

FINANCE COMMITTEE

AGENDA

NOVEMBER 3, 2022

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

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. 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 September 2022.
- B) Request to appropriate funds in the amount of \$48,720 from Budget Code A.896.00, *Vehicle Reserve*, to Budget Code A.3410 230.1, *Fire Prevention & Control, Automotive Equipment Reserve*, to cover the cost of replacing a vehicle.
- C) Request to extend the current contract with New York State Industries for Disabled, Inc. from January 1, 2023 to December 31, 2023 for mail fulfillment services and to add option to extend for up to two one year extensions with an annual CPI adjustment not to exceed 3%.
- D) Request for a transfer of funds in the amount of \$7.00 from Budget Code A.1011 110, *County Administrator, Salaries Regular*, to Budget Code A.1670 120, *Mailroom, Salaries - Overtime*.
- E) On behalf of Public Health - Request for a new contract with New York State Department of Health for Childhood Lead Poisoning Prevention Program commencing October 1, 2021 and terminating September 20, 2026.
- F) On behalf of Public Health - Request to amend the Warren County Budget for 2022 in the amount of \$13,798 to reflect receipt of grant funding from New York State.

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

- A) Request to establish recording thresholds for leases related to the implementation of Governmental Accounting Standards Board #87 - Leases.
- B) Request to delete taxes in the amount of \$803.39 on Town of Queensbury Tax Map Parcel No. 309.19-1-23.
- C) Request to delete taxes in the amount of \$165.55 on Town of Queensbury Tax Map Parcel No. 309.9-1-14.1.
- D) Request to refund taxes in the amount of \$12,033.99 on Town of Queensbury Tax Map Parcel No. 289.19-1-27 owned by Bay Road Development LLC.
- E) Request to extend the contract with Capital Markets Advisors LLC for advisory services for bond sales commencing January 1, 2023 and terminating December 31, 2025.

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

Airport (Robin Mapp, Airport Manager) -

- A) Request to increase Capital Project No. H388, *Constrict airport T-Hangars*, in the amount of \$1,500,000.
- B) Request to appropriate funds in the amount of \$6,000 from Budget Code A.892.00, *Reserve, Airport Repair & Project*, to Budget Code A.5610 413, *Airport (DPW), Repair and Maint-Bldg/Property*, to cover the cost of seamless gutters.
- C) Request to authorize closure of the following Capital Projects and return any remaining funds to the funding source listed: Capital Project No. H399, *Airport Snow Sweeper*, and return estimated funds remaining in the amount of \$78.14 to Budget Code A.909.00, *General Fund Unappropriated Surplus*; and Capital Project No. H387, *Airport Fuel Farm (Vehicles) Motor Fuel System*, and return estimated funds remaining in the amount of \$4,607.38 to Budget Code DM 894.00, *Reserve, Motor Fuel System*.

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

- D) Request to appropriate funds in the amount of \$6,000 from Budget Code A.871.00, *Reserve, Rehab County Buildings*, to Budget Code A.1620 413, *Buildings, Repair and Maint- Bldg/Property*, to cover the cost of seamless gutters.

Continued

- 5) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Sheriff (James LaFarr, Sheriff) -
- A) Request to amend the Warren County Budget for 2022 in the amount of \$158,000 to reflect appropriate revenues and expenses for the first half of the school resource officer service agreements.
 - B) Request to appropriate funds in the amount of \$175,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.3110 442, *General Sheriff's Law Enforcement Automotive - Gas & Oil*, to address a deficit created by the significant increases in gasoline costs .
 - C) Request to amend the Warren County Budget for 2022 in the amount of \$75,000 to reflect the receipt of revenues for the boarding-in of inmates.
- 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commission) -
Request to amend the Warren County Budget for 2022 in the amount of \$160,623 to reflect receipt of funding from New York State Office of Temporary and Disability Assistance for Code Blue Shelter.
- 7) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**
Information Technology (Mike Colvin, Director) -
Request to appropriate funds in the amount of \$20,000 from Budget Code A.895.00, *Computer Reserve*, to purchase computers to the Information Technology departmental budget for the purchase of computers and related software.
- 8) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**
Request to appropriate funds in the amount of \$125,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0002 480.06, *Tourism - Enhanced Promotion*, to provide funding for sponsorship of the 2023 FISU World University Games Snowboarding competitions.
- 9) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Department of Public Works (Kevin Hajos, Superintendent) -
- A) Request to amend the Warren County Budget for 2022 in the amount of \$25,000 to reflect additional revenue for payment to the Village of Lake George.
 - B) Request to close Capital Project No. H371, *Horicon Avenue Sewer Extension (CR 31)*, and return estimated funds remaining in the amount of \$2,174.66 to Budget Code A.909.00, *General Fund Unappropriated Surplus*.
- 10) **Finance Committee action is required on the following Personnel Agenda item, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3A, 4, 5 and 6.**
PERSONNEL AGENDA ITEMS 3A, 4, 5 and 6:
- 3) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
 - A) Request for the appropriation of funds totaling \$25,164.90 from Budget Code A909.00, *Unappropriated Surplus Fund Balance*. 2022 Budget did not provide sufficient funding to cover Hospitalization expense (\$24,869.10), or Dental expense (\$295.80) through the end of the year.
 - 4) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
Request for an appropriation of funds in the amount of \$60,000 from Budget Code A.909.00, *General Fund Unappropriated Fund Balance*, to Budget Code A.1185 435, *Coroners & Medical Examiners, Medical Fees*, to cover the estimated cost of autopsies for the remainder of 2022.
 - 5) **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 \$97,310 effective retroactive to November 7, 2022.
 - 6) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Strough):**
Information Technology (Mike Colvin, Director) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Programmer I, *Annual Salary \$65,942*, and delete the position of Computer Programmer II, *Annual Salary \$65,695*, effective November 21, 2022.

V. Pending Items:

No items this month.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FROM: County Facilities - Airport (DPW)

Name of Department

SIGNED: _____ DATE: 10/25/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.5610 455	Airport (DPW), Safety Equipment	A.5610 120	Airport (DPW), Salaries - Overtime	\$ 2,019.00

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439	Contingent Fund			
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Please state reason for transfer request:

Overtime due to Balloon Fest

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2022

J.anda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

TRANSFERS FOR 2022 BUDGET

DATE: October 24, 2022

SIGNED: _____

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
1 A.4018.0020.110	Family Health-Full Time Salaries	A.4018.0020.130	Disease Program-Part time Salary Expense	\$2,000.00

A.4018.0030 130

Total Transfers \$2,000.00

1 To transfer funds from FT to PT for CSHCN Grant to Year end 2022. New Grant started 10/1/22. Utilizing both FT and PT salaries for Grant.

CONTINGENT FUND TRANSFER REQUESTS

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

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: Planning and Community Development

SIGNED:

DATE: October 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 130	Part Time Salaries	A.8021 120	Overtime	\$3,000

Please state reason for transfers requested: Increase overtime balance

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

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

DEPARTMENT NAME: SHERIFF

SIGNED: _____

DATE: October 24, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3150 110	Corrections Salaries - Regular	A.3150 120	Corrections Salaries - Overtime	\$200,000
A.3150 130	Corrections Salaries - Part Time	A.3150 120	Corrections Salaries - Overtime	\$100,000
A.3110 110	Law Enforcement Salaries - Regular	A.3150 120	Corrections Salaries - Overtime	\$50,000
A.3110 110	Law Enforcement Salaries - Regular	A.3110 120	Law Enforcement Salaries - Overtime	\$200,000
A.3110 110	Law Enforcement Salaries - Regular	A.3110 130	Law Enforcement Salaries - Part Time	\$90,000
A.3110 413	Law Enforcement - Repair & Maint.	A.3110 130	Law Enforcement Salaries - Part Time	\$7,500
A.3150 440	Corrections - Legal/Transcript Fees	A.3110 130	Law Enforcement Salaries - Part Time	\$2,500
A.3110 440	Law Enforcement - Legal/Transcript Fees	A.3020 130	911 Center Salaries - Part Time	\$15,000
A.3020 260	911 Center - Other Equipment	A.3020 120	911 Center Salaries - Overtime	\$4,000

Please state reason for transfers requested: Fund Sheriff's salary codes currently in deficit or projected to be in deficit by year end.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Social Services

SIGNED:

DATE: 10/12/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6010 110	Salaries - Regular	A.6010 120	Salaries-Overtime	\$110,000
A.6010 110	Salaries - Regular	A.6010 130	Salaries - part time	\$40,000

Please state reason for transfers requested: To cover overtime and part time salaries through year end.

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 - Solid Waste
Name of Department

SIGNED: _____ DATE: 10/25/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1628 110	Waste Management Containment Salaries - Regular	A.1628 120	Waste Management Containment Salaries - Over Time	\$ 47.00

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

Please state reason for transfer request:

Overtime due to HHW Collection

WARREN COUNTY
Journal Report - September 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
9/6/2022	A.1011 424	Postage	Transfer within Budget Code from A.1011 444	\$ 200.00	
9/6/2022	A.1011 444	Travel/Education/Conference	Transfer within Budget Code to A.1011 424		\$ 200.00
9/29/2022	A.1011 410	Supplies	Transfer within Budget Code from A.1011 444	\$ 100.00	
9/29/2022	A.1011 444	Travel/Education/Conference	Transfer within Budget Code to A.1011 410		\$ 100.00
Brd. of Election - Board of Elections					
9/19/2022	A.1450 410	Supplies	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 422		\$ 4,000.00
9/19/2022	A.1450 422	Repair/Maint-Equipment	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 410	\$ 4,000.00	
9/21/2022	A.1450 260	Other Equipment	Budget Transfers out of Code a.1450 426		\$ 38,994.04
9/21/2022	A.1450 426	Subscriptions	Budget Transfers out of Code to A.1450 260	\$ 38,994.04	
9/21/2022	A.1450 210	Furniture/Furnishings	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 410	\$ 118.52	
9/21/2022	A.1450 410	Supplies	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 210		\$ 118.52
9/21/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 442		\$ 128.06
9/21/2022	A.1450 442	Automotive - Gas & Oil	BUDGET TRANSFERS WITHIN OBJECT CODE FROM a.1450 439	\$ 128.06	
Clk of Legislati - Clerk of the Legislative Board					
9/9/2022	A.1040 410	Supplies	Budget Transfer from Object Code A.1040 444	\$ 538.80	
9/9/2022	A.1040 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1040 410		\$ 538.80
County Auditor - County Auditor					
9/26/2022	A.1320 410	Supplies	Within object code transfer A.1320 410 to 439		\$ 60.00
9/26/2022	A.1320 439	Misc Fees & Expenses	Within object code transfer A.1320 410 to 439	\$ 60.00	
County Clerk - County Clerk					
9/26/2022	A.1410 423	Telephone	Transfer of Funds within Budget code toA.1410 444		\$ 200.00
9/26/2022	A.1410 444	Travel/Education/Conference	Transfer of Funds within Budget code from A.1410 423	\$ 200.00	

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
9/1/2022	A.1165 220	Office Equipment	Budget Transfer within object code from A.1165 250 Tech Equipmen	\$ 429.38	
9/1/2022	A.1165 250	Technical Equipment	Budget Transfer within object code to A.1165 220 Office Equipmen		\$ 429.38
9/19/2022	A.1165 260	Other Equipment	Budget Transfer outside object code from A.1165 410 Supplies	\$ 175.89	
9/19/2022	A.1165 410	Supplies	Budget Transfer outside of object code to A.1165 260 Other Equip		\$ 175.89
9/27/2022	A.1165 413	Repair & Maint.-Bldg/Property	Budget Transfer within object code from A.1165 440 Legal/Trans	\$ 3,394.00	
9/27/2022	A.1165 440	Legal/Transcript Fees	Budget Transfer w/in object code to A.1165 413 Repair/Maint.Bldg		\$ 3,394.00
DPW_DPW Admin - DPW,DPW Administration					
9/6/2022	A.1620 260	Other Equipment	Transfer Out of Budget Code from A.1620 410	\$ 55.00	
9/6/2022	A.1620 410	Supplies	Transfer Within Budget Code to A.1620 445		\$ 100.00
9/6/2022	A.1620 410	Supplies	Transfer Out of Budget Code to A.1620 260		\$ 55.00
9/6/2022	A.1620 445	Foods	Transfer Within Budget Code from A.1620 410	\$ 100.00	
9/6/2022	A.1628 436	Advertising Fees	Transfer Within Budget Code to A.1628 455		\$ 226.00
9/6/2022	A.1628 455	Safety Equipment	Transfer Within Budget Code from A.1628 436	\$ 226.00	
9/6/2022	A.7113 410	Supplies	Transfer Within Budget Code from A.7113 413	\$ 10.00	
9/6/2022	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 410		\$ 10.00
9/6/2022	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 413		\$ 465.00
9/6/2022	DM.5130 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from DM.5130 410	\$ 465.00	
9/6/2022	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 413		\$ 50.00
9/6/2022	DM.5130 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from DM.5130 410	\$ 50.00	
9/8/2022	A.1620 230	Automotive Equipment	Out of Code Budget Transfer from A.1620 470	\$ 7,500.00	
9/8/2022	A.1620 470	Contract	Out of Code Budget Transfer to A.1620 230		\$ 7,500.00
9/13/2022	A.7113 410	Supplies	Transfer Within Budget Code to A.7113 413	\$ 650.00	
9/13/2022	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 410		\$ 650.00
9/14/2022	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 470		\$ 525.00

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/14/2022	A.7111 470	Contract	Transfer Within Budget Code from A.7111 410	\$ 525.00	
9/16/2022	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 303.00	
9/16/2022	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 303.00
9/16/2022	A.7110 410	Supplies	Transfer Within Budget Code to A.7110 439		\$ 1.00
9/16/2022	A.7110 439	Misc Fees & Expenses	Transfer Within Budget Code from A.7110 410	\$ 1.00	
9/19/2022	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1620 470		\$ 7,800.00
9/19/2022	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1620 445		\$ 30.00
9/19/2022	A.1620 445	Foods	Transfer Within Budget Code from A.1620 413	\$ 30.00	
9/19/2022	A.1620 470	Contract	Transfer Within Budget Code from A.1620 413	\$ 7,800.00	
9/20/2022	A.7113 415	Electricity	Transfer Within Budget Code from A.7113 421	\$ 970.00	
9/20/2022	A.7113 421	Equipment Rental	Transfer Within Budget Code to A.7113 415		\$ 970.00
9/20/2022	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1620 470		\$ 1,500.00
9/20/2022	A.1620 470	Contract	Transfer Within Budget Code from A.1620 413	\$ 1,500.00	
9/26/2022	A.1628 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.1628 439		\$ 14.00
9/26/2022	A.1628 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1628 470	\$ 3,093.00	
9/26/2022	A.1628 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1628 422	\$ 14.00	
9/26/2022	A.1628 470	Contract	Transfer Within Budget Code to A.1628 439		\$ 3,093.00
9/29/2022	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 465		\$ 500.00
9/29/2022	A.7113 465	Road/Bridge Materials	Transfer Within Budget Code from A.7113 413	\$ 500.00	
9/30/2022	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 445		\$ 50.00
9/30/2022	A.5610 445	Foods	Transfer Within Budget Code from A.5610 410	\$ 50.00	
9/30/2022	A.7110 210	Furniture/Furnishings	Out of Code Transfer from A.7110 410	\$ 290.00	
9/30/2022	A.7110 410	Supplies	Out of Code Transfer to A.7110 210		\$ 290.00
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
9/1/2022	40.6293.0300 426	Subscriptions	Object code change from 40.6293.0300 428	\$ 100.00	
9/1/2022	40.6293.0300 428	Data Processing & Internet Fees	Object code change to 40.6293.0300 426		\$ 100.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/1/2022	40.6293.0313 426	Subscriptions	Object code change from 40.6293.0313 428	\$ 50.00	
9/1/2022	40.6293.0313 428	Data Processing & Internet Fees	Object code change to 40.6293.0313 426		\$ 50.00
9/7/2022	40.6293.0305 426	Subscriptions	Object code change from 40.6293.0305 433	\$ 50.00	
9/7/2022	40.6293.0305 433	Training-Client	Object code change to 40.6293.0305 426		\$ 50.00
9/19/2022	40.6293.0300 433	Training-Client	Object code change to 40.6293.0300 470		\$ 700.00
9/19/2022	40.6293.0300 470	Contract	Object code change from 40.6293.0300 433	\$ 700.00	
9/19/2022	40.6293.0305 433	Training-Client	Object code change to 40.6293.0305 470		\$ 300.00
9/19/2022	40.6293.0305 470	Contract	Object code change from 40.6293.0305 433	\$ 300.00	
9/19/2022	40.6293.0313 427	Memberships & Dues	Object code change to 40.6293.0313 470		\$ 150.00
9/19/2022	40.6293.0313 470	Contract	Object code change from 40.6293.0313 427	\$ 150.00	
Legal Def-Indgnt - Legal Defense - Indigents					
9/2/2022	A.1170 470	Contract	From A. 1170 470 to A.1170.4202 470		\$ 57,500.00
9/2/2022	A.1170.4202 470	Contract	From A. 1170 470 to A.1170.4202 470	\$ 57,500.00	
9/14/2022	A.1170 423	Telephone	From A. 1170 423 to A.1170.4202 423		\$ 500.00
9/14/2022	A.1170.4202 423	Telephone	From A. 1170 423 to A.1170.4202 423	\$ 500.00	
9/19/2022	A.1170.4202 423	Telephone	from A.1170.4202 423 to A.1170.4207 423		\$ 500.00
9/19/2022	A.1170.4207 423	Telephone	from A.1170.4202 423 to A.1170.4207 423	\$ 500.00	
Office of EMS - Office of Emergency Services					
9/15/2022	A.4022 422	Repair/Maint-Equipment	Budget transfer within object code to A.4022 441		\$ 400.00
9/15/2022	A.4022 441	Auto-Supplies & Repair	Budget transfer within object code from A.4022 444	\$ 750.00	
9/15/2022	A.4022 441	Auto-Supplies & Repair	Budget transfer within object code from A.4022 422	\$ 400.00	
9/15/2022	A.4022 444	Travel/Education/Conference	Budget transfer within object code to A.4022 441		\$ 750.00
9/23/2022	A.3410 424	Postage	Budget transfer within object code to A.3410 453		\$ 20.00
9/23/2022	A.3410 453	Uniforms & Clothing	Budget transfer within object code from A.3410 424	\$ 20.00	
9/27/2022	A.3640 410	Supplies	Budget transfer within object code from A.3640 435	\$ 195.00	

WARREN COUNTY
Journal Report - September 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/27/2022	A.3640 435	Medical Fees	Budget transfer within object code to A.3640 410	\$	195.00
Personnel - Civil Service					
9/2/2022	A.1430 435	Medical Fees	Within object code transfer to A.1430 436 from A.1430 435	\$	200.00
9/2/2022	A.1430 436	Advertising Fees	Within object code transfer from A.1430 435 to A.1430 436	\$	200.00
9/2/2022	A.1430 260	Other Equipment	Out of object code transfer from A.1430 435 to A.1430 260	\$	1,400.00
9/2/2022	A.1430 435	Medical Fees	Out of object code transfer to A.1430 260 from A.1430 435	\$	1,400.00
Probation_Probation - Probation,Probation					
9/21/2022	A.3140 220	Office Equipment	Budget Transfer out of Code A.3140.220	\$	117.09
9/21/2022	A.3140 410	Supplies	Budget Transfer out of Code to A.3140.220	\$	117.09
Public Health_Health Services - Public Health,Health Services					
9/20/2022	A.4013 423	Telephone	Budget Transfer WIC to A.4013.435 from A.4013.423	\$	1,000.00
9/20/2022	A.4013 435	Medical Fees	Budget Transfer WIC to A.4013.435 from A.4013.423	\$	1,000.00
9/21/2022	A.4018.0040 442	Automotive - Gas & Oil	Budget Transfer Health Ed to A.4018.040.442 from .445	\$	500.00
9/21/2022	A.4018.0040 445	Foods	Budget Transfer Health Ed to A.4018.040.442 from .445	\$	500.00
9/21/2022	A.4010 220	Office Equipment	Budget Transfer CHHA to A.4010.220 from A4010.410	\$	80.00
9/21/2022	A.4010 410	Supplies	Budget Transfer CHHA to A.4010.220 from A4010.410	\$	80.00
Residential Hall - Countryside Adult Home					
9/6/2022	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code to A.6030 210 from A.6030 410	\$	920.00
9/6/2022	A.6030 410	Supplies	Budget Transfer out of object code from A.6030 410 to A.6030 210	\$	920.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
9/1/2022	A.3150 410	Supplies	Budget Transfer within object code TO A.3150 439	\$	2,000.00
9/1/2022	A.3150 439	Misc Fees & Expenses	Budget Transfer within object code FROM A.3150 410	\$	2,000.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/2/2022	A.3110 410	Supplies	Budget Transfer within object code TO A.3110 439		\$ 2,000.00
9/2/2022	A.3110 439	Misc Fees & Expenses	Budget Transfer within object code FROM A.3110 410	\$ 2,000.00	
9/7/2022	A.3110 424	Postage	Budget Transfer into object code FROM A.3150 410	\$ 2,500.00	
9/7/2022	A.3150 410	Supplies	Budget Transfer out of object code TO A.3110 424		\$ 2,500.00
9/22/2022	A.3020.4046 250	Technical Equipment	Budget Transfer out of object code TO A.3020.4046 422		\$ 59,032.80
9/22/2022	A.3020.4046 422	Repair/Maint-Equipment	Budget Transfer out of object code FROM A.3020.4046 250	\$ 59,032.80	
9/22/2022	A.3020.4046 250	Technical Equipment	Budget Transfer out of object code FROM A.3020.4046 422	\$ 5,903.28	
9/22/2022	A.3020.4046 422	Repair/Maint-Equipment	Budget Transfer out of object code TO A.3020.4046 250		\$ 5,903.28
9/27/2022	A.3110 439	Misc Fees & Expenses	Budget Transfer within object code FROM A.3110 441	\$ 3,000.00	
9/27/2022	A.3110 441	Auto-Supplies & Repair	Budget Transfer within object code TO A.3110 439		\$ 3,000.00
9/28/2022	A.3110 210	Furniture/Furnishings	Budget Transfer out of object code FROM A.3110 441	\$ 2,000.00	
9/28/2022	A.3110 441	Auto-Supplies & Repair	Budget Transfer out of object code TO A.3110 210		\$ 2,000.00
Social Services - Social Services					
9/19/2022	A.6010 435	Medical Fees	Budget transfer within object code from A. 6010 444	\$ 1,500.00	
9/19/2022	A.6010 440	Legal/Transcript Fees	Budget transfer within object code to A.6010 442		\$ 6,000.00
9/19/2022	A.6010 442	Automotive - Gas & Oil	Budget transfer within object code from A. 6010 440	\$ 6,000.00	
9/19/2022	A.6010 444	Travel/Education/Conference	Budget transfer within object code to A.6010 435		\$ 1,500.00
Social Services - Social Services					
9/20/2022	A.6010 210	Furniture/Furnishings	out of object code transfer from A.6010 424	\$ 1,000.00	
9/20/2022	A.6010 424	Postage	out of object code transfer to A. 6010 210		\$ 1,000.00
9/22/2022	A.6010 439	Misc Fees & Expenses	Budget transfer within object code from A.6010 444	\$ 2,500.00	
9/22/2022	A.6010 444	Travel/Education/Conference	Budget transfer within object code to A.6010 439		\$ 2,500.00
9/23/2022	A.6100 470	Contract	Out of code transfer to A.6109 470		\$ 100,000.00
9/23/2022	A.6109 470	Contract	Out of code transfer from A.6100 470	\$ 100,000.00	
9/27/2022	A.6100 470	Contract	Out of Budget Code Transfer to A.6109 470		\$ 150,000.00

WARREN COUNTY
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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
9/27/2022	A.6109 470	Contract	Out of Budget Code Transfer from A.6100 470	\$ 150,000.00	
Tourism - Tourism					
9/22/2022	A.6417.0001 426	Subscriptions	Transfer from A.6417.0001 470	\$ 930.00	
9/22/2022	A.6417.0001 470	Contract	Transfer to A.6417.0001 426		\$ 930.00
Treasurer Disb - Treasurer Departmental Activity					
9/19/2022	A.1325 410	Supplies	Budget Transfer from A.1325 410 to A.1325 439		\$ 60.00
9/19/2022	A.1325 439	Misc Fees & Expenses	Budget Transfer from A.1325 410 to A.1325 439	\$ 60.00	
Weights & Meas - Weights & Measures					
9/8/2022	A.6610 422	Repair/Maint-Equipment	budget transfers within object code to A.6610 453		\$ 135.00
9/8/2022	A.6610 453	Uniforms & Clothing	budget transfers within object code from A.6610 422	\$ 135.00	

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: County Administrator

DATE: 11/3/2022

(a) Purpose of Request:

To appropriate funds from the Vehicle Reserve to Fire Prevention & Control to cover replacement of vehicle

(b) Details:

Appropriate Vehicle Reserve funds to:

A.3410 230.1 Fire Prevention & Control, Automotive Equipment Reserve - \$48,720

(c) Previous Resolution Number:

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

A.9950 896.00 Vehicle Reserves

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: County Administrator

DATE: 11/03/2022

- (a) Purpose of Contract Change: **To extend current contract with New York State Industries for the Disabled, Inc. for mail fulfillment services and to add the option for (2) 1-year extensions and annual CPI adjustments not to exceed 3% each year**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **R495/2022 (extended R582/2021)**
- (c) Name of Contractor: **New York State Industries for the Disabled, Inc**
- (d) Address of Contractor: **11 Columbia Circle Drive, Albany NY 12203**
- (e) Contractor's Contact Person and Telephone Number: **Meredith Hartman (518)463-9706**
- (f) Commencement Date of Extension: **1/1/2023**
- (g) Termination Date of Extension: **12/31/2023**
- (h) Payment Provisions: i) lump sum amount **see attached rate schedule**
 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.
- (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: **Various Departmental budget codes****

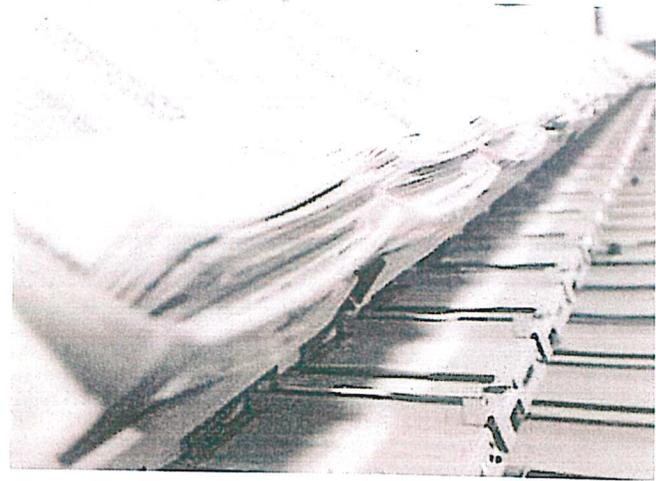
Sample: A.1010 470 Legislative Board – Contract \$xx.xx
 Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

*NYS Preferred Source
Mail Fulfillment Services*

Center for 
Disability Services

Where people get better at life™



For over 75 years, the Center for Disability Services has been one of upstate New York's largest providers of programs and services for individuals who have disabilities.

With more than 80 locations throughout 15 counties, we annually provide programs and services to over 12,000 individuals, ranging from infants to senior citizens, and their families.

OUR FACILITY

Our mail facility was established in 1994 to provide employment opportunities in the community we serve. The document services division, located in Albany, NY, provides an avenue to create meaningful work and salary opportunities for the Center's 300+ disabled workforce.



MAIL FULFILLMENT SERVICES

DIGITAL PRINTING

NYS Preferred Source Mail Fulfillment Services now includes the production of documents received from a customer in an electronic format that may require variable data (text only), and as part of a mailing, the below identified tasks:

MAILING

- Folding, inserting, addressing, tabbing, gluing, sorting, tying and bagging or traying documents, weighing and spraying and metering mail;
- Delivering mail to post office, courier, or customer;
- Picking up, time stamping, opening, reading, pre-sorting, sorting, routing and delivering inbound and outbound postal and inter office mail;
- Handling and processing all mail, any category or class, and performing inter-facility mail runs;
- Keeping necessary records and completed forms, such as return receipts on certified mailings;

SCANNING

- Post-mailing services, including, but not limited to, scanning and securely shredding returned undeliverable mail, data scrubbing, receiving corrected addresses, processing through National Change of Address (NCOA), creating a new mail merge, recreating PDF files, reprocessing mailings within 10 days, and updating mailing lists.



Warren County Mail Fulfillment

Scope:

This proposal summarizes mail fulfillment options for Warren County to be provided by the CFDS. The CFDS can provide a hybrid of any service type to meet the needs of the County. The CFDS will provide detailed reporting as directed by the County in order to meet administrative needs.

Price Schedule

Notice Type	Quantity	Unit price	Total
Mail Handling - metering, presorting, and delivery to USPS	25,000 env.	\$0.07 env.	\$1,750
Courier Services	250 days	\$8.00 day	\$2,000
Printing Services Black only on 8.5x11 bond	25,000 pages	\$0.05/side	\$1,250
Printing Services Color on 8.5x11 bond	25,000 pages	\$0.07/side	\$1,750
Folding, Inserting, Sealing, Metering, delivery to USPS	25,000 env.	\$0.13/envelope	\$3,250

Services include secure file transfer for printing. Postage is additional and priced at USPS guidelines. Letters qualifying for presort are metered at \$0.515 (current USPS rate), and Flats qualifying for presort are metered at a \$0.05 discount per mail piece. Rates are established by USPS and subject to change.

We would like to thank you for the opportunity to offer our Mail Fulfillment services through the NYS Preferred Source program. This program allows our mail facility, which as established in 1994, to provide employment opportunities in New York State. Our document services division provides an avenue to create meaningful work and salary opportunities for the Center's disabled workforce. Without your support, this would not be possible.

Sincerely,

Chris Schelin
schelin@cfdsny.org
Office 518-437-5812
Cell 518-779-5193

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 11/3/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1011 110	County Administrator, Salaries Regular	A.1670 120	Mailroom, Salaries - Overtime	\$7.00

Please state reason for transfers requested: To cover OT costs incurred

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. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Health Services

DATE: November 3, 2022

- (a) Purpose of Grant: **To authorize Health Services to enter 5 year grant contract (C37023GG) with NYS for Childhood Lead Poisoning Prevention Program from October 1, 2021-September 30, 2026 in the amount of \$184,000, or \$36,800/grant year and authorize receipt of additional NYS funding and grant extensions.**
- (b) Name of Grantor: **NYS DOH Childhood Lead Poisoning Prevention Program**
- (c) Address of Contractor: **NYSDOH Childhood Lead Poisoning Prevention Program; Empire State Plaza Corning Tower, Albany, NY 12237**
- (d) Grantor's Contact Person and Telephone Number: **Rachel Cates
Rachel.Cates@health.ny.gov and LPPP@health.ny.gov; 518-402-2288**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **yes**
- (f) Effective Date of Grant: **10/01/2021**
- (g) Termination Date of Grant: **9/30/2026 unless NYS requests extension.**
- (h) Total Dollar Amount Involved (not to exceed): **\$184,000, unless NYS provides additional funding.**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **ASAP**
- (j) Is a Budget amendment required? **Yes** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **NO** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **NO** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:
 - (ii) **Expense: A.4018.0030 Disease Program, various expense lines**
 - (iii) **Revenue: A.4018.0030.4457 Disease Program Lead Revenue**

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

Warren County Board of Supervisors

RESOLUTION No. 322 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH

AUTHORIZING RENEWAL OF THE GRANT AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION FOR THE CHILDHOOD LEAD POISONING PREVENTION PROGRAM

RESOLVED, that the Board of Supervisors authorizes renewal of the grant agreement with the New York State Department of Health, Bureau of Community Environmental Health and Food Protection, Empire State Plaza, Corning Tower Building, Room 1395, Albany, New York 12237, (the previous renewal having been authorized by Resolution No. 163 of 2016), for the receipt of grant funds for the continuation of a Childhood Lead Poisoning Prevention Program within Warren County, for an annual amount not to exceed Twenty-Three Thousand One Dollars (\$23,001), for a term commencing retroactive to October 1, 2020 and terminating September 30, 2021, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said grant agreement renewal in the form approved by the County Attorney, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, also authorized to execute any and all documents necessary to accept any Cost of Living Adjustment (COLA) payments that the County may receive relating to the above-described grant renewal, from time to time, in a form approved by the County Attorney.



Department of Health

KATHY HOCHUL
Governor

MARY T. BASSETT, M.D., M.P.H.
Commissioner

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

October 26, 2022

Ginelle Jones
Director
Warren County Public Health
1340 State Rt. 9
Lake George, NY 12845

*Requested NYS to
Send updated
letter re Sys amt
\$184,000 and
annual amt
of \$36,800.*

Re: Childhood Lead Poisoning Prevention Program

Dear Ms. Jones,

Congratulations! We are pleased to inform you that Warren County Public Health will receive an annual award for the Childhood Lead Poisoning Prevention Program in the amount of **\$36,800** for the anticipated contract term 10/1/2021-9/30/2026. Final grant awards are contingent upon review and approval of the Office of the State Comptroller.

Your contract number is C37023GG, and the contract is currently available in the Grants Gateway. Please begin working on the budget and supporting documents required for contract execution.

We look forward to working with you on the successful implementation of this program. Should you have any questions or concerns, please contact lpdp@health.ny.gov.

Sincerely,

Rachel Cates

Rachel Cates
Health Program Administrator
Center for Environmental Health

Jones, Ginelle

From: doh.sm.Lead.Poisoning.Prevention.Program <lppp@health.ny.gov>
Sent: Wednesday, January 19, 2022 11:52 AM
To: Brittney.schuld@alleganyco.com; MMChamberlain@cattco.org; bryan@co.chenango.ny.us; Nichole.Louis@ClintonCountyGov.com; William.Badger@clintoncountygov.com; pat.abitabile@columbiacountyny.com; pgriffith@cortland-co.org; Stacey.green@co.delaware.ny.us; Jessica.DarneyBuehler@essexcountyny.gov; cfrederick@franklincony.org; cchristman@fultoncountyny.gov; kfrederick@fultoncountyny.gov; Kerry.Ohlon@co.genesee.ny.us; kmiller@discovergreene.com; msiniscarco@herkimercounty.org; dward@herkimercounty.org; ashleywaite@lewiscounty.ny.gov; kroot@co.livingston.ny.us; carolyn.grady@madisoncounty.ny.gov; Weiser, Julie (NASSAU); teresa.shaffer@co.ontario.ny.us; maryellen.messmer@orleanscountyny.gov; Jennifer.Purtell@OswegoCounty.com; smiths@otsegocounty.com; rebecca.wittenberg@putnamcountyny.gov; KCousineau@stlawco.org; DOMcGuire@stlawco.org; jberardi@saratogacountyny.gov; gkaczmarek@saratogacountyny.gov; kim.euler@co.schoharie.ny.us; jwendela@co.schuyler.ny.us; kknigh@co.seneca.ny.us; krystalp@co.steuben.ny.us; GailW@co.steuben.ny.us; danielle.brechter@suffolkcountyny.gov; amanda.wolfe@co.sullivan.ny.us; lovellj@co.tioga.ny.us; Rakovich, Celeste (TOMPKINS Co); Jones, Ginelle; Shah, Jignasha; troberts@co.washington.ny.us; cgedney@co.wayne.ny.us; CGlaus@wyomingco.net; NWedge@wyomingco.net; schristensen@yatescounty.org; Darren.brodie@co.genesee.ny.us; Darren.Brodie@orleanscountyny.gov
Cc: Ginsberg, Gary L (HEALTH); Sokol, Roger C (HEALTH); Swider, Robert A (HEALTH); Bonamici, Anita M (HEALTH); Wiegert, Eric J (HEALTH); Strepelis, John (HEALTH); Westerman, Christine A (HEALTH); Shay, Timothy M (HEALTH); Ford, Sheri L (HEALTH); Carroll, Thomas J (HEALTH); Hughes, Megan E (HEALTH); Usack, Kristina N (HEALTH); LaLonde, Lucretia L (HEALTH); Kruegler, Margaret (HEALTH); DeCianni, Angelica (HEALTH); Wu, Huiqin L (HEALTH); Rathke, Michelle J (HEALTH); Cates, Rachel E (HEALTH)
Subject: CLPPP Worksheet and Documents
Attachments: 2021-2022 Worksheet CLPPP.docx; CLPPP Contract Manager Letter 2021-22 1-18.docx; CLPPP Partner Agencies.docx; Program Contacts.xls

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

Dear Colleagues,

You can now begin working on your 2021 – 2022 Childhood Lead Poisoning Prevention Program (CLPPP) contract documents. The table below shows which grantees will be receiving CLPPP and which will be receiving CLPPP+ funds.

CLPPP (Previously LPPP)	CLPPP+ (Previously LPPP and CLPPPP)
Allegany	Albany
Cattaraugus	Broome
Chenango	Cayuga *
Clinton	Chautauqua
Columbia	Chemung*
Cortland	Dutchess

Delaware	Erie
Essex	Jefferson*
Franklin	Monroe
Fulton	Montgomery*
Genesee	NYC
Greene	Niagara
Herkimer	Oneida
Lewis	Onondaga
Livingston	Orange
Madison	Rensselaer
Nassau	Rockland*
Ontario	Schenectady
Orleans	Ulster
Oswego	Westchester
Otsego	
Putnam	
St. Lawrence	<i>*Denotes a new recipient of funds for enhanced primary prevention- CLPPP+ (previously CLPPPP)</i>
Saratoga	
Schoharie	
Schuyler	
Seneca	
Steuben	
Suffolk	
Sullivan	
Tioga	
Tompkins	
Warren	
Washington	
Wayne	
Wyoming	
Yates	

Attached are the 2021-22 templates:

- Worksheet
- Program Contact Sheet
- List of Partner Agencies

You may complete the templates now (along with an Organizational Chart), and email the completed documents to lppp@health.ny.gov. **The attached Contract Manager Letter includes instructions and details on completing the templates and what is required in Grants Gateway.** Your contract should be available in the Gateway by the end of the week, if not sooner.

As you are completing your 2021-22 CLPPP worksheet and other required documentation, if you have any questions, please contact our team at LPPP@health.ny.gov. Your contract manager, Regional Office (RO) and Field Coordination (FC) staff are eager to work with you on any CLPPP issues. Please use your RO and FC contacts as your 'routine point of contact' along with our program staff (LPPP@health.ny.gov) or our Fiscal Administrator, Rachel Cates, where applicable.

Sincerely,

Dear Colleagues,

We are pleased to announce the consolidation of the Department's childhood lead programs! The intervention (LPPP) and primary prevention (CLPPPP) programs have merged to form the new Childhood Lead Poisoning Prevention Program (CLPPP) and CLPPP+ for those that contain a primary prevention component. The merging of these programs will reduce the contractual burden and streamline activities for grantees. The contracts will be effective 10/1/21-9/30/2026.

Additionally, we wanted to make you aware of some staff changes within Bureau of Community Environmental Health and Food Protection (BCEHFP) Housing Hygiene Section. Nancy Minch, Senior Program Coordinator, Linda Frelich, Community Health Program Manager, and Lloyd Fox, Principal Sanitarian, have all retired from NYS service. They will be missed.

Attached are the instructions and templates you will need for the October 1, 2021 to September 30, 2022 CLPPP contract year. Please complete the worksheet, contact list, agency/partner list, and create an organizational chart. When all the documents are completed, **email them together in one comprehensive package** to lppp@health.ny.gov. Please do **NOT** upload the documents to Grants Gateway and do **NOT** email the documents one at a time.

Once your contract documents have been approved by your contract manager, we will upload them to Grants Gateway for you. While you will not need to upload documents, you will be required to complete several fields in the Gateway. You do not have to wait for your contract documents to be approved by your contract manager to start working on the fields in the Gateway. Below are the required fields:

- Forms Menu → Program Information Section: Please review the Program/Site Addresses, and answer the Program Specific Question (there is only one).
- Forms Menu → Work Plan: Please complete the Organizational Capacity section of the Work Plan Overview Form. The objectives, tasks and performance measures have already been entered for you. Your approved 2021-22 Work Sheet and related documents will be uploaded to the Grantee Document Folder by your Contract Manager prior to Grantee signature.
- Forms Menu → Expenditure Budget: Please enter your ITEMIZED 2021-22 budget information with detailed justifications for each line item. Use the narrative pages provided for each category to provide additional details, as appropriate. **Important: You MUST provide a detailed justification for each line item, or your budget will not be approved.**
 - **Please note that a maximum of 10% of Salary and Fringe spending can be allocated to Indirect Costs.**

Once all required fields have been completed, please apply the status, "Contract Information Submitted." This will send the contract to NYSDOH Program Manger Review. Once reviewed and approved, the contract will be sent back to your agency for signature. **Only an electronic signature is required in the Gateway.** Please do not mail/email hard copy, wet-signature documents.

For the 2021-2022 contract year, a few amendments were made to the CLPPP contract documents that include but are not limited to:

- Grantees of both CLPPP and CLPPP+ will complete all 5 goals in the worksheet template. However, CLPPP+ grantees have an enhanced Goal 5 to capture activities expected of those receiving additional primary prevention funds.
- Grantees will not be required to submit a sliding fee scale as part of their contract documents. Instead, grantees will attest to having a sliding fee scale under Goal 3, Objective II (3.3) of the worksheet.

- You'll notice a new objective in the Gateway Work Plan that does not correspond to an objective on your work sheet. It's titled 'Public Health Emergencies' and tasks state that in times of State public health emergency, grantees may assist in activities that might otherwise not be considered to be part of the overall objectives of this agreement but are in the best interest of the protection of public health.

As you are completing your 2021-2022 CLPPP contract worksheet and other required documentation (and quarterly reports), if you have any questions, please contact your contract manager(s). Your contract managers, Regional Office (RO) and Field Coordination (FC) staff are eager to work with you on any CLPPP issues. Please use your RO and FC contacts as your 'routine point of contact' along with your assigned contract manager(s) or our Fiscal Administrator, Rachel Cates where applicable (see chart below).

Additional information for the 2021-2022 CLPPP Grant Year and Contacts is in the table below.

Activity:	Process:	Additional Information/Staff
CLPPP 5-year Contract for the period 10/1/2021-9/30/2026	Year 1 (2021-2022) of the 5-year contract must be submitted in Grants Gateway. The budget fields must be completed in the Gateway. You will need to update this information with your organization's 2021-2022 CLPPP expenditure plan details.	Any questions regarding Grants Gateway, please contact their Help desk at 518-474-5595 or email grantsgateway@its.ny.gov
CLPPP Budget Modifications (10/1/21-9/30/22)	Prior to creating a budget modification in the Grants Gateway, please email Rachel Cates with a summary of the request. Salary/Fringe adjustments between existing/approved staff on the grant do not require a formal budget modification, if within the current approved PS total. Adding new staff to the grant requires formal modification.	Please include proposed new staff, contractors, and equipment requests in the email. You will receive a response regarding the modification status within 30 days. Rachel.Cates@health.ny.gov (Please cc LPPP@health.ny.gov on all budget related correspondence)
CLPPP Vouchers & Report of Expenditures	All vouchers and report of expenditures should be sent electronically to Rachel Cates. <i>*Any updates to the budget modification and/or vouchering process will come from Rachel within the near future.</i>	CLPPP contract documents should be submitted <i>without</i> documents for other programs. Multi-program vouchers and reports will be returned for resubmission. Rachel.Cates@health.ny.gov (Please cc LPPP@health.ny.gov on all budget related correspondence)

<p>CLPPP Quarterly Reports</p>	<p>Submit CLPPP quarterly reports no later than 30 days from the end of each quarter by sending an email to: lppp@health.ny.gov</p> <ol style="list-style-type: none"> 1. Copy (cc) your RO staff on all reports 2. Enter your county name in the subject line 3. Enter "CLPPP (1st, 2nd, 3th or 4th) Quarterly Report" in the subject line 4. Submit an updated CLPPP staff contact list with your quarterly report whenever there are changes 5. Request an extension from your Contract Manager if extenuating circumstances prevent the submission of a quarterly report 	<p>Central Office contract managers will review and approve contract documents and quarterly reports to ensure goals and objectives are being met and provide feedback as needed.</p> <p>Central Office Main Contact Number: 518-402-7600</p> <p>Contract Managers Lucretia LaLonde Margaret Kruegler Megan Hughes Angelica DeCianni Michelle Rathke Kristina Usack</p> <p>Please send all documents to LPPP@health.ny.gov</p>
<p>Routine Questions/Technical Assistance</p>	<p>For routine technical assistance and questions, contact your RO staff. The CLPPP Contract Management Team can be contacted at LPPP@health.ny.gov <i>when appropriate.</i></p>	<p>Regional Office Lead Management Team</p> <p><u>Western Region:</u> (716) 847-4500</p> <p>Margaret Bruso (716) 847-4378 Margaret.Bruso@health.ny.gov</p> <p>Elizabeth Wilson (716) 847- 4557 elizabeth.wilson@health.ny.gov</p> <p>Bryan Lane (716) 847-4662 bryan.lane@health.ny.gov</p> <p>Nate Hall (585) 423-8156</p>

		<p>Nathaniel.hall@health.ny.gov</p> <p><u>Capital Region:</u> (518) 402-7500</p> <p>Vincent DeLaura vincent.delaura@health.ny.gov</p> <p>Brian Hart brian.hart@health.ny.gov</p> <p><u>Central Region:</u> (315) 477-8164</p> <p>Cheryl Geiler Cheryl.geiler@health.ny.gov</p> <p>Myrna Barney Myrna.barney@health.ny.gov</p> <p><u>Metropolitan Region:</u> (212) 417-5550 (845) 794-2045</p>
<p>LeadWeb Application</p>	<p>Send all questions or comments pertaining to the use of the application, issues with blood lead test records, children’s record history, and follow-up management activities including environmental questions using the “<i>Send us your Comments</i>” link on the LeadWeb home page.</p> <p>All pre-screening and matching for a quarter must be completed within 30 days after the end of each quarter.</p>	<p>Responses are provided within 72 hours from CLPPP Central Office staff.</p>
<p>NYSIIS Application</p>	<p>Send all questions or comments pertaining to the use of the application, issues with blood lead test records, children’s</p>	<p>Responses are provided within 72 hours from CLPPP Central Office staff.</p>

	<p>record history, physician office laboratories use of point-of-care devices and reporting results by sending an email to: lppp@health.ny.gov</p> <p>Please enter NYSIIS in the subject line and do NOT send confidential information via email.</p>	
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Thank you for your assistance and should you have any questions related to this transmittal, please send them to lppp@health.ny.gov.

Sincerely,

NYSDOH CLPPP Contract Managers

cc: G. Ginsberg
R. Sokol
R. Swider
A. Bonamici
E. Wiegert
J. Strepelis
C. Westerman
T. Shay
S. Ford
T. Carroll

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: October 27, 2022

- (a) **Purpose of Amendment:** To amend the 2022 budget to reflect both the Revenue and Expenses related to the Lead Grant (A.4018.0030) for additional funding from the Department of Health of **\$13,798.00.**
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- | | |
|---|-------------|
| A.4018.0030.110 Disease Program-Full time Salaries | \$ 7,000.00 |
| A.4018.0030.260 Disease Program-Other Equipment | \$ 1,000.00 |
| A.4018.0030.410 Disease Program-Supplies Expense | \$ 198.00 |
| A.4018.0030.424 Disease Program-Postage Expense | \$ 1,000.00 |
| A.4018.0030.439 Disease Program-Miscellaneous Expense | \$ 3,000.00 |
| A.4018.0030.810 Disease Program-Retirement Expense | \$ 1,000.00 |
| A.4018.0030.830 Disease Program-Social Security Expense | \$ 500.00 |
| A.4018.0030.831 Disease Program-Medicare Expense | \$ 100.00 |

Revenue Code (with title), and Amount:

A.4018.0030.4457 Disease Program-Lead Revenue \$13,798.00

*Note: Warren County Health Services was notified on 10/26/22 by The Department of Health that effective 10/1/21 the Lead Grant (C37023GG) was awarded additional funding of \$13,798 which is reflected above. Therefore, the Grant is going from \$23,002 to \$36,800 for the grant year 10/1/21-9/30/22 and will be this amount for the next four years. Therefore Total Grant for five years will be \$184,000. At this time we are anticipating to increase Salaries and Fringe, Supplies, Equipment, Postage and Miscellaneous expenses. We are able to bill for 10% of Salary and Fringe for Indirect costs on the grant. Additionally, Clerical and Health Educators have submitted time related to Lead initiatives. Those hours will be added to the grant and internal entries will reclass their salaries/fringe to these codes. 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.

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: 10/5/2022

(a) Purpose of Request: **To establish recording thresholds for leases related to the implementation of Governmental Accounting Standards Board #87 (GASB #87) - Leases.**

(b) Details: **The recording lease thresholds under GASB #87 are as follows:**

Land	\$25,000
Buildings	\$50,000
Machinery & Equipment	\$5,000
Vehicles	\$5,000

(c) Previous Resolution Number: **None**

(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. 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: November 3, 2022

- (a) Purpose of Request:
Delete taxes on Queensbury Parcel 309.19-1-23 in the amount of \$803.39

- (b) Details:
The parcel taken by the County for back taxes and sold to an ajoining owner after several attempts to sell at auction per Resolution 182 of 2022

- (c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

Deletion of Taxes						
Town	Tax Year	Assessed to & Tax Map No.	Location	Tax Amount	Reason	Coding
Queensbury	2019	County of Warren, 303.19-1-23	Wilson St.	\$374.52	Per Resolution #182 of 2022	
Queensbury	2020	County of Warren, 303.19-1-23	Wilson St.	\$143.34	Per Resolution #182 of 2022	
Queensbury	2021	County of Warren, 303.19-1-23	Wilson St.	\$144.24	Per Resolution #182 of 2022	
Queensbury	2022	County of Warren, 303.19-1-23	Wilson St.	\$141.29	Per Resolution #182 of 2022	
			Total	\$803.39		

Warren County Board of Supervisors

RESOLUTION NO. 182 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, DICKINSON, GERACI, BRAYMER, RUNYON, SEEBER AND MAGOWAN

AUTHORIZING THE CONVEYANCE OF TOWN OF QUEENSBURY TAX MAP PARCEL NO. 303.19-1-23 TO THE NEIGHBORING PROPERTY OWNER

WHEREAS, Warren County acquired Town of Queensbury Tax Map Parcel No. 303.19-1-23 following the 2021 Warren County Tax Foreclosure Auction, and

WHEREAS, Town of Queensbury Tax Map Parcel No. 303.19-1-23 is wetlands and has an assessed value of One Hundred Dollars (\$100), and

WHEREAS, the Director of Real Property Tax Services has advised that Town of Queensbury Tax Map Parcel No. 303.19-1-23 has no value to Warren County and has recommended that the parcel be conveyed to the neighboring property owner and merged with the title for the neighboring parcel for the amount of the recording fees, and

WHEREAS, the Environmental Concerns & Real Property Tax Services Committee has considered and approved the request as outlined above, now, therefore, be it

RESOLVED, that Town of Queensbury Tax Map Parcel No. 303.19-1-23 will be conveyed to the neighboring property owner, for the amount of the recording fees, and be it further

RESOLVED, that the neighboring property owner in accepting the conveyance shall agree to merge title for Town of Queensbury Tax Map Parcel No. 303.19-1-23 into the title for the neighboring parcel and pay any and all recording fees, and be it further

RESOLVED, that the Warren County Treasurer and the Director of Real Property Tax Services be, and hereby are, authorized and directed to perform all actions necessary to effectuate the terms of the resolution as outlined above.

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: November 3, 2022

- (a) Purpose of Request:
Delete taxes on Queensbury Parcel 309.9-1-14.1 in the amount of \$165.55

- (b) Details:
The parcel taken by the County for back taxes and sold to an adjoining owner after several attempts to sell at auction per Resolution 130 of 2022

- (c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

Deletion of Taxes						
Town	Tax Year	Assessed to & Tax Map No.	Location	Tax Amount	Reason	Coding
Queensbury	2016	County of Warren, 309.9-1-14.1	Indiana Ave.	\$109.14	Per Resolution #130 of 2022	
Queensbury	2017	County of Warren, 309.9-1-14.1	Indiana Ave.	\$12.12	Per Resolution #130 of 2022	
Queensbury	2018	County of Warren, 309.9-1-14.1	Indiana Ave.	\$12.30	Per Resolution #130 of 2022	
Queensbury	2019	County of Warren, 309.9-1-14.1	Indiana Ave.	\$12.18	Per Resolution #130 of 2022	
Queensbury	2020	County of Warren, 309.9-1-14.1	Indiana Ave.	\$8.96	Per Resolution #130 of 2022	
Queensbury	2021	County of Warren, 309.9-1-14.1	Indiana Ave.	\$9.08	Per Resolution #130 of 2022	
Queensbury	2022	County of Warren, 309.9-1-14.1	Indiana Ave.	\$1.77	Per Resolution #130 of 2022	
			Total	\$165.55		

Warren County Board of Supervisors

RESOLUTION NO. 130 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, DICKINSON, GERACI, BRAYMER, RUNYON, SEEBER AND MAGOWAN

AUTHORIZING THE CONVEYANCE OF TOWN OF QUEENSBURY TAX MAP PARCEL NO. 309.9-1-14.1 TO EDWARD LAROE

WHEREAS, Warren County acquired Town of Queensbury Tax Map Parcel No. 309.9-1-14.1 following the 2018 Warren County Tax Foreclosure Auction, and

WHEREAS, Town of Queensbury Tax Map Parcel No. 309.9-1-14.1 is approximately .01 acres and contains the northern wall of a garage, which garage is situated on the neighboring parcel, and

WHEREAS, Edward LaRoe owns the neighboring parcel and has owned, used and maintained the garage since purchasing the parcel in 2004, and

WHEREAS, the Director of Real Property Tax Services has advised that Town of Queensbury Tax Map Parcel No. 309.9-1-14.1 has no value to Warren County and has recommended that the parcel be conveyed to Edward LaRoe and merged with the title for the neighboring parcel, and

WHEREAS, the Environmental Concerns & Real Property Tax Services Committee has considered and approved the request as outlined above, now, therefore, be it

RESOLVED, that Town of Queensbury Tax Map Parcel No. 309.9-1-14.1 will be conveyed to Edward LaRoe, and be it further

RESOLVED, that Edward LaRoe in accepting the conveyance shall agree to merge title for Town of Queensbury Tax Map Parcel No. 309.9-1-14.1 into the title for the neighboring parcel, and be it further

RESOLVED, that the Warren County Treasurer and the Director of Real Property Tax Services be, and hereby are, authorized and directed to perform all actions necessary to effectuate the terms of the resolution as outlined above.

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: November 3, 2022

- (a) Purpose of Request:
Refund taxes for Queensbury parcel 289.19-1-27 owned by Bay Road Development LLC in the amount of \$12,033.99.
- (b) Details:
The is a Court ordered refund of taxes. The property was deemed to be tax exempt.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
No Funds required

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

* as listed in budget and LOGOS

2022 Refund of Taxes							
Town	Tax Year	Assessed to & Tax Map No.	Location	Breakdown	Reason	Coding	
Queensbury	2022	Bay Road Development, LLC 289.19-1-27	791 Bay Rd.	County	\$12,033.99	Court Order	

STATE OF NEW YORK SUPREME COURT
 COUNTY OF WARREN

In the Matter of

COUNTIES OF WARREN AND
 WASHINGTON INDUSTRIAL
 DEVELOPMENT AGENCY, BAY
 ROAD DEVELOPMENT LLC, and
 FOWLER SQUARE LLC,

Petitioners,

-against-

TOWN OF QUEENSBURY, ASSESSOR
 OF THE TOWN OF QUEENSBURY,
 and BOARD OF ASSESSMENT
 REVIEW OF THE TOWN OF
 QUEENSBURY,

Respondents.

**DECISION, ORDER
 AND JUDGMENT**

Index No.: EF2021-69307

APPEARANCES:

Fitzgerald Morris Baker Firth P.C., Glens Falls (*John D. Aspland* and *Michael Crowe*, of counsel),
 for petitioners.

Miller, Mannix, Schachner & Hafner, LLC, Glens Falls (*Jacquelyn P. White* and *Mark Schachner*, of
 counsel), for respondents.

AUFFREDOU, J.

Combined action for declaratory judgment; and proceedings pursuant to RPTL 706 (1) seeking reclassification of tax status under RPTL 720 (1) (a), and CPLR article 78 for a writ in the nature of mandamus to compel respondent Assessor of the Town of Queensbury to strike the real property that is the subject of this proceeding from the taxable section of the tax roll of respondent Town of Queensbury and record such real property on such tax roll as wholly exempt from real estate tax.¹

Petitioner Bay Road Development, LLC (BRD) is the owner of a certain approximatey-34-

¹ Respondents shall hereinafter be referred to collectively as "the Town."

acre parcel in the Town of Queensbury, Warren County, New York (hereinafter, "the property"). In late 2020, petitioner Fowler Square LLC (Fowler) sought to develop the property for mixed use—5000 square feet to be developed as professional office space and the remainder to be residential apartments (hereinafter, "the project"). After obtaining the necessary approvals from the Town of Queensbury Planning Board, Fowler applied to petitioner Counties of Warren and Washington Industrial Development Agency (WWIDA), a municipal industrial development agency duly established by General Municipal Law § 890-c, for financial assistance for the project in the form of various tax exemptions, including a payment in lieu of tax (PILOT) agreement, as allowed by General Municipal Law § 874 (1) (*see* General Municipal Law § 874 [3], [4]).

WWIDA provided notice to the Town of a public hearing upon Fowler's application, to be held January 6, 2021. The Town did not appear at the hearing and did not submit any comment or objection to Fowler's application outside of the hearing. WWIDA thus resolved to grant the application on that day, and thereafter entered into a series of agreements with Fowler, including a PILOT agreement that exempted the property from all real estate taxes, for development of the project under WWIDA's jurisdiction. Under those agreements, BRD leased the property to Fowler, who then leased it to WWIDA, which, in turn, leased it back to Fowler. WWIDA's lease back to Fowler designated Fowler as WWIDA's agent for development of the project. On February 25, 2021, WWIDA filed for tax exemption on the property pursuant to RPTL 412-a. On May 2, 2021, the Town partially granted the exemption, denying it to that portion of the property that was to be developed into residential apartments.

After unsuccessfully grieving the determination to respondent Board of Assessment Review of the Town of Queensbury, petitioners commenced this combined action and proceeding, seeking a

declaration that the property is exempt in full and to compel the Town to so enter it on the tax roll. The Town joined issue by the filing of an answer and the certified administrative record. The court has accepted memoranda of law and other submissions from the parties. Oral argument was held on December 8, 2021, and the matter is now submitted for decision.

Upon the verified petition dated July 28, 2021, with exhibits; the verified answer dated September 3, 2021; the administrative record certified September 3, 2021; the affidavit of David O'Brien sworn to September 21, 2021; the affidavit of Christopher Falvey sworn to September 21, 2021, with exhibits; petitioners' memorandum of law filed September 22, 2021; the affirmation of Jacquelyn P. White dated October 18, 2021, with exhibits; the affidavit of Teri Ross sworn to October 18, 2021, with exhibit; respondents' revised memorandum of law dated October 18, 2021, with exhibits; and petitioners' reply memorandum of law dated November 5, 2021; and the court having considered the oral arguments of the parties, decision is hereby rendered as follows.

Upon a showing that an administrative act was in violation of lawful procedure or affected by an error of law, this court "may direct or prohibit specified action by the respondent" CPLR 7806; *see* CPLR 7803 [3]; *Matter of Dugan v Liggan*, 121 AD3d 1471, 1473 [3d Dept 2014].² An argument not raised before an agency in an administrative hearing is unpreserved for review under CPLR art 78, and a court's review of an administrative action is thus limited to the grounds asserted by the agency for the action (*see Matter of Khan v New York State Dept. of Health*, 96 NY2d 879, 880 [2001]; *Matter of Stasack v New York State Dept. of Env'tl. Conservation*, 176 AD3d 1456, 1459-1460 [3d Dept 2019]).

The Town's reason for partially denying tax exemption to the property as stated on its notice

² Similar relief is available under RPTL 720 (1) (a) in the tax status classification context (*see* RPTL 706 [1]).

of partial denial was that the portion of the property that was to be developed as residential apartments did not qualify for the exemptions available to an industrial development agency (IDA) because that portion of the project did not further the purposes for which such agencies are created, as detailed in General Municipal Law § 858.

Petitioners assert that the Town's partial denial of WWIDA's tax exemption application was legally erroneous, as in violation of RPTL 412-a (1), which states, in pertinent part, that "[r]eal property . . . under the jurisdiction, supervision or control of [an] industrial development agenc[y] enumerated in the [G]eneral [M]unicipal [L]aw shall be entitled to such exemption as may be provided for therein." General Municipal Law § 874 (1) states, in pertinent part, that an IDA "shall be required to pay no taxes or assessments upon any of the property acquired by it or under its jurisdiction or control or supervision."³ Thus, petitioners' argument goes, RPTL 412-a (1) reserves no discretion to the Town to deny any part of the exemption to which the property is entitled under General Municipal Law § 874 (1).

In answer, the Town asserts that the partial denial of tax exemption to the property was proper because the construction of apartments is not a project that is eligible for IDA benefits, WWIDA does not exercise the requisite level of ownership or control over the property, and the PILOT agreement is null and void because WWIDA failed to obtain certain approvals thereof from the Town that, the Town asserts, were required under WWIDA's uniform tax exemption policy. Underpinning each of these claims is the Town's position that RPTL 412-a (1) affords it discretion to deny an IDA's application for tax exemption on the foregoing grounds.

³ "It is well settled that although 'the statute[s] explicitly confer [] this exemption only on the [IDA], private developers who act as the agency's agent for project purposes may also enjoy this tax benefit'" (*Matter of Regeneron Pharms., Inc. v McCarthy*, 77 AD3d 1246, 1247 [3d Dept 2010], *lv denied* 16 NY3d 704 [2011], quoting *Matter of Fagliarone, Grimaldi & Assoc. v Tax Appeals Trib.*, 167 AD2d 767, 768 [3d Dept 1990]).

Although a town assessor generally bears a duty under RPTL 102 (2) to determine the tax status of the properties within the town, the exemptions available to IDA projects and properties do not derive from the RPTL, but rather from the General Municipal Law (*see* General Municipal Law § 874 [1]). Notably, General Municipal Law § 888 expressly provides that the provisions of General Municipal Law art 18-A (Industrial Development) supersede other inconsistent statutory provisions.⁴ Thus, when "an exemption derives from the agreements of an IDA, the assessor is required to record the property as exempt on the tax assessment roll in a manner consistent with the PILOT. It is not the assessor's function to second guess the propriety of the exemption authorized by the IDA" (*Matter of Regeneron Pharms., Inc. v McCarthy*, 26 Misc 3d 1203 [A], 2009 NY Slip Op 52638 [U], *4 [Sup Ct, Rensselaer County 2009], *aff'd* 77 AD3d 1246 [3d Dept 2010], *supra*). It follows that the Town was without discretion to partially deny the exemptions that the IDA had granted to the project, notwithstanding the potential merit of its concerns about the propriety of the IDA's assumption of jurisdiction over the project. Notably, most of these concerns were not invoked by the Town when partially denying the exemptions, and others—such as the claim that WWIDA lacks the requisite degree of control over the project—are inconsistent with the Town's determination to partially grant the claimed tax exemptions (*see Khan*, 96 NY2d at 880; *Stasack*, 176 AD3d at 1459-1460).

As to those concerns, the court agrees with petitioners that the appropriate vehicle by which to advance these claims was a proceeding under CPLR article 78 to challenge WWIDA's January 6, 2021 resolution to enter into the PILOT and other agreements for development of the project. The court notes that the details of the project—including details about the relative sizes of its commercial and residential portions—were provided to the Town with WWIDA's application for exemption,

⁴ General Municipal Law § 888 makes one exception for inconsistency with the Indian Law that is not at issue here.

which occurred within the four-month statute of limitations that applies to proceedings pursuant to CPLR article 78, and the Town was thus well-positioned to mount these challenges in the proper procedural context (*see* CPLR 217 [1]). While the court is certainly sensitive to the tax impacts that this holding will likely have to other real estate taxpayers within the Town, the fact remains that the Town failed to act appropriately to vindicate this interest. Therefore, constrained by the law, the court directs judgment in favor of petitioners.

Based upon the foregoing, it is hereby

ORDERED AND ADJUDGED that the petition is granted; and it is further

ORDERED AND ADJUDGED that the property is declared to be entirely exempt from real estate taxes pursuant to the payment in lieu of taxes agreement herein; and it is further

ORDERED AND ADJUDGED that respondent Assessor of the Town of Queensbury is ordered pursuant to CPLR 7806 and RPTL 720 (1) to strike the taxable portion of the property from the town tax roll and enter the entire property on the exempt portion of the roll.

The within constitutes the decision, order and judgment of this court.

Signed this 25th day of March 2021, at Lake George, New York.

ENTER:



HON. MARTIN D. AUFFREDOU
JUSTICE OF THE SUPREME COURT

The court is uploading the decision and order to the New York State Courts Electronic Filing System (NYSCEF). Such uploading does not constitute service with notice of entry (*see* 22 NYCRR 202.5-b [h] [2].)

Distribution: 03/29/2022
Michael Crowe, Esq.
Jacqueline P. White, Esq.



RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Treasurer

DATE: November 3, 2022

- (a) Purpose of Contract Change: **Extend Contract**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **Reso 504 of 2019**
- (c) Name of Contractor: **Capital Markets Advisors LLC**
- (d) Address of Contractor: **11 Grace Ave, Suite 308, Great Neck NY 11022**
- (e) Contractor's Contact Person and Telephone Number: **Richard McCarty
516-274-4502**
- (f) Commencement Date of Extension: **January 1, 2023**
- (g) Termination Date of Extension: **December 31, 2025**
- (h) Payment Provisions:
 - i) lump sum amount **Per Item Completed**
 - 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.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.1010 437 Legislative Board, Consulting Fees**

**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

Warren County Board of Supervisors

RESOLUTION NO. 504 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS SOKOL, SIMPSON, MERLINO, DICKINSON, STROUGH, BEATY, FRASIER, MCDEVITT, GERAGHTY, BRAYMER AND HYDE

ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH
CAPITAL MARKETS ADVISORS, LLC TO PROVIDE
ADVISORY SERVICES FOR BOND SALES (WC 67-19)

WHEREAS, the Warren County Purchasing Agent requested proposals to provide Advisory Services for Bond Sales (WC 67-19), and

WHEREAS, the County Treasurer has recommended that Warren County award the contract to Capital Markets Advisors, LLC, 11 Grace Avenue, Suite 308, Great Neck, New York 11022, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent notify Capital Markets Advisors, LLC of the acceptance of their proposal, and be it further

RESOLVED, that Warren County enter into an agreement with Capital Markets Advisors, LLC, 11 Grace Avenue, Suite 308, Great Neck, New York 11022 to provide advisory services for bond sales, pursuant to the terms and conditions of the request for proposals and proposal, for a term commencing January 1, 2020 and terminating December 31, 2022, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that funds shall be expended from Budget Code A.1010 437 Legislative Board, Consulting Fees.

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9
Lake George, NY 12845
Telephone: (518) 761-6538
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent
Jason M. Shpur, Deputy Purchasing Agent
Amber N. Brownell, Purchasing Assistant

August 9, 2022.

Capital Markets Advisors, LLC
Attn: Richard McCarthy
11 Grace Ave., Suite 308
Great Neck, NY 11022

RE: WC 67-19- CONTRACT
EXTENSION

Mr. McCarthy:

The Warren County RFP to Provide Financial Advisory Services for Bonds (WC 67-19) contains an extension clause which provides an option for the renewal of the contract for an additional three years from January 1, 2023 through December 31, 2025.

Please advise whether your company is interested in extending this contract for the above term, upon the same terms and conditions, by completing, signing and circling your intent in the statement below and returning this page to the address indicated above.

If you have any questions or wish to discuss this matter further, please contact me by e-mail or phone.

Thank you for your attention to this matter.

Regards,

Julie A. Butler

Julie A. Butler
Purchasing Agent

I, RICHARD N. MCCARTHY wish / do not wish
(Print name) (Circle intent)

to extend the above-referenced bid upon the same terms and conditions for the term indicated above.

Richard N. McCarthy
(Signature)

8/16/22
(Date)

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: 10/25/2022

- (a) Exact Title and Number of Project*: **Construct Airport T-Hangars H388**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable): **\$1,500,000**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): **New York State Department of Transportation 2020 Aviation Capital Grant Program Project Identification Number 1903.97 (\$1,350,000). Local Match A9950 (\$150,000)**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: **To enact Phase 2 of the project and construct additional 8 T-Hangars at the Floyd bennett Memorial Airport.**

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Facilities - Airport

DATE: 10/25/2022

- (a) Purpose of Request: To Fund Airport (DPW), Repair & Maint-Bldg/Property A.5610 413 With the Reserve, A892.00 Airport Repair & Project.

- (b) Details: Appropriation Code A.5610 413 Airport (DPW), Repair and Maint-Bldg/Property \$6,000.00 to cover cost of Seamless Gutters.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Airport Repair & Projects, A892.00, \$6,000.00.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Facilities - Airport

DATE: 10/25/2022

(a) Purpose of Request: To authorize closure of the following Capital Projects and return any remaining funds to the funding source.

(b) Details: The Projects Listed are complete

Project	Funds	Funding Source
H399 Airport Snow Sweeper	\$78.14	General Fund
H387 Airport Fuel Farm (Vehicles) Motor Fuel System	\$4,607.38	Road Machinery – DM 894.00 Reserve,

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Department of Public Works

DATE: 10/25/22

- (a) Purpose of Request: To Fund Buildings, Repair & Maint-Bldg/Property A.1620 413
With the Reserve, A 871.00 Rehab County Buildings.

- (b) Details: Appropriation Code A.1620 413 Buildings, Repair and Maint- Bldg/Property
\$6,000.00 to cover cost of Seamless Gutters.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and
Amount: Reserve, Rehab County Buildings, A 871.00, \$6,000.00.

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: Sheriff

DATE: October 24, 2022

(a) **Purpose of Amendment:** Amend County Budget to reflect appropriate revenues and expenses for the first half of the school resource officer service agreements.

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

A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne)	\$41,802
A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne)	\$2,592
A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne)	\$606
A.3120.1002 130 Sheriff's SRO's - Salaries Part Time (Queensbury)	\$17,650
A.3120.1002 830 Sheriff's SRO's - Social Security (Queensbury)	\$1,094
A.3120.1002 831 Sheriff's SRO's - Medicare (Queensbury)	\$256
A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren)	\$17,650
A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren)	\$1,094
A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren)	\$256
A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George)	\$34,371
A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George)	\$2,131
A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George)	\$498
A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton)	\$17,650
A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton)	\$1,094
A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton)	\$256
A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg)	\$17,650
A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg)	\$1,094
A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg)	\$256

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

A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne)	\$45,000
A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury)	\$19,000
A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren)	\$19,000
A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George)	\$37,000
A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton)	\$19,000
A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg)	\$19,000

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: October 24, 2022

(a) Purpose of Request: Amend County Budget to appropriate funds for Sheriff's Law Enforcement - Automotive Gas & Oil code to address a deficit created by significant increases in gasoline costs.

(b) Details: Appropriate \$250,000 from General Fund A.909.00 Fund Balance and increase the following codes;

A.3110 442	General Sheriff's Law Enforcement	\$175,000
	Automotive - Gas & Oil	

(c) Previous Resolution Number: N/A

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

A.909.00	General Fund Balance	\$175,000
	Unappropriated Surplus	

* 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: Sheriff

DATE: October 24, 2022

- (a) **Purpose of Amendment:** Amend County Budget to appropriate funds for Sheriff's Correction Division - Foods code to address a deficit created by significant increases in food costs.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|------------|--|----------|
| A.3150 445 | General Sheriff's Correction Division
Foods | \$75,000 |
|------------|--|----------|
- (c) **Revenue Code (with title), and amount:**
- | | | |
|-------------|--|----------|
| A.3150 2264 | General Sheriff's Correction Division
Jail Services, Other Govt | \$75,000 |
|-------------|--|----------|

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

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

DEPARTMENT NAME: Social Services

DATE: 10/12/22

- (a) Purpose of Amendment: **To increase expenses and revenue based on approval of Code Blue budget from NYS OTDA, expenses to be reimbursed 100%**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.6010 470 Contracts \$160,623

- (c) Revenue Code (with title), and Amount: **A.6010 3610 State Aid Admin \$160,623**



Office of Temporary
and Disability Assistance

Approved

2/2/23 Code Blue

Attachment 5

Homelessness During Inclement Weather (Code Blue)
Total Budget Form

Social Services District

Warren

Please provide separate budgets for direct district costs and, as needed, each provider agency.

Budget Categories			
	ADMINISTRATION COSTS	PROGRAM COSTS	TOTAL COSTS
SALARY COSTS			
1. Salary Costs	\$ -	\$ 99,437	\$ 99,437
2. Fringe Benefits	\$ -	\$ 14,916	\$ 14,916
3. Total Salary & Fringe Benefits	\$ -	\$ 114,353	\$ 114,353
NON-SALARY COSTS			
4. Contractual Costs <i>Motels</i>	\$ -	\$ 14,000	\$ 14,000
5. Travel Costs	\$ -	\$ -	\$ -
6. Equipment Costs	\$ -	\$ 16,175	\$ 16,175
7. Supplies	\$ -	\$ 1,095	\$ 1,095
8. Other Direct Expenses	\$ -	\$ -	\$ -
9. Total Non-Salary Expenses	\$ -	\$ 31,270	\$ 31,270
CLIENT RELATED COSTS			
10. Assistance Direct to Clients	\$ -	\$ 13,500	\$ 13,500
11. Transportation	\$ -	\$ 1,500	\$ 1,500
12. Other	\$ -	\$ -	\$ -
13. Total Client Related Costs	\$ -	\$ 15,000	\$ 15,000
14. Total Project Costs	\$ -	\$ 160,623	\$ 160,623

Exhibit B – Proposed Budget

Attachment 5
Homelessness During Inclement Weather (Code Blue)
Subcontractor Budget Form

Social Services District Warren
Provider Agency The Open Door Mission

Budget Categories			
	ADMINISTRATION COSTS	PROGRAM COSTS	TOTAL COSTS
SALARY COSTS			
1. Salary Costs		\$ 99,437	\$ 99,437
2. Fringe Benefits		\$ 14,916	\$ 14,916
3. Total Salary & Fringe Benefits	\$ -	\$ 114,353	\$ 114,353
NON-SALARY COSTS			
4. Contractual Costs			\$ -
5. Travel Costs			\$ -
6. Equipment Costs		\$ 16,175	\$ 16,175
7. Supplies		\$ 1,095	\$ 1,095
8. Other Direct Expenses			\$ -
9. Total Non-Salary Expenses	\$ -	\$ 17,270	\$ 17,270
CLIENT RELATED COSTS			
10. Assistance Direct to Clients		\$ 13,500	\$ 13,500
11. Transportation	\$ -	\$ 1,000	\$ 1,000
12. Other			\$ -
13. Total Client Related Costs	\$ -	\$ 14,500	\$ 14,500
14. Total Project Costs	\$ -	\$ 146,123	\$ 146,123

Attachment 5
Homelessness During Inclement Weather (Code Blue)
District Budget Form

Social Services District _____

Budget Categories			
	ADMINISTRATION COSTS	PROGRAM COSTS	TOTAL COSTS
SALARY COSTS			
1. Salary Costs			\$ -
2. Fringe Benefits			\$ -
3. Total Salary & Fringe Benefits	\$ -	\$ -	\$ -
NON-SALARY COSTS			
4. Contractual Costs		\$ 14,000	\$ 14,000
5. Travel Costs			\$ -
6. Equipment Costs			\$ -
7. Supplies			\$ -
8. Other Direct Expenses			\$ -
9. Total Non-Salary Expenses	\$ -	\$ 14,000	\$ 14,000
CLIENT RELATED COSTS			
10. Assistance Direct to Clients		\$ -	\$ -
11. Transportation	\$ -	\$ 500	\$ 500
12. Other			\$ -
13. Total Client Related Costs	\$ -	\$ 500	\$ 500
14. Total Project Costs	\$ -	\$ 14,500	\$ 14,500

*Motels/Hotels
Transportation*

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Information Technology

DATE: October 25, 202

- (a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.
- (b) Details:
Information Technology A.1680 220.1 \$20,000
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.895.00 Computer Reserve Fund

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: Tourism & Occupancy Tax Coordination

DATE: 10/24/22

- (a) Purpose of Amendment: **to appropriate \$125,000 from the Occupancy Tax Reserve for sponsorship of the 2023 FISU World University Games Snowboarding competitions.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6417.0002 480.06
Tourism- Enhanced Promotion - \$125,000**

- (c) Revenue Code (with title), and Amount: **881.00 Reserve, Occupancy Tax -
\$125,000**

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

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

DEPARTMENT NAME: Department of Public Works

DATE: October 25, 2022

- (a) Purpose of Amendment: **To Amend Beach Road Parking Lot to reflect additional revenue for payment to the Village of Lake George.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1627 470, Beach Road Parking Lot, Contracts, \$25,000.00.**

- (c) Revenue Code (with title), and Amount: **A.1627 2566, Beach Road Parking Lot, Parking Fee's, \$25,000.00.**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Department of Public Works

DATE: 10/25/22

(a) Purpose of Request: To authorize closure of Capital Project H371 - Horicon Avenue Sewer Ext (CR 31) and return any remaining funds to the funding source.

(b) Details:			
Capital Project		Est Funds	Funding Source
H371 - Horicon Avenue Sewer Ext (CR 31)		\$2,174.66	General Fund.

(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

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

NOVEMBER 3, 2022

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

I. Committee meeting called to order by Chair.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) **SUNY Adirondack representatives to provide an update on the College.**

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

A) Review of report on tracking of vacancies filled.

B) Review of separation report.

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

A) Request for the appropriation of funds totaling \$25,164.90 from Budget Code A909.00, *Unappropriated Surplus Fund Balance*. 2022 Budget did not provide sufficient funding to cover Hospitalization expense (\$24,869.10), or Dental expense (\$295.80) through the end of the year.

B) Request for approval of 2023 contract with Bartlett Pontiff Stewart Rhodes P.C. for legal services in area of labor matters, with the option to renew for up to two additional one-year terms (2024 & 2025). *Resolution No. 514 of 2018 provided a one-year agreement with Bartlett Pontiff Stewart Rhodes P.C. to provide these services with the option to extend for two additional one-year terms at the fixed monthly rate of \$3,750 and hourly rates of \$200 for principal attorneys time, \$160 for associate attorney time, and \$125 for paralegal time for labor matters involving litigation or proceedings before an administrative agency, hearing officer, arbitrator, or courts. Continued legal services are required as the County prepares to negotiate the collective bargaining agreement with Warren County Police Benevolence Association. Monthly fee under Resolution No. 514 of 2018 would remain unchanged at \$3,750.*

C) Request for a new contract with Fitzgerald Morris Baker Firth, P.C. for legal services for litigation and trial counsel in defense of Child Victim Act Claims made by Joshua Rouse, Supreme Court Index No. EF2021-69346, effective immediately until final resolution of the Supreme Court action billed at an hourly rate of \$200.00 per hour for all attorney time and \$75.00 per hour for paralegal time for an amount not to exceed \$25,000.00. *Claim covers approximately six years (1998-2003), with one year (April 1, 1999 - April 1, 2000) covered by the County's insurance policy, subject to reservation of legal rights. Insurance carrier approved law firm to defend the County for that one-year period.*

D) Discussion regarding appointments to the Warren County Ethics Board.

E) Request to approve settlement agreement with Forest Enterprises Management, Inc. in the amount of \$7,500 and providing Chairman of the Board with the authority to sign settlement documents. *To settle all claims between the two parties, to execute general releases between the parties and to discontinue all further legal actions between the two parties.*

F) Request for an executive session pursuant to Section 105(1)(d) of Public Officer's Law to discuss pending or current litigation. *Frank Denes v. County of Warren, et al; Forest Enterprises Management Inc. v. County of Warren, 3d Department #535780; and Kathleen Innes v. County of Warren, Correctional Medical Care, Inc. NDNY 1:22-cv-641.*

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

Request for an appropriation of funds in the amount of \$60,000 from Budget Code A.909.00, *General Fund Unappropriated Fund Balance*, to Budget Code A.1185 435, *Coroners & Medical Examiners, Medical Fees*, to cover the estimated cost of autopsies for the remainder of 2022.

5) **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 \$97,310 effective retroactive to November 7, 2022.

CONTINUED

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA**NOVEMBER 3, 2022****6) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Strough):*****Information Technology (Mike Colvin, Director) -***

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Programmer I, *Annual Salary \$65,942*, and delete the position of Computer Programmer II, *Annual Salary \$65,695*, effective November 21, 2022.

7) Request/Items to be Discussed by the County Administrator (Supervisor Craig Leggett, Acting County Administrator):

Discussion regarding SUNY Adirondack sponsor funding formula.

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)
- 4) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22)

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)

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

- | | |
|--|---|
| <i>Buildings and Grounds</i> | - Cleaner #6, <i>Grade 2, Base Annual Salary \$35,455</i> , due to resignation. |
| <i>DPW</i> | - MEO (L) #2, <i>Grade 7, Base Annual Salary \$42,134</i> , due to resignation
- MEO (M) #9, <i>Grade 9, Base Annual Salary \$44,966</i> , extending authorization. |
| <i>Information Technology</i> | - Computer Help Desk Tech I, <i>Annual Salary \$57,757</i> , due to promotion. |
| <i>Office of Community Services</i> | - Deputy Director - Clinical (<i>Community Mental Health</i>), <i>Annual Salary \$69,431</i> , due to retirement.
- Children and Youth SPOA Coordinator, <i>Annual Salary \$65,824</i> , due to promotion. |
| <i>Social Services</i> | - Caseworker #6, <i>Grade 16, Base Annual Salary \$52,743</i> , due to resignation. |

VI. Privilege of the Floor/Public Comment**VII. Motion to adjourn**

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: CLERK OF THE BOARD OF SUPERVISORS

DATE: NOVEMBER 3, 2022

- (a) Purpose of Request:
Appropriation of funds to cover the estimated cost of autopsies for the remainder of 2022

- (b) Details:
Appropriation of funds in the amount of \$60,000 to Budget Code A.1185 435, Coroners & Medical Examiners, Medical Fees

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
General Fund Unappropriated Fund Balance (A.909)

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

* as listed in budget and LOGOS

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 10/24/2022

(a) Employee Name, Title and Employee No.:

Coordinating Attorney (FT)(b) Current Annual **Base** Salary (and Grade if Applicable):**\$97,310**(c) Former Annual **Base** Salary (and Grade if Applicable):**\$81,618**

(d) Effective Date for Salary Change*:

Please do not backdate request unless the purpose is to correct an error*11/7/2022**(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 110 (Public Defender/Hurrell-Harring/Salaries - Regular**(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded within the current budget:

(g) Is there expected revenue from this position? YES NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

(h) Justification of Request:

To raise the salary of the Coordinating Attorney (FT) in line with their level of experience and based on the initial funding amounts for this position.

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position**DEPARTMENT NAME: **Information Technology**DATE: **October 2022**

- (a) Title of Requested Position: **Programmer I**
- (b) Annual Base Salary (and Grade if Applicable): **\$65,942, grade 11, 5th increment**
- (c) Effective Date for New Position*:
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Computer Programmer II, grade 13, 4th increment, \$65,695
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1680 110
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: A.1680 110
Title of Position: Programmer I Base Salary of Position: \$65,942 Grade: OOU 11-15
Filling at Step # (If Known):
Budget code and title: A.1680 110-Salaries Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13097/LaLuna Date of Vacancy: 10/23/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date 10-22-22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank Thomas Date 10/13/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date 10-25-22

PROGRAMMER I

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position in the Programmer series. An employee in this class assists higher level programmers with assigned duties in the areas of 1) data gathering and analysis of method and procedures, 2) design recommendations in the form of user proposals, operational instructions and computer program specifications and 3) implementation and support involving systems testing, user training and special projects. The work is performed under the direct supervision of a higher level Programmer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in design logic sequences for individual programs or program sequences;
Assists in analyzing the flow of information between the data center and the various units participating in the data processing system;
Assists in program design;
Assists in the organization and preparation of program documentation;
Assists in the Collection of information from departments requesting computer support to determine current operations and analyze requirements
Operates computer and related peripheral equipment as assigned;
Creates and maintains a variety of records and reports relating to programming;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of computer programming and the capabilities and use of data processing equipment;
Working knowledge of the principles and practices of systems analysis as applied to computer programming;
Working knowledge of office terminology and procedures;
Ability to operate a wide variety of data processing equipment and software;
Ability to follow moderately complex oral and written instructions;
Ability to learn new computer systems;
Ability to create and modify computer programs;
Ability to establish and maintain effective working relationships with others;
Ability to perform close, detail work involving considerable visual effort and concentration;
Physical condition commensurate with the job

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

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, computer programming, systems analysis, database management or closely related field; OR
- B) Two (2) years of full-time paid experience (or its part-time equivalent) in computer programming or in the analysis and design of computer based information systems.

WCCS Adopted: 3/13/17

JC: Competitive