

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

SEPTEMBER 1, 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.**

A) Request for resolution of support for SUNY Adirondack purchase of property. *Note: Any resolution approved on this matter will go to the September 1st Board Meeting for approval.*

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

A) Review of report on tracking of vacancies filled.

B) Review of separation report.

C) Matt Schuette, *representing Marshall & Sterling*, to discuss benefit renewal for 2022 - 2023 plan year.

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

A) Request for authority to notify AC Power LLC of intent to require PILOT payments for the solar energy system planned for River Street (Queensbury Tax Map No. 303.20-2-50) as required by section 487(9) of the Real Property Tax Law.

B) Request to authorize correction deed to remove restrictive covenants requiring reversion of real property to County of Warren after 24 months from date of sale.

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

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

Employment & Training Administration -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Student-to-Careers Development Specialist, *Annual Salary \$50,104*, effective September 19, 2022.

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

Countryside Adult Home (Amy McByrne, Director) -

A) Request to amend the Table of Organization and Salary Schedule to create and the new position of Temporary Help, effective retroactive to September 1, 2022.

B) Request to amend the Warren County policy pertaining to retirees to allow employees that retire from Countryside Adult Home to return in per-diem or part-time positions at the step they retired at.

6) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**

Parks, Recreation & Railroad (Dean Moore, Director) -

Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Director of Parks, Recreation & Railroad from \$80,591 to \$77,305 effective retroactive to August 1, 2022.

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

On Behalf of the Probation Department - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Administrative Secretary in the Probation Department from \$48,366 to \$54,086 effective retroactive to August 1, 2022.

IV. **Pending Items:**

SUNY ADIRONDACK: No items this month.

PERSONNEL:

1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22) Update: County Attorney was asked to provide updates in redlined form for review. (06.02.22)

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

3) Committee requested that the Human Resources and Civil Service Departments draft an outline of a process for seeking out hiring candidates for Department Head level positions for the Committee to review. (06.02.22)

CIVIL SERVICE: No items this month.

HUMAN RESOURCES: No items this month.

CLERK OF THE BOARD: No items this month.

COUNTY ATTORNEY: No items this month.

CONTINUED

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA
SEPTEMBER 1, 2022

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

- County Clerk*
- MV License Registration Clerk #8, *Grade 8, Base Annual Salary \$43,638*, extending authorization.
 - MV License Registration Clerk #10, *Grade 8, Base Annual Salary \$43,638*, extending authorization.
- DPW*
- HEO #1, *Grade 10, Base Annual Salary \$46,504*, due to promotion.
- Office for the Aging*
- Meal Site Cook #10, *Grade 2, Base Annual Salary \$22,159 (25hr/week)*, due to resignation.
- Social Services*
- Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$43,638*, due to promotion.
 - Social Welfare Examiner #17, *Grade 8, Base Annual Salary \$43,638*, due to retirement.
 - Social Services Investigator #2, *Grade 11, Base Annual Salary \$47,145*, due to resignation.
 - Senior Caseworker #4, *Grade 18, Base Annual Salary \$56,104*, due to resignation.
 - Senior Caseworker #2, *Grade 18, Base Annual Salary \$56,104*, due to resignation.
 - Caseworker #16, *Grade 16, Base Annual Salary \$52,743*.

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: County Administrator

DATE: 9/1/2022

- (a) Purpose of Request: **To authorize the purchase of real property located at 12 Haviland Road in the Town of Queensbury, New York, to be acquired in the names of the Counties of Warren and Washington in their capacities as Trustees of Adirondack Community College (d/b/a SUNY Adirondack) for the sum of \$289,900 plus reasonable closing costs**
- (b) Details:
- (c) Previous Resolution Number: **see R250/2017 as example**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **\$0 cost to Warren County**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2022

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

**AUTHORIZING PURCHASE OF REAL PROPERTY LOCATED AT 12 HAVILAND ROAD
IN THE TOWN OF QUEENSBURY IN TRUST FOR USE BY
ADIRONDACK COMMUNITY COLLEGE**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the purchase of real property located at 12 Haviland Road in the Town of Queensbury, New York, to be acquired in the names of the Counties of Warren and Washington in their capacities as Trustees for Adirondack Community College (d/b/a SUNY Adirondack) for the sum of Two Hundred Eighty-Nine Thousand Nine Hundred Dollars (\$289,900) plus reasonable closing costs, the total sum of which shall be borne by Adirondack Community College (d/b/a SUNY Adirondack) with no additional contribution from Warren County, and be it further

RESOLVED, that such property is to be held in trust for SUNY Adirondack's use and purposes, and be it further

RESOLVED, that the President of SUNY Adirondack be, and hereby is, authorized to execute all documents deemed necessary or desirable by the Warren County Attorney and SUNY Adirondack's Attorney in order to complete such purchase.

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00	1/31/2022	Spring	\$ 36,414.00	\$ 923.00	\$ 923.00
9/30/2021	Sheriff	Patrol Officer #11 (1380)	Seeley	PR	\$ 75,295.00	\$ 44,735.00	1/24/2022	Rose	\$ 45,854.00	\$ 1,119.00	\$ (29,441.00)
11/2/2021	Public Works	MEO (L) #26 (1225)	Hayes	RT	\$ 44,901.00	\$ 35,491.00	2/7/2022	Riffle	\$ 36,414.00	\$ 923.00	\$ (8,487.00)
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	1/10/2022	Allen	\$ 34,448.00	\$ 834.00	\$ -
11/2/2021	Social Services	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Countryside	Institutional Aide PT #3 (2217)	Semon	RM	\$ 23,682.00	\$ 23,682.00	2/8/2022	Hill	\$ 24,298.00	\$ 616.00	\$ 616.00
12/2/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	1/4/2022	Slater	\$ 36,414.00	\$ 923.00	\$ (5,123.00)
12/2/2021	DPW	MEO (M) #2 (1233)	Henkel	RS	\$ 44,717.00	\$ 38,521.00	3/28/2022	Huntley	\$ 39,246.00	\$ 725.00	\$ (5,471.00)
12/2/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	4/4/2022	Reiter	\$ 33,076.00	\$ 2,556.00	\$ 1,977.00
12/2/2021	Sheriff	Investigator #6 (1385)	David	RT	\$ 83,503.00	\$ 83,503.00	1/31/2022	Schroeck	\$ 78,138.00	\$ (5,365.00)	\$ (5,365.00)
12/2/2021	Sheriff	Patrol Officer #TBD		PR		\$ 44,736.00	vacant				
12/2/2021	Social Services	Caseworker #21 (1668)	Watkins	PR	\$ 58,097.00	\$ 47,023.00	3/28/2022	Norton	\$ 48,472.00	\$ 1,449.00	\$ (9,625.00)
12/2/2021	Social Services	Caseworker #4 (1650)	Parker	PR	\$ 57,597.00	\$ 47,023.00	2/22/2022	Hargraves	\$ 58,597.00	\$ 11,574.00	\$ 1,000.00
12/2/2021	Social Services	Caseworker #20 (1649)	Tennant	RS	\$ 47,244.00	\$ 45,831.00	1/3/2022	Dolly	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Social Services	Social Welfare Examiner #12 (1751)	Darcy	PR	\$ 37,436.00	\$ 36,957.00	5/7/2022	Santiago	\$ 37,918.00	\$ 961.00	\$ 482.00
12/20/2021	Office for the Aging	Services Assistant - OFA #3 (2700)	N/A	N	N/A	\$ 33,600.00	4/4/2022	Belden	\$ 36,414.00	\$ 2,814.00	\$ -
12/20/2021	Office for the Aging	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	4/11/2022	Newell	\$ 22,301.00	\$ 4,188.00	\$ -
1/1/2022	Health Services	RPN #42 (2701)	N/A	N	N/A	\$ 51,502.00	vacant				
1/1/2022	Health Services	Public Health Program Manager (2678)	N/A	N	N/A	\$ 55,070.00	1/1/2022	Durkee	\$ 67,170.00	\$ 12,100.00	\$ -
1/1/2022	Health Services	Public Health Educator #1 (2681)	N/A	N	N/A	\$ 44,384.00	1/13/2022	Cohen	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	Public Health Educator #2 (1586)	N/A	N	N/A	\$ 44,384.00	1/18/2022	Crawford	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	EI Service Coordinator - PD (2556)	N/A	N	N/A	\$ 12,594.00	vacant				
1/1/2022	Health Services	Therapy Program Administrator (2677)	N/A	N	N/A	\$ 65,566.00	vacant				
1/1/2022	Sheriff	Patrol Officer #66 (2673)	N/A	N	N/A	\$ 44,736.00	1/24/2022	McPhail	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #67 (2674)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ordway	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #68 (2675)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ortiz	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #69 (2676)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Crispell	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Social Services	Senior Caseworker #9 (2685)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Watkins	\$ 61,916.00	\$ 11,532.00	\$ -
1/1/2022	Social Services	Senior Caseworker #10 (2686)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Parker	\$ 61,416.00	\$ 11,032.00	\$ -
1/1/2022	Social Services	Legal Clerk III (2687)	N/A	N	N/A	\$ 40,784.00	1/7/2022	Quagliana	\$ 42,852.00	\$ 2,068.00	\$ -
1/1/2022	Social Services	Senior Clerk (2688)	N/A	N	N/A	\$ 31,789.00	1/1/2022	Moynihan	\$ 38,282.00	\$ 6,493.00	\$ -
1/29/2022	Sheriff	Patrol Officer # 70 (2702)	N/A	N	N/A	\$ 44,736.00	3/28/2022	Raggi	\$ 60,078.00	\$ 15,342.00	\$ -
2/3/2022	Buildings & Grounds	Cleaner #12 (2470)	Tabano	RS	\$ 29,735.00	\$ 29,735.00	2/7/2022	Augusta	\$ 29,735.00	\$ -	\$ -
2/3/2022	Countryside	Cook/Manager (2265)	Olden	RT	\$ 43,764.00	\$ 33,076.00	2/15/2022	Quarters	\$ 42,264.00	\$ 9,188.00	\$ (1,500.00)
2/3/2022	County Clerk	Senior MV Examiner # 3 (2710)	N/A	N	N/A	\$ 40,784.00	2/28/2022	Conway	\$ 50,519.00	\$ 9,735.00	\$ -
2/3/2022	County Clerk	MV Lic/Reg Clerk #8 (1122)	Conway	PR	\$ 47,262.00	\$ 37,918.00	vacant				\$ -
2/3/2022	Information Technology	Cybersecurity and Network Analyst (2672)	N/A	N	N/A	\$ 67,533.00	1/3/2022	Boutin	\$ 67,533.00	\$ -	\$ -
2/3/2022	Mail Room	Messenger # 2 (2711)	N/A	N	N/A	\$ 34,488.00	2/22/2022	Willey	\$ 34,488.00	\$ -	\$ -
2/3/2022	Probation	Senior Account Clerk (1307)	Clarke	PR	\$ 37,355.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (M) #9 (1238)	Monroe	RT	\$ 49,771.00	\$ 39,246.00	vacant				
2/3/2022	Public Works	MEO (L) #3 (1249)	Cameron	PR	\$ 36,723.00	\$ 36,414.00	8/1/2022	Monroe	\$ 42,134.00	\$ 5,720.00	\$ 5,411.00
2/3/2022	Public Works	MEO (L) #13 (1263)	Cameron	RS	\$ 35,491.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #27 (2256)	Hart	RM	\$ 35,491.00	\$ 36,414.00	2/14/2022	Allen	\$ 36,414.00	\$ -	\$ 923.00
2/3/2022	Sheriff	Patrol Sergeant # 12 (2708)	N/A	N	N/A	\$ 84,503.00	2/28/2022	Howse	\$ 84,503.00	\$ -	\$ -

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/3/2022	Sheriff	Patrol Officer #62 (1326)	Howse	PR	\$ 77,178.00	\$ 45,854.00	3/14/2022	Wright	\$ 60,078.00	\$ 14,224.00	\$ (17,100.00)
2/3/2022	Sheriff	Communications Officer #20 (2544)	Crispell	RS	\$ 52,775.00	\$ 47,299.00	3/14/2022	Bentley	\$ 47,299.00	\$ 14,224.00	\$ (5,476.00)
2/3/2022	Sheriff	Senior Communications Officer (2245)	Wells	O	\$ 62,486.00	\$ 58,448.00	1/31/2022	Kilmartin	\$ 58,448.00	\$ -	\$ (4,038.00)
2/3/2022	Social Services	Principal Account Clerk # 3 (2709)	N/A	N	N/A	\$ 40,784.00	2/22/2022	Murray	\$ 47,656.00	\$ 6,872.00	\$ -
2/3/2022	Social Services	Intake Clerk #4 (1736)	Johnson	O	\$ 31,594.00	\$ 30,983.00	12/27/2021	Kazlo	\$ 30,983.00	\$ -	\$ (611.00)
2/3/2022	Social Services	Social Welfare Examiner #17 (1722)	Gonnely	RT	\$ 48,263.00	\$ 37,918.00	vacant				
2/3/2022	Social Services	Caseworker #15 (1665)	Vachon	RS	\$ 47,023.00	\$ 47,023.00	2/22/2022	Regner	\$ 47,023.00	\$ -	\$ -
2/3/2022	Social Services	Intake Clerk #8 (2660)	Johnson	PR	\$ 32,416.00	\$ 31,789.00	2/7/2022	Dashnaw	\$ 31,789.00	\$ -	\$ (627.00)
2/3/2022	Social Services	Medicaid Clerk #3 (2071)	Licari	PR	\$ 35,471.00	\$ 33,076.00	2/28/2022	Smith	\$ 33,076.00	\$ -	\$ (2,395.00)
2/3/2022	Social Services	Social Welfare Examiner #38 (2082)	Rheel	O	\$ 47,763.00	\$ 37,918.00	2/14/2022	Licari	\$ 40,570.00	\$ 2,652.00	\$ (7,193.00)
2/3/2022	Social Services	Secretary (2270)	Quagliana	PR	\$ 33,538.00	\$ 31,789.00	4/18/2022	Boutin	\$ 31,789.00	\$ -	\$ (1,749.00)
2/3/2022	Social Services	Senior Account Clerk #6 (1748)	Murray	PR	\$ 42,617.00	\$ 36,414.00	2/22/2022	Stoller	\$ 42,617.00	\$ 6,203.00	\$ -
2/3/2022	Social Services	Support Investigator #4 (1746)	Missita	PR	\$ 44,348.00	\$ 37,918.00	5/9/2022	Funnye	\$ 40,570.00	\$ 2,652.00	\$ (3,778.00)
2/3/2022	Social Services	Social Welfare Examiner #31 (1713)	Cameron	RT	\$ 44,611.00	\$ 37,918.00	2/7/2022	Johnson	\$ 38,545.00	\$ 627.00	\$ (6,066.00)
2/3/2022	Veterans' Services	Van Driver #2 (2190)	Service	RS	\$ 17,456.00	\$14,868.00	1/3/2022	Therio	\$ 14,868.00	\$ -	\$ (2,588.00)
2/3/2022	Veterans' Services	Van Driver #1 (2189)	Johnson	RS	\$ 18,985.00	\$14,868.00	1/3/2022	Cooke	\$ 14,868.00	\$ -	\$ (4,117.00)
2/3/2022	Veterans' Services	Veteran Benefit Counselor (2690)	N/A	N	N/A	\$ 39,246.00	4/25/2022	Cooke	\$ 39,246.00	\$ -	\$ -
3/3/2022	Office for the Aging	Services Assistant - OFA #4 (2713)	N/A	N	N/A	\$ 36,141.00	4/11/2022	Hanchett	\$ 42,617.00	\$ 6,476.00	\$ -
3/3/2022	Office for the Aging	Meal Site Cook #7 (1953)	Burnett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
3/3/2022	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	8/22/2022	Necatera	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
3/3/2022	Sheriff	Patrol Officer #48 (1398)	Howse	PR	\$ 77,178.00	\$ 45,854.00	7/25/2022	Duggan	\$ 45,854.00	\$ -	\$ (31,324.00)
3/3/2022	Tourism	Director of Tourism (1908)	Conley	RT	\$ 90,783.00	\$ 67,533.00	vacant				
3/3/2022	Tourism	Communications Asst. - Tourism (2417)	O'Brien	PR	\$ 39,533.00	\$ 39,246.00	4/13/2022	Ellis	\$ 39,246.00	\$ -	\$ (287.00)
3/31/2022	Civil Service	Civil Service Assistant (2568)	Graham	PR	\$ 43,044.00	\$ 39,973.00	5/7/2022	Plumley	\$ 39,973.00	\$ -	\$ (3,071.00)
3/31/2022	Civil Service	Civil Service Specialist (2567)	Chambers	RS	\$ 49,036.00	\$ 49,036.00	4/11/2022	Graham	\$ 49,036.00	\$ -	\$ -
3/31/2022	District Attorney	Legal Clerk II #3 (2669)	Christensen	PR	\$ 37,918.00	\$ 37,918.00	4/11/2022	Davis	\$ 37,918.00	\$ -	\$ -
3/31/2022	Planning	Senior Planner (2414)	Belden	RS	\$ 45,878.00	\$ 50,384.00	vacant				
3/31/2022	Public Defender	Public Defender (1072)	Flores	RT	\$ 136,273.00	\$ 114,096.00	5/9/2022	Canale	\$128,450.00	\$ 14,354.00	\$ (7,823.00)
3/31/2022	Public Defender	Coordinating Attorney(Public Defender) (2588)	N/A	N	N/A	\$ 81,618.00	4/18/2022	Dipresso	\$ 81,618.00	\$ -	\$ -
3/31/2022	Public Defender	Coordinating Asst. PD - PT (2657)	N/A	N	N/A	\$ 34,280.00	5/16/2022	Flores	\$ 34,280.00	\$ -	\$ -
3/31/2022	Public Defender	Legal Clerk I (2664)	N/A	N	N/A	\$ 33,076.00	vacant			\$ -	\$ -
3/31/2022	Public Works	MEO (L) #2 (1239)	Allen	RS	\$ 36,414.00	\$ 36,414.00	8/15/2022	Neel	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
3/31/2022	Social Services	Caseworker #24 (1666)	Pugh	RT	\$ 54,846.00	\$ 47,023.00	4/25/2022	Huestis	\$ 47,023.00	\$ -	\$ (7,823.00)
3/31/2022	Tourism	Principal Account Clerk - PD (2714)	N/A	N	\$ 51,519.00	\$ 51,519.00	4/4/2022	Grant	\$ 51,519.00	\$ -	\$ -
5/5/2022	Social Services	Community Services Worker-LTPT (20 hours) (2718)	N/A	N	N/A	\$ 37,918.00	7/12/2022	Scott	\$ 18,959.00	\$ (18,959.00)	\$ -
5/5/2022	Buildings & Grounds	Cleaner #11 (2264)	Hytower	RT	\$ 29,735.00	\$ 29,735.00	vacant				
5/5/2022	Public Works	MEO (L) #16 (1260)	Huntley	PR	\$ 36,414.00	\$ 36,414.00	vacant				
5/5/2022	Up Yonda Farm	Environmental Education Administrator (1198)	Badey	RS	\$ 58,403.00	\$ 55,051.00	7/18/2022	Wilde	\$ 56,702.00	\$ 1,651.00	\$ (1,701.00)
5/5/2022	Public Defender	9th Assistant Public Defender (2608)	DiPresso	PR	\$ 74,089.00	\$ 71,988.00	6/20/2022	Duhaney	\$ 71,988.00	\$ -	\$ (2,101.00)
5/5/2022	Social Services	Sr. Account Clerk #4 (1686)	Stoller	O	\$ 42,617.00	\$ 36,414.00	6/20/2022	Dashnaw	\$ 36,414.00	\$ -	\$ (6,203.00)
5/5/2022	Social Services	Sr. Account Clerk #7 (1693)	Williams	RS	\$ 38,326.00	\$ 36,414.00	vacant				
5/5/2022	Social Services	Medicaid Clerk #1 (1707)	Hanchett	O	\$ 38,764.00	\$ 33,076.00	5/9/2022	Parker	\$ 41,764.00	\$ 8,688.00	\$ 3,000.00
5/5/2022	Social Services	Intake Clerk (1754)	Flores	RM	\$ 31,789.00	\$ 31,789.00	5/9/2022	Vitolo	\$ 31,789.00	\$ -	\$ -
5/5/2022	Social Services	Caseworker #27 (1658)	Coulman	RS	\$ 57,597.00	\$ 47,023.00	5/16/2022	Queiroz	\$ 47,023.00	\$ -	\$ (10,574.00)

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
5/5/2022	Social Services	Caseworker #39 (2616)	Putnick	RS	\$ 47,023.00	\$ 47,023.00	6/20/2022	Cozzens	\$ 47,023.00	\$ -	\$ -
5/5/2022	Social Services	Caseworker #37 (2558)	Vilord	RM	\$ 47,023.00	\$ 47,023.00	5/23/2022	Nassivera	\$ 47,023.00	\$ -	\$ -
6/2/2022	Probation	Administrative Secretary (2717)	Rodriguez	RS	\$ 56,910.00	\$ 44,913.00	6/27/2022	Clarke	\$ 44,913.00	\$ -	\$ (11,997.00)
6/2/2022	Employment & Training	Job Coach-Temporary (2719)	N/A	N	N/A	\$ 34,488.00	6/27/2022	Tucker	\$ 34,488.00	\$ -	\$ -
6/2/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/2/2022	Social Services	Case Manager/Foster Care Home-Finder (2720)	N/A	N	N/A	\$ 44,384.00	6/20/2022	Durose	\$ 55,602.00	\$ 11,218.00	\$ -
6/2/2022	DPW	Cleaner # 8 (2144)	Santiago	RS	\$ 29,735.00	\$ 29,735.00	8/1/2022	Boyea	\$ 35,455.00	\$ 5,720.00	\$ 5,720.00
6/2/2022	Countryside	Cook #2 (1889)	Steves	RM	\$ 31,789.00	\$ 31,789.00	8/8/2022	Knight	\$ 37,509.00	\$ 5,720.00	\$ 5,720.00
6/2/2022	Countryside	Cook # 5 (2600)	Pagan	RS	\$ 31,789.00	\$ 31,789.00	vacant				
6/2/2022	Countryside	Food Service Helper # 3 (1873)	Potash	RS	\$ 30,362.00	\$ 29,735.00	5/24/2022	Norton	\$ 29,735.00	\$ -	\$ (627.00)
6/2/2022	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 68,560.00	6/29/2022	Christensen	\$ 68,560.00	\$ -	\$ -
6/2/2022	District Attorney	Legal Clerk III # 1 (2670)	Christensen	O	\$ 40,784.00	\$ 40,784.00	3/14/2022	Christensen	\$ 40,784.00	\$ -	\$ -
6/2/2022	Public Works	Highway Construction Supervisor # 2 (2391)	Harrington	RT	\$ 51,975.00	\$ 42,069.00	6/20/2022	Converse	\$ 49,138.00	\$ 7,069.00	\$ (2,837.00)
6/2/2022	DPW	MEO (M) #22 (2192)	Ashline	RS	\$ 48,771.00	\$ 39,246.00	vacant			\$ -	
6/2/2022	DPW	MEO (L) #26 (1225)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	vacant			\$ -	
6/2/2022	Employment & Training	Office Specialist-PT (2613)	N/A	N	N/A	\$ 36,414.00	vacant			\$ -	
6/2/2022	Office for the Aging	Meal Site Manager #2 (Warrensburg) 30 hr (1935)	Hill	RS	\$ 26,185.00	\$ 22,301.00	vacant			\$ -	
6/2/2022	Probation	Probation Assistant (1313)	Clarke	O	\$ 38,326.00	\$ 36,414.00	vacant			\$ -	
6/2/2022	Public Defender	Coordinating Assistant Public Defender (2588)	DiPresso	RS	\$ 81,618.00	\$ 81,618.00	vacant			\$ -	
6/2/2022	Public Defender	Legal Clerk (2577)	Plumley	RS	\$ 34,282.00	\$ 33,076.00	vacant			\$ -	
6/2/2022	Social Services	Intake Clerk # 7 (2406)	Monahan	RS	\$ 32,416.00	\$ 31,789.00	6/20/2022	Hamelin	\$ 31,789.00	\$ -	\$ (627.00)
6/2/2022	Social Services	Intake Clerk # 1 (1723)	Parker	O	\$ 40,308.00	\$ 31,789.00	7/5/2022	Hyrny	\$ 31,789.00	\$ -	\$ (8,519.00)
6/2/2022	Social Services	Caseworker # 23 (1672)	Williams	RS	\$ 48,472.00	\$ 47,023.00	6/27/2022	Petteys	\$ 47,023.00	\$ -	\$ (1,449.00)
6/2/2022	Veterans' Services	Van Driver # 1 (Reg P/T) (2189)	Cooke	O	14.2958/hr	14.295/hr	7/18/2022	Taft	14.2958/hr	\$ -	\$ -
6/2/2022	Veterans' Services	Van Driver # 5 Per-Diem (2518)	Cooke	O	14.2958/hr	14.295/hr	vacant			\$ -	\$ -
6/30/2022	County Attorney	3rd Assistant County Attorney (2721)	N/A	N	N/A	\$ 65,295.00	vacant			\$ -	\$ -
6/30/2022	Public Defender	Legal Clerk # III (2722)	N/A	N	N/A	\$ 40,784.00	7/18/2022	Ringler	\$51,018.00	\$ 10,234.00	\$ -
6/30/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/30/2022	County Clerk	Legal Recording Clerk #3 (2723)	N/A	N	N/A	\$ 36,414.00	7/18/2022	Bowen	\$36,414.00	\$ -	\$ -
6/30/2022	Countryside	Institutional Aide # 18 (2629)	Semon	O	\$ 14,801.00	\$ 30,373.00	6/21/2022	McCane	\$15,186.00	\$ (15,187.00)	\$ 385.00
6/30/2022	DPW	MEO (L) # 28 (2320)	Sector	RS	\$ 37,678.00	\$ 36,414.00	vacant				
6/30/2022	DPW	MEO (L) # 13 (1263)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	vacant				
6/30/2022	Health Services	RPN # 6 (1552)	Rotolo	O	\$ 58,492.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 10 (1600)	Frasier	O	\$ 65,689.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 11 (2548)	Allocco	O	\$ 60,013.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 12 (1560)	O'Brien	O	\$ 59,992.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN #22 (2549)	Gutowski	O	\$ 60,013.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN #32 (2332)	Wescott	O	\$ 59,222.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 37 (1543)	Brouillette	O	\$ 52,129.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 40 (2624)	N/A	O	N/A	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 42 (2701)	N/A	O	N/A	\$ 51,502.00	vacant				
6/30/2022	Health Services	PHN #8 (1546)	McAvey	O	\$ 65,571.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	PHN #35 (2250)	Swan	O	\$ 54,286.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	Senior Account Clerk # 1 (1538)	DeCesare	O	\$ 43,536.00	\$ 36,414.00	vacant				

2022 - NOTICE OF INTENT TO FILL TRACKING

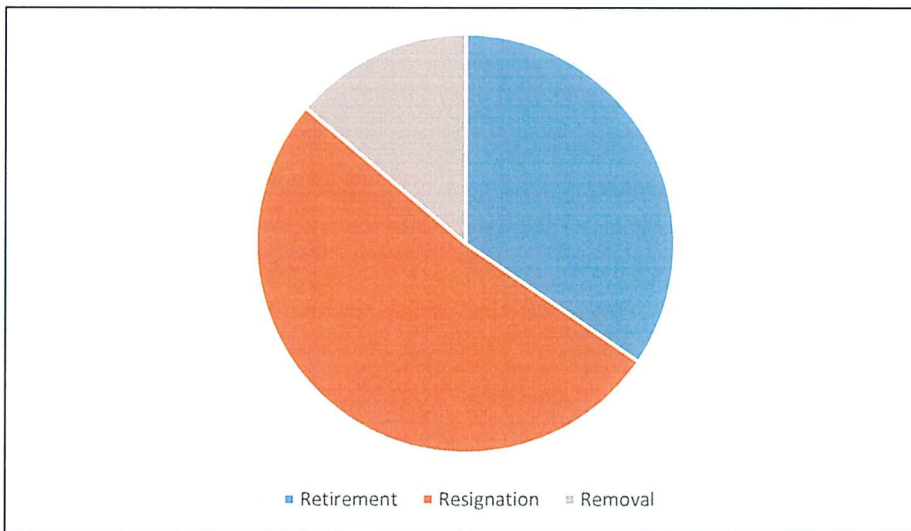
Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/30/2022	Health Services	Senior Account Clerk # 2 (2339)	Baker	O	\$ 46,056.20	\$ 36,414.00	vacant				
6/30/2022	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	O	\$ 14,013.00	\$ 15,186.00	7/26/2022	Collums	\$15,186.00	\$ -	\$ 1,173.00
6/30/2022	DPW	Director of Parks & Recreation (1185)	Benway	RT	\$ 80,591.00	\$ 71,585.00	8/19/2022	Moore	\$77,305.00	\$ 5,720.00	\$ (3,286.00)
6/30/2022	Social Services	Intake Clerk # 8 (2660)	Dashnaw	PR	\$ 31,789.00	\$ 31,789.00	7/18/2022	Wick	\$31,789.00	\$ -	\$ -
7/29/2022	Buildings & Grounds	Cleaner #6 (2143)	Klemple	O	\$ 29,735.00	\$ 29,735.00	vacant				
7/29/2022	DPW	MEO (M) #1 (1245)	Converse	PR	\$ 45,880.00	\$ 39,246.00	vacant				
									TOTALS	\$ 215,902.00	\$ (182,673.00)

Warren County Department of Human Resources



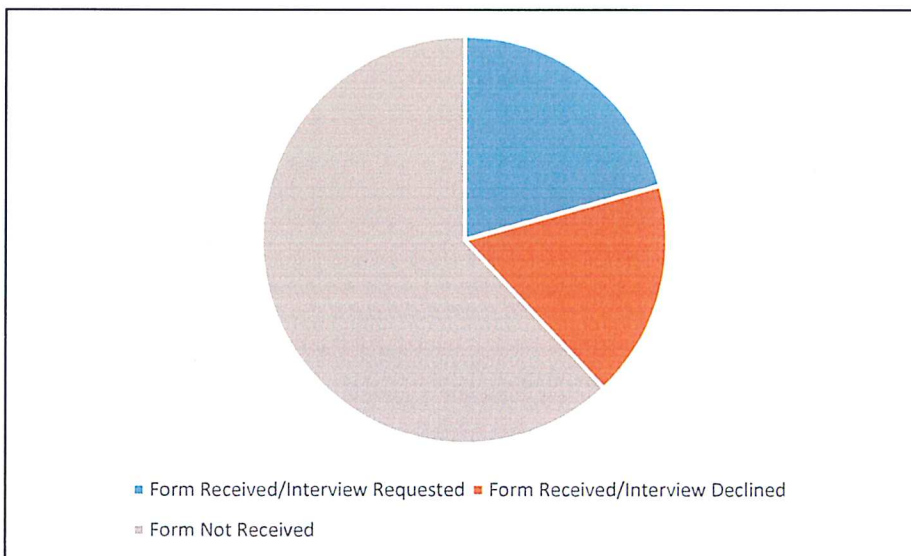
Separations through July 31, 2022

Retirement	20
Resignation	30
Removal	8
Total	58



Exit Interviews through July 31, 2022

Form Received/Interview Requested	12
Form Received/Interview Declined	10
Form Not Received	36



Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2022

Resolution introduced by Supervisors Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon

RESOLUTION AUTHORIZING THE COUNTY ATTORNEY TO PROVIDE WRITTEN NOTIFICATION TO AC POWER, LLC OF THE COUNTY'S INTENT TO REQUIRE AN AGREEMENT FOR PAYMENTS IN LIEU OF TAXES UPON CERTAIN PROPERTY LOCATED OFF OF RIVER STREET, TOWN OF QUEENSBURY

WHEREAS, the County of Warren received written notification on August 18, 2022 that AC Power, LLC intends to construct a solar energy system on certain property located off River Street, Town of Queensbury (Tax Map Parcel No. 303.20-2-50) pursuant to Section 487 of the Real Property Tax Law, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County Attorney to provide notice within sixty (60) days of August 18, 2022, on behalf of Warren County of the intent to require a PILOT agreement from AC Power, LLC up to the fifteen (15) year statutory period, as provided by Section 487 of the Real Property Tax Law, for the proposed solar energy system.

DRAFT

Henry A. Zomerfeld
 Senior Associate
 Direct Dial: 716.848.1370
 Direct Facsimile: 716.819.4667
 HZomerfe@hodgsonruss.com



August 18, 2022

RECEIVED
 AUG 18 2022
 Office of Warren
 County Administrator

Via Certified Mail (Return Receipt Requested)

Craig Leggett, County Administrator
 Warren County
 Warren County Municipal Center
 1340 State Route 9
 Lake George, New York 12845

Re: Notice of Solar Energy Project Pursuant to Real Property Tax Law § 487
 River Street, Queensbury, New York, S.B.L. No. 303.20-2-50

Dear County Administrator Leggett:

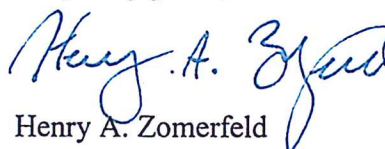
We represent AC Power LLC and write to inform you that AC Power LLC, through its AC Power 31, LLC affiliate, plans to construct a solar energy system within your jurisdiction, which is located at River Street, Queensbury, New York, S.B.L. No. 303.20-2-50 (the "Project"). We are providing this letter to you as our Notice of Intent to Construct this Project, which commences the sixty-day notice period under Real Property Tax Law ("RPTL") § 487(9)(a). The County has sixty days to respond in writing with its intent to require a contract for payments in lieu of taxes, otherwise such Project shall not be obligated to make such payments.

We have commenced the development process at the above site and believe it is an excellent location at which to build clean, distributed, renewable energy generation and provide local jobs to and support local businesses within your community.

Additionally, we are notifying you pursuant to RPTL § 487(8)(b) that the Project has entered into an interconnection agreement and made its deposit with the utility. This signifies the beginning of construction as defined under RPTL § 487(8)(b).

If you have any questions about the project, please contact Kyle Miller at (845) 648-2955 or Kyle@acpowerllc.com. Thank you for your attention to this matter.

Very truly yours,


 Henry A. Zomerfeld

NY CLS RPTL § 487

Current through 2022 released Chapters 1-500

New York Consolidated Laws Service > Real Property Tax Law (Arts. 1 — 20) > Article 4 Exemptions (Titles 1 — 6) > Title 2 Private Property (§§ 420 — 489)

§ 487. Exemption from taxation for certain energy systems

1. As used in this section:

(a) "Solar or wind energy equipment" means collectors, controls, energy storage devices, heat pumps and pumps, heat exchangers, windmills, and other materials, hardware or equipment necessary to the process by which solar radiation or wind is (i) collected, (ii) converted into another form of energy such as thermal, electrical, mechanical or chemical, (iii) stored, (iv) protected from unnecessary dissipation and (v) distributed. It does not include pipes, controls, insulation or other equipment which are part of the normal heating, cooling, or insulation system of a building. It does include insulated glazing or insulation to the extent that such materials exceed the energy efficiency standards required by law.

(b) "Solar or wind energy system" means an arrangement or combination of solar or wind energy equipment designed to provide heating, cooling, hot water, or mechanical, chemical, or electrical energy by the collection of solar or wind energy and its conversion, storage, protection and distribution.

(c) "Authority" means the New York state energy research and development authority.

(d) "Incremental cost" means the increased cost of a solar or wind energy system or farm waste energy system or component thereof which also serves as part of the building structure, above that for similar conventional construction, which enables its use as a solar or wind energy or farm waste energy system or component.

(e) "Farm waste electric generating equipment" means equipment that generates electric energy from biogas produced by the anaerobic digestion of agricultural waste, such as livestock manure, farming waste and food processing wastes with a rated capacity of not more than one thousand kilowatts that is (i) manufactured, installed and operated in accordance with applicable government and industry standards, (ii) connected to the electric system and operated in conjunction with an electric corporation's transmission and distribution facilities, (iii) operated in compliance with the provisions of [section sixty-six-j of the public service law](#), (iv) fueled at a minimum of ninety percent on an annual basis by biogas produced from the anaerobic digestion of agricultural waste such as livestock manure materials, crop residues and food processing wastes, and (v) fueled by biogas generated by anaerobic digestion with at least fifty percent by weight of its feedstock being livestock manure materials on an annual basis.

(f) "Farm waste energy system" means an arrangement or combination of farm waste electric generating equipment or other materials, hardware or equipment necessary to the process by which agricultural waste biogas is produced, collected, stored, cleaned, and converted into forms of energy such as thermal, electrical, mechanical or chemical and by which the biogas and converted energy are distributed on-site. It does not include pipes, controls, insulation or other equipment which are part of the normal heating, cooling or insulation system of a building.

(g) "Micro-hydroelectric energy equipment" means any energy storage device, penstock, turbine, generator and other materials, hardware and equipment necessary to the process by which the flow of stream or river water or water from other water bodies is (i) converted into electrical energy; (ii)

NY CLS RPTL § 487

protected from unnecessary dissipation; and (iii) distributed. It does not include pipes, controls, insulation or other equipment which are part of the normal heating, cooling, or insulation system of a building. It does not include insulated glazing or insulation to the extent that such materials exceed the energy efficiency standards established by law.

(h) "Micro-hydroelectric energy system" means an arrangement or combination of micro-hydroelectric energy equipment designed to provide electrical energy by the use of flowing water. It does not include pipes, controls, insulation or other equipment which are part of the normal heating, cooling, or insulation system of a building. It does not include insulated glazing or insulation to the extent that such materials exceed the energy efficiency standards established by law.

(i) "Fuel cell electric generating equipment" means a solid oxide, molten carbonate, proton exchange membrane or phosphoric acid fuel cell with a combined rated capacity of not more than two thousand kilowatts. It does not include insulated glazing or insulation to the extent that such materials exceed the energy efficiency standards established by law.

(j) "Fuel cell electric generating system" means an arrangement or combination of equipment designed to produce electrical energy through reaction of chemicals, including but not limited to hydrogen, oxygen, methane and natural gas.

(k) "Micro-combined heat and power generating equipment" means an integrated, cogenerating building heating and electrical power generation system, owned, leased or operated by a residential customer, located at such customer's premises, operating on any fuel and of any applicable engine, fuel cell, fuel-flexible linear generator or other technology with a rated capacity of at least one kilowatt and not more than ten kilowatts electric and any thermal output that has a design total fuel use efficiency in the production of heat and electricity of not less than eighty percent, and annually produces at least two thousand kilowatt hours of useful energy in the form of electricity that may work in combination with supplemental or parallel conventional heating systems, that is manufactured, installed and operated in accordance with applicable government and industry standards, that is connected to the electric system and operated in conjunction with an electric corporation's transmission and distribution facilities. It does not include pipes, controls, insulation or other equipment which are part of the normal heating, cooling, or insulation system of a building. It does not include insulated glazing or insulation to the extent that such materials exceed the energy efficiency standards established by law.

(l) "Micro-combined heat and power generating equipment system" means an arrangement or combination of equipment designed to produce electrical energy and heat for a residential customer on such customer's premises.

(m) "Electric energy storage equipment" means a set of technologies capable of storing electric energy and releasing that energy as electric power at a later time. Electric energy storage technologies may store energy as potential, kinetic, chemical or thermal energy, that can be released as electric power and include, but are not limited to, various types of batteries, flywheels, electrochemical capacitors, compressed air storage and thermal storage devices.

(n) "Electric energy storage system" means an arrangement or combination of equipment designed to store electrical energy in electric energy storage equipment and release electric power at a later time.

(o) "Fuel-flexible linear generator electric generating equipment" or "fuel-flexible linear generator" means an integrated system consisting of oscillators, cylinders, electricity conversion equipment and associated balance of plant components that directly convert the linear motion of the oscillators into electricity and which has a combined rated capacity of not more than two thousand kilowatts.

(p) "Fuel-flexible linear generator electric generating system" means an arrangement or combination of fuel-flexible linear generator electric generating equipment designed to produce electrical energy from linear motion created by the reaction of gaseous or liquid fuels, including but not limited to biogas and natural gas.

NY CLS RPTL § 487

2. Real property which includes a solar or wind energy system, farm waste energy system, micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, electric energy storage equipment and electric energy storage system, or fuel-flexible linear generator electric generating system approved in accordance with the provisions of this section shall be exempt from taxation to the extent of any increase in the value thereof by reason of the inclusion of such solar or wind energy system, farm waste energy system, micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, electric energy storage equipment and electric energy storage system, or fuel-flexible linear generator electronic generating system for a period of fifteen years. When a solar or wind energy system or components thereof, farm waste energy system, micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, electric energy storage equipment and electric energy storage system, or fuel-flexible linear generator electronic generating system also serve as part of the building structure, the increase in value which shall be exempt from taxation shall be equal to the assessed value attributable to such system or components multiplied by the ratio of the incremental cost of such system or components to the total cost of such system or components. The exemption provided by this section is inapplicable to any structure that satisfies the requirements for exemption under section four hundred eighty-three-e of this title.

3. The president of the authority shall provide definitions and guidelines for the eligibility for exemption of the solar and wind energy equipment and systems, farm waste energy equipment and systems, micro-hydroelectric equipment and systems, fuel cell electric generating equipment and systems, micro-combined heat and power generating equipment and systems, electric energy storage equipment and electric energy storage system, and fuel-flexible linear generator electric generating equipment and systems described in paragraphs (a), (b), (e), (f), (g), (h), (i), (j), (k), (l), (m), (n), (o) and (p) of subdivision one of this section.

4. No solar or wind energy system, farm waste energy system, micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, electric energy storage equipment and electric energy storage system, or fuel-flexible linear generator electric generating system shall be entitled to any exemption from taxation under this section unless such system meets the guidelines set by the president of the authority and all other applicable provisions of law.

5. The exemption granted pursuant to this section shall only be applicable to (a) solar or wind energy systems or farm waste energy systems which are (i) existing or constructed prior to July first, nineteen hundred eighty-eight or (ii) constructed subsequent to January first, nineteen hundred ninety-one and prior to January first, two thousand thirty, and (b) micro-hydroelectric energy systems, fuel cell electric generating systems, micro-combined heat and power generating equipment systems, electric energy storage equipment or electric energy storage system, or fuel-flexible linear generator electric generating system which are constructed subsequent to January first, two thousand eighteen and prior to January first, two thousand thirty.

6. Such exemption shall be granted only upon application by the owner of the real property on a form prescribed and made available by the commissioner in cooperation with the authority. The applicant shall furnish such information as the commissioner shall require. The application shall be filed with the assessor of the appropriate county, city, town or village on or before the taxable status date of such county, city, town or village. A copy of such application shall be filed with the authority.

7. If the assessor is satisfied that the applicant is entitled to an exemption pursuant to this section, he or she shall approve the application and enter the taxable assessed value of the parcel for which an exemption has been granted pursuant to this section on the assessment roll with the taxable property, with the amount of the exemption set forth in a separate column as computed pursuant to subdivision two of this section in a separate column. In the event that real property granted an exemption pursuant to this section ceases to be used primarily for eligible purposes, the exemption granted pursuant to this section shall cease.

8.

NY CLS RPTL § 487

(a) Notwithstanding the provisions of subdivision two of this section, a county, city, town or village may by local law or a school district, other than a school district to which article fifty-two of the education law applies, may by resolution provide either (i) that no exemption under this section shall be applicable within its jurisdiction with respect to any solar or wind energy system or farm waste energy system which began construction subsequent to January first, nineteen hundred ninety-one or the effective date of such local law, ordinance or resolution, whichever is later, and/or (ii) that no exemption under this section shall be applicable within its jurisdiction with respect to any micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, electric energy storage equipment or electric energy storage system, or fuel-flexible linear generator electric generating system constructed subsequent to January first, two thousand eighteen or the effective date of such local law, ordinance or resolution, whichever is later. A copy of any such local law or resolution shall be filed with the commissioner and with the president of the authority.

(b) Construction of a solar or wind energy system or a farm waste energy system shall be deemed to have begun upon the full execution of a contract or interconnection agreement with a utility; provided however, that if such contract or interconnection agreement requires a deposit to be made, then construction shall be deemed to have begun when the contract or interconnection agreement is fully executed and the deposit is made. The owner or developer of such a system shall provide written notification to the appropriate local jurisdiction or jurisdictions upon execution of the contract or the interconnection agreement.

9.

(a) A county, city, town, village or school district, except a school district under article fifty-two of the education law, that has not acted to remove the exemption under this section may require the owner of a property which includes a solar or wind energy system which meets the requirements of subdivision four of this section, to enter into a contract for payments in lieu of taxes. Such contract may require annual payments in an amount not to exceed the amounts which would otherwise be payable but for the exemption under this section. If the owner or developer of such a system provides written notification to a taxing jurisdiction of its intent to construct such a system, then in order to require the owner or developer of such system to enter into a contract for payments in lieu of taxes, such taxing jurisdiction must notify such owner or developer in writing of its intent to require a contract for payments in lieu of taxes within sixty days of receiving the written notification. Written notification to a taxing jurisdiction for this purpose shall include a hard copy letter sent to the highest-ranking official of the taxing jurisdiction. Such letter shall explicitly reference subdivision nine of [section four hundred eighty-seven of the real property tax law](#), and clearly state that, unless the taxing jurisdiction responds within sixty days in writing with its intent to require a contract for payments in lieu of taxes, such project shall not be obligated to make such payments.

(b) Notwithstanding paragraph (a) of this subdivision, should a taxing jurisdiction adopt a law or resolution at any time within or prior to the sixty day window, indicating the taxing jurisdiction's ongoing intent to require a contract for payments in lieu of taxes for such systems, such law or resolution shall be considered notification to owners or developers and no further action is required on the part of the taxing jurisdiction, provided that such law or resolution remains in effect through the end of the sixty day notification period.

(c) Any payment in lieu of a tax agreement shall not operate for a period of more than fifteen years, commencing in each instance from the date on which the benefits of such exemption first become available and effective.

10. Notwithstanding the foregoing provisions of this section, on or after April first, two thousand nineteen, a county, city, town or village may by local law or a school district, other than a school district to which article fifty-two of the education law applies, may by resolution provide that real property that comprises or includes a solar or wind energy system, farm waste energy system, microhydroelectric energy system, fuel cell electric generating system, microcombined heat and power generating equipment system, electric energy storage system, or fuel-flexible linear generator as such terms are defined in paragraphs (b), (f), (h),

NY CLS RPTL § 487

(j), (l), (n), and (o) of subdivision one of this section (hereinafter, individually or collectively, “energy system”), shall be permanently exempt from any taxation, special ad valorem levies, and special assessments to the extent provided in [section four hundred ninety](#) of this article, and the owner of such property shall not be subject to any requirement to enter into a contract for payments in lieu of taxes in accordance with subdivision nine of this section, if: (a) the energy system is installed on real property that is owned or controlled by the state of New York, a department or agency thereof, or a state authority as that term is defined by subdivision one of [section two of the public authorities law](#); and (b) the state of New York, a department or agency thereof, or a state authority as that term is defined by subdivision one of [section two of the public authorities law](#) has agreed to purchase the energy produced by such energy system or the environmental credits or attributes created by virtue of the energy system’s operation, in accordance with a written agreement with the owner or operator of such energy system. Such exemption shall be granted only upon application by the owner of the real property on a form prescribed by the commissioner, which application shall be filed with the assessor of the appropriate county, city, town or village on or before the taxable status date of such county, city, town or village.

History

Add, L 1977, ch 322, § 2, eff Jan 1, 1978; amd, L 1977, ch 618, §§ 1, 2, eff Aug 1, 1977; L 1979, ch 220, § 2; [L 1990, ch 121, §§ 1–4](#), eff Jan 1, 1991; [L 1992, ch 316, § 8](#), eff Nov 1, 1992; [L 1993, ch 440, § 11](#), eff July 26, 1993; [L 1996, ch 263, § 1](#), eff July 2, 1996, deemed eff Jan 1, 1996; [L 2002, ch 515, § 3](#), eff Sept 17, 2002; [L 2002, ch 608, § 1](#), eff Oct 2, 2002; [L 2006, ch 129, § 1](#), eff July 5, 2006, deemed eff on and after Jan 1, 2006; [L 2010, ch 56, § 1](#) (Part W), eff June 22, 2010; [L 2010, ch 366, § 1](#), eff Aug 13, 2010; [L 2013, ch 272, § 2](#), eff July 31, 2013; [L 2014, ch 344, § 1](#), effective September 4, 2014; [ch 344, § 2](#), effective September 4, 2014; [ch 344, § 3](#), effective September 4, 2014; [L 2016, ch 57, § 3](#) (Part P), effective April 13, 2016; [L 2017, ch 336, §§ 1–4](#), effective January 1, 2018; [L 2018, ch 325, §§ 1-3](#), effective March 1, 2019; [L 2019, ch 59, § 1](#) (Part AA), effective April 12, 2019; [L 2021, ch 59, § 1](#) (Part X), effective April 19, 2021.

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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: Personnel Committee

DATE: September 1, 2022

- (a) Purpose of Request: To issue a correction deed for the Quitclaim Deed, dated November 18, 2019, issued by the County following the 2019 foreclosure sale and auction to delete the reverter clauses which were stated in the original post-tax auction deed.
- (b) Details: Ticonderoga (Arnstein Properties), Inc. purchased 7 Quarry Crossing Street, Queensbury at the real proeprty tax foreclsoure auction in 2019 A quitclaim deed was executed and delivered on November 18, 2019. The deed contained a number of restrictive covenant clauses, which required: (1) Owner to bring any buildings on the property up to code compliance within 24 months or tear them down; (2) Prohibits the re-sale of the property by owner before it meets local municipal code requirements and obtains a Certificate of Occupancy, if required; (3) Mandates reconveyance of property to County if owner fails to comply within 24 months of deed delivery; and (4) Grants the County legal standing to sue owner, or any subsequent owner, for the return of the Property to the County.
- Arnstein Properties made some repairs to the structure/house on the proeprty, but the building is not in compliance with the building code, no CO was issued, and more than 24 months have elapsed. The structure is not occupied.
- Arnstein Properties seeks to sell the property to another party that will complete renovations and repairs necessary to obtain a CO from Town of Queensbury. The buyer cannot obtain title insurance or a mortgage loan because of the reverter clauses in the deed.
- Arnstein Properties seeks the County to cancel and relinquish the reverter clause rights in the deed so that the property may be sold.
- The Building and Codes Director for the Town of Queensbury provided a written satement that there are no current violations of the Town's zoning code or the States Building Code.
- Absent a determination by the Board of Supervisors that they seek to exercise the rights provided by the reverter clause and take back all right, title and interest in the property, we recommend that the County cancel, waive and relinquish the reverter rights in the 2019 deed by way of executing a correction deed.
- (c) Previous Resolution Number: 474 of 2019 authorized the quitclaim deed.

LEWIS ROTH, ESQ.

ATTORNEY AT LAW

108 BAY STREET, GLENS FALLS, NEW YORK 12801
PHONE: 518-793-8442 FAX: 518-205-0129 EMAIL: lroth3@nycap.rr.com
Service by Fax and Email Not Accepted

August 22, 2022

HAND DELIVERED TO OFFICE OF THE WARREN COUNTY ATTORNEY

RE: RELEASE OF REVERTER TO WARREN COUNTY AND REMOVAL OF
RESTRICTIONS THAT RUN WITH THE LAND CONTAINED IN DEED DATED AND
RECORDED ON NOVEMBER 18, 2019: 7 QUARRY CROSSING, QUEENSBURY NY

ATTENTION: MR. ROBERT TERWILLIGER, ESQ.

Dear Sir:

I write to you as attorney for Ticonderoga (Arnstein Properties) Inc. and Theodore Arnstein, President and Director of said corporation. Ticonderoga purchased the property at a tax sale. When he bid, he was unaware of the burdensome covenants expressed in items (1) through (5) on pages 3 and 4 of the attached tax sale deed dated November 18, 2019. He has purchased properties at tax sales previously, but never with such restrictions and a right of reverter. He recalls he paid \$41,500.00 plus a 10% buyer's premium at tax sale.

On or about May of 2020, he applied to the Town of Queensbury for a building permit. Mr. Hatin, Building Inspector, found asbestos, which Ticonderoga remediated at the cost of approximately \$3,000.00.

Ticonderoga commissioned plans by Ethan Hall to rehabilitate this property, which plans were approved by the Town of Queensbury and a building permit issued on or about June of 2020. The main structure, being the house on the property, was uninhabitable due to clutter and the same was emptied. The lot was overgrown with vegetation. Trees were cut and the entire grounds made presentable. The interior of the main structure was reframed per plans and all new windows installed. Rehabilitation of the exterior of the house is all that remains. Many have remarked how the neighborhood is now improved due to these efforts.

Arnstein left our area during the winter for health reasons. Upon his return, he renewed the Town of Queensbury Building permit in December of 2021 or January of 2022. Thus, there is now a building permit in effect. Plans were halted due to Covid, then a buyer approached Arnstein, asking to purchase the property.

Aside from a copy of the existing deed, we include a letter from the Town of Queensbury stating that the current condition of 7 Quarry Crossing "does not constitute a violation of any Town of Queensbury Zoning Code provision or State Property Maintenance and

Building Code provisions." Please give weight and consideration to all of Ticonderoga's good faith efforts to rehabilitate this neglected real property.

This property is under contract to sell to a third party, one Melissa A. Lambert, who is very aware of its present condition and who wants to complete Ticonderoga's rehabilitation efforts. We enclose pages of the title report from proposed buyer's attorney. Both buyer's attorney and the real estate agent, Stephanie Vogel of Coldwell Banker Prime Properties, 178 Glen Street, Glens Falls NY, have indicated that buyer may back out the contract if there are further delays in scheduling a closing and more than that, would simply not close on a property with these draconian restrictions.

There are several problems with the deed wording that make it impossible to sell to the proposed buyer and even lessen a future owner's ability to convey the land to another person:

1. Paragraph (1) states that within 24 months of 11/18/2019, this property is to be in compliance with all codes and the house on same is granted a Certificate of Occupancy or the house is to be demolished. Paragraph (3) states that prior to Certificate of Occupancy being obtained within 24 months, the property cannot be sold, with Warren County reserving the right to reenter and take possession of the property.

2. Thus, the title insurance company demands a release of the reverter clause AND buyer's attorney demands removal of the above deed restrictions which specifically "run with the land" and are thus enforceable against "every successor in interest."

Even having spent substantial sums to purchase and improve the property, and with any new owner obligated by law to abide by all "codes, rules and regulations," to build on or improve real property, Ticonderoga is not allowed to deal with this property as any other landowner might. Clearly, no bank would even grant a mortgage on this property, as the bank would not hold the necessary security interest.

In conclusion, it is clear that a revised deed from County of Warren to Ticonderoga (Arnstein Properties) Inc. is necessary. Ticonderoga and my office will cooperate in any way with your Board of Supervisors as they deal with these problems. Theodore Arnstein will attend any Board of Supervisors meeting to provide information that will facilitate the sale of 7 Quarry Crossing. Just let us know where and when the matter will be heard and we will be there in full support.

Thank you very much for your consideration.

Very truly yours,


Lewis Roth
LR/I



WARREN COUNTY - STATE OF NEW YORK
PAMELA J. VOGEL, COUNTY CLERK
1340 STATE ROUTE 9,
LAKE GEORGE, NEW YORK 12845

COUNTY CLERK'S RECORDING PAGE
THIS PAGE IS PART OF THE DOCUMENT - DO NOT DETACH



BOOK/PAGE: 6026 / 22
INSTRUMENT #: 2019-7299

Receipt#: 2019508842
Clerk: LB
Rec Date: 11/18/2019 12:14:39 PM
Doc Grp: RP
Descrip: DEED
Num Pgs: 5
Rec'd Frm: WARREN COUNTY ATTORNEY

Party1: WARREN COUNTY OF
Party2: TICONDEROGA ARNSTEIN PROPERTIES
INC
Town: QUEENSBURY

Recording:	
Cover Page	5.00
Recording Fee	40.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
RP5217 Residential/Agricu	116.00
RP5217 - County	9.00

Sub Total:	195.00
Transfer Tax	
Transfer Tax - State	0.00
Sub Total:	0.00

Total: 195.00
**** NOTICE: THIS IS NOT A BILL ****

***** Transfer Tax *****
Transfer Tax #: 957
Transfer Tax
Consideration: 0.00

Total: 0.00

Record and Return To:

TICONDEROGA ARNSTEIN PROPERTIES INC
PO BOX 4237
QUEENSBURY NY 12804

WARNING***
I hereby certify that the within and foregoing was recorded in the Warren County Clerk's Office, State of New York.
This sheet constitutes the Clerks endorsement required by Section 316 of the Real Property Law of the State of New York.

Pamela J. Vogel
Warren County Clerk

475

OUE
46,000(ex)

QUITCLAIM DEED

THIS INDENTURE, made the 18th day of November, 2019 between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, and having its principal office and place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, party of the first part,

and Ticonderoga (Arnstein Properties) Inc.

GRANTEE, having a mailing address of P.O. Box 4237, Queensbury, New York 12804, party of the second part,

WITNESSETH, that the party of the first part, in consideration of Forty-Six Thousand Dollars (\$46,000.00), lawful monies of the United States, and other good and valuable consideration paid by the party of the second part, does hereby remise, release and quitclaim unto the party of the second part, their heirs and assigns,

ALL that certain piece or parcel of land, formerly assessed to Jump Ruby & Jump Harold on the 2015 assessment roll of the TOWN OF QUEENSBURY located in the TOWN OF QUEENSBURY, County of Warren and State of New York, and designated on the tax map of said Town as Section 304.17, Block 1, Lot 39, being more particularly described as follows:

7 QUARRY CROSSING
210 - SINGLE FAMILY RES
0.69 +/- Acres

BEING the same premises described on a List of Delinquent Taxes prepared by the Warren County Treasurer and recorded in the Office of the Warren County Clerk on October 26, 2017 - Index No. 64590

The County of Warren acquired this parcel by reason of a foreclosure of tax liens and reference is hereby made to a Judgment and Order to Establish Title from Delinquent Taxes dated October 11, 2019 and filed in the Office of the Warren County Clerk on October 11, 2019 in the Matter of the Foreclosure of Tax Liens by Proceeding in Rem Pursuant to Article Eleven of the Real Property Tax Law by the County of Warren - Index No. 66509.

SUBJECT to: (a) city and village tax liens accruing during the year of the auction and not relieved in the last town and county tax immediately preceding the auction; (b) school taxes accruing on or after July 1st in the year of the auction and any late payments and penalties related thereto; (c) street or other special assessments unpaid or payable to the municipality in which the premises are situated; and (d) any water or sewer charges unpaid or payable to the municipality in which the premises are situated which have not been relieved in the last town and county tax levy, and

SUBJECT to all existing tenancies, easements, rights, licenses, privileges, and agreements, as well as any covenants, conditions, restrictions, reservations, rights of re-entry, possibilities of reverter, rights-of-way, utility or other easement agreements, or sell-offs in former deeds or other instruments of record, and

SUBJECT to existing laws and ordinances and any state of facts an accurate survey and prudent inspection of the premises would disclose, and

SUBJECT to any federal and/or state taxes, liens, judgments and encumbrances of record not otherwise extinguished when the County of Warren took title to the subject parcel.

THIS CONVEYANCE is made pursuant to Resolution No. 474 of 2019, adopted by the Warren County Board of Supervisors on November 15, 2019.

TOGETHER with the appurtenances and all the estate and rights of the party of the first part in and to said premises.

TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, their heirs and assigns forever.

The party to the second part expressly covenants and agrees that:

(1) Within twenty four (24) months after the date of this deed, the party of the second part shall bring the property conveyed herein into complete compliance with all State, County and Town/Village building, housing, plumbing, electrical, fire prevention, life safety and health statutes, codes, rules and regulations and shall obtain, within such time period, a Certificate of Compliance or a Certificate of Occupancy, if required, for all buildings and structures located on the property. If a Certificate of Compliance or Certificate of Occupancy has been issued for any building or structure on such property, prior to the date of this deed, the party of the second part shall, within twenty four (24) months after the date of this deed, either to make such building or structure fit for the use set forth in such Certificate or shall obtain a new Certificate for another use or shall demolish such building or structure. Demolition shall include removal of all demolished material within the twenty four (24) months;

(2) At or prior to the end of the twenty four (24) months after the date of delivery of this deed, the party of the second part shall schedule with the proper official of the County or Town an inspection of the property described in this deed to determine compliance with the covenant set forth in paragraph one (1) above. If the property is found to be in compliance with such covenant, a Certificate of Occupancy or Compliance shall be issued by the building official;

(3) Prior to the issuance of a Certificate of Occupancy or Compliance, as provided in the covenant set forth in paragraph two (2) above, the party to the second part shall not sell, convey, assign or lease the property described in this deed or any part thereof, except to the party of the first part as provide in paragraph (4) below;

(4) At the end of twenty four (24) months after the delivery of this deed, if it is determined that the covenants contained in paragraphs (1) and (2) above have not been complied with, the party of the second part shall, within ten (10) business days from the service of a notice pursuant to Section 612 of the Real Property Actions and Proceedings Law of the State of New York, reconvey good and marketable title to the property described in this deed to the party of the first part;

(5) If, at any time after delivery of this deed, it is determined that the covenant contained in paragraph (3) above has not been complied with, the party of the second part and his grantee, assign, or successor in interest shall, within ten (10) business days from the service of a notice pursuant to Section 612 of the Real Property Actions and Proceedings Law of the State of New York, reconvey good and marketable title to the property described in this deed to the party of the first part.

The covenants set forth in the proceeding paragraphs shall constitute covenants running with the land and shall without regard to technical classification or designation, legal or otherwise, be to the fullest extent binding for the benefit of, in favor of, and enforceable by the party of the first part, its successor, and assigns against the party of the second part, his successors and assigns and every successor in interest to the property described in this deed or any part thereof or any interest therein, and any party in possession or occupancy of the property described in this deed or any part thereof.

In the event that subsequent to the conveyance of the property described in this deed the party of the second part shall default in or violate any of its obligations contained in the covenants set forth in this deed, the party of the first part shall have the right to reenter and take possession of the property described in this deed and to terminate the estate conveyed by this deed to the party of the second part, it being the intent of this provision that the conveyance to the party of the second part shall be made upon a condition subsequent to the effect that in the event of any default, failure, violation, or other action or inaction by party of the second contrary to the obligations specified in the covenants contained in this deed, the party of the first part, may at its option, declare a termination in favor of the party of the first part, of the title and of all rights, interests in and to the property conveyed by this deed to the party of the second part and any assigns or successors in interest to or in the property, shall revert to the party of the first part. Provided that such conditions subsequent and any reverting of title as a result thereof in the party of the first part shall always be subject to and limited by and shall not defeat, render invalid, or limit in anyway, the lien of any mortgage obtained by the party of the second part for the purpose of financing the work necessary to bring the property into compliance with all statutes, codes, rules and regulations as is required by the covenants contained in the covenants of this deed. The words, "the party of the second part," as used in this paragraph, shall be construed to mean the party of the second part or his successors or assigns.

IN WITNESS WHEREOF, the party of the first part has caused its corporate seal to be hereunto affixed, and these presents to be signed by its authorized officer the day and year first above written.



Town of Queensbury
Building & Code Enforcement
742 Bay Road, Queensbury, NY 12804-5902
P: 518-761-8256 www.queensbury.net

19 August 2022

Re: 7 Quarry Crossing St
Queensbury, NY

SBL #: 304.17-1-39

Dear Mr Arnstein,

You have requested that the Town provide a statement as to the status of the property located at 7 Quarry Crossing St in the Town of Queensbury. I have not personally inspected the property, but I am aware that a Building Permit was issued on 1/27/2021 for certain renovation work and, as far as I am aware, that renovation work has not been undertaken or completed. I also understand that the property is not currently in use as a residence. No Certificate of Occupancy can be issued for the property absent proper completion of the renovation work outlined in the Building Permit application (or proper comparable renovation work in the event some other development plan is pursued and a Building Permit issued). However, provided that the property is not used as a residence, as far as I am aware, its current condition does not constitute a violation of any Town of Queensbury Zoning Code provision or State Property Maintenance and Building Code provisions.

Thank you.

A handwritten signature in black ink, appearing to read 'John O'Brien', written in a cursive style.

John O'Brien, Director
Building and Codes Enforcement
Town of Queensbury

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

DEPARTMENT NAME: Employment & Training Administration

DATE: 8/23/22

- (a) Title of Requested Position: Student-to-Careers Development Specialist
- (b) Annual Base Salary (and Grade if Applicable): \$50,104
- (c) Effective Date for New Position*: 9/16/22
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
N/A
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
40.6293.4999 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: Employment & Training Payroll Dept. No: 40
Title of Position: Student-to-Careers Development Specialist Base Salary of Position: \$50,104 Grade: 14
Filling at Step # (If Known):
Budget code and title: 40.6293.4999 110 ARPA Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Date of Vacancy: N/A
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 100% [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. [Signature] 8/16/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 8-16-22

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 8/16/22

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

STUDENT-TO- CAREERS DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating and providing career development services relating to the promotion of job readiness skills and other related workforce development program initiatives. Duties include collaborating with schools, parents, business/industry, postsecondary institutions and community organizations to facilitate connections and support for students' transition to postsecondary education and employment. The incumbent will focus on career development, preparatory services, transition services and local partnership development as well as education on local careers in the trades. The work is performed under the general supervision of a higher-level administrator with leeway allowed for the exercise of independent judgment. Does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Builds and maintains professional relationships with Warren County school districts and BOCES with their guidance counselors, business teachers, and career related teachers to build on their existing curriculums that promote job readiness skills;
- Collaborates with schools, businesses, and labor unions to develop programs, events, and opportunities for local students to have experiential learning opportunities about local and in-demand careers;
- Supports school curriculum development for career awareness, exploration, and preparation for grades 8-12 primarily with the potential of expanding to elementary schools for some age appropriate programs;
- Promotes the Warren County Career Center to area schools so that staff and faculty can be knowledgeable of available services and refer students who need additional support while also serving as an extension of the Career Center while you are in the schools;
- Prepares and submits report information to the Saratoga-Warren-Washington Workforce Development Board about programs, services, and events for local students;
- Tracks and maintains files relating to information distributed by the SWW WDB members about local industry needs and employment trends;
- Develops communication practices to reach students via social media, email, and other technological outlets that will engage and invite students to participate in various career exploration activities and opportunities;
- Works closely with the E&T Director to problem solve around industry workforce needs or trends and build strategies that support schools and industries in meeting the training and recruitment needs for the younger workforce;
- Supports Department of Labor initiatives that can benefit local students and industries;
- Performs related duties as assigned in support of Department programs and office administration needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of federal and state rules and regulations regarding transition planning, special education, career/ technical education, employment, child labor/wage/ hour requirements; workplace accommodations, vocational rehabilitation and high school graduation requirements;
- Working knowledge of curriculum and instruction, including NYS Common Core Standards and Career Development and Occupational Studies (CDOS) Learning Standards;
- Ability to communicate effectively, both orally and in writing, in a variety of environments (education, business and industry, parental communication);
- Working knowledge of federal, state, and local employment and training rules, regulations, and policies as they apply to training in the educational aspects of the programs;
- Ability to establish and maintain positive working relationships with clients and partner agencies;
- Ability to demonstrate problem solving skills for individual needs as well as the collective needs of a group or program;
- Ability to multi-task and remain flexible;
- Ability to prepare narratives and reports and communicate professionally both orally and in writing;
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Initiative, sound judgement, tact, courtesy.

MINIMUM QUALIFICATIONS:

- A) Bachelor's Degree* and two (2) years of *full-time paid* experience in 1) employment planning, placement or counseling; 2) educational curriculum development; 3) youth counseling or closely related field; or
- B) Associate's Degree* and four (4) years of experience of *full-time paid* experience in 1) employment planning, placement or counseling; 2) educational curriculum development; 3) youth counseling or closely related field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

DEPARTMENT NAME: Countryside Adult Home

DATE: 8/22/2022

- (a) Title of Requested Position: **Temporary Help**
- (b) Annual **Base** Salary (and Grade if Applicable):
- (c) Effective Date for New Position:* **9/1/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6030.130 \$10,000
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
It is mandated to always have adequate to meet the needs of the residents and facility.
- (h) Is there expected revenue from this position? If so, please explain:
Salaries are reimbursed at 50% from the Department of Health.

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: Countryside Adult Home

DATE: 08/22/2022

- (a) Purpose of Request: Amend The Warren County Policy For Retirees.
- (b) Details: Allow employees that retire from CSAH to return in Per Diem or Part Time positions at the step they retired at.
- (c) Previous Resolution Number: n/a
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A6030 130 Part-Time Salaries

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: DPW - Parks, Recreation and Railroad****DATE: 8/23/22**

- (a) Employee Name, Title and Employee No.: Director of Park, Recreation and Railroad, 8493
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$ 77,305
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$80,591
- (d) Effective Date for Salary Change:* 7/15/22
*Please do not backdate request unless the purpose is to correct an error.
- (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:
- (f) Justification of Request: Correction

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

DEPARTMENT NAME: Probation

DATE: 9/1/2022

- (a) Employee Name, Title and Employee No.:
Shelley Clarke, Administrative Secretary, E#13202
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$48,366
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$54,086
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
08/01/2022
- (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.3140.110
- (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 within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
To amend Salary of Out of Unit employee to recognize interim increase afforded Non-Bargaining employees per R417 of 2022 effective 8/1/2022.

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 SECTIONDepartment: County Clerk Payroll Dept. No: 15Title of Position: MV License Registration Clerk #8 (EXT) Base Salary of Position: ~~\$44,729~~ 43,638 Grade: 8Filling at Step # (If Known): entryBudget code and title: A.1410 110 Full time Salaries Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No./Last Name: backfill from promo within dept. Date of Vacancy: 1/24/2022Is this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal _____% State _____% Other _____% DMV transactions funds WC Budget 112.7%**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 _____

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 _____ Date _____

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 _____

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: County Clerk Payroll Dept. No: 15
 Title of Position: MV License Registration Clerk #10 (EXT) Base Salary of Position: ~~\$44,729~~ 43638 Grade: 8
 Filling at Step # (If Known): entry
 Budget code and title: A.1410 110 Full time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13306 Bruno Date of Vacancy: 3/11/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____% DMV transactions funds WC Budget 112.7%

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 _____

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 _____ Date _____

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 _____

MOTOR VEHICLE LICENSE REGISTRATION CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for determining eligibility for drivers' licenses and vehicle registration through a review of the application and a variety of supporting documents. The incumbent checks documents for accuracy and completeness of information, proof of age, conviction record and other required information. The incumbent processes documents by means of a teleprocessing device and related peripheral equipment. Motor Vehicle Clerks work under general supervision on standard assignments in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and processes applications for all types of motor vehicle licenses and registration;
 Determines acceptability of supporting documents such as proof of ownership, insurance coverage, vehicle inspection, etc. for adequacy and completeness of information required in accordance with vehicle and traffic law;
 Enters data into computer, and checks resulting document for accuracy;
 Uses computer to search records to answer customers' questions, as appropriate;
 Computes, receives and accounts for licenses and registration fees;
 Conducts vision, road sign, and written tests;
 Receives, counts, and stores license plates, tabs, forms and other supplies;
 Compiles receipts, expenditures and reports for submission to the State Department of Motor Vehicles;
 Directs applicants in the proper completion of forms and provides routine information;
 Schedules road tests;
 Collects counts and records motor vehicle fees, makes change in all denominations;
 Performs office clerical work as necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES:

Good knowledge of pertinent sections of the Vehicle and Traffic Law as they relate to the issuance of licenses and registrations;
 Good knowledge of modern office terminology, procedures, equipment and business English;
 Ability to communicate effectively both orally and in writing;
 Ability to deal effectively with the public;
 Ability to organize and maintain accurate records and files;
 Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
 Ability to perform close, detail work involving considerable visual effort and concentration;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

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: Public Works Payroll Dept. No: 19.63
 Title of Position: HEO #1 Base Salary of Position: \$46,504 Grade: 10
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 DPW.Maintenance Roads Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 9640/ABRAHAMS Date of Vacancy: 08/03/2022
 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 _____

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 _____ Date _____

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 _____

Amended, Warren County Civil Service, May 9, 2011

HEAVY EQUIPMENT OPERATOR

GENERAL STATEMENT OF DUTIES: Operates one or more types of specialized heavy automotive equipment and performs a variety of manual tasks in connection with such operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of specialized heavy automotive equipment used in highway maintenance or construction projects. Greater skill is required than in the operation of other types of equipment and there is greater responsibility for the safety of others. Additional responsibility is involved for making minor repairs to equipment and for ordinary servicing. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. The work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)

Operates a bulldozer, power grader, paver, crusher, hydro-crane, power shovel and other types of heavy equipment in the construction and maintenance of highways;

Operates heavy snow plow in the clearing of roads;

Operates heavy equipment in connection with cutting banks, cutting and filling ditches, removing stumps, stripping gravel pits and related highway department tasks;

Performs minor maintenance and repair work on assigned equipment;

Loads and unloads vehicles;

Responds after normal working hours to emergency situations and during snow and ice events;

Services a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of and maintenance of heavy automotive equipment; ability to service and make minor repairs and adjustments to equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of specialized or heavy motor equipment or two years of experience in the operation of any type of automotive equipment; or equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A license with air brake endorsement. Possession at time of appointment.

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 SECTIONDepartment: Office for the Aging Payroll Dept. No: 57.01Title of Position: Meal Site Cook #10 (Johnsburg) Base Salary of Position: \$ _____ (25hr/week) Grade: 2

Filling at Step # (If Known): _____

Budget code and title: A6772.130 Nutrition Program Warren - Salaries PT Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No./Last Name: 12558/Allen Date of Vacancy: 08/19/2022Is this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal _____% State 75% 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 _____

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 _____ Date _____

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 _____

Amended, Warren County Personnel, September 2, 2004

MEAL SITE COOK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and cooks the difficult courses of meals such as meats, fish, poultry, soups, vegetables, etc.;

Oversees and participates in the preparation of salads, sandwiches, pastries, and desserts;

Cuts, cleans, and dresses meat, fish, and poultry;

Assists with the management of the food service program by conferring with supervisor on menu planning, maintaining basic records of supplies received and used, taking periodic inventories of supplies, and maintaining employee time records;

Checks on delivered supplies and supervises storage of items;

May supervise the serving of food and assist in related activities as required;

May order daily supplies of bread, milk, ice cream, etc.;

May assist with luncheon activities such as setting and cleaning of dining tables and related activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of approved methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of kitchen and food preparation sanitation; ability to plan with a view to economy and efficiency in the use of supplies, equipment, and food; Ability to follow recipes and oral and written directions;

Ability to participate in assigned projects; ability to keep basic records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in large-scale or institutional food preparation.

NOTE: Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for related experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
 Title of Position: Social Welfare Examiner #9 Base Salary of Position: \$43,638 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: [REDACTED] Date of Vacancy: 11/29/21
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 _____ Date _____

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 _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: Social Welfare Examiner #17 Base Salary of Position: \$43,638 Grade: 8
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 1/10/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 Date

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

SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;

Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;

Makes an evaluation of applicant's financial eligibility for assistance;

May determine initial categorical eligibility;

Assesses client's situation to determine barriers to self-sufficiency;

Evaluates available resource details in relation to financial eligibility;

Prepares and computes budget for the applicant;

Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;

Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;

May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;

Recommends emergency grants as needed; Makes re-determinations of financial eligibility;

Explains the validation process to the applicant;

Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;

Informs applicants about the range of services in the agency;

If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;

Makes referrals for full field investigation where presumption of fraud is indicated.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments;

Familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; Ability to enter and maintain data and records in computer database;

Ability to establish rapport and motivate client to self-sufficiency; Ability to deal effectively with others;

Ability to analyze facts obtained and use facts in making judgments regarding eligibility;

Ability to understand and follow directions; Good powers of observation and perception;

Initiative, tact, good judgment; Physical condition commensurate with the demands of the position.

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

- A) Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B) Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.14
 Title of Position: Social Services Investigator #2 Base Salary of Position: \$47,145 Grade: 11
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: [REDACTED] Date of Vacancy: 8/4/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 _____ Date _____

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 _____

SOCIAL SERVICES INVESTIGATOR

GENERAL STATEMENT OF DUTIES: Investigates individuals and vendors in connection with support of welfare recipients, desertion by parents or spouses and welfare fraud; assists the Sheriff's Office and District Attorney's Office with the investigation and preparation of criminal welfare fraud cases; makes determinations of case disposition when criminal prosecution is not appropriate; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper amounts of payments and attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statements to develop legally acceptable cases. The work includes attempts to persuade defaulters to make or resume payment and negotiating or renegotiating agreements according to changing personal and financial situations. The work is performed under the general direction of the Commissioner of Social Services, Deputy Commissioner of Social Services and the Director of Child Support Enforcement/Welfare Fraud.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Investigates complaints charging recipient or vendor fraud in welfare cases;
 Reviews records of delinquent accounts to determine necessary action;
 Reads public assistance rules and obtains information to determine type of fraud involved and the possible criminal charges;
 Interviews clients, their relatives and others and initiates proper procedure to obtain support or gather information concerning violation of social services laws;
 Makes field visits to question recipients' neighbors, acquaintances, employers and others to secure information for the possible prosecution of fraud cases;
 Secures evidence and affidavits required by the District Attorney for indictment and prosecution of welfare fraud cases;
 Prepares reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to appropriate authorities;
 Attempts to locate missing respondents;
 Answers correspondence and inquiries concerning welfare fraud matters from other government agencies, beneficiaries and respondents;
 Assists the Social Services Attorney in preparing cases for court hearings and attends court hearings when necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of investigative techniques used in determining financial practices and status of vendors and individuals and in locating missing persons;
 Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports;
 Working knowledge of federal and state social service and related laws and regulations in regard to all Social Services Eligibility Programs;
 Ability to be courteous and yet firm with the public;
 Ability to develop materials for legal actions according to prescribed regulations;
 Ability to prepare written reports; Ability to analyze facts and use them in making judgments in fraud cases;
 Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and either:

- A) Five (5) years of experience in work relating to an investigation program of which two years must have been in field investigation; or
- B) Graduation from a regionally accredited or New York State registered four-year college or university and one-year experience in field investigation; or
- C) Any equivalent combination of experience and training as described above.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Senior Caseworker #4 Base Salary of Position: \$56,104 Grade: 18
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: ██████████ Date of Vacancy: 8/29/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

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 _____

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 _____ Date _____

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 _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Senior Caseworker #2 Base Salary of Position: \$56,104 Grade: 18
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: [REDACTED] Date of Vacancy: 9/7/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ % _____

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 _____ Date _____

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 _____

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, a Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. A Senior Caseworker may supervise a small group of subordinate workers and volunteers. The functional duties are similar to those of the Caseworker except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision or services;
 Recommends services necessary to carry out plans to meet the needs of individuals or families;
 Makes visits to applicants to ascertain the need for services;
 Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
 Aids individual Caseworkers in formulating service and work organization plans;
 In each case, in cooperation with the individual or family, plans the use to be made of available resources;
 Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
 Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
 When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
 Finds family homes interested in caring for children;
 Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
 Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
 Plans with parents and relatives for the care of children and re-establishment of the home;
 Makes referrals to other agencies when indicated;
 Writes letters and reports as required;
 Periodically reviews cases to determine changes in client situation affecting the need for service;
 Assists a Case Supervisor in administering the work of the unit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern principles and practices of social casework and social group work including child welfare services;
 Working knowledge of Federal, State and local Social Services laws and programs;
 Ability to apply knowledge in performance of duties;
 Skill in interviewing;
 Knowledge of the techniques of preparing social studies;
 Ability to establish and maintain successful relationships with people;
 Ability to direct the work of others; Ability to interpret the work of the agency;
 Initiative, good powers of observation and analysis; Sensitivity to the reaction of others,
 Tact, emotional maturity, good judgment;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree in one of the behavioral sciences or criminal justice and two (2) years full time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards; or
- B) Bachelor's degree in any field and four years full time paid social work experience as described above; or
- C) An equivalent combination of training and experience as defined in A and B above.

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

NOTE: Social casework experience does not include experience gained as an income maintenance, medical assistance, or food stamp examiner. It also excludes experience which is custodial in nature and/or which involved providing direct personal care to clients such as nursing, nurses aides, home health aides or similar experience.

NOTE: Behavioral science is a sub-set of social sciences including psychology, sociology, anthropology, social work and human services.

NOTE: In compliance with Section 424-a of the Social Service Law those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

SPECIAL REQUIREMENTS:

- A) Incumbent must be available to assume after-hours Protective Casework Assignments as required. Assignments may be weeknights, weekends and holidays.
- B) Certain assignments made to employees in this class with require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #16 Base Salary of Position: \$52,743 Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: ██████████ Date of Vacancy: 9/5/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

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 _____

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 _____ Date _____

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 _____

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;
 Interviews clients to assess the need for social services;
 Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
 Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
 Finds, studies and evaluates family homes for the placement of children and adults;
 Recommends foster homes and day care homes for certification;
 Determines whether a child's or an adult's needs can best be met in an institution or foster home;
 Supervises children/adults placed in foster homes or an institution; Supervises foster parents in certified homes;
 Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
 Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding; Coordinates and develops a treatment plan and goal for the reunion of families;
 Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
 Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
 Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court; Maintains case records; Prepares letters and reports as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; Ability to establish and maintain cooperative relationships with others;
 Ability to prepare and maintain records and reports; Ability to express ideas clearly, both orally and in writing;
 Ability to understand and follow oral and written directions; Good powers of observation and analysis;
 Initiative, tact, good judgment, emotional maturity.

MINIMUM QUALIFICATIONS: Bachelor's Degree

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

SPECIAL REQUIREMENTS:

- A) Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- B) Certain assignments will require access to transportation to meet field requirements made in the ordinary course of business in a confidential, timely, and efficient manner.