adjustments.
C) Request to amend the Warren County Budget in the amount of \$101,559 to allow for expenditure of Opioid Settlement funds to address the impacts of the opioid crisis in Warren County.
- 7) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**
Board of Elections (Elizabeth McLaughlin, Commissioner of Elections (D)) (William VanNess, Commissioner of Elections) ® -
Request to amend the Warren County Budget in the amount of \$22,620.96 to reflect receipt of grant funding from New York State Board of Elections for the purpose of assisting with expenses related to postage.
- 8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Department of Public Works (Kevin Hajos, Superintendent of Public Works) -
A) Request to increase Capital Project No. H394, *Olmstedville Road (CR 19) Reconstruction*, in the Town of Chester, in the amount of \$1,627,358.
B) Request to amend the Warren County Budget in the amount of \$440,583.81 to increase Budget Code D.9950 910, *Transfers, Capital Projects*, in accordance with transfers of surplus road project funds to cover local match funds for various capital projects.
C) Request to increase Capital Project No. H322, *Palisades Road (CR 26) over Brant Lake Inlet*, in the Town of Horicon in the amount of \$21,437.
D) Request to increase Capital Project No. H381, *South Johnsbury Road (CR 57) over Mill Creek*, in the Town of Johnsbury in the amount of \$24,505.

- E) Request to increase Capital Project No. H390, *County Bridge & Culvert Project*, in various towns in the amount of \$141,500.
 - F) Request to increase Capital Project No. H393, *Johnsburg Bridges (Glen Creek Road and Dippikill Roads)*, in the Town of Johnsbury in the amount of \$163,418.
 - G) Request to increase Capital Project No. H396, *East River Drive (CR 16) and Call Street (CR 32) Pavement Preservation*, in the Town of Lake Luzerne in the amount of \$12,750.
Parks, Recreation & Railroad (Dean Moore, Director) -
 - H) Request to authorize the appropriation of funds in the amount of \$4,500 from Budget Code A.880.00, *Reserve, Up Yonda Repair & Improvements*, to Budget Code A.7111 413, *Up Yonda Farm - Repair & Maint - Bldg Property*, to cover the cost of roof repairs.
- 9) **Finance Committee action is required on the following Personnel Agenda item, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 4A, 4B and 6.**

PERSONNEL AGENDA ITEMS 4A, 4B AND 6:

- 4) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
 - A) Request for a transfer of funds in the amount of \$6,046.35 from Budget Code A.119 469, *Contingent Account - Other Payments, Other Payments/Contributions*, to various budget codes to cover a budget deficit.
 - B) Request amend the Table of Organization and Salary Schedule to extend the Special Assistant to the County Attorney position until December 31, 2022 pending budget review.

- 6) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender (Gregory Canale, Public Defender) -
Request to amend the Table of Organization and Salary Schedule to increase the salary of the Coordinating Attorney - Public Defender from \$81,618 to \$87,338 effective retroactive to September 12, 2022.

IV. Pending Items:

No items this month.

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Clerk

SIGNED: 

DATE: 9/15/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410 110	Full Time Salaries	A. 1410 120	Overtime Salaries	\$ 300

Please state reason for transfers requested:
To balance account due to FMLA and staff vacancies.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____

DATE: _____

9/27/2022

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT	TOWN
D.5112.8313	280 Co Roads, 2020 CR#31 Horicon Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 64,402.56	Horicon
D.5112.8314	280 Co Roads, 2020 CR#64 East Schroon River Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 83,981.77	Chester
D.5112.8317	280 Co Roads, 2020 CR#60 Old Stage Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 18,978.42	Lake Luzerne
D.5112.8318	280 Co Roads, 2020 CR#10 Schroon River Rd	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 146,439.80	Warrensburg
D.5112.8319	280 Co Roads, 2020 CR#48 County Home Bridge Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 1,696.32	Warrensburg
D.5112.8323	280 Co Roads, 2020 CR#67 Cameron Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 8,293.19	Thurman
D.5112.8324	280 Co Roads, 2020 CR#56 White Schoolhouse Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 65,652.91	Chester
D.5112.8325	280 Co Roads, 2020 CR#75 Ben Culver Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 20,537.20	Chester
D.5112.8326	280 Co Roads, 2020 CR#58 West Mountain Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 30,225.37	Queensbury
D.5112.8327	280 Co Roads, 2020 CR#72 Garnet Lake Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 376.27	Johnsburg

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

Please state reason for transfer request:

Transfer surplus road project funds to cover capital project local match

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: September 27, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680 426	Subscriptions	A.1680 862	Health Insurance Cost Reimburse	\$1,500
A.1681 423	Telephone	A.1681 120	Salaries - Overtime	\$1,500

Please state reason for transfers requested: Unforeseen expenses

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

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

FROM: Office for the Aging

SIGNED:

DATE: 8/26/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6771.470	Hamilton County Contracts	A6771.110	Hamilton County FT Salaries	\$31,600;
A6771.445	Hamilton County Contracts	A6771.810	Hamilton County Retirement	\$1,560;
A6771.445	Hamilton County Contracts	A6771.830	Hamilton County Social Security	\$2,000;
A6771.445	Hamilton County Contracts	A6771.831	Hamilton County Medicare Cont	\$475;
A6771.470	Hamilton County Contracts	A6771.862	Hamilton County Health Cost	\$7,000;
A6771.470	Hamilton County Contracts	A6771.865	Hamilton County Dental	\$140;
				Total Hamilton County - \$42,775

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

Please state reason for transfers requested: Transfer monies to cover cost of Services Assistant salary for Hamilton County.

*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>
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Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: September 26, 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.3640 470	Civil Defense - Contract	\$6,300

Please state reason for transfer request:

Transfer needed to fund the first year of the contract for mobile application development by QuickSeries Publishing

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Veterans' Services

SIGNED:

DATE: 08/22/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account - Other Payments/Contributions	A.6510 442	Automotive - Gas & Oil	3000.00

Please state reason for transfers requested: Replenish account to sustain line item charges through EOY

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 - August 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
8/29/2022	A.1450 220	Office Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 260		\$ 1,500.00
8/29/2022	A.1450 260	Other Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 220	\$ 1,500.00	
8/29/2022	A.1450 421	Equipment Rental	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 2,200.00	
8/29/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 421		\$ 2,200.00
County Attorney - County Attorney					
8/11/2022	A.1420 410	Supplies	Transfer within Object Code to A.1420 428		\$ 150.00
8/11/2022	A.1420 428	Data Processing & Internet Fees	Transfer within Object Code from A.1420 410	\$ 150.00	
Dist. Attorney_Crime Vict Asst - District Attorney, Crime Victims Assistance Unit					
8/9/2022	A.1168 260	Other Equipment	budget transfer to object code from A.1168 410 supplies	\$ 450.00	
8/9/2022	A.1168 410	Supplies	budget transfer out of object code to A.1168 260 other equipment		\$ 450.00
DPW_DPW Admin - DPW, DPW Administration					
8/3/2022	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 133.00	
8/3/2022	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 133.00
8/4/2022	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 439		\$ 10.00
8/4/2022	A.1620 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1620 410	\$ 10.00	
8/4/2022	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 424		\$ 21.00
8/4/2022	A.5610 424	Postage	Transfer Within Budget Code from A.5610 410	\$ 21.00	
8/4/2022	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 424		\$ 38.00
8/4/2022	DM.5130 424	Postage	Transfer Within Budget Code from DM.5130 410	\$ 38.00	
8/5/2022	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 700.00	
8/5/2022	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 700.00
8/5/2022	A.1610 441	Auto-Supplies & Repair	Transfer Within Budget Code to A.1610 442		\$ 1,900.00
8/5/2022	A.1610 442	Automotive - Gas & Oil	Transfer Within Budget Code from A.1610 441	\$ 1,900.00	
8/10/2022	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 424		\$ 2.00

WARREN COUNTY
Journal Report - August 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/10/2022	A.1628 424	Postage	Transfer Within Budget Code from A.1628 410	\$ 2.00	
8/10/2022	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 424		\$ 7.00
8/10/2022	A.7111 424	Postage	Transfer Within Budget Code from A.7111 410	\$ 7.00	
8/10/2022	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 424		\$ 9.00
8/10/2022	DM.5130 424	Postage	Transfer Within Budget Code from DM.5130 410	\$ 9.00	
8/10/2022	DM.5140 410	Supplies	Transfer Within Budget Code to DM.5140 424		\$ 5.00
8/10/2022	DM.5140 424	Postage	Transfer Within Budget Code from DM.5140 410	\$ 5.00	
8/12/2022	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1624 422	\$ 1,000.00	
8/12/2022	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1624 470	\$ 2,000.00	
8/12/2022	A.1624 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.1624 413		\$ 1,000.00
8/12/2022	A.1624 470	Contract	Transfer Within Budget Code to A.1624 413		\$ 2,000.00
8/24/2022	A.1490 861	Retirees Hospitalization	Transfer Within Budget Code to A.1490 863		\$ 125.00
8/24/2022	A.1490 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.1490 861	\$ 125.00	
8/24/2022	A.5610 810	Retirement	Transfer Within Budget Code to A.5610 865		\$ 125.00
8/24/2022	A.5610 810	Retirement	Transfer Within Budget Code to A.5610 860		\$ 1,900.00
8/24/2022	A.5610 860	Hospitalization	Transfer Within Budget Code from A.5610 810	\$ 1,900.00	
8/24/2022	A.5610 865	Dental Insurance	Transfer Within Budget Code from A.5610 810	\$ 125.00	
8/25/2022	A.1625 415	Electricity	Transfer Within Budget Code from A.1625 470	\$ 1,900.00	
8/25/2022	A.1625 470	Contract	Transfer Within Budget Code to A.1625 415		\$ 1,900.00
8/29/2022	A.1628 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.1628 470		\$ 1,220.00
8/29/2022	A.1628 470	Contract	Transfer Within Budget Code from A.1628 422	\$ 1,220.00	
8/31/2022	DM.5140 260	Other Equipment	Out of Code Transfer from DM.5140 422	\$ 500.00	
8/31/2022	DM.5140 422	Repair/Maint-Equipment	Out of Code Transfer to DM.5140 260		\$ 500.00
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
8/5/2022	40.6293.0300 840	Workmen's Compensation	Object code change to 40.6293.0300 861		\$ 500.00
8/5/2022	40.6293.0300 861	Retirees Hospitalization	Object code change from 40.6293.0300 840	\$ 500.00	
8/5/2022	40.6293.0305 840	Workmen's Compensation	Object code change to 40.6293.0305 861		\$ 350.00

WARREN COUNTY
Journal Report - August 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/5/2022	40.6293.0305 861	Retirees Hospitalization	Object code change from 40.6293.0305 840	\$ 350.00	
8/5/2022	40.6293.0310 840	Workmen's Compensation	Object code change to 40.6293.0310 861		\$ 1,000.00
8/5/2022	40.6293.0310 861	Retirees Hospitalization	Object code change from 40.6293.0310 840	\$ 1,000.00	
8/8/2022	40.6293.0305 831	Medicare Contribution	Object code change to 40.6293.0305 861		\$ 125.00
8/8/2022	40.6293.0305 855	Disability	Object code change to 40.6293.0305 861		\$ 75.00
8/8/2022	40.6293.0305 861	Retirees Hospitalization	Object code change from 40.6293.0305 855	\$ 75.00	
8/8/2022	40.6293.0305 861	Retirees Hospitalization	Object code change from 40.6293.0505 831	\$ 125.00	
8/8/2022	40.6293.0313 423	Telephone	Object code change 40.6293.0313 427	\$ 100.00	
8/8/2022	40.6293.0313 427	Memberships & Dues	Object code change to 40.6293.0313 423		\$ 100.00
8/9/2022	40.6293.0300 426	Subscriptions	Object code change from 40.6293.0300 428	\$ 125.00	
8/9/2022	40.6293.0300 428	Data Processing & Internet Fees	Object code change to 40.6293.0300 426		\$ 125.00
8/9/2022	40.6293.0305 426	Subscriptions	Object code change from 40.6293.0305 436	\$ 25.00	
8/9/2022	40.6293.0305 436	Advertising Fees	Object code change to 40.6293.0305 426		\$ 25.00
8/9/2022	40.6293.0313 426	Subscriptions	Object code change from 40.6293.0313 436	\$ 80.00	
8/9/2022	40.6293.0313 436	Advertising Fees	Object code change to 40.6293.0313 426		\$ 80.00
8/23/2022	40.6293.0313 410	Supplies	Object code change from 40.6293.0313 427	\$ 300.00	
8/23/2022	40.6293.0313 427	Memberships & Dues	Object code change to 40.6293.0313 410		\$ 300.00
Human Resources - Human Resources					
8/3/2022	A.1435 210	Furniture/Furnishings	Transfer of funds out of Object Code from A.1435.439	\$ 227.99	
8/3/2022	A.1435 439	Misc Fees & Expenses	Transfer of funds out of Object Code to A.1435.210		\$ 227.99
OFA - Office for the Aging					
8/18/2022	A.6772 428	Data Processing & Internet Fees	Within object code transfer from A.6772.444	\$ 36.00	
8/18/2022	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.428		\$ 36.00
8/19/2022	A.6771 436	Advertising Fees	Within object code transfer from A.6771.444	\$ 40.00	
8/19/2022	A.6771 444	Travel/Education/Conference	Within object code transfer to A.6771.436		\$ 40.00
8/19/2022	A.6772 436	Advertising Fees	Within object code transfer from A.6772.444	\$ 60.00	

WARREN COUNTY
Journal Report - August 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/19/2022	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.436		\$ 60.00
8/31/2022	A.6772 428	Data Processing & Internet Fees	Within object code transfer from A.6772.444	\$ 455.88	
8/31/2022	A.6772 444	Travel/Education/Conference	Within object code transfer to A.6772.428		\$ 455.88
8/31/2022	A.6771 437	Consulting Fees	Within object code transfer from A.6771.470	\$ 3,629.50	
8/31/2022	A.6771 470	Contract	Within object code transfer to A.6771.437		\$ 3,629.50
Office of EMS - Office of Emergency Services					
8/8/2022	A.4022 410	Supplies	Budget transfer within object code from A.4022 418	\$ 18.90	
8/8/2022	A.4022 418	Ins-General Liability	Budget transfer within object code to A.4022 410		\$ 18.90
8/17/2022	A.3410 410	Supplies	Budget transfer within object code to A.3410 453		\$ 950.00
8/17/2022	A.3410 435	Medical Fees	Budget transfer within object code to A.3410 453		\$ 1,575.00
8/17/2022	A.3410 445	Foods	Budget transfer within object code to A.3410 453		\$ 100.00
8/17/2022	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 445	\$ 100.00	
8/17/2022	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 435	\$ 1,575.00	
8/17/2022	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 410	\$ 950.00	
8/17/2022	A.3410 260	Other Equipment	Out of code transfer from A.3410 453	\$ 2,850.00	
8/17/2022	A.3410 453	Uniforms & Clothing	Out of code transfer to A.3410 260		\$ 2,850.00
8/23/2022	A.3410 260	Other Equipment	Out of code transfer to A.3410 444		\$ 3,500.00
8/23/2022	A.3410 444	Travel/Education/Conference	Out of code transfer from A.3410 260	\$ 3,500.00	
8/25/2022	A.4022 230	Automotive Equipment	Budget transfer within object code to A.4022 260		\$ 2,500.00
8/25/2022	A.4022 260	Other Equipment	Budget transfer within object code from A.4022 230	\$ 2,500.00	
8/25/2022	A.4022 260	Other Equipment	Out of code transfer from A.4022 444	\$ 2,000.00	
8/25/2022	A.4022 260	Other Equipment	Out of code transfer from A.4022 453	\$ 633.00	
8/25/2022	A.4022 444	Travel/Education/Conference	Out of code transfer to A.4022 260		\$ 2,000.00
8/25/2022	A.4022 453	Uniforms & Clothing	Out of code transfer to A.4022 260		\$ 633.00
8/30/2022	A.3640 410	Supplies	Budget transfer within object code from A.3640 424	\$ 30.00	
8/30/2022	A.3640 424	Postage	Budget transfer within object code to A.3640 410		\$ 30.00

WARREN COUNTY
Journal Report - August 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Planning_Planning - Planning,Planning					
8/3/2022	A.8021 442	Automotive - Gas & Oil	budget transfer within object code to A.8021 444		\$ 350.00
8/3/2022	A.8021 444	Travel/Education/Conference	budget transfer within object code from A.8021 442	\$ 350.00	
8/4/2022	A.8021 442	Automotive - Gas & Oil	budget transfer within object code from A.8021 444	\$ 700.00	
8/4/2022	A.8021 444	Travel/Education/Conference	budget transfer within object code to A.8021 442		\$ 700.00
Public Health_Health Services - Public Health,Health Services					
8/2/2022	A.4013 410	Supplies	Budget Transfer WIC to A4013.445		\$ 83.00
8/2/2022	A.4013 445	Foods	Budget Transfer WIC from A4013.410	\$ 83.00	
8/3/2022	A.4018.0036 260	Other Equipment	Budget Transfer for Signs from Ad A4018.0036.260 fr4018.0036.436	\$ 27,802.00	
8/3/2022	A.4018.0036 436	Advertising Fees	Budget Transfer for Signs from Ad A4018.0036.260 fr4018.0036.436		\$ 27,802.00
8/4/2022	A.4010 410	Supplies	Budget transfer CHHA to A4010.410 from A.4010.418	\$ 3,000.00	
8/4/2022	A.4010 418	Ins-General Liability	Budget transfer CHHA to A4010.410 from A.4010.418		\$ 3,000.00
8/23/2022	A.4013 861	Retirees Hospitalization	Budget Transfer WIC Dental A.4013.865 from A4013.861		\$ 177.00
8/23/2022	A.4013 865	Dental Insurance	Budget Transfer WIC Dental A.4013.865 from A4013.861	\$ 177.00	
8/24/2022	A.4018.0030 220	Office Equipment	Disease Budget Transfer to A.4018.0030.220 from A.4018.0030.260	\$ 100.00	
8/24/2022	A.4018.0030 260	Other Equipment	Disease Budget Transfer to A.4018.0030.220 from A.4018.0030.260		\$ 100.00
8/31/2022	A.4013 410	Supplies	Budget Transfer to phones a.4013.423 from A.4013.410Supplies WIC		\$ 5,000.00
8/31/2022	A.4013 423	Telephone	Budget Transfer to phones a.4013.423 from A.4013.410Supplies WIC	\$ 5,000.00	
Real Property - Real Property Tax					
8/1/2022	A.1355 410	Supplies	Budget Transfer within Object Code from A.1355 410 to A.1355 444		\$ 185.00
8/1/2022	A.1355 444	Travel/Education/Conference	Budget Transfer within Object Code from A.1355 410 to A.1355 444	\$ 185.00	
Residential Hall - Countryside Adult Home					
8/18/2022	A.6030 437	Consulting Fees	Budget Transfer within object code from A 6030 437 to A.6030 442		\$ 2,000.00
8/18/2022	A.6030 442	Automotive - Gas & Oil	Budget Transfer within object code to A.6030 442 from A.6030 437	\$ 2,000.00	
8/23/2022	A.6030 422	Repair/Maint-Equipment	Budget Transfer within object code to A.6030 422 from A.6030 437	\$ 350.00	

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
8/23/2022	A.6030 437	Consulting Fees	Budget Transfer within object code from A 6030 437 to A.6030 422		\$ 350.00
8/23/2022	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer within object code to A.6030 413 from A.6030 436	\$ 500.00	
8/23/2022	A.6030 436	Advertising Fees	Budget Transfer within object code from A 6030 436 to A.6030 413		\$ 500.00
8/23/2022	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer within object code to A.6030 413 from A.6030 423	\$ 2,500.00	
8/23/2022	A.6030 423	Telephone	Budget Transfer within object code from A 6030 423 to A.6030 413		\$ 2,500.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
8/8/2022	A.3110 230	Automotive Equipment	Budget Transfer out of object code TO A.3150 230		\$ 12,703.42
8/8/2022	A.3150 230	Automotive Equipment	Budget Transfer out of object code FROM A.3110 230	\$ 12,703.42	
8/8/2022	A.3110 410	Supplies	Budget Transfer within object code TO A.3110 439		\$ 500.00
8/8/2022	A.3110 410	Supplies	Budget Transfer within object code A.3110 421		\$ 200.00
8/8/2022	A.3110 421	Equipment Rental	Budget Transfer within object code FROM A.3110 410	\$ 200.00	
8/8/2022	A.3110 439	Misc Fees & Expenses	Budget Transfer within object code FROM A.3110 410	\$ 500.00	
Social Services - Social Services					
8/4/2022	A.6010 220	Office Equipment	out of object code transfer from A.6010 410	\$ 500.00	
8/4/2022	A.6010 410	Supplies	out of object code transfer to A.6010 220		\$ 500.00
8/12/2022	A.6010 220	Office Equipment	out of object code transfer from A.6010 410	\$ 5,000.00	
8/12/2022	A.6010 410	Supplies	out of object code transfer to A.6010 220		\$ 5,000.00
8/25/2022	A.6050 469	Other Payments/Contributions	Out of Budget Code Transfer from A.6100 470	\$ 7,500.00	
8/25/2022	A.6100 470	Contract	Out of Budget Code Transfer to A.6050 469		\$ 7,500.00
Veterans Service - Veterans Service					
8/4/2022	A.6510 220	Office Equipment	Out of Code Funds transfer from 410 supplies	\$ 79.99	
8/4/2022	A.6510 410	Supplies	Out of Code Funds transfer to 220 Equip		\$ 79.99
8/24/2022	A.6510 426	Subscriptions	transfer from 469 other	\$ 5.00	
8/24/2022	A.6510 469	Other Payments/Contributions	transfer to 426 subscriptions		\$ 5.00

WARREN COUNTY
Journal Report - August 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Weights & Meas - Weights & Measures					
8/11/2022	A.6610 410	Supplies	budget transfers within object code from A.6610 441	\$ 150.00	
8/11/2022	A.6610 441	Auto-Supplies & Repair	budget transfers within object code to A.6610 410		\$ 150.00
8/11/2022	A.6610 441	Auto-Supplies & Repair	budget transfers within object code to A.6610. 442		\$ 400.00
8/11/2022	A.6610 442	Automotive - Gas & Oil	budget transfers within object code from A.6610 441	\$ 400.00	

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

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 9/26/22

- (a) Purpose of Amendment: **Request to amend the 2022 Warren County budget in the amount of \$142,884 to allow for expenditure of ARPA funds to address COVID-19 related behavioral health impacts and to expand/improve behavioral health services in Warren County.**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.4310.4999 470, Mental Health Admin., American Rescue Plan Act (ARPA), *Contracts*
\$142,884.

- (c) Revenue Code (with title), and Amount:
A.4310.4999 4090, Coronavirus Local Fiscal Recovery Fund, \$142,884.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 10/6/22 (Finance Committee)

- (a) Is this a Result of a Bid or Request for Proposal? Solicitation of ARPA proposals
- (b) Purpose of Contract: Utilize ARPA (behavioral health set-aside) funds to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.
- (c) Name of Contractor: WAIT House
- (d) Address of Contractor: PO Box 3252, Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:
Jason McLaughlin, 518-798-4384.
- (f) Has or will the Contract be provided, if so, please attach: To be written
- (g) Commencement Date of Contract: 10/1/22
- (h) Termination Date of Contract: 12/31/22
- (i) Payment Provisions:
 - i) lump sum amount \$88,517
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.4310.4999 470, Mental Health Admin., American Rescue Plan Act (ARPA), \$88,517.

Contracts
 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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 10/6/22 (Finance Committee)

- (a) Is this a Result of a Bid or Request for Proposal? **Solicitation of ARPA proposals**
- (b) Purpose of Contract: **Utilize ARPA (behavioral health set-aside) funds to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.**
- (c) Name of Contractor: **Look Media Resource**
- (d) Address of Contractor: **18 Roosevelt Blvd., Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Jesse Jackson, 518-265-0868.
- (f) Has or will the Contract be provided, if so, please attach: **To be written**
- (g) Commencement Date of Contract: **10/1/22**
- (h) Termination Date of Contract: **12/31/22**
- (i) Payment Provisions: i) lump sum amount **\$25,000**
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.4310.4999 470, Mental Health Admin., American Rescue Plan Act (ARPA), \$25,000.**

Contracts
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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 10/6/22 (Finance Committee)

- (a) Is this a Result of a Bid or Request for Proposal? Solicitation of ARPA proposals
- (b) Purpose of Contract: Utilize ARPA (behavioral health set-aside) funds to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.
- (c) Name of Contractor: Adirondack Employee Assistance Program of Warren, Washington and Saratoga Counties, Inc.
- (d) Address of Contractor: 559 Glen St., Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:
Susan McManus, 518-793-9768.
- (f) Has or will the Contract be provided, if so, please attach: To be written
- (g) Commencement Date of Contract: 10/1/22
- (h) Termination Date of Contract: 12/31/22
- (i) Payment Provisions:
 - i) lump sum amount \$26,367
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.4310.4999 470, Mental Health Admin., American Rescue Plan Act (ARPA), \$26,367.

Contracts
 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: **Mental Health/Office of Community Services**

DATE: **10/6/22 (Finance Committee)**

- (a) Is this a Result of a Bid or Request for Proposal? **Solicitation of ARPA proposals**
- (b) Purpose of Contract: **Utilize ARPA (behavioral health set-aside) funds to address COVID-19 behavioral health impacts and expand/improve behavioral health services in Warren County.**
- (c) Name of Contractor: **Brayton Psychological Services**
- (d) Address of Contractor: **92 Bay St., Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Kimberly Brayton, 518-792-9100.
- (f) Has or will the Contract be provided, if so, please attach: **To be written**
- (g) Commencement Date of Contract: **10/1/22**
- (h) Termination Date of Contract: **12/31/22**
- (i) Payment Provisions:
 - i) lump sum amount **\$3,000**
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.4310.4999 470, Mental Health Admin., American Rescue Plan Act (ARPA), \$3,000.****

Contracts
 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

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Administrator

BUDGET ACCOUNT CODE: A.1011

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$322,711.07	\$346,586.00	\$348,846.00	\$346,586.00
200's EQUIPMENT		\$0.00	\$389.40	\$0.00
400's CONTRACTUAL	\$4,389.25	\$5,668.00	\$14,769.60	\$10,871.00
800's EMPLOYEE BENEFITS	\$158,082.67	\$166,888.00	\$168,205.69	\$168,648.00
TOTALS	\$485,182.99	\$519,142.00	\$532,210.69	\$526,105.00

SIGNED:


 DEPARTMENT HEAD

TITLE:

Acting County Administrator

DATE:

9/8/2022

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1011 - County Administrator						
Personal Services						
110	Salaries - Regular	322,711.07	346,586.00	348,846.00	226,173.09	346,586.00
<i>Personal Services Totals</i>		<i>\$322,711.07</i>	<i>\$346,586.00</i>	<i>\$348,846.00</i>	<i>\$226,173.09</i>	<i>\$346,586.00</i>
Equipment						
210	Furniture/Furnishings	.00	.00	339.40	389.40	.00
<i>Equipment Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$339.40</i>	<i>\$389.40</i>	<i>\$0.00</i>
Contractual Expense						
410	Supplies	1,999.63	2,000.00	1,350.60	1,479.62	2,500.00
423	Telephone	839.23	900.00	900.00	437.11	900.00
424	Postage	876.39	600.00	800.00	524.17	800.00
426	Subscriptions	.00	.00	4,491.00	4,491.00	4,491.00
427	Memberships & Dues	400.00	400.00	400.00	400.00	400.00
428	Data Processing & Internet Fees	264.00	268.00	258.00	268.00	280.00
436	Advertising Fees	.00	.00	249.00	249.00	.00
439	Misc Fees & Expenses	.00	.00	60.00	60.00	.00
444	Travel/Education/Conference	10.00	1,500.00	1,051.00	.00	1,500.00
470	Contract	.00	.00	5,000.00	.00	.00
<i>Contractual Expense Totals</i>		<i>\$4,389.25</i>	<i>\$5,668.00</i>	<i>\$14,759.60</i>	<i>\$7,908.90</i>	<i>\$10,871.00</i>
Comments						
Account	Level	Comment				
426	Departmental Request	Archive Social - Social Media Archiving Subscription				
Employee Benefits						
810	Retirement	41,993.43	39,407.00	40,169.30	25,764.96	33,749.00
830	Social Security	18,373.06	21,489.00	21,939.12	12,997.57	21,489.00
831	Medicare Contribution	4,296.86	5,025.00	5,130.27	3,039.80	5,025.00
860	Hospitalization	73,992.24	77,545.00	77,545.00	52,906.30	83,458.00
865	Dental Insurance	1,167.82	1,152.00	1,152.00	797.14	1,152.00
<i>Employee Benefits Totals</i>		<i>\$139,823.41</i>	<i>\$144,618.00</i>	<i>\$145,935.69</i>	<i>\$95,505.77</i>	<i>\$144,873.00</i>
Other Benefits						
840	Workmen's Compensation	887.00	1,424.00	1,424.00	1,424.00	1,638.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1011 - County Administrator						
<i>Other Benefits</i>						
861	Retirees Hospitalization	16,646.62	19,346.00	19,146.00	11,146.31	20,637.00
862	Health Insurance Cost Reimbursement	725.64	1,500.00	1,500.00	516.75	1,500.00
<i>Other Benefits Totals</i>		\$18,259.26	\$22,270.00	\$22,170.00	\$13,087.06	\$23,775.00
Department 1011 - County Administrator Totals		\$485,182.99	\$519,142.00	\$532,110.69	\$343,064.22	\$526,105.00
EXPENSE TOTALS		\$485,182.99	\$519,142.00	\$532,110.69	\$343,064.22	\$526,105.00
Fund A - General Totals		\$485,182.99	\$519,142.00	\$532,110.69	\$343,064.22	\$526,105.00
EXPENSE TOTALS		\$485,182.99	\$519,142.00	\$532,110.69	\$343,064.22	\$526,105.00
Fund A - General Totals		(\$485,182.99)	(\$519,142.00)	(\$532,110.69)	(\$343,064.22)	(\$526,105.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$485,182.99	\$519,142.00	\$532,110.69	\$343,064.22	\$526,105.00
Net Grand Totals		(\$485,182.99)	(\$519,142.00)	(\$532,110.69)	(\$343,064.22)	(\$526,105.00)

2023 Salary Schedule (Position Budgeting)
Administrative Fiscal Services

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
9508	DeLorenzo, Tamara	Assist to County Administrator	\$85,499.00	Full Time	Appointed F/T	6/23/1997
	N/A / \$46.98	N/A / \$46.98				
13433	Lehman, Donald	Director of Public Affairs	\$73,815.00	Full Time	Out of Unit FT	3/23/2020
	N/A / \$35.49	N/A / \$35.49				
12719	Miller, Kristy	Conf Sec to Cty Administrator	\$53,598.00	Full Time	Out of Unit FT	1/12/2015
	N/A / \$25.77	N/A / \$25.77				
13170	Moore, Ryan	County Administrator	\$127,308.00	Full Time	Appointed F/T	4/9/2018
	N/A / \$69.95	N/A / \$69.95				
		Fiscal Asst to Co Administrator	\$6,366.00			
	N/A / \$15.00	N/A / \$15.00				
		5	\$346,586.00			

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Mail Room
 BUDGET ACCOUNT CODE: A.1670

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$41,889.44	\$43,867.00	\$51,287.00	\$41,757.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$1,841.79	\$1,917.00	\$1,917.00	\$1,950.00
800's EMPLOYEE BENEFITS	\$18,056.68	\$17,766.00	\$18,205.23	\$21,494.00
TOTALS	\$61,787.91	\$63,550.00	\$71,409.23	\$65,201.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:


 DEPARTMENT HEAD

TITLE:

Acting County Administrator

DATE:

9/8/2022

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1670 - Mail Room						
Personal Services						
110	Salaries - Regular	41,889.44	43,867.00	46,287.00	28,035.44	41,757.00
120	Salaries - Overtime	.00	.00	.00	6.76	.00
130	Salaries - Part Time	.00	.00	5,000.00	663.07	.00
<i>Personal Services Totals</i>		<u>\$41,889.44</u>	<u>\$43,867.00</u>	<u>\$51,287.00</u>	<u>\$28,705.27</u>	<u>\$41,757.00</u>
Contractual Expense						
410	Supplies	25.79	50.00	70.00	67.86	80.00
428	Data Processing & Internet Fees	66.00	67.00	67.00	67.00	70.00
439	Misc Fees & Expenses	1,750.00	1,800.00	1,780.00	875.00	1,800.00
<i>Contractual Expense Totals</i>		<u>\$1,841.79</u>	<u>\$1,917.00</u>	<u>\$1,917.00</u>	<u>\$1,009.86</u>	<u>\$1,950.00</u>
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	439	Departmental Request	Mail Pickup Fee: \$7.00/day (approx. \$150/month x 12 = \$1,800)			
Employee Benefits						
810	Retirement	6,945.59	6,229.00	6,483.10	3,000.11	3,090.00
830	Social Security	2,461.85	2,720.00	2,870.04	1,685.28	2,589.00
831	Medicare Contribution	575.76	636.00	671.09	394.15	605.00
860	Hospitalization	7,631.68	7,702.00	7,702.00	4,759.61	5,802.00
865	Dental Insurance	288.08	288.00	288.00	137.62	120.00
<i>Employee Benefits Totals</i>		<u>\$17,902.96</u>	<u>\$17,575.00</u>	<u>\$18,014.23</u>	<u>\$9,976.77</u>	<u>\$12,206.00</u>
Other Benefits						
840	Workmen's Compensation	153.72	191.00	191.00	191.00	220.00
861	Retirees Hospitalization	.00	.00	.00	2,567.36	8,318.00
862	Health Insurance Cost Reimbursement	.00	.00	.00	248.62	750.00
<i>Other Benefits Totals</i>		<u>\$153.72</u>	<u>\$191.00</u>	<u>\$191.00</u>	<u>\$3,006.98</u>	<u>\$9,288.00</u>
Department 1670 - Mail Room Totals		<u>\$61,787.91</u>	<u>\$63,550.00</u>	<u>\$71,409.23</u>	<u>\$42,698.88</u>	<u>\$65,201.00</u>
EXPENSE TOTALS		<u>\$61,787.91</u>	<u>\$63,550.00</u>	<u>\$71,409.23</u>	<u>\$42,698.88</u>	<u>\$65,201.00</u>
Fund A - General Totals		<u>\$61,787.91</u>	<u>\$63,550.00</u>	<u>\$71,409.23</u>	<u>\$42,698.88</u>	<u>\$65,201.00</u>
EXPENSE TOTALS		<u>\$61,787.91</u>	<u>\$63,550.00</u>	<u>\$71,409.23</u>	<u>\$42,698.88</u>	<u>\$65,201.00</u>
Fund A - General Totals		<u>(\$61,787.91)</u>	<u>(\$63,550.00)</u>	<u>(\$71,409.23)</u>	<u>(\$42,698.88)</u>	<u>(\$65,201.00)</u>

Budget Worksheet Report

Budget Year 2023

Net Grand Totals					
REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS	\$61,787.91	\$63,550.00	\$71,409.23	\$42,698.88	\$65,201.00
Net Grand Totals	(\$61,787.91)	(\$63,550.00)	(\$71,409.23)	(\$42,698.88)	(\$65,201.00)

2023 Salary Schedule (Position Budgeting)
Mail Room

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13641	Willey, Lisa-Jo	Messenger #2	\$41,757.00	Full Time	CSEA/FT	2/22/2022
	06-00 / \$19.81	06-01 / \$20.12				
			1			
			\$41,757.00			

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

WARREN COUNTY BUDGET SUMMARY SHEET

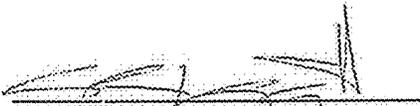
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Print Shop
 BUDGET ACCOUNT CODE: A.1671

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$74,723.06	\$98,600.00	\$98,600.00	\$108,625.00
800's EMPLOYEE BENEFITS				\$0.00
TOTALS	\$74,723.06	\$98,600.00	\$98,600.00	\$108,625.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$112,597.87	\$98,600.00	\$98,600.00	\$108,625.00

SIGNED: 
 DEPARTMENT HEAD

TITLE: Acting County Administrator

DATE: 9/8/2022

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 1671 - Print Shop						
Departmental Income						
1272	Printshop Fees	2,180.00	2,000.00	2,000.00	1,620.00	2,000.00
1273	Printing/Copying Fees	110,264.12	96,600.00	96,600.00	63,210.03	106,625.00
<i>Departmental Income Totals</i>		\$112,444.12	\$98,600.00	\$98,600.00	\$64,830.03	\$108,625.00
<i>Sale of Property And Compensation for Loss</i>						
2658	Minor Sales - Printshop	153.75	.00	.00	134.25	.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$153.75	\$0.00	\$0.00	\$134.25	\$0.00
Department 1671 - Print Shop Totals		\$112,597.87	\$98,600.00	\$98,600.00	\$64,964.28	\$108,625.00
REVENUE TOTALS		\$112,597.87	\$98,600.00	\$98,600.00	\$64,964.28	\$108,625.00
EXPENSE						
Department 1671 - Print Shop						
Contractual Expense						
410	Supplies	40.39	200.00	200.00	77.04	200.00
421	Equipment Rental	74,682.67	98,400.00	98,400.00	50,651.50	108,425.00
<i>Contractual Expense Totals</i>		\$74,723.06	\$98,600.00	\$98,600.00	\$50,728.54	\$108,625.00
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
421	Departmental Request	National Lease: \$69,732.86/year + \$36,000/year approx. for maintenance + \$2,692.00/year Toshiba Copier Lease = \$108,424.86				
Department 1671 - Print Shop Totals		\$74,723.06	\$98,600.00	\$98,600.00	\$50,728.54	\$108,625.00
EXPENSE TOTALS		\$74,723.06	\$98,600.00	\$98,600.00	\$50,728.54	\$108,625.00
Fund A - General Totals						
REVENUE TOTALS		\$112,597.87	\$98,600.00	\$98,600.00	\$64,964.28	\$108,625.00
EXPENSE TOTALS		\$74,723.06	\$98,600.00	\$98,600.00	\$50,728.54	\$108,625.00
Fund A - General Totals		\$37,874.81	\$0.00	\$0.00	\$14,235.74	\$0.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$112,597.87	\$98,600.00	\$98,600.00	\$64,964.28	\$108,625.00
EXPENSE GRAND TOTALS		\$74,723.06	\$98,600.00	\$98,600.00	\$50,728.54	\$108,625.00
Net Grand Totals		\$37,874.81	\$0.00	\$0.00	\$14,235.74	\$0.00

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

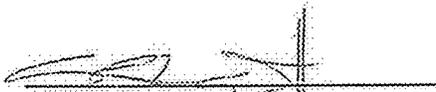
REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Public Nursing Home
 BUDGET ACCOUNT CODE: A.4530

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
400's CONTRACTUAL	\$124,487.67	\$3,000.00	\$3,000.00	\$1,500.00
800's EMPLOYEE BENEFITS	\$185,667.62	\$216,378.00	\$216,378.00	\$217,456.00
TOTALS	\$310,155.29	\$219,378.00	\$219,378.00	\$218,956.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$783.05	\$0.00	\$0.00	\$0.00

SIGNED:


 DEPARTMENT HEAD

TITLE:

Acting County Administrator

DATE:

9/8/2022

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 4530 - Public Nursing Home						
<i>Use of Money & Property</i>						
2401	Interest & Earnings	783.05	.00	.00	503.61	.00
	<i>Use of Money & Property Totals</i>	\$783.05	\$0.00	\$0.00	\$503.61	\$0.00
	Department 4530 - Public Nursing Home Totals	\$783.05	\$0.00	\$0.00	\$503.61	\$0.00
	REVENUE TOTALS	\$783.05	\$0.00	\$0.00	\$503.61	\$0.00
EXPENSE						
Department 4530 - Public Nursing Home						
<i>Contractual Expense</i>						
440	Legal/Transcript Fees	1,859.52	3,000.00	3,000.00	660.00	1,500.00
470	Contract	1,575.00	.00	.00	.00	.00
475	Bad Debt Expense	121,053.15	.00	.00	.00	.00
	<i>Contractual Expense Totals</i>	\$124,487.67	\$3,000.00	\$3,000.00	\$660.00	\$1,500.00
<i>Other Benefits</i>						
840	Workmen's Compensation	34,671.68	36,561.00	36,561.00	36,561.00	34,595.00
861	Retirees Hospitalization	150,995.94	179,817.00	179,817.00	99,187.54	182,861.00
	<i>Other Benefits Totals</i>	\$185,667.62	\$216,378.00	\$216,378.00	\$135,748.54	\$217,456.00
	Department 4530 - Public Nursing Home Totals	\$310,155.29	\$219,378.00	\$219,378.00	\$136,408.54	\$218,956.00
	EXPENSE TOTALS	\$310,155.29	\$219,378.00	\$219,378.00	\$136,408.54	\$218,956.00
	Fund A - General Totals					
	REVENUE TOTALS	\$783.05	\$0.00	\$0.00	\$503.61	\$0.00
	EXPENSE TOTALS	\$310,155.29	\$219,378.00	\$219,378.00	\$136,408.54	\$218,956.00
	Fund A - General Totals	(\$309,372.24)	(\$219,378.00)	(\$219,378.00)	(\$135,904.93)	(\$218,956.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$783.05	\$0.00	\$0.00	\$503.61	\$0.00
	EXPENSE GRAND TOTALS	\$310,155.29	\$219,378.00	\$219,378.00	\$136,408.54	\$218,956.00
	Net Grand Totals	(\$309,372.24)	(\$219,378.00)	(\$219,378.00)	(\$135,904.93)	(\$218,956.00)

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: Treasurer

DATE: September 14, 2022

- (a) Purpose of Request: **Provide a current authorization of a previously established petty cash fund in the amount of \$200 for the Treasurer's Office.**
- (b) Details: **A petty cash fund in the amount of \$200 has been in existence in the Treasurer's Office for numerous years.**
- (c) Previous Resolution Number: **Unknown**
- (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

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Treasurer

DATE: September 27, 2022

- (a) Purpose of Contract Change:
To extend contract until December 31, 2022 and amend the not to exceed amount to \$ 7,000.00
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
Res 624 of 2021
- (c) Name of Contractor:
FitzGerald Morris Baker Firth
- (d) Address of Contractor: 68 Warren Street, Glens Falls NY 12801
- (e) Contractor's Contact Person and Telephone Number:
Kara Lias. 518-745-1400
- (f) Commencement Date of Extension: June 2, 2022
- (g) Termination Date of Extension: December 31 2022
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$ 7,000
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
When complete
- (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:

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

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

WARREN COUNTY BUDGET SUMMARY SHEET

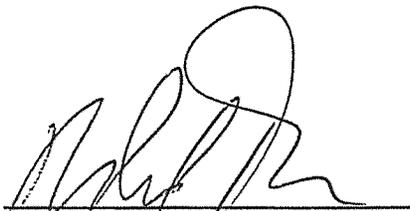
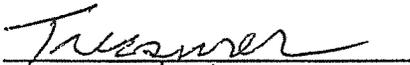
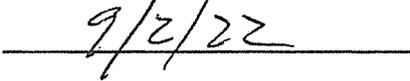
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Treasurer
 BUDGET ACCOUNT CODE: A.1325

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$731,268.87	\$789,044.00	\$799,384.00	\$846,296.00
200's EQUIPMENT	\$584.70	\$500.00	\$500.00	\$500.00
400's CONTRACTUAL	\$136,297.33	\$136,225.00	\$137,260.32	\$147,294.00
800's EMPLOYEE BENEFITS	\$297,972.66	\$318,357.00	\$320,559.00	\$314,882.00
TOTALS	\$1,166,123.56	\$1,244,126.00	\$1,257,703.32	\$1,308,972.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 ESTIMATED REVENUES	2023 DEPARTMENT REQUESTS
\$69,668,256.74	\$60,688,185.00	\$60,688,185.00	\$69,536,722.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: 
 DATE: 

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Treasurer - American Rescue Plan Act (ARPA)
BUDGET ACCOUNT CODE: A.1325 4999

Table with columns: OBJECT CODES, 2021 EXPENDITURES, 2022 ADOPTED, 2022 AMENDED, 2023 DEPARTMENT REQUESTS. Rows include 200's EQUIPMENT and TOTALS.

Table with columns: 2021 REVENUES, 2022 ADOPTED REVENUES, 2022 ESTIMATED REVENUES, 2023 DEPARTMENT REQUESTS. Row shows revenue values.

SIGNED: [Signature]
DEPARTMENT HEAD
TITLE: [Signature]
DATE: 9/2/22

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Distribution of Sales Tax

BUDGET ACCOUNT CODE: A.1985

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$30,463,985.60	\$26,545,894.00	\$26,545,894.00	\$30,463,986.00
TOTALS	\$30,463,985.60	\$26,545,894.00	\$26,545,894.00	\$30,463,986.00

SIGNED:



DEPARTMENT HEAD

TITLE:

Treasurer

DATE:

9/2/22

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

FUND A TOTALS				
100's PERSONAL SERVICES	\$731,268.87	\$789,044.00	\$799,384.00	\$846,296.00
200's EQUIPMENT	\$584.70	\$500.00	\$5,509.58	\$500.00
300's DEPRECIATION				
400's CONTRACTUAL	\$30,600,282.93	\$26,682,119.00	\$26,683,154.32	\$30,611,280.00
600's INDEBTEDNESS				
700's INDEBTEDNESS				
800's EMPLOYEE BENEFITS	\$297,972.66	\$318,357.00	\$320,559.00	\$314,882.00
900's INTERFUND TRANSFERS				
REVENUES	\$69,668,256.74	\$60,688,185.00	\$60,693,194.58	\$69,536,722.00

SIGNED: 
 DEPARTMENT HEAD

TITLE: Treasurer

DATE: 9/2/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 1325 - County Treasurer						
<i>Real Property Tax Items</i>						
1051	Gain - Sale of Tax Acq Prop	453,399.38	150,000.00	150,000.00	.00	200,000.00
1081	Other Pay in Lieu of Tax	141,899.11	140,700.00	140,700.00	125,295.03	124,970.00
1090	Int and Pen on RPT	1,771,864.46	1,850,000.00	1,850,000.00	1,153,360.78	1,850,000.00
<i>Real Property Tax Items Totals</i>		\$2,367,162.95	\$2,140,700.00	\$2,140,700.00	\$1,278,655.81	\$2,174,970.00
<i>Non-Property Tax Items</i>						
1110	Sales and Use Tax	64,978,027.45	56,621,485.00	56,621,485.00	30,763,134.19	64,978,027.00
1115	Towns Share of Sales Tax	950,000.00	950,000.00	950,000.00	950,000.00	950,000.00
1190	Interest&Penalty Non-Proptry Tax	13,416.28	8,000.00	8,000.00	15,451.61	13,000.00
<i>Non-Property Tax Items Totals</i>		\$65,941,443.73	\$57,579,485.00	\$57,579,485.00	\$31,728,585.80	\$65,941,027.00
<i>Departmental Income</i>						
1230	County Treasurer's Fees	25,135.61	22,000.00	22,000.00	6,319.62	22,000.00
1231	Occupancy Tax Administration	146,000.00	127,000.00	127,000.00	127,000.00	207,000.00
1232	P-Card Rebate	1,210.24	.00	.00	.00	.00
<i>Departmental Income Totals</i>		\$172,345.85	\$149,000.00	\$149,000.00	\$133,319.62	\$229,000.00
<i>Use of Money & Property</i>						
2401	Interest & Earnings	35,575.50	30,000.00	30,000.00	20,467.40	339,225.00
<i>Use of Money & Property Totals</i>		\$35,575.50	\$30,000.00	\$30,000.00	\$20,467.40	\$339,225.00
<i>Miscellaneous & Local Source</i>						
2701	Refund of Prior Year Expense	226,892.08	100,000.00	100,000.00	110.37	100,000.00
2705	Gifts & Donations	30,000.00	30,000.00	30,000.00	.00	30,000.00
2720	OTB Dist Earnings	99,527.00	60,000.00	60,000.00	61,484.00	80,000.00
2770	Other Unclassified Revenue	1,231.51	.00	.00	132.14	.00
<i>Miscellaneous & Local Source Totals</i>		\$357,650.59	\$190,000.00	\$190,000.00	\$61,726.51	\$210,000.00
<i>State Aid</i>						
3405	Compassionate Care Act	217,463.57	200,000.00	200,000.00	48,180.58	210,000.00
<i>State Aid Totals</i>		\$217,463.57	\$200,000.00	\$200,000.00	\$48,180.58	\$210,000.00
<i>Interfund Transfers</i>						
5031	Interfund Transfers	133,778.99	.00	.00	71,843.44	.00
<i>Interfund Transfers Totals</i>		\$133,778.99	\$0.00	\$0.00	\$71,843.44	\$0.00
<i>Fines & Forfeitures</i>						
2620	Forfeiture of Deposits	1,235.00	3,000.00	3,000.00	.00	1,500.00
<i>Fines & Forfeitures Totals</i>		\$1,235.00	\$3,000.00	\$3,000.00	\$0.00	\$1,500.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 1325 - County Treasurer						
<i>Sale of Property And Compensation for Loss</i>						
2655	Minor Sales, Other	5,851.13	1,000.00	1,000.00	.00	3,000.00
2656	Vending Machines	3,855.66	5,000.00	5,000.00	1,264.20	3,000.00
2690	Tobacco Settlement	431,893.77	390,000.00	390,000.00	.00	425,000.00
<i>Sale of Property And Compensation for Loss Totals</i>		<u>\$441,600.56</u>	<u>\$396,000.00</u>	<u>\$396,000.00</u>	<u>\$1,264.20</u>	<u>\$431,000.00</u>
Department 1325 - County Treasurer Totals		<u>\$69,668,256.74</u>	<u>\$60,688,185.00</u>	<u>\$60,688,185.00</u>	<u>\$33,344,043.36</u>	<u>\$69,536,722.00</u>
REVENUE TOTALS		\$69,668,256.74	\$60,688,185.00	\$60,688,185.00	\$33,344,043.36	\$69,536,722.00
EXPENSE						
Department 1325 - County Treasurer						
<i>Personal Services</i>						
110	Salaries - Regular	719,101.43	772,944.00	783,284.00	425,119.97	827,034.00
120	Salaries - Overtime	6.19	1,000.00	1,000.00	2.06	1,000.00
130	Salaries - Part Time	12,161.25	15,100.00	15,100.00	7,799.35	18,262.00
<i>Personal Services Totals</i>		<u>\$731,268.87</u>	<u>\$789,044.00</u>	<u>\$799,384.00</u>	<u>\$432,921.38</u>	<u>\$846,296.00</u>
<i>Equipment</i>						
210	Furniture/Furnishings	388.27	.00	.00	.00	.00
220	Office Equipment	196.43	500.00	500.00	156.68	500.00
Comments						
<i>Level</i>		<i>Comment</i>				
Departmental Request		Misc equipment - Adding machines, etc...				
<i>Equipment Totals</i>		<u>\$584.70</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$156.68</u>	<u>\$500.00</u>
<i>Contractual Expense</i>						
410	Supplies	9,010.83	9,300.00	9,243.30	4,895.11	10,000.00
422	Repair/Maint-Equipment	56,427.91	60,249.00	60,249.00	800.00	63,169.00
423	Telephone	987.53	1,250.00	1,250.00	266.90	1,000.00
424	Postage	6,242.51	8,000.00	8,000.00	3,354.58	8,000.00
427	Memberships & Dues	360.00	530.00	530.00	360.00	530.00
428	Data Processing & Internet Fees	858.00	871.00	871.00	871.00	910.00
436	Advertising Fees	1,380.23	750.00	750.00	.00	750.00
439	Misc Fees & Expenses	5,030.32	.00	56.70	56.70	.00
444	Travel/Education/Conference	.00	1,500.00	22.82	22.82	500.00
444.01	Job Related Courses	.00	.00	2,512.50	2,512.50	5,100.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1325 - County Treasurer						
Contractual Expense						
470	Contract	56,000.00	53,775.00	53,775.00	11,975.00	57,335.00
Comments						
Level		Comment				
Departmental Request		Audit - \$44,585				
		Actuary - \$5,750				
		Indirect Cost - \$7,000				
<i>Contractual Expense Totals</i>		\$136,297.33	\$136,225.00	\$137,260.32	\$25,114.61	\$147,294.00
<i>Employee Benefits</i>						
810	Retirement	105,563.37	96,999.00	98,410.00	54,527.54	88,762.00
830	Social Security	43,280.84	48,921.00	49,562.00	25,585.86	52,470.00
831	Medicare Contribution	10,122.17	11,443.00	11,593.00	5,983.75	12,274.00
860	Hospitalization	103,735.90	120,287.00	120,287.00	64,844.70	120,292.00
865	Dental Insurance	2,200.82	2,496.00	2,496.00	1,334.96	2,328.00
<i>Employee Benefits Totals</i>		\$264,903.10	\$280,146.00	\$282,348.00	\$152,276.81	\$276,126.00
<i>Other Benefits</i>						
840	Workmen's Compensation	2,778.30	3,404.00	3,404.00	3,404.00	3,915.00
861	Retirees Hospitalization	30,291.26	34,807.00	34,807.00	13,651.93	34,841.00
<i>Other Benefits Totals</i>		\$33,069.56	\$38,211.00	\$38,211.00	\$17,055.93	\$38,756.00
Department 1325 - County Treasurer Totals		\$1,166,123.56	\$1,244,126.00	\$1,257,703.32	\$627,525.41	\$1,308,972.00
Department 1985 - Distribution of Sales Tax						
Contractual Expense						
469	Other Payments/Contributions	30,463,985.60	26,545,894.00	26,545,894.00	6,886,775.34	30,463,986.00
<i>Contractual Expense Totals</i>		\$30,463,985.60	\$26,545,894.00	\$26,545,894.00	\$6,886,775.34	\$30,463,986.00
Department 1985 - Distribution of Sales Tax Totals		\$30,463,985.60	\$26,545,894.00	\$26,545,894.00	\$6,886,775.34	\$30,463,986.00
EXPENSE TOTALS		\$31,630,109.16	\$27,790,020.00	\$27,803,597.32	\$7,514,300.75	\$31,772,958.00
Fund A - General Totals						
REVENUE TOTALS		\$69,668,256.74	\$60,688,185.00	\$60,688,185.00	\$33,344,043.36	\$69,536,722.00
EXPENSE TOTALS		\$31,630,109.16	\$27,790,020.00	\$27,803,597.32	\$7,514,300.75	\$31,772,958.00
Fund A - General Totals		\$38,038,147.58	\$32,898,165.00	\$32,884,587.68	\$25,829,742.61	\$37,763,764.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$69,668,256.74	\$60,688,185.00	\$60,688,185.00	\$33,344,043.36	\$69,536,722.00
EXPENSE GRAND TOTALS		\$31,630,109.16	\$27,790,020.00	\$27,803,597.32	\$7,514,300.75	\$31,772,958.00

Budget Worksheet Report

Budget Year 2023

Net Grand Totals	\$38,038,147.58	\$32,898,165.00	\$32,884,587.68	\$25,829,742.61	\$37,763,764.00
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2023 Salary Schedule (Position Budgeting)
Treasurer

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13431	Chapman, Morgan	Payroll Technician	\$47,417.00	Full Time	Out of UnitFT	3/31/2020
	N/A / \$22.80	N/A / \$22.80				
12023	Donohue, Daniel	Accountant	\$78,310.00	Full Time	Out of UnitFT	11/1/2011
	N/A / \$37.65	N/A / \$37.65				
13512	Kelly, Clarisse	Account Clerk #1 (19 hrs)	\$18,262.00	Less than Half	Less P/T12/21/12	2/22/2021
	04-00 / \$18.48	N/A / \$18.48				
7252	LaBruzzo, Diane	Principal Account Clerk #2	\$59,645.00	Full Time	CSEA/FT	12/22/1986
	10-30 / \$28.68	N/A / \$28.68				
11444	LeClair, Heidi	Payroll Supervisor	\$65,751.00	Full Time	Out of UnitFT	4/14/2008
	N/A / \$31.61	N/A / \$31.61				
10539	Lynch, Robert	Deputy Treasurer	\$114,916.00	Full Time	Appointed F/T	1/21/2003
	N/A / \$67.34	N/A / \$67.34				
13542	Mandy, Lisa	Accounting Technician #2	\$59,829.00	Full Time	CSEA/FT	6/1/2021
	19-01 / \$28.51	19-02 / \$28.95				
9975	Mundell, Claudia	Senior Account Clerk #4	\$53,558.00	Full Time	CSEA/FT	10/4/1999
	07-23 / \$25.75	07-24 / \$25.75				
12518	Rose, Ellen	Accounting Technician	\$67,376.00	Full Time	CSEA/FT	4/23/2014
	19-08 / \$32.39	19-09 / \$32.39				
12713	Stark, Monica	Junior Accountant	\$65,695.00	Full Time	Out of UnitFT	8/3/2015
	N/A / \$31.58	N/A / \$31.58				
8176	Swan, Michael	County Treasurer	\$106,436.00	Elected	Elected/FT	7/16/1990
	N/A / \$58.48	N/A / \$58.48				
13292	Toll, Sandra	Principal Account Clerk #4	\$50,456.00	Full Time	CSEA/FT	2/4/2019
	10-03 / \$23.94	10-04 / \$24.30				
11711	VanAlen, Aleisha	Principal Account Clerk #3	\$57,645.00	Full Time	CSEA/FT	10/26/2009
	10-13 / \$27.71	10-14 / \$27.71				

	Treasurer Overtime		\$1,000.00	
N/A / \$0.00	N/A / \$0.00			
		14	\$846,296.00	

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Treasurer

BUDGET CODE: A.1325 110

Title of Position: Payroll Technician

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.
- (c) Is this a mandated position? If so, please explain: Click or tap here to enter text.
- (d) Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: Request to change the Payroll Technician current position grade from a grade 8 to a grade 9 to be more in line with the skill level and job duties required of this position which are more comparable to Civil Service Specialist and Human Resources Specialist positions currently in grade 9. This position assists the Payroll Supervisor in highly complex technical aspects of payroll functions. This position requires a thorough understanding of complex IRS regulations and NYS labor laws as they apply to payroll. The employee in this position needs to be able to step in and take over all of the job duties of the Payroll Supervisor in the event of a long term absence. Many of the positions currently in grade 8 are clerical in nature and are not comparable to the Payroll Technician position with regards to job duties, responsibilities and educational requirements.
- (b) Projected change in Salary Dollars: \$2,845
- (c) Is there expected Revenue impact from this change? If so, please explain: No

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW
(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed:

PCJ 1/15/22

OUT-OF-UNIT POSITION

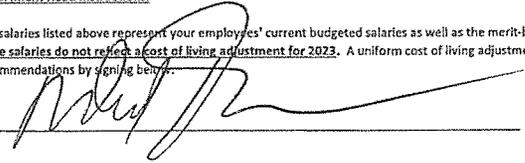
HR Director has Reviewed/Approved this form when initialed:

AP 8/15/22

First Name	Last Name	Department Description	Position Title	Hire Date	2022 Salary	Position Grade	2022 Budgeted Increment	"Zero Year"	Year Attained in 2023	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
Robert	Lynch	Treasurer	Deputy Treasurer	1/21/2003	\$ 121,282	22	15	2003	20	20	101,545	104,591	107,206	109,350	110,990	114,320	117,750	121,282	124,921			
Daniel	Donohue	Treasurer	Accountant	11/1/2011	\$ 78,310	15	10	2012	11	10	67,533	69,559	71,298	72,724	73,815	76,029	78,310					
Heidi	LeClair	Treasurer	PAYROLL SUPERVISOR	4/14/2008	\$ 65,751	12	10	2008	15	15	56,702	58,403	59,863	61,061	61,976	63,826	65,751	67,723				
Menica	Stark	Treasurer	Junior Accountant	8/3/2015	\$ 65,695	13	4	2016	7	5	60,104	61,907	63,455	64,724	65,695	67,686						
Morgan	Chapman	Treasurer	PAYROLL TECHNICIAN	3/31/2020	\$ 47,417	8	2	2020	3	3	44,913	46,261	47,417	48,366								

Department Head Instructions:

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2023 pursuant to your evaluation of their performance. Please attach your evaluations and circle the 2023 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2023. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors (if you would like to recommend one, please do so on this form). Please certify your salary recommendations by signing below.



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: County Facilities - Airport

DATE: 9/27/2022

Exact Title and Number of Project*: **H414 Airport Runway 1-19 Remarking Project**

Is this a Capital Project? **Yes**

Is this a Capital Reserve Project? **No**

d Amount of Increase (if applicable): **\$323,778 (\$15,000 local match currently in H414)**

e Amount of Decrease (if applicable):

Source of Funding (if Increase) (including name & title of codes, etc.): **FAA \$304,900 (90% AIP# 3-36-0033-072-2022) NYSDOT - \$16,939 (5%) -Local \$16,939 (A892.00 Airport Repairs and Projects)**

g Changes in Funding (if Amendment):

Purpose of Increase or Decrease or Amendment: **To increase the Capital Project H414 Airport Runway 1-19 Remarking Project by \$323,778 to match total project amount (\$338,778) as stated in agreement with FAA AIP# 3-36-0033-072-2022.**

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 Facilities - Airport

DATE: 9/27/22

- (a) Purpose of Amendment: To increase H414 Airport Runway 1-19 Remarking Project \$1,939.00 with A.9950 910 Transfer - Capital Project as source of funding to cover local match of NYSDOT & FAA AIP# 3-36-0033-0722022.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
H414.9550 280 - Airport Runway 1-19 Remarking Project, Projects (\$1,939.00)
- (c) Revenue Code (with title), and Amount:
H414.9550 5031 - Airport RW 1-19 Remarking Project, Interfund Transfers (\$1,939.00)

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: DPW - Buildings & Grounds

SIGNED:

DATE: September 27, 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.9950 910	Transfers-Capital Projects, Interfund Transfers	\$111,100

Please state reason for transfer request:

To fund balance of cost for H417, Jail Abatement & Demolition, (\$82,000) and provide 5% contingency (\$29,100) for unforeseen increases
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 9**Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project***

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

DEPARTMENT NAME: DPW - Buildings & Grounds

DATE: September 27, 2022

- (a) Exact Title and Number of Project*:
H417, Jail Abatement & Demolition
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
\$111,100 (\$82,000 balance plus 5% contingency)
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
**A.9950 910, Transfers-Capital Projects, Interfund Transfers
(to be funded by a transfer from the Contingent Account through
separate action)**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
**To fund balance of project (total estimate of \$582,000) and provide 5%
contingency for any unforeseen increases**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Facilities - B&G (DPW)

DATE: 10/6/22

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 49-22
- (b) Purpose of Contract: General Construction contract for Countryside Adult Home Capital Improvements Project (H406)
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: upon completion
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed TBD
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H406.9550 280 Countryside 2021 Capital Improvements & CD76.8662 470 NYS CDBG

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: County Facilities - B&G (DPW)****DATE: 10/6/22**

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 49-22
- (b) Purpose of Contract: Mechanical Construction contract for Countryside Adult Home Capital Improvements Project (H406)
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: upon completion
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed TBD
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H406.9550 280 Countryside 2021 Capital Improvements & CD77.8662 470 NYS CDBG

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: County Facilities - B&G (DPW)****DATE: 10/6/22**

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 49-22
- (b) Purpose of Contract: Plumbing Construction contract for Countryside Adult Home Capital Improvements Project (H406)
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: upon completion
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed TBD
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H406.9550 280 Countryside 2021 Capital Improvements

RESOLUTION REQUEST FORM NO. 3***Request for New Contract*****DEPARTMENT NAME: County Facilities - B&G (DPW)****DATE: 10/6/22**

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 49-22
- (b) Purpose of Contract: Electrical Construction contract for Countryside Adult Home Capital Improvements Project (H406)
- (c) Name of Contractor: TBD
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: upon execution
- (h) Termination Date of Contract: upon completion
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed TBD
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H406.9550 280 Countryside 2021 Capital Improvements

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: Sheriff

DATE: September 26, 2022

- (a) Purpose of Request:
Appropriate funds in the amount of \$400,000 from the General Fund Balance Unappropriated Surplus to cover the cost of purchasing police body worn camera systems and updated tasers for the Sheriff's Office and the Glens Falls Police Department.
- (b) Details:
Appropriation Code: A.3110 250, Sheriff's Law Enforcement, Technical Equipment (\$400,000)
Revenue Code: A.909.00, General Fund Balance Unappropriated Surplus (\$400,000)
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.909.00, General Fund Balance Unappropriated Surplus

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: Warren County Health Services

DATE: September 26, 2022

- (a) **Purpose of Amendment:** To amend the 2022 budget to reflect both the Revenue and Expenses related to the Children with Special Health Care Needs Grant (CSHCN) (A.4018.0020) for additional funding from the Bureau of Administration, Division of Family Health to support the current increase of \$33,384.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
- | | |
|--|-------------|
| A.4018.0020.110 Family Health-Full time Salaries | \$10,000.00 |
| A.4018.0020.260 Family Health-Other Equipment | \$ 5,000.00 |
| A.4018.0020.410 Family Health-Supplies Expense | \$12,000.00 |
| A.4018.0020.424 Family Health-Postage Expense | \$ 1,000.00 |
| A.4018.0020.435 Family Health-Medical Supplies/Expense | \$ 1,619.00 |
| A.4018.0020.470 Family Health-Contract Expense | \$ 3,000.00 |
| A.4018.0020.830 Family Health-Social Security Expense | \$ 620.00 |
| A.4018.0020.831 Family Health-Medicare Expense | \$ 145.00 |

Revenue Code (with title), and Amount:

A.4018.0020.4452 Children w/ Special Health Care Needs Revenue \$33,384.00

*Note: Warren County Health Services was notified on 9/20/22 by The Bureau of Administration, the Division of Family Health that the CSCHN grant effective 10/1/22 was awarded additional funding of \$33,384 which is reflected above. Therefore, the Grant is going from \$23,088 to \$56,472 for the grant year 10/1/22-9/30/23. At this time we are anticipating to increase salaries and fringe, Supplies, Equipment, Postage and Contract expense to allow more speakers for the program to support our families and children. We are amending the budget for the full amount since we do not know what will be needed to year end. We will again need to amend the 2023 budget with the balance carried over.

ATTACHMENT #8

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

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

DEPARTMENT NAME: Mental Health/Community Services

DATE: 9/26/22

- (a) Purpose of Amendment: Request to amend the 2022 Warren County budget in the amount of \$10,318 to allow for acceptance of 100% State Aid designated for People USA and the Warren-Washington Association for Mental Health for minimum wage adjustments.

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - A. 4320.0065 470, People, Inc., \$8,494
 - A.4320.0120 470, Mental Health Association, \$1,824.

- (c) Revenue Code (with title), and Amount:
 - A.4320.0065 3490, People, Inc., \$8,494
 - A.4320.0120 3490, \$1,824

RESOLUTION REQUEST FORM NO. 7

*Request to Amend County Budget**

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 9/26/22

- (a) Purpose of Amendment: Request to amend the 2022 Warren County budget in the amount of \$101,559 to allow for expenditure of Opioid Settlement funds to address the impacts of the opioid crisis in Warren County.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.4310.0176 470, Opioid Settlement - Restricted, \$49,359
A.4310.0177 470, Opioid Settlement - Unrestricted, \$52,200.

- (c) Revenue Code (with title), and Amount:
A.4310.0176 2695, Opioid Settlement - Restricted, \$49,359
A.4310.0177 2695, Opioid Settlement - Unrestricted, \$52,200.

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

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

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

DATE: 09/20/2022

- (a) Purpose of Amendment: **ACCEPT "ABSENTEE BALLOT PRE-PAID POSTAGE" GRANT**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.1450.424 \$22,620.96

- (c) Revenue Code (with title), and Amount:
A.1450 3056 \$22,620.96

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: 9/27/22

- (a) Exact Title and Number of Project*: H394 Olmstedville Road (CR 19)
Reconstruction, Town of Chester
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$1,627,358.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 \$ 1,301,866.80 Federal Funding (80%)
 \$ 244,103.90 State Funding (15%)
 \$ 81,367.30 Local Funding (5%) (Transfer from D.9950 910 Transfer - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To add construction phase funds
to account for low bid

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: 9/27/22

(a) Purpose of Amendment: To increase D.9950 910 (Transfers - Capital Projects) in accordance with transfers of surplus road project funds to cover local match funds for various capital projects

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

D.9950 910 - Interfund Transfers (\$440,583.81)

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

D.5010 5031 - Interfund Transfers (\$440,583.81)

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: 9/27/22

- (a) Exact Title and Number of Project*: Palisades Road (CR 26) over Brant Lake Inlet, Town of Horicon (H322)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$21,437.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$21,437.00 D.9950 910 Transfers - Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase local match funds for additonal construction and construction inspection work

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: 9/27/22

- (a) Exact Title and Number of Project*: South Johnsbury Road (CR 57) over Mill Creek, Town of Johnsbury (H381)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$24,505.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$24,505.00 D.9950 910 Transfers - Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase local match funds for additional construction and construction inspection work

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: 9/27/22

- (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): \$141,500.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$141,500.00 D.9950 910 Transfers - Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase capital project in accordance with 2022 budgeted allocation

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: 9/27/22

- (a) Exact Title and Number of Project*: Johnsbury Bridges (Glen Creek Road and Dippikill Roads), Town of Johnsbury (H393)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$163,418.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$163,418.00 D.9950 910 Transfers - Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase local match funds for the project construction phase

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 9/27/22

- (a) Exact Title and Number of Project*: East River Drive (CR 16) and Call Street (CR 32) Pavement Preservation, Town of Lake Luzerne (H396)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$12,750.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$12,750.00 D.9950 910 Transfers - Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase local match funds for additional construction work

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: Public Works - Parks, Recreation & Railroad

DATE: 9/27/2022

- (a) Purpose of Request: **To Appropriate A880.00 Reserve, Up Yonda Repair & Improvements in the amount of \$4,500.00 as a source of funding to cover roof Repairs A.7111 413 Up Yonda Farm - Repair & Maint - Bldg Property.**
- (b) Details: **To Amend A.7111 413 Up Yonda Farm - Repair & Maint - Bldg Property with A880.00 Reserve, Up Yonda Farm Repair & Improvements for \$4,500.00.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A880.00 Reserve, Up Yonda Farm Repair and Improvements \$4,500.00.**

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

* as listed in budget and LOGOS

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

OCTOBER 6, 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.
- C) Review of 2023 Budget request.
- D) Request for an executive session to provide an update on a workplace violence incident.

3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

- A) Request for a new contract with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC to provide Police/Patrol Officer candidates with physical exam services.
- B) Review of 2023 Budget request.

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

- A) Request for a transfer of funds in the amount of \$6,046.35 from Budget Code A.119 469, *Contingent Account - Other Payments, Other Payments/Contributions*, to various budget codes to cover a budget deficit.
- B) Request to amend the Table of Organization and Salary Schedule to extend the Special Assistant to the County Attorney position until December 31, 2022 pending budget review.
- C) Review of 2023 Budget request.

5) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Review of 2023 Budget request.

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

Public Defender (Gregory Canale, Public Defender) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Coordinating Attorney -Public Defender from \$81,618 to \$87,338 effective retroactive to September 12, 2022.

7) **Referral from the ARPA Advisory Committee (Chaired by Supervisors Braymer and Dickinson):**

Request to amend Resolution No. 419 of 2022 to delete the vacant position, as well as the vacancy created by the resignation of Mike Swan.

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:

- 1) County Attorney to present draft Local Law opting out of section 487(9) of the Real Property Tax Law at a future meeting. (09.01.22)

Continued

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA
OCTOBER 6, 2022

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

Countryside Adult Home - Institutional Aide #3, *Grade 3, Base Annual Salary \$36,093*, due to resignation.

District Attorney - Legal Clerk II #1, *Grade 8, Base Annual Salary \$43,638*.

DPW

- MEO (M) #25, *Grade 9, Base Annual Salary \$44,966*, due to resignation.
- MEO (M) #5, *Grade 9, Base Annual Salary \$44,966*, due to resignation.
- MEO (L) #27, *Grade 7, Base Annual Salary \$42,134*, due to resignation.

Office for the Aging - Meal Site Cook #4, *Grade 2, Base Annual Salary \$31,581(35hr/week)*, due to termination.

Office of Emergency Services - Emergency Medical Services Coordinator, *Annual Salary \$13,275*, due to resignation.

Social Services

- Part Time Community Services Worker, *Grade 8, Base Annual Salary \$43,638*, due to resignation.
- Senior Caseworker #5, *Grade 18, Base Annual Salary \$56,104*.
- Caseworker #TBD, *Grade 16, Base Annual Salary \$52,743*, due to promotion.
- Intake Clerk #10, *Grade 4, Base Annual Salary \$37,509*, due to promotion (*Emergency Fill*)

VI. Privilege of the Floor/Public Comment

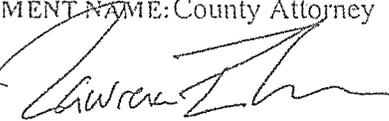
VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney

SIGNED: 

DATE: 9/26/22

<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.1420 120	Salaries-Overtime	\$1.23
		A.1420 860	Hospitalization	\$6,045.12

Please state reason for transfer request: Overbudget

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

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Attorney

DATE: 10/6/22

- (a) Purpose of Request: **To extend the Special Assistant to the County Attorney position until December 31, 2022 pending budget review**
- (b) Details: **The Special Assistant to the County Attorney position was created on November 15, 2021 and terminates on November 14, 2022. This position will need to be extended pending possible changes during the budget process**
- (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

SPECIAL ASSISTANT TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Attorney's Office and assists the County Attorney with coordination and administration of various support functions of the department. The incumbent performs assigned administrative level duties which may relate to the Board of Supervisors monthly legislative processes, contract/grant coordination, regulatory compliance, legal research projects, file management and/or budget/billing. The employee prepares and/or processes confidential legal documents including petitions, court orders, briefs and opinions. Duties also include assigned general office administrative and legal secretarial tasks necessary to support the efficient operation of the office. The work is performed under the general supervision of the County Attorney, with considerable independent judgment expected of the employee, as appropriate. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only):

Coordinates, performs and/or assists with administrative level tasks relating to any assigned support functions of the department, including monthly Board of Supervisors resolution processes, contract /grant coordination, regulatory compliance, legal research projects, file management, budget/billing, etc.;

Prepares and/or processes confidential legal documents including petitions, court orders, briefs and opinions;

Performs general office administrative and legal secretarial tasks necessary to support the efficient operation of the office;

Prepares and processes appropriate documents, paperwork and reports;

Acts as a liaison with staff from other departments, relieving the County Attorney of routine contacts and correspondence;

Maintains office files, both in electronic and paper form (as appropriate) relating to assigned office functions or matters;

Monitors accounts payable expenditures to ensure compliance with budgetary constraints while meeting the needs of the department;

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

Performs special and confidential assignments as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of government organization and administrative processes and techniques;

Thorough knowledge of the policies and procedures, programs and objectives of the department;

Thorough knowledge of modern law office practices, legal forms and legal terminology;

Good knowledge of office procedures and practices;

Ability to carry out complex oral and written directions;

Ability to establish and maintain effective working relationships;

Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;

Ability to maintain confidentiality;

Tact, resourcefulness, sound judgment, initiative, integrity.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: For a temporary appointment, minimum qualifications are set at the discretion of the County Attorney.

WC: 10/21; Temporary Title

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 9/26/2022

- (a) Employee Name, Title and Employee No.:
Coordinating Attorney - Public Defender, 13724
- (b) Current Annual Base Salary (and Grade if Applicable):
\$87,338.00 (Attorney Pay Scale Grade 4)
- (c) Former Annual Base Salary (and Grade if Applicable):
\$81,618.00 (Attorney Pay Scale Grade 4)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
9/12/2022
- (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:
A.1171 4202 Public Defender/Hurrell-Harring), 110 (Salaries-Regular), \$5,720
- (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
Revenue already recognized in 2022 budget.
- (h) Justification of Request:
To provide interim salary increase for non-bargaining position Coordinating Attorney - Public Defender in the amount of \$5,720 which was not included in Resolution 417 of 2022 and amend the table of organization and Warren County Salary and Compensation Plan.