

COUNTY FACILITIES COMMITTEE
WEIGHTS AND MEASURES AGENDA
SEPTEMBER 21, 2023

Committee Members: Supervisors Bruno, Magowan, Diamond, Geraci, Strough, Conover, and Thomas - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chairman

 - II. Motion to approve the minutes of the prior meeting

 - III. Action Agenda/New Business Items: None.

 - IV. Discussion Items:
 1. Request: 2024 Budget review meeting with County Facilities.
Rationale: 2024 Budget Confirmation.

 - V. Referrals/Pending Items: None.

 - VI. Privilege of the Floor and Public Comment (please allow for 15 second delay on live stream meetings)

 - VII. Motion to adjourn
-

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

WARREN COUNTY BUDGET SUMMARY SHEET

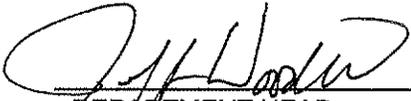
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Weights & Measures
BUDGET ACCOUNT CODE: A.6610

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$68,450.54	\$72,471.00	\$72,471.00	\$74,258.00
200's EQUIPMENT	\$163.96	\$0.00	\$186.55	\$0.00
400's CONTRACTUAL	\$7,636.47	\$7,466.00	\$7,279.45	\$9,474.00
800's EMPLOYEE BENEFITS	\$41,916.39	\$44,958.00	\$44,958.00	\$48,738.00
TOTALS	\$118,167.36	\$124,895.00	\$124,895.00	\$132,470.00

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$29,336.50	\$17,500.00	\$17,500.00	\$18,000.00

SIGNED: 
DEPARTMENT HEAD
TITLE: Director
DATE: 8-29-23

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Weights & Measures - American Rescue Plan Act (ARPA)

BUDGET ACCOUNT CODE: A.6610 4999

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
200's EQUIPMENT	\$609.68			\$0.00
TOTALS	\$609.68			\$0.00

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$609.68			\$0.00

SIGNED:


DEPARTMENT HEAD

TITLE:

Director

DATE:

8-29-23

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund A - General						
REVENUE						
Department 6610 - Weights & Measures						
<i>Departmental Income</i>						
1962	Sealer Wts & Measures Fee	24,255.00	13,500.00	13,500.00	14,770.00	13,500.00
<i>Departmental Income Totals</i>		\$24,255.00	\$13,500.00	\$13,500.00	\$14,770.00	\$13,500.00
<i>State Aid</i>						
3789	Economic Assistance	5,081.50	4,000.00	4,000.00	3,566.03	4,500.00
<i>State Aid Totals</i>		\$5,081.50	\$4,000.00	\$4,000.00	\$3,566.03	\$4,500.00
Department 6610 - Weights & Measures Totals		\$29,336.50	\$17,500.00	\$17,500.00	\$18,336.03	\$18,000.00
REVENUE TOTALS		\$29,336.50	\$17,500.00	\$17,500.00	\$18,336.03	\$18,000.00
EXPENSE						
Department 6610 - Weights & Measures						
<i>Personal Services</i>						
110	Salaries - Regular	68,171.38	71,471.00	71,471.00	41,274.72	73,258.00
130	Salaries - Part Time	279.16	1,000.00	1,000.00	.00	1,000.00
<i>Personal Services Totals</i>		\$68,450.54	\$72,471.00	\$72,471.00	\$41,274.72	\$74,258.00
<i>Equipment</i>						
260	Other Equipment	163.96	.00	186.55	.00	.00
<i>Equipment Totals</i>		\$163.96	\$0.00	\$186.55	\$0.00	\$0.00
<i>Contractual Expense</i>						
410	Supplies	874.33	1,000.00	813.45	151.92	1,200.00
418	Ins-General Liability	753.09	866.00	1,021.00	1,019.60	1,327.00
422	Repair/Maint-Equipment	590.00	500.00	500.00	275.98	1,000.00
423	Telephone	522.54	550.00	550.00	309.31	575.00
424	Postage	41.89	30.00	30.00	15.77	40.00
427	Memberships & Dues	100.00	150.00	150.00	100.00	150.00
428	Data Processing & Internet Fees	67.00	70.00	70.00	70.00	82.00
441	Auto-Supplies & Repair	1,668.13	800.00	800.00	.00	1,300.00
442	Automotive - Gas & Oil	2,254.37	2,500.00	2,345.00	1,118.85	2,650.00
444	Travel/Education/Conference	630.12	1,000.00	1,000.00	500.00	1,000.00
453	Uniforms & Clothing	135.00	.00	.00	.00	150.00
<i>Contractual Expense Totals</i>		\$7,636.47	\$7,466.00	\$7,279.45	\$3,561.43	\$9,474.00
<i>Employee Benefits</i>						
810	Retirement	8,317.96	8,862.00	8,862.00	5,575.65	12,967.00
830	Social Security	3,859.58	4,493.00	4,493.00	2,345.53	4,604.00
831	Medicare Contribution	902.65	1,051.00	1,051.00	548.55	1,077.00

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 6610 - Weights & Measures					
	<i>Employee Benefits</i>					
860	Hospitalization	21,580.28	23,038.00	23,038.00	13,126.72	22,746.00
865	Dental Insurance	288.08	288.00	288.00	177.28	288.00
	<i>Employee Benefits Totals</i>	<u>\$34,948.55</u>	<u>\$37,732.00</u>	<u>\$37,732.00</u>	<u>\$21,773.73</u>	<u>\$41,682.00</u>
	<i>Other Benefits</i>					
840	Workmen's Compensation	415.00	477.00	477.00	477.00	358.00
861	Retirees Hospitalization	6,552.84	6,749.00	6,749.00	3,348.78	6,698.00
	<i>Other Benefits Totals</i>	<u>\$6,967.84</u>	<u>\$7,226.00</u>	<u>\$7,226.00</u>	<u>\$3,825.78</u>	<u>\$7,056.00</u>
	Department 6610 - Weights & Measures Totals	<u>\$118,167.36</u>	<u>\$124,895.00</u>	<u>\$124,895.00</u>	<u>\$70,435.66</u>	<u>\$132,470.00</u>
	EXPENSE TOTALS	<u>\$118,167.36</u>	<u>\$124,895.00</u>	<u>\$124,895.00</u>	<u>\$70,435.66</u>	<u>\$132,470.00</u>
	Fund A - General Totals					
	REVENUE TOTALS	\$29,336.50	\$17,500.00	\$17,500.00	\$18,336.03	\$18,000.00
	EXPENSE TOTALS	\$118,167.36	\$124,895.00	\$124,895.00	\$70,435.66	\$132,470.00
	Fund A - General Totals	<u>(\$88,830.86)</u>	<u>(\$107,395.00)</u>	<u>(\$107,395.00)</u>	<u>(\$52,099.63)</u>	<u>(\$114,470.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$29,336.50	\$17,500.00	\$17,500.00	\$18,336.03	\$18,000.00
	EXPENSE GRAND TOTALS	\$118,167.36	\$124,895.00	\$124,895.00	\$70,435.66	\$132,470.00
	Net Grand Totals	<u>(\$88,830.86)</u>	<u>(\$107,395.00)</u>	<u>(\$107,395.00)</u>	<u>(\$52,099.63)</u>	<u>(\$114,470.00)</u>

2024 Salary Schedule (Position Budgeting)
Weights & Measures

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
10223	Woodell, Jeffery	Director Weights & Measures	\$73,258.00	Full Time	Out of UnitFT	6/24/2002
	N/A / \$35.22	N/A / \$35.22				
		Weights Measures Inspector-PD#2	\$1,000.00			
	N/A / \$20.00	N/A / \$20.00				
		2	\$74,258.00			

2024 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Weights and Measures

BUDGET CODE: A.6610-110

Title of Position: Director Of Weights and Measures

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.

- (c) Is this a mandated position? If so, please explain: Click or tap here to enter text.

- (d) Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

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

- (a) Description of Change: Change the Director of Weights and Measures Provisional Competitive appointment to Permanent Competitive. Increase the Director's salary from a below average Class 2 Directors salary of ~~\$71,471~~ to an above average salary of \$79,000 for 2024. A high salary for a Class 2 Director is \$137,315. ~~\$71,471~~
\$73,258

- (b) Justification for Request: (1) The new salary schedule for 2023 has come out, and after reviewing it I believe my salary should reflect the number of years of service I have been employed with Warren County. Currently, I am at the 10th year increment at a grade 12 pay. I have been with the county for more than 21 years. According to the 20-year increment, the salary is \$77,362 for grade 12. (2) Passing the Civil Service exam for the competitive position (2/21/2023). (3) Cutting the departments part time salary budget by more than \$16,000 since taking over as Director. (4) Completing all mandated inspections annually, as well as many more package checking and pricing accuracy inspections, exclusively. (5) Raising mandated device inspection fees from \$5.00 per device to \$10.00 per device (VTM's \$25.00 to \$50.00), thus increasing revenue from device inspections, from \$7,250 to \$14,500. (6) The revenue from package checking inspections should also help offset the salary increase (raise) of the Director. (7) Attended NYSWMA week long training in Syracuse for the last two years, while also hosting both the fall and spring Northeastern group meeting here at the municipal center. (8) Supervisors along with the county administrator gave me a job evaluation score of 4.36 out of 5. A score of 4 being Commendable-consistently generating results above those expected of the position. (9) The department also received letters from supervisors, extending sincere appreciation for the exemplary work that we do. Not only would the raise help improve the departments morale, it would also help with the extreme cost of living inflation, affecting us all. Please see the attached section of the NYS Quality manual. New York State distributes a copy of municipal statistics each year, showing low, average and high salaries for Weights and Measure officials.

(c) Projected change in Salary Dollars: \$7,529

(d) Is there expected Revenue impact from this change? If so, please explain: More inspections can bring in more revenue.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: PW 9/9/23

HR Director has Reviewed this form when initialed: AS 9/9/23



Quality Manual

Class 1 Director Salary Summary

	\$ Salary
Hi	\$95,208
Lo	\$15,390 PT or \$37,440 FT
Average	\$59,434

Class 2 Director Salary Summary

	\$ Salary
Hi	\$137,315
Lo	\$48,335
Average	72,250

2021 - \$67,812

Class 3 Director Salary Summary

	\$ Salary
Hi	\$184,214
Lo	\$48,342
Average	\$104,929

Workload Summary

Workload Description	Class 1 (%)	Class 2 (%)	Class 3 (%)
Weighing Devices Inspected and Tested	27	25	28
Gasoline Pumps Inspected and Tested	24	24	22
All Other Commercial Device Inspections	10	6	6
Non-Mandated Tests and Requests	1	2	1
Petroleum Quality Program	6	5	6
Package Control	2	3	2
Complaints	1	3	2
Civil Penalty and Court Hearing	0	0	3
Administration (records, reports, scheduling)	19	17	22
Public Relations	1	0	1
Other	8	6	5
Pricing Accuracy	2	9	4
Total =	100	100	100



Quality Manual

Appendix G.1 Municipal Statistics	Issued: 04/19/2022	Page 5 of 6
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Jurisdiction Summary

Class	Jurisdiction	# W&M Staff	Total Estabs	Total Devices	Dev. Not Tested	W&M Budget	\$ Fees	PQ	Program Codes
1	Allegany	0	128	724	4	\$7,800	0	Yes	None
1	Cayuga	0	268	1,077	12	\$123,318	\$27,784	Yes	None
1	Chenango	0	142	778	27	\$53,396	0	Yes	None
1	Columbia*	0	244	1,267	2	0	0	Yes	A,B,C,F
1	Cortland	0	108	651	5	\$89,940	\$12,820	Yes	ABCF
1	Delaware	0	163	891	0	\$27,514	\$7,286	Yes	None
1	Essex	1	199	745	0	\$92,362	\$15,202	Yes	CF
1	Franklin	0	154	654	29	\$120,945	\$500	Yes	None
1	Fulton	0	186	755	0	\$84,903	\$5,870	Yes	A
1	Genesee*	0	134	675	28	0	\$15,680	Yes	F
1	Greene	0	225	951	5	\$90,000	\$2,360	Yes	ABC
1	Hamilton	0	30	113	0	\$17,346	0	Yes	None
1	Herkimer	0	140	783	42	\$56,026	0	Yes	AC
1	Lewis	1	105	545	42	\$175,275	\$1,605	Yes	A
1	Livingston	2	226	1,048	1	\$60,000	0	No	None
1	Madison	0	153	835	8	\$85,968	0	Yes	None
1	Montgomery*	0	268	1,055	0	0	0	Yes	None
1	Orleans	0	76	355	1	\$90,250	\$7,124	Yes	F
1	Otsego	0	226	935	19	\$49,204	\$280	Yes	None
1	Putnam	1	203	1,184	113	\$125,000	\$25,680	Yes	ABCEF
1	Schohaire	0	88	498	418	\$30,500	0	Yes	None
1	Schuyler	0	103	338	0	\$98,127	\$7,254	Yes	None
1	Seneca	0	261	1,017	241	\$87,434	0	Yes	None
1	Tioga	0	91	496	0	\$20,070	\$10,924	No	AF
1	Washington	0	181	742	0	\$80,031	0	Yes	None
1	Wyoming	1	85	460	0	\$49,708	\$8,430	Yes	F
1	Yates*	0	149	532	0	0	0	Yes	None
1	City of Mt. Vernon	0	142	431	0	\$1,200	\$12,270	Yes	ABCF
2	Broome	1	378	2,563	0	\$235,859	\$50,412	Yes	None
2	Cattaraugus	0	192	932	12	\$75,363	0	Yes	None
2	Chautauqua	1	305	1,569	34	\$149,013	\$13,920	Yes	BC
2	Chemung*	0	207	1,316	0	0	\$23,294	Yes	None
2	Clinton	0	310	1,553	11	\$85,984	\$21,812	Yes	C
2	Jefferson	1	395	2,191	512	\$175,275	\$1,605	Yes	A
2	Niagara	2	320	2,040	0	\$205,009	\$44,812	Yes	ABC
2	Oneida	1	472	2,999	18	\$209,956	\$57,680	Yes	AC
2	Ontario	1	520	2,027	24	\$256,944	0	Yes	F
2	Oswego	0	240	1,607	47	\$67,648	\$31,394	Yes	None



Quality Manual

Appendix G.1 Municipal Statistics	Issued: 05/31/2023	Page 6 of 6
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Class	Jurisdiction	Staff	Prod/Equip	Prod/Services	Not Tested	Budget	Recs #		
2	Rensselaer	0	217	1,724	438	\$102,509	\$19,360	Yes	AF
2	Rockland*	4	493	2,384	77	\$0.00	\$41,950.00	Yes	A,B,C,E,F
2	St. Lawrence	1	358	1,805	63	\$129,731.65	\$0.00	Yes	A,B,C
2	Saratoga	1	345	3,738	0	\$246,228.00	\$0.00	No	A,B,C
2	Schenectady	1	339	1,887	0	\$136,933.00	\$40,094.00	Yes	A,B,C
2	Steuben	2	510	1,486	0	\$244,148.00	\$0.00	Yes	None
2	Sullivan	0	222	1,349	143	\$101,892.00	\$0.00	Yes	A,F
2	Tompkins	1	159	275	0	\$106,476.00	\$0.00	No	A,C
2	Ulster	1	246	1,694	15	\$207,553.00	\$0.00	Yes	B,C
2	Warren	1	229	1,422	0	\$123,017.23	\$14,450.00	Yes	C
2	Wayne	1	280	1,449	5	\$107,060.00	\$0.00	Yes	A
2	City of Yonkers	2	461	1,270	155	\$160,000.00	\$0.00	Yes	A,B,C,E
3	Albany	4	582	3,855	0	\$447,888.00	\$70,364.00	Yes	A,B,C,F
3	Dutchess	2	622	3,936	0	\$244,658.00	\$72,980.00	Yes	B,C,F
3	Erie	5	1,853	9,692	2,290	\$284,105.00	\$129,466.00	Yes	A,B,C
3	Monroe	4	1,815	9,317	774	\$539,231.00	\$241,267.00	Yes	A
3	Nassau	6	2,165	11,338	0	\$700,000.00	\$228,750.00	Yes	A,B,C,E,F
3	Onondaga	2	734	6,222	417	\$187,972.00	\$107,480.00	No	
3	Orange	4	925	5,424	19	\$735,730.00	\$102,164.00	Yes	A,F
3	Suffolk	7	2,817	17,571	2,530	\$715,980.00	\$191,965.00	Yes	A,B,C,E
3	Westchester*	5	1,141	7,244	0	\$0.00	\$162,513.00	Yes	A,B,C,E,F
3	New York City*	34	32,563	20,750	0	\$0.00	\$620,735.00	Yes	A,B,C,D,E,F
Totals =		101	56,742	155,042	9,901	\$9,210,209.58	\$2,415,788.50		

Program Codes: A = General Consumer Affairs, B = Item Pricing, C = Pricing Accuracy, D = Device Repairman Registration
E = Home Repairman Licensing and F = Other

(*) Note: The "Weights and Measures Budget" for these jurisdictions was not included in their annual report. The values shown are estimates based on trends supplied by similar jurisdictions.