

FINANCE COMMITTEE

AGENDA

MARCH 2, 2023

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

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda
  - 1) **Request for transfers of funds as attached for Committee approval.**
  - 2) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
    - A) Journal Report of transfers approved by the County Administrator staff for January 2023.
    - B) On Behalf of the Information Technology Department - Request to amend the Warren County Budget for 2023 in the amount of \$130,637.58 to carryover funding appropriated in 2022 for ARPA Technology needs previously authorized by the Board into 2023.
    - C) On Behalf of the Office of Emergency Services - Request to authorize a contract with Regroup Mass Notification for employee notification subscription agreement for a three year term.
    - D) Request to create Assigned Fund Balance Account A.918.00, *Assigned Sexual Abuse Lawsuits*, and authorize the appropriation of funds in the amount of \$250,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus* for the purpose of utilizing premium savings from 2023 budgeted insurance to fund account for future claims.
    - E) Request to amend the Warren County Budget for 2023 in the amount of \$250,000 to provide funding for Budget Code A.918.00, *Assigned Sexual Abuse Lawsuits*.
    - F) Discussion regarding Warren County's financial commitment as its share of joining the CDTA which is equal to 1/4% of the Mortgage Recording Tax Assessment in the County.
  - 3) **Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**  
***Buildings and Grounds (Scott Rogers, Director of Facilities) -***
    - A) Request to authorize the appropriation of funds in the amount of \$215,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.9950 910, *Transfers,-Capital Projects, Interfund Transfers*, to cover the cost of the increase in funding for Capital Project No. H406, *Countryside Adult Home 2021 Capital Improvements*.
    - B) Request to increase H406, *Countryside Adult Home 2021 Capital Improvements*, in the amount of \$215,000.
  - 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
***Probation (Robert Iusi, Director) -***
    - A) Request to amend the Warren County Budget for 2023 in the amount of \$23,075 to reflect receipt of funding from Washington County Youth Bureau/Alternative Sentencing in connection to the Rural Communities of Practice Phase III Grant.
    - B) Request to amend the Warren County Budget for 2023 in the amount of \$300,000 to increase Raise the Age revenue to pay for temporary jail placement of Adolescent Officer(s).  
***Public Defender (Gregory Canale, Public Defender) -***
    - C) Request to amend the Warren County Budget for 2023 in the amount of \$96,153 to reflect receipt of Year 4 Hurrell-Harring grant funding to cover the cost of salary and benefits for the position of Public Defender (10).
  - 5) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):**  
***Planning & Community Development (Wayne LaMothe, Director) -***
    - A) Request to amend the Warren County Budget for 2023 in the amount of \$66,040 to amend revenue codes to reflect receipt of ARPA administrative funding for 2023 per Resolution No. 260 of 2022.
    - B) Request to appropriate funds in the amount of \$200,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.8020.470, *Planning, Contract*, to carryover funding appropriated in 2022 to cover the cost of the County Comprehensive Plan.  
***Workforce Development -***
    - C) Request to amend the Warren County Budget for 2023 in the amount of \$100,000 to include Warren County's investment into workforce development programs and services for residents and County employees.

*Continued*

- 6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**  
***Public Health (Ginelle Jones, Director, Public Health/Patient Services) -***  
Request to amend the Warren County Budget for 2023 in the amount of \$675,621 to reflect the balance of the ELC Schools Grant Contract (Contract 6823-01).
- 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**  
***Department of Social Services (Christian Hanchett, Commission) -***  
A) Request to amend the Warren County Budget for 2023 in the amount of \$15,000 to increase expenses and revenue based on the need to create a new Memorandum of Understanding with the Warren County Sheriff's Office to cover transportation costs for individuals in the care/Custody of the Department of Social Services.  
B) Request to amend the Warren County Budget for 2023 in the amount of \$114,564 to increase expenses and revenue based on the remaining allocation received by New York State Office of Temporary and Disability Assistance per attached 21-LCM-24 to provide rental assistance to qualified individuals.
- 8) **Referrals from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**  
***Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -***  
A) Request to appropriate funds in the amount of \$29,100 from Budget Code A.898.00, *Reserve, Election Equipment*, to the Board of Elections Budget to cover the cost of purchasing supplies.  
B) Request to appropriate funds in the amount of \$43,718 from Budget Code A.898.00, *Reserve, Election Equipment*, to the Board of Elections Budget to cover the cost of Dominion Voting Machine lease.  
C) Request to amend the Warren County Budget for 2023 in the amount of \$22,620.96 to carry over unused grant funding.
- 9) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**  
A) Request to re-appropriate funds in the amount of \$26,386.54 from the Budget Code A.881.00, *Reserve, Occupancy Tax*, to cover the cost for two initiatives approved at the December 16, 2022 Board Meeting  
B) Request to appropriate funds in the amount of \$750,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to various Budget Codes to cover the cost of the occupancy tax requests that have been approved since the 2023 County Budget was adopted in November of 2022.
- 10) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**  
***Department of Public Works (Kevin Hajos, Superintendent) -***  
A) Request to establish Capital Project No. H409, *Warren County Culvert Assessments and Asset Management Plan*, in the amount of \$82,650.  
B) Request to establish Capital Project No. H425, *Adirondack Bridge & Beaver Pond Bridge Replacements*, in the Town of Horicon in the amount of \$440,307.  
C) Request to increase Capital Project No. H393, *Johnsburg Bridges (Dippikill Road & Glen Creek Road over Glen Creek*, in the Town of Johnsburg in the amount of \$2,825,003.  
D) Request to increase Capital Project No. H322, *Palisades Road (CR 26) over Brant Lake Inlet*, in the Town of Horicon in the amount of \$461,308.
- 11) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3A, 4A-E and 5.**  
**PERSONNEL AGENDA ITEMS 3A, 4A-E AND 5 :**  
3) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**  
A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Legal Office Coordinator position from \$60,064 to \$65,942 effective March 20, 2023.  
4) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
***Office of Emergency Services (Ann Marie Mason, Director) -***  
A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.  
B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 2<sup>nd</sup> Deputy EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.  
C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 3<sup>rd</sup> Deputy EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.  
***Public Defender (Gregory Canale, Public Defender) -***  
D) Request to amend the Table of Organization and Salary Schedule to decrease the salary of Assistant Public Defender (3) from \$73,116 to \$71,015 effective March 20, 2023.  
E) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Public Defender (10), *Annual Salary \$71,015*, effective March 20, 2023.

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

***Department of Social Services (Christian Hanchett, Commissioner) -***

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Social Services Attorney Part-time-Temporary, *Annual Salary* , effective

V. **Pending Items:**

- 1) A joint meeting of the Personnel, Administration & Higher Education and Finance Committees to be scheduled to discuss changing the funding formula for SUNY Adirondack. (01.27.23)

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** WARREN COUNTY BOARD OF ELECTIONS**SIGNED:****DATE:** 02/20/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1450.424	POSTAGE	A.1450.130	SALARIES - PART TIME	\$5,576.80

**Please state reason for transfers requested:**

TO COVER PART-TIME SALARIES WITH ABSENTEE POSTAGE GRANT

**CONTINGENT FUND TRANSFER REQUESTS**

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

**Please state reason for transfer request:****Please file original request with Clerk of the Board and retain copy for your records.**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2023

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

TRANSFERS FOR 2023 BUDGET

SIGNED: \_\_\_\_\_

DATE: February 22, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4194.470	ELC School Grant-Contract Expense	A.4194.110	ELC School Grant-Full time Salaries	\$20,000.00
A.4194.470	ELC School Grant-Contract Expense	A.4194.810	ELC School Grant-Retirement Expense	\$2,000.00
A.4194.470	ELC School Grant-Contract Expense	A.4194.830	ELC School Grant-Social Security Expense	\$1,240.00
A.4194.470	ELC School Grant-Contract Expense	A.4194.831	ELC School Grant -Medicare Expense	\$290.00

**Total Transfers** **\$23,530.00**

To Transfer funds to Salary and Fringe related to ELC Grant Activities for Health Educators and Program Coordinator . Fully funded.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

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

ATTACHMENT #

**WARREN COUNTY**  
**Journal Report - January**

<b>G/L Date</b>	<b>G/L Account Number</b>	<b>Account Description</b>	<b>Description</b>	<b>Increase Amount</b>	<b>Decrease Amount</b>
Brd. of Election - Board of Elections					
12/31/2022	A.1450 436	Advertising Fees	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 860.00	
12/31/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 436		\$ 860.00
Building & Fire - Building & Fire Code					
1/6/2023	A.3620 441	Auto-Supplies & Repair	Budget Transfer within Object Code to A.3620 444		\$ 250.00
1/6/2023	A.3620 444	Travel/Education/Conference	Budget Transfer within Object Code from A.3620 441	\$ 250.00	
Building & Fire - Building & Fire Code					
1/17/2023	A.3620 418	Ins-General Liability	Budget Transfer within Object Code from A.3620 441	\$ 608.00	
1/17/2023	A.3620 441	Auto-Supplies & Repair	Budget Transfer within Object Code to A.3620 418		\$ 608.00
Clk of Legislati - Clerk of the Legislative Board					
1/6/2023	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 425		\$ 50.52
1/6/2023	A.1010 425	Reproduction Expenses	Budget Transfer from Object Code A.1010 410	\$ 50.52	
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
1/17/2023	A.4220 418	Ins-General Liability	Budget Transfer within object code from A.4220 441 Auto Repair	\$ 76.00	
1/17/2023	A.4220 441	Auto-Supplies & Repair	Budget Transfer within object code to A.4220 418 Ins Gen Liab		\$ 76.00
DPW_DPW Admin - DPW, DPW Administration					
1/6/2023	A.1610 418	Ins-General Liability	Transfer Within Budget Code to A.1610 441		\$ 53.00
1/6/2023	A.1610 441	Auto-Supplies & Repair	Transfer Within Budget Code from A.1610 418	\$ 53.00	
1/6/2023	A.1610 441	Auto-Supplies & Repair	Transfer Within Budget Code from A.1610 442	\$ 10.00	
1/6/2023	A.1610 442	Automotive - Gas & Oil	Transfer Within Budget Code to A.1610 441		\$ 10.00
1/5/2023	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 427		\$ 90.00
1/5/2023	A.1490 427	Memberships & Dues	Transfer Within Budget Code from A.1490 410	\$ 90.00	
1/10/2023	DM.5130 810	Retirement	Transfer Within Budget Code to DM.5130 840		\$ 1.00

**WARREN COUNTY**  
**Journal Report - January**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
1/10/2023	DM.5130 840	Workmen's Compensation	Transfer Within Budget Code from DM.5130 810	\$ 1.00	
1/12/2023	DM.5140 422	Repair/Maint-Equipment	Transfer Within Budget Code to DM.5140 470		\$ 5,500.00
1/12/2023	DM.5140 470	Contract	Transfer Within Budget Code from DM.5140 422	\$ 5,500.00	
1/19/2023	A.7110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7110 444		\$ 100.00
1/19/2023	A.7110 444	Travel/Education/Conference	Transfer Within Budget Code from A.7110 413	\$ 100.00	
1/20/2023	DM.5130 418	Ins-General Liability	Transfer Within Budget Code from DM.5130 441	\$ 1,400.00	
1/20/2023	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 418		\$ 1,400.00
1/30/2023	D.5110 426	Subscriptions	Transfer Within Budget Code from D.5110 470	\$ 63.00	
1/30/2023	D.5110 470	Contract	Transfer Within Budget Code to D.5110 426		\$ 63.00
Infotech - Information Technology					
1/6/2023	A.1680 422	Repair/Maint-Equipment	Budget Transfer within Object Code to A.1680 470		\$ 5,000.00
1/6/2023	A.1680 470	Contract	Budget Transfer within Object Code from A.1680 422	\$ 5,000.00	
Mental Health - Mental Health					
1/13/2023	A.4310 436	Advertising Fees	transfer of funds from A.4310 444 to A.4310 436	\$ 200.00	
1/13/2023	A.4310 444	Travel/Education/Conference	transfer of funds from A.4310 444 to A.4310 436		\$ 200.00
Office of EMS - Office of Emergency Services					
1/17/2023	A.3410 410	Supplies	Budget transfer within object code to A.3410 418		\$ 257.14
1/17/2023	A.3410 418	Ins-General Liability	Budget transfer within object code from A.3410 410	\$ 257.14	
1/17/2023	A.3640 410	Supplies	Budget transfer within object code to A.3640 418		\$ 409.00
1/17/2023	A.3640 418	Ins-General Liability	Budget transfer within object code from A.3640 410	\$ 409.00	
1/18/2023	A.3645.4118 260	Other Equipment	Out of code transfer from A.3645.4118 470	\$ 5,203.00	
1/18/2023	A.3645.4118 470	Contract	Out of code transfer to A.3645.4118 260		\$ 5,203.00
1/30/2023	A.3640 410	Supplies	Budget transfer within object code to A.3640 426		\$ 156.00
1/30/2023	A.3640 426	Subscriptions	Budget transfer within object code from A.3640 410	\$ 156.00	

**WARREN COUNTY**  
**Journal Report - January**

<b>G/L Date</b>	<b>G/L Account Number</b>	<b>Account Description</b>	<b>Description</b>	<b>Increase Amount</b>	<b>Decrease Amount</b>
Personnel - Civil Service					
1/13/2023	A.1430 210	Furniture/Furnishings	Out of object code transfer from A.1430 435 to A.1430 210	\$ 297.65	
1/13/2023	A.1430 435	Medical Fees	Out of object code transfer to A.1430 210 from A.1430 435		\$ 297.65
Planning_Planning - Planning,Planning					
12/31/2022	A.8021 424	Postage	budget transfer within object code from A.8021 436	\$ 50.00	
12/31/2022	A.8021 436	Advertising Fees	budget transfer within object code to A.8021 424		\$ 50.00
1/3/2023	A.8022 423	Telephone	budget transfer within object code to A.8022 424		\$ 77.00
1/3/2023	A.8022 424	Postage	budget transfer within object code from A.8022 423	\$ 77.00	
1/4/2023	A.8022 423	Telephone	budget transfer within object code from A.8022 424	\$ 77.00	
1/4/2023	A.8022 424	Postage	budget transfer within object code to A.8022 423		\$ 77.00
Print Shop - Print Shop					
1/5/2023	A.1671 421	Equipment Rental	Transfer within Budget Code to A.1671 422		\$ 36,000.00
1/5/2023	A.1671 422	Repair/Maint-Equipment	Transfer within Budget Code from A.1671 421	\$ 36,000.00	
Probation_Probation - Probation,Probation					
1/17/2023	A.3140 418	Ins-General Liability	Budget transfer within object code from A.3140 439	\$ 367.45	
1/17/2023	A.3140 439	Misc Fees & Expenses	Budget transfer within object code to A.3140 418		\$ 367.45
1/19/2023	A.3140 424	Postage	Budget transfer within object code to A.3140 441		\$ 519.32
1/19/2023	A.3140 441	Auto-Supplies & Repair	Budget transfer within object code from A.3140 424	\$ 519.32	
1/19/2023	A.3140 424	Postage	Budget transfer within object code from A.3140 441	\$ 519.32	
1/19/2023	A.3140 441	Auto-Supplies & Repair	Budget transfer within object code to A.3140 424		\$ 519.32
Public Health_Health Services - Public Health,Health Services					
1/3/2023	A.4018 220	Office Equipment	Out of budget transfer Preventive to A4018.427		\$ 435.00
1/3/2023	A.4018 427	Memberships & Dues	Out of budget transfer Preventive from A4018.220	\$ 435.00	
1/5/2023	A.4010 410	Supplies	Budget Transfer CHHA A.4010.411 from, .410		\$ 1.00

**WARREN COUNTY**  
**Journal Report - January**

<b>G/L Date</b>	<b>G/L Account Number</b>	<b>Account Description</b>	<b>Description</b>	<b>Increase Amount</b>	<b>Decrease Amount</b>
1/5/2023	A.4010 411	Rent-Building/Property	Budget Transfer CHHA A.4010.411 from, .410	\$ 1.00	
1/6/2023	A.4018.0030 411	Rent-Building/Property	Budget Transfer Dis to A.4018.0030.411 from .470	\$ 3,770.00	
1/6/2023	A.4018.0030 470	Contract	Budget Transfer Dis to A.4018.0030.411 from .470		\$ 3,770.00
1/31/2023	A.4018.0030 422	Repair/Maint-Equipment	Budget transfer DIs/IAP Grant from A4018.0030.435	\$ 328.00	
1/31/2023	A.4018.0030 435	Medical Fees	Budget transfer DIs/IAP Grant to A4018.0030.422		\$ 328.00
Purchasing - Purchasing					
1/3/2023	A.1345 410	Supplies	Budget Transfer within Object Code to A.1345 427		\$ 75.00
1/3/2023	A.1345 427	Memberships & Dues	Budget Transfer within Object Code from A.1345 410	\$ 75.00	
1/18/2023	A.1345 220	Office Equipment	Budget Transfers out of Object Code from A.1345 410	\$ 43.00	
1/18/2023	A.1345 410	Supplies	Budget Transfers out of Object Code to A.1345 220		\$ 43.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
1/12/2023	A.3311 410	Supplies	Budget Transfer out of object code TO A.3311 840		\$ 60.00
1/12/2023	A.3311 840	Workmen's Compensation	Budget Transfer out of object code FROM A.3311 410	\$ 60.00	
Veterans Service - Veterans Service					
1/18/2023	A.6510 418	Ins-General Liability	Within Code Funds transfer from 469 Other	\$ 79.00	
1/18/2023	A.6510 469	Other Payments/Contributions	Within Code Funds transfer to 418 (Gen Liab)		\$ 79.00
Weights & Meas - Weights & Measures					
1/20/2023	A.6610 418	Ins-General Liability	budget transfers within object code from A.6610.442	\$ 155.00	
1/20/2023	A.6610 442	Automotive - Gas & Oil	budget transfers within object code to A.6610. 418		\$ 155.00

***RESOLUTION REQUEST FORM NO. 7***

***Request to Amend County Budget\****

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

**DEPARTMENT NAME: County Administrator**

**DATE: 3/2/2023**

- (a) Purpose of Amendment:  
**To carryover remaining funding appropriated in 2022 for ARPA Technology needs previously authorized by the Board into 2023**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**See Attached**
  
- (c) Revenue Code (with title), and Amount:  
**See Attached**

Appropriation Code	Title	Revenue	Appropriation
A.1680.4999 4090	Information Technology, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$104,082.33	
A.1680.4999 130	Information Technology, American Rescue Plan Act (ARPA) - Salaries/Part-Time		\$ 14,940.40
A.1680.4999 810	Information Technology, American Rescue Plan Act (ARPA) - Retirement		\$ 1,400.00
A.1680.4999 830	Information Technology, American Rescue Plan Act (ARPA) - Social Security		\$ 926.01
A.1680.4999 831	Information Technology, American Rescue Plan Act (ARPA) - Medicare		\$ 216.09
A.1680.4999 220	Information Technology, American Rescue Plan Act (ARPA) - Office Equipment		\$ 16,088.70
A.1680.4999 439	Information Technology, American Rescue Plan Act (ARPA) - Miscellaneous		\$ 70,511.13
A.3110.4999 4090	Sheriff's Law Enforcement, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$21,264.00	
A.3110.4999 470	Sheriff's Law Enforcement, American Rescue Plan Act (ARPA) - Contract		\$ 21,264.00
A.3640.4999 4090	Civil Defense, American Rescue Plan Act (ARPA) - Coronavirus Local Fiscal Recovery Fund (CLFRF)	\$1,469.80	
A.3640.4999 426	Civil Defense, American Rescue Plan Act (ARPA) - Subscriptions		\$ 1,469.80
		\$126,816.13	\$ 126,816.13
	***** Prepaid Expenditures A.480.00 to cover remaining 3 years of OES contract for Regroup Mass Notifications	\$3,821.45	\$ 3,821.45
		\$130,637.58	\$130,637.58

## ***RESOLUTION REQUEST FORM NO. 3***

### ***Request for New Contract***

**DEPARTMENT NAME:** County Administrator

**DATE:** 3/2/2022

- (a) Is this a Result of a Bid or Request for Proposal?  
**No**
- (b) Purpose of Contract:  
**Employee notification Subscription Agreement. 3-Year Prepaid term.**
- (c) Name of Contractor:  
**Regroup Mass Notification**
- (d) Address of Contractor: **3400 N Central Expy #110-256, Richardson TX 75080**
- (e) Contractor's Contact Person and Telephone Number:  
**Jeff Brainard 917-791-3046**
- (f) Has or will the Contract be provided, if so, please attach:  
**Subscription Agreement attached**
- (g) Commencement Date of Contract:  
**Upon execution**
- (h) Termination Date of Contract:
- (i) Payment Provisions: i) lump sum amount **\$5,291.25 (3-Year)**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**  
**A.3640.4999 426 Civil Defense, ARPA, Subscriptions and A.480.00 Prepaid Exp**

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

\*as listed in budget and LOGOS



# Subscription Agreement

**Prepared For:**

Company: Warren County, NY  
 Name: Ann Marie Mason  
 Email: masona@warrencountyny.gov  
 Phone: 518-824-6652

**Prepared By:**

Regroup Mass Notification  
 Prepared by: Jeff Brainard  
 Email: jbrainard@regroup.com  
 Phone: (917) 791-3046

**Contract Term:** 1 year paid in full or 3 years paid in full

**Contact Count:** 800

**Valid Until:** 3/31/2023

## A. Product and Pricing Summary

### Option 1: 1 Year Paid Annually

Product	Fee Type	Price	Term (yrs)	Discount	Subtotal
<b>Regroup Annual Subscription</b> Messaging via landline, email, cell (voice and SMS/txt), social media, RSS. Unlimited: support, training, templates, and group creation.	Annual	\$2,075.00	1	\$0.00	\$2,075.00
					<b>\$2,075.00</b>

### Included Subscription Features

<b>Custom Field User Import Tool</b> The ability to populate and maintain groups based on custom fields set at the network level.	Included	\$0.00	1	\$0.00	\$0.00
<b>Database Integration - .csv Import</b> Database Integration is done with a secure FTP (SFTP) for .csv file uploads.	Included	\$0.00	1	\$0.00	\$0.00
<b>Mapping Option - Geo targeted messaging</b> Clients have the ability to send notifications based on the location of the recipients with our Geo-Targeting option based on their address and not on them having the mobile app.	Included	\$0.00	1	\$0.00	\$0.00
<b>Regroup Mobile - End User</b> Allows recipients and non-administrative users to receive messages within native iOS and Android apps.	Included	\$0.00	1	\$0.00	\$0.00
<b>Regroup Mobile - Manager</b> Allows admins to send/receive messages from iOS and Android mobile devices and phones.	Included	\$0.00	1	\$0.00	\$0.00
<b>Single Sign On - SAML</b> Enables Security Assertion Markup Language (SAML) Single Sign-On on your Regroup network. Includes ADFS 2.0, OKTA and Shibboleth.	Included	\$0.00	1	\$0.00	\$0.00
<b>Text-to-join/QR Code Easy Opt-in option</b> Allows for easy opt-in	Included	\$0.00	1	\$0.00	\$0.00
					<b>\$0.00</b>

### Premium Features

<b>Form Templates</b> Allows user to create fields and a list variables to be chosen from drop down menu	Included	\$0.00	1	\$0.00	\$0.00
<b>Responsive SMS Polling</b> 2 way interactive polling	Included	\$0.00	1	\$0.00	\$0.00



## Subscription Agreement

Product	Fee Type	Price	Term (yrs)	Discount	Subtotal
					<b>\$0.00</b>
<b>Professional Services</b>					
Unlimited Support & Maintenance	Included	\$0.00	1	\$0.00	\$0.00
Unlimited Training	Included	\$0.00	1	\$0.00	\$0.00
Implementation Fee	One-Time	\$1,000.00	1	-\$1,000.00	\$0.00
					<b>\$0.00</b>
			<b>Total</b>		<b>\$2,075.00</b>

Initial to select: \_\_\_\_\_



# Subscription Agreement

## A. Product and Pricing Summary

### Option 2: 3 Years Paid Upfront

Product	Fee Type	Price	Term (yrs)	Discount	Subtotal
Regroup Annual Subscription	Annual	\$2,075.00	3	-\$933.75	\$5,291.25

All Included features as stated above

**\$5,291.25**

### Premium Features & Professional Services

Implementation Fee	One Time	\$1,000.00	1	-\$1,000.00	\$0.00
Unlimited Support & Maintenance	Included	\$0.00	3	\$0.00	\$0.00
Unlimited Training	Included	\$0.00	3	\$0.00	\$0.00
					<b>\$0.00</b>

**Total \$5,291.25**

Initial to select: \_\_\_\_\_

## B. Terms

1. Initial Term: The Initial Term shall be based on the selection following the effective date.
2. Implementation Date: TBD
3. Start of Term Date: Upon Signature
4. Invoice Date: Upon Signature

### Ba. Payment Terms

1. Covenant House Michigan shall be invoiced for amounts due in respect to the Initial Term upon execution of this Subscription Agreement.
2. All initial and subsequent payments shall be due on Net 30 terms. Unless otherwise specified, all dollars (\$) are United States currency.
3. Late payments may incur a 1.5% penalty.

### Bc. Contacts & Messages

1. SMS and TTS messaging shall be limited to 15,000 total messages annually.
2. With respect to total users, Regroup will charge for users added that are in excess of the number of total users included in your Membership. Regroup will notify you of usage overages prior to invoicing for the overage.

## C. Renewal Terms

1. This one (1) year agreement shall be paid at \$2075 for the first year.
2. This three (3) year agreement shall be paid in full at \$5291.25
3. At the end of the current agreement, Regroup will provide Warren County, NY with an option to renew subscription on an annual basis at a mutually agreed upon cost. The notice will be provided 90 days prior to the expiration of the current agreement.



# Subscription Agreement

## D. Acceptance and Authorization

The terms and conditions of the Regroup Terms of Use and Privacy Policy, which are incorporated herein by reference, apply in full to the services and products provided under this Subscription Agreement.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Subscription Agreement, under seal.

Accepted by Buyer: Warren County, NY

Accepted by: Regroup Mass Notification

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: Chris Utah  
Title: COO  
Date: \_\_\_\_\_

**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: 3/2/2023**

(a) Purpose of Request:

**To create Assigned Fund Balance account A.918 00 - Assigned, Sexual Abuse Lawsuits and appropriate \$250,000 from Unappropriated Surplus A.909.00**

(b) Details:

**Recommendation made to utilize premium savings from 2023 budgeted insurance to fund account for potential future sexual abuse claims against the county**

(c) Previous Resolution Number:

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

**A.909.00**

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: County Administrator**

**DATE: 3/2/2023**

(a) Purpose of Amendment:

**To fund A.918.00 Assigned - Sexual Abuse Lawsuits**

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

**A.1910 418 Unallocated Insurance, Ins-General Liability -\$62,000**

**A.3110 418 Sheriffs Law Enforcement, Ins- Gen Liability -\$159,000**

**A.6010 418 Social Services, Ins-Gen Liability -\$29,000**

**A.909.00 Unappropriated Surplus +\$250,000**

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

## Sample resolution for Warren County Board of Supervisors in Support of Warren County Joining the Capital District Transportation Authority (CDTA)

**WHEREAS**, the Capital Distract Transportation Authority (CDTA) was created in 1970 by the New York State Legislature as a public benefit corporation to provide regional transportation services by rail, bus, water and air; and

**WHEREAS**, the enabling legislation authorized Warren County to elect to become a member upon action of its governing body; and

**WHEREAS**, CDTA is now the premier mobility provider in the Capital Region, providing regular bus service, mobility systems and paratransit services; and

**WHEREAS**, joining the CDTA would benefit Warren County residents and businesses; and

**WHEREAS**, to join, Warren County will need to make an annual financial contribution to the CDTA equal to a ¼% Mortgage Recording Tax assessment in the County.

**NOW THEREFORE BE IT RESOLVED**, by the Warren County Board of Supervisors that it supports taking the necessary steps for it to formally join the Capital District Transportation Authority; and be it further

**RESOLVED**, that the Warren County Board of Supervisors requests that the New York State Assembly, New York State Senate, and the New York State Department of Transportation to take any and all necessary steps to enable Warren County to join the CDTA

## **DRAFT - Merging CDTA and GGFT New Connections in Warren (and Washington) Counties**

### **Overview**

The Capital District Transportation Authority (CDTA) is the region's mobility manager with a menu of services that connect people to economic opportunities.

CDTA wishes to expand its transportation district to include the Greater Glens Falls Transit (GGFT), with appropriate agreements with communities in Warren and Washington Counties.

This expansion would bring the GGFT and its resources under CDTA's administrative umbrella. Services currently provided would be maintained, with new connections provided throughout the expanded area.

### **Background on GGFT**

GGFT is an established municipal system. It operates as a department within the City of Glens Falls; the GGFT Transportation Director is a city employee who reports directly to the Mayor of Glens Falls.

The GGFT system was established in 1984, and includes fixed route, seasonal trolley, and paratransit services. The system connects Glens Falls, Queensbury, South Glens Falls, Lake George, Hudson Falls, Kingsbury, Fort Edward, and Moreau. Service is available Monday through Saturday.

GGFT owns one facility, 18 vehicles and employs 18 people (this number grows to 40 during summer season), most of whom work in operations.

Total annual ridership (pre-COVID) was 330,000. Of the total, 110,000 rides (34%) are taken on the seasonal trolley service that connects Glens Falls and Lake George. The pandemic has had a significant impact on ridership, which is currently 60% of what it was before the pandemic began.

The GGFT system is in a good financial situation. The total operating budget is \$2.1 million. Federal Transit Administration funds (5307) total \$858,000 (41%), state operating assistance totals \$758,000 (37%) and customer fares total \$250,000 (12%).

The City of Glens Falls, the Town of Queensbury and several other municipalities contribute a local share towards the operation of the system, totaling \$173,000 (8%). Advertising and special programs account for the remainder of system revenue.

Like most transit systems, salaries, wages and benefits make up the majority of GGFT's operating costs. Of the \$2.1 million spending plan, approximately 77% is allocated to wages and benefits.

The major cost drivers are wages, health care and retirement. The only other significant costs are for fuel, which totals \$250,000, and insurance, which totals \$50,000. The remaining costs are normal business expenses, ranging from parts to advertising.

### **Background on CDTA**

The CDTA service area includes Albany, Rensselaer, Saratoga, Schenectady and most recently, Montgomery County (2022).

CDTA is a public authority, created in 1970 to develop transportation solutions throughout the service area. CDTA is governed by a Board of Directors who are appointed by the Governor and confirmed by the State Senate.

CDTA provides a menu of mobility options, including, fixed route service, Bus Rapid Transit and paratransit service (STAR). The menu also includes a bike share program (CDPHPCycle), an on-demand service (FLEX), and an electric carsharing program (DRIVE). The menu is tied together by an integrated fare payment system.

CDTA owns 250 vehicles and five facilities (including Rensselaer Rail Station and the Saratoga Springs Train Station). Total ridership on all modes is about 16 million (pre-pandemic). Emerging from the pandemic, ridership is 90% of what it was in early 2020.

Service is available seven days per week with trunk routes operating from early in the morning until midnight. Trunk routes serve most customers, with neighborhood/connector services supporting the trunks routes. Seasonal services are offered to local attractions, parks, and recreation centers. A fleet of trolley vehicles are used for most seasonal services.

A critical component of CDTA's success is its Universal Access program (UA). The UA program allows colleges and major employers to provide students and employees with free access to the CDTA system. This program accounts for 30% of all ridership.

CDTA has developed an array of technology tools to make using the system easier; these tools provide customers with advanced fare payment systems and vehicle location information. A mobility as a service initiative will integrate these choices into a single convenient, common platform for payment and customer information across all modes.

The CDTA operating plan for FY 2023-24 is \$125 million. About 70% of all spending is allocated to wages and benefits. About 750 people work at CDTA with the majority in operations (bus operators and maintenance personnel). About 90 people are employed in management positions, providing accounting, human resources, planning, facilities, IT, communications, and business development expertise.

A Chief Executive Officer is responsible for day-to-day operations and is charged with implementing a strategic direction. The Board of Directors develop plans and a vision to guide the long-term development of the organization.

### **The Concept**

Combining the resources of CDTA and GGFT will result in a dynamic mobility company that stretches from Albany and Saratoga to Warren and Washington Counties.

It will bridge the gap between the systems, specifically in South Glens Falls/Fort Edward and Saratoga Springs, providing connections throughout the expanded region. Services will be stronger and customer support features will be improved.

Bikes, scooters and trolley services will be expanded, and connections to employment locations and to new housing and commercial developments will be improved. Innovative opportunities will be developed as the combined organization moves people throughout the region.

The new organization will be equipped with resources to work on an innovative agenda of activities. The combined strength of GGFT and CDTA will provide for economies of scale in operations, finance, human resources, technology, planning and infrastructure.

Improvements will be evident in recruitment and training, grants management and advocacy. Business development and community outreach will be more vibrant as the new organization deepens its footprint, its effectiveness, and its ability to connect people to economic opportunity.

### **The Process**

Bringing the two organizations together makes good business sense and it will result in more service for communities throughout the expanded area.

To ensure a seamless transition, there will be a period where GGFT services operate as they do now, under the administration of CDTA. The GGFT management team would stay in place and a smooth transition will be a top priority. Labor issues will be resolved (CSEA and ATU), and service standards and expectations will be considered (hours of operation, frequency of services).

It is expected that the expanded CDTA mobility menu will be introduced throughout Warren and Washington County to supplement existing service (bikes, trolley services, on Demand).

Warren County would become a member of CDTA (joining Albany, Rensselaer, Saratoga, Schenectady and Montgomery counties. Washington County communities will be served and supported with operating agreements.

This will require a resolution of the Warren County Legislature along with the provision of ¼ of one percent (0.0025) of all mortgage transactions over \$10,000 (Mortgage Recording Tax). Our estimate is that MRT from Warren County will generate about \$1 million annually.

*Mortgage tax  
Reso*

CDTA will not require local share payments from the City of Glens Falls, the Town of Queensbury and other municipalities that contribute a local share towards the operation of the system, totaling \$173,000.

### **Calendar**

- An employee transition plan has been completed.
- A vehicle assessment and transition plan has been completed.
- A service network review has been completed.
- An article VII transition that will allow for local funding has been submitted.
- A resolution by the Warren County Board of Supervisors to join the Authority will be completed.

**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: DPW - BUILDINGS & GROUNDS**

**DATE: FEBRUARY 23, 2023**

- (a) Purpose of Request:  
**To appropriate funds from the General Fund Unappropriated Surplus to fund the Countryside Adult Home 2021 Capital Improvements project (H406)**
- (b) Details:  
**Appropriate \$215,000 from the General Fund Unappropriated Surplus to Budget Code A.9950 910, Transfers-Capital Projects, Interfund Transfers, to fund Capital Project H406, Countryside Adult Home 2021 Capital Improvements**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**General Fund Unappropriated Surplus - \$215,000**

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: DPW - BUILDINGS & GROUNDS**

**DATE: FEBRUARY 23, 2023**

- (a) Exact Title and Number of Project\*:  
**H406, Countryside 2021 Capital Improvements**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Increase (if applicable):  
**\$215,000**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**A.9950 910, Transfers-Capital Projects, Interfund Transfers - \$215,000**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:  
**Increase due to cost of CI and changes associated with unforeseen conditions.**

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Probation**

**DATE: February 22, 2023**

- (a) Purpose of Amendment:  
**To amend County Budget to accept \$23,075 from Washington County Youth Bureau/Alternative Sentencing in connection to the Rural Communities of Practice Phase III Grant.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.3140 120 Probation-Salaries, Overtime-\$23,075**
  
- (c) Revenue Code (with title), and Amount:  
**A.3140 2790 Probation-Share of Joint Activity, Local-\$23,075**

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Probation**

**DATE: February 22, 2023**

- (a) Purpose of Amendment:  
**To amend County Budget to increase Raise the Age revenue in the amount of \$300,000 to pay for temporary jail placement of Adolescent Offender(s).**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.3140 439 Probation-Misc Fees & Expenses, \$300,000**
  
- (c) Revenue Code (with title), and Amount:  
**A.3140 3319 Probation- Raise the Age, \$300,000**

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

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

**DEPARTMENT NAME: Warren County Public Defender's Office**

**DATE: 2/22/2023**

- (a) Purpose of Amendment:  
**To add New Position from Year 4 Hurrell-Harring Grant of Assistant Oublic Defender (10)**
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A. 1171 (Public Defender) 4202 (Hurrell-Harring)**  
**110 (Full Time Salary) = \$71,015**  
**810 (Retirement) = \$7,460**  
**830 (Social Security) = \$4,403**  
**831 (Medicare) = \$1,030**  
**830 (Hospitalization) = \$11,956**  
**865 (Dental) \$289**
- (c) Revenue Code (with title), and Amount:  
**A. 1171 (Public Defender) 4202 (Hurrell-Harring)**  
**3045 (Office of Indigent Legal Services) = \$96,153**

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

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

**DEPARTMENT NAME: Planning and Community Development**

**DATE: 23 February 2023**

(a) Purpose of Amendment:

**Amend revenue codes to reflect ARPA administrative funding for 2023 per resolution 260 of 2022**

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

**A.8021.4999 110 Salaries, regular, \$52,000 American Rescue Plan Act (ARPA)**

**A.8021.4999 810 Retirement \$5,500**

**A.8021.4999 830 Social Security \$3,400**

**A.8021.4999 831 Medicare Contribution \$800**

**A.8021.4999 860 Hospitalization \$4,300**

**A.8021.4999 865 Dental Insurance \$40**

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

**A.8021.4999 4090 – Coronavirus Local Fiscal Recovery Fund (CLFRF) \$66,040**

**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:** Planning and Community Development

**DATE:** 23 Feb 2023

- (a) Purpose of Request: Request transfer from unappropriated surplus A.909.00 to 8020.470
- (b) Details: see below
- (c) Previous Resolution Number: 156/2022
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: unappropriated surplus

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

\* as listed in budget and LOGOS

Reso 156/2022 authorized funding for the County Comprehensive Plan in the amount of \$200,000. Those funds were transferred to the Department's 8020.470 account. After release of an RFP and subsequent review a contract with LaBella was awarded by reso 621/2022 at the 18 Nov Board meeting. The County Attorney and Chairman Geraghty signed the agreement on 23 November.

The issue arises that the partner for LaBella, Chris Rounds, did not sign the agreement until 11 January 2023. Without a signed agreement we were not able to create a purchase order to hold the 2022 funds. The Treasurer's office now requires a Board resolution to carry those funds forward.

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

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

**DEPARTMENT NAME: Workforce Development**

**DATE: February 23, 2023**

(a) Purpose of Amendment: To include Warren County's investment of \$100,000 into workforce development programs and services for residents and County employees.

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

40.6293.0358 Warren County Workforce Investment \$100,000

40.6293.0358 810 (Retirement)	\$12,000
40.6293.0358 860 (Hospitalization)	\$13,000
40.6293.0358 433 (Training)	\$50,000
40.6293.0358 444 (Travel/Education)	\$5,000
40.6293.0358 410 (Supplies)	\$10,000
40.6293.0358 220 (Equipment)	\$10,000

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

40.6293.0358 5031 Warren County Workforce Investment \$100,000

## RESOLUTION REQUEST FORM NO. 7

### Request to Amend County Budget\*

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

**DEPARTMENT NAME:** Warren County Health Services

**DATE:** February 21, 2023

- (a) **Purpose of Amendment:** To amend the 2023 budget to reflect the balance of the ELC Schools Grant Contract (**Contract 6823-01**)
- (b) Appropriation Code (with title), Object Code (with title) and Amount:

A.4194.260 Public Health-ELC Schools Grant –Other Equipment	\$ 150,000
A.4194.410 Public Health-ELC Schools Grant –Supplies Expense	\$ 350,000
A.4194.435 Public Health-ELC Schools Grant -Medical Supplies Exp	\$ 100,000
A.4194.439 Public Health-ELC Schools Grant –Misc Expense	\$ 75,621

Revenue Code (with title), and Amount:

A.4194 4410 Public Health-ELC Schools Grant \$675 621.00

**\*Note:** The total for the ELC School Grant is \$1,730,012 of which restricted funds are \$17,112 leaving a total Grant balance of \$1,712,900. In 2021 we spent \$213,849.16 and in 2022 spent \$323,428.92. Therefore that leaves for 2023 a balance of \$1,175,621.92. We have budgeted \$500,000, however we are in a major campaign to purchase with these funds Air Purifiers, replacement filters, Masks, Gloves and other related supplies needed for Warren County Schools, Daycares and Camps. The response has been overwhelming over the last few weeks , therefore we need to amend the budget to reflect the final additional funding we can receive. This total we are requesting is \$675,621. Our staff has been working diligently with each establishment to analyze their needs.

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

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

**DEPARTMENT NAME: Social Services**

**DATE: 2/9/23**

- (a) Purpose of Amendment: **To increase expenses and revenue based on the need to create a new MOU with the Warren County Sheriff's Office to cover transportation costs for individuals in the care/custody of the Dept. of Social Services.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 470 Contract \$15,000**
  
- (c) Revenue Code (with title), and Amount: **A.6010 3610 State Aid Admin \$9,000  
A.6010 4610 Federal Aid Admin \$6,000**

Warren County Sheriff's Office  
Youth Transport Reimbursement

Quarterly Claim From September 2022 To December 2022

PERSONNEL SERVICES						
REGULAR HOURS			JUVENILE/DATE	OVERTIME HOURS		
HRS	RATE	AMOUNT		HRS	RATE	AMOUNT
6	33.08	198.48	CASTILLO,G 9/22/22	6	42.18	253.08
			CASTILLO,G 9/23/22	6	57.13	342.78
8	39.00	312.00	CASTILLO,G 9/27/22			
8	29.04	232.32	CASTILLO,G 9/27/22			
9	33.08	297.72	CASTILLO,G 9/27/22	2	48.24	96.48
5	39.00	195.00	CIVITELLO 10/26/22	5	57.13	285.65
8	44.90	359.20	CIVITELLO 10/28/22	3	65.98	197.94
			CIVITELLO 10/28/22	11	57.13	628.43
			JACKSON 11/14/22	11	61.19	673.09
			JACKSON 11/17/22	10	42.18	421.80
			JACKSON 11/21/22	9.5	61.19	581.30
			JACKSON 11/21/22	9.5	57.13	542.73
5	39.00	195.00	CASTILLO,N 11/21/22			
5	29.04	145.20	CASTILLO,N 11/21/22			
7	39.00	273.00	CASTILLO,G 11/23/22	8	57.13	457.04
3	39.00	117.00	CASTILLO,G 11/23/22	10	57.13	571.30
			CASTILLO,G 11/28/22	17	57.13	971.21
			CASTILLO,G 11/28/22	10	57.13	571.30
			CIVITELLO 11/29/22	8	57.13	457.04
			CIVITELLO 11/29/22	8	48.24	385.92
			CIVITELLO 11/29/22	10	57.13	571.30
			CIVITELLO 12/7/22	4	57.13	228.52
			CIVITELLO 12/7/22	4	42.18	168.72
			CIVITELLO 12/7/22	4	57.13	228.52
			CIVITELLO 12/7/22	4	42.18	168.72
	TOTAL=	\$2,324.92		TOTAL		\$8,802.87
				=		

*Probation*

*Probation*

**TOTAL PERSONNEL SERVICES = \$11,127.79**

CASTILLO - 1,636.38  
OCT

NOV 3,301.05

OTHER EXPENSES		
ITEM	RATE	AMOUNT
Fringe Benefits	8.35%	
Mileage for 5408 miles	.625/mile	3380.00
Gas/Tolls	Actual	538.07
Meals	Actual	127.10

\$4,937.43 - 4th Q 2022

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Social Services**

**DATE: 2/9/23**

- (a) Purpose of Amendment: **To increase expenses and revenue based on the remaining allocation received by NYS OTDA per attached 21-LCM-24 to provide rental assistance to qualified individuals.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 471 - Administration - \$114,564**
  
- (c) Revenue Code (with title), and Amount:  
**A.6010 3610 State Aid Admin \$114,564**



## Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Executive Deputy Commissioner

### Local Commissioners Memorandum

#### Section 1

<b>Transmittal:</b>	21-LCM-24
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	December 13, 2021
<b>Subject:</b>	New York State Rental Supplement Program
<b>Contact Person(s):</b>	Temporary Assistance Bureau (518) 474-9344 <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a>
<b>Attachments:</b>	<u>Attachment A – 2021-2022 Rental Supplement Program Allocation</u> <u>Attachment B – 2021-2022 Rental Supplement Program Plan</u>

#### Section 2

##### I. Purpose

The New York State Fiscal Year 2021-2022 Budget appropriates \$100 million to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status. The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of the option to participate in the New York State Rental Supplement Program (RSP) and to provide 2021-2022 RSP allocations and general program guidance. Districts choosing to participate in the RSP must submit a 2021-2022 Rental Supplement Program Plan (Attachment B) for approval which details the intended use of their allocation as well as their anticipated RSP start date.

##### II. Background

The RSP is a program established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. The RSP is available to individuals and families both with and without children. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization. The RSP will give districts the flexibility to develop a program that meets the needs of their underserved populations while working within the framework of certain minimum eligibility requirements established by the governing statute.

##### III. Program Implications

###### A. Program Activities and Services

Districts choosing to participate in the RSP must submit a Rental Supplement Program Plan (Attachment B) to OTDA for approval that provides details regarding the administration of their local program and the intended use of their allocation. Districts are encouraged to complete and return Attachment B to OTDA **as soon as possible, but no later than February 15, 2022**. Supplements shall be made available in accordance with district plans, provided however that certain minimum eligibility requirements are established as outlined in this LCM.

Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a, and therefore would not be considered by ABEL when computing financial eligibility for Temporary Assistance (TA) (e.g., the supplement is not used for TA eligibility when computing the needs or gross income tests). When computing a budget for a TA recipient who is receiving a supplement, the shelter cost must be removed from the budget provided that the supplement covers the entire shelter cost. In addition, RSP supplements shall not be subject to recoupment or repayment unless there is a determination that the application submitted was fraudulent, or otherwise identified as ineligible, and the application should not have been approved.

#### B. Program Eligibility and Program Requirements

While districts have flexibility regarding the development of a Rental Supplement Program Plan, the governing statute outlines some minimum requirements for participant eligibility as follows:

- Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status;
- Households must earn no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- Rental supplement amounts shall be set at 85% of local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds;
- At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness, unless sufficient demand does not exist for such households within the district;
- A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income;
- Supplements are to be provided until the household's income reaches 30% or more of their monthly rent, at which point the housing will be considered affordable for the individual/family and the supplement will end; and,
- Receipt of TA is not a requirement for determining eligibility for the RSP.

Rental Supplement Program Plans must provide a comprehensive outline of each district's proposed program and must address, at minimum, the following:

1. Specific details regarding how eligibility for a rental supplement will be determined, including the aforementioned eligibility requirements, as well as any target populations identified;
2. Information regarding how contributions towards rental costs from individuals outside the household will be verified and what standards will be applied in determining whether such contributions can be sustained in the future;
3. An assessment of how the district will ensure that the rental costs are legitimate and are the responsibility of the recipient (e.g., lease or letter from landlord);
4. The process for which clients will be expected to advise the district/contracted agency of household changes and how resulting modifications will be handled (rent increases, changes in household composition, etc.);
5. A description of the forms and/or notices that will be used to facilitate the application and determination process. When households requesting a supplement do not meet the criteria

set forth in the district's plan, the denial/closing letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. An award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis, months/term included and any applicable tenant protections resulting from receipt of the RSP;

6. An explanation of whether there will be any health and safety standards that must be adhered to prior to paying rental supplements at a specific location; and,
7. A plan for ensuring that households do not receive duplicate benefits from other sources that may assist with paying future rent/ongoing rental supplements.

Eligibility is determined based on a household's current monthly income at the time of application. Applications are to be accepted on a first come, first-served basis according to the eligibility parameters set forth at the local level. While districts have flexibility in determining the overall design of their local RSP, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Though TA eligibility is not a factor in determining eligibility for the RSP, operators are encouraged to refer RSP applicants for assistance applying for applicable benefit programs, such as TA, Home Energy Assistance Program (HEAP), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Notifications regarding eligibility determinations (e.g., approvals, denials, and closings) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

#### C. Allocations

A total of \$100 million is available annually to support the RSP. While all funding is subject to legislative enactment each year, continuing funding support for the RSP is expected. The 2021-2022 RSP district allocations are listed in Attachment A and have been determined based on each district's relative share of TA households as of March 31, 2021, as well as the distribution of renter households under 30% of the local AMI, based on the US Census Bureau 2015-19 Public Use Microdata Sample. RSP allocations may be adjusted in future award years based on factors including statewide utilization and ongoing local rental supplement needs.

#### D. Reporting Requirements

Reports that describe the progress of RSP activities and households served will be required on at least a quarterly basis. A reporting format is under development and will be distributed to participating districts.

Minimally, reports must include information related to payments made through the RSP (e.g., dates issued, periods covered, households on behalf of which payments are made, payees, supplement amounts, local contribution to the subsidy (where applicable), etc.), the number of households served, and certain demographic information including receipt of TA, household size and composition, number of contributing household members, household income levels, shelter or homelessness status at the time of application, priority group identification (if applicable) and TA case number (if applicable). Districts must also establish identifiers for the heads of household (RSP applicants) as well as a unique household tracking number.

Coordination with the local HUD-funded Continuum of Care (CoC) is encouraged, in order to support each district's ability to track services and outcomes related to participation in the RSP. Additionally, coordination with the CoC will assist districts in avoiding a duplication of benefits with other supplement programs that may exist in each local area.

Districts and/or program operators, as applicable, are required to provide OTDA or its designees access to the program records during the course of the project. RSP projects will be monitored by OTDA on a regular basis and may include onsite visits as well as regular telephone contact and/or case reviews. The goal of monitoring is to ensure the terms of the RSP are being met in accordance with State legislation. In addition, monitoring enables OTDA to provide technical assistance, where necessary, to assist the district and/or program operator to meet the overall intent of the RSP. It is the responsibility of the district to monitor any and all subcontracts. Districts must ensure the confidentiality of records concerning project participants.

#### IV. Reimbursement Structure and Allowable Costs

RSP payments for the initial 12-month period will consist of an advance of 25 percent of the district's allocation. The remaining 75 percent of the allocation will be paid as claims are submitted to substantiate payment. Allocation and reimbursement for the second year, beginning 12 months following the district's approved initial commencement date but no sooner than December 1, 2022, will be contingent on continued availability of funds and local district need.

RSP funding is made available for districts to provide vital rental assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward rental supplements in accordance with the guidelines outlined herein. OTDA has set a 15% spending limitation on administrative costs.

Agencies should limit the amount of administrative costs necessary to operate the RSP to maximize both the amount of funds available to pay rental supplements and the number of households enrolled. The use of RSP funds for administrative purposes must be directly related to the provision of rental supplements to eligible individuals and families.

For districts opting to assign all or a portion of their RSP allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the RSP allocation.

Districts are required to submit all claims for reimbursement through the Automated Claiming System (ACS) regardless of whether they elect to operate the program in-house or transfer the administration to another entity. RSP claims must be for services provided during the district's approved initial 12-month period and must be claimed in a timely manner after provided. Additional claiming information will be provided to districts who choose to operate an RSP.

#### V. Necessary Action

Districts who elect to receive this funding must also complete and submit the Rental Supplement Program Plan (Attachment B). Districts are encouraged to complete and return Attachment B to OTDA as soon as possible, but no later than February 15, 2022. Advances will be remitted following the approval of each district's Attachment B, and in accordance with their anticipated RSP commencement date.

#### Issued By:

**Name:** Barbara C. Guinn

**Title:** Executive Deputy Commissioner

**Division/Office:** Office of Temporary and Disability Assistance



G/L Account Inquiry - A.6010 471 - Administration

Fiscal Year: 2022  
 G/L Account: A.6010 471 - Administration  
 Save Search:   
 Search:  Reset:

Summary | Budget Analysis | Five Year Trend | Budget History | Detail

Annual Totals: YTD | Reclass Journal Type:

Classification: Contractual Expense | Fiscal Year: 2022

	Amended Budget	Encumbrances	Expenses	YTD Balance	Percent
	\$126,379.00	\$0.00	\$9,632.32	\$116,746.68	
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$126,379.00	\$0.00	\$0.00	\$126,379.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$126,379.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$126,379.00
July	\$0.00	\$0.00	\$0.00	\$786.00	\$125,593.00
August	\$0.00	\$0.00	\$0.00	\$2,238.00	\$123,355.00
September	\$0.00	\$0.00	\$0.00	\$786.00	\$122,569.00
October	\$0.00	\$0.00	\$0.00	\$3,459.00	\$119,110.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$119,110.00
December	\$0.00	\$0.00	\$0.00	\$2,363.32	\$116,746.68
Total	\$0.00	\$126,379.00	\$0.00	\$9,632.32	\$116,746.68
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$2,183.00	\$114,563.68
Grand Total	\$0.00	\$126,379.00	\$0.00	\$11,815.32	\$114,563.68

*Allocation* (handwritten next to April Encumbrances)  
*Used 2022* (handwritten next to \$11,815.32)  
*Balance 2023* (handwritten next to \$114,563.68)

Attachment A

District	2021-2022 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$899,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,515
Erie	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,406
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$256,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Putnam	\$100,000
Rensselaer	\$497,493
Rockland	\$713,032
St. Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS**

**DATE: 02/20/2023**

- (a) Purpose of Request: **APPROPRIATE FUNDS FROM RESERVE FOR THE PURCHASE OF 25 LEXMARK ON DEMAND PRINTERS, 25 REDPARK WIRING BUNDLES AND 25 STARAGE/MOVING CARTS (QUOTES ATTACHED)**
- (b) Details: **\$29,100**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:
- |              |                  |                           |                      |
|--------------|------------------|---------------------------|----------------------|
| <b>FROM:</b> | <b>A.898.000</b> | <b>CAPITAL</b>            | <b>RESERVE</b>       |
| <b>TO:</b>   | <b>A1450.220</b> | <b>- OFFICE EQUIPMENT</b> | <b>- \$22,875.00</b> |
| <b>TO:</b>   | <b>A1450.260</b> | <b>- OTHER EQUIPMENT</b>  | <b>- \$ 6,225.00</b> |

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

\* as listed in budget and LOGOS



5021 W. Laurel Street, Tampa, FL 33607  
 (813) 618-3639 |  
 info@tenexsolutions.com

## Warren County NY Ballot On-Demand Printers Quote

Date: **January 27, 2023**

To: Warren County, NY

From: Tenex Software Solutions, Inc

Item #	Product Description	Quantity	Unit Price	Total
1	Lexmark MS521 Black & White On-Demand Printer	25	\$ 680.00	\$ 17,000.00
2	Redpark Bundle ( 1 Redpark Gigabit+Power Adapter Cord & 1 Redpark Micro USB Cable)	25	\$ 160.00	\$ 4,000.00
3	Shipping and Configuration per BOD printer	25	\$ 75.00	\$ 1,875.00
<b>Total Purchase Price: \$</b>				<b>22,875.00</b>

### Terms:

This quote is valid for 30 days and subject to change based upon contract terms and conditions or any change in configuration.

Signature

Date

PO# (if applicable)



1-800-295-5510  
 uline.com  
 customer.service@uline.com

**PRICING  
 REQUEST**

REQUEST # 85641712

Thank you for your interest in Uline!

**PROVIDED TO:** WARREN COUNTY BOARD ELECTIONS  
 HSB BLDG  
 1340 STATE ROUTE 9  
 QUEENSBURY NY 12804

**SHIP TO:** WARREN COUNTY BOARD ELECTIONS  
 HSB BLDG  
 1340 STATE ROUTE 9  
 QUEENSBURY NY 12804

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
23695611			A DUJE PYLE	01/27/23	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
25	EA	H-7549	MOBILE AV CABINET - 23 X 25 X 35"	249.00	6,225.00

SUB-TOTAL 6,225.00	SALES TAX .00	SHIPPING/HANDLING 458.98	TOTAL 6,683.98
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**NOTE:**

ATTENTION: WILLIAM VANNESS

**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: WARREN COUNTY BOARD OF ELECTIONS**

**DATE: 02/20/2023**

(a) Purpose of Request:

**APPROPRIATE FUNDS FROM RESERVE FOR DOMINION VOTING  
MACHINE LEASE**

(b) Details:

**SEE APPROPRIATION CODES BELOW**

(c) Previous Resolution Number:

**RESOLUTION #405-2022**

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

**TRANSFER \$43,718.00 FROM CAPITAL RESERVE 898.00 TO:**

**LEASE PRINCIPAL - INDEBTEDNESS - \$35,829.37 APPRO. CODE A.9788.610**

**LEASE INTEREST - INDEBTEDNESS - \$7,888.63 APPRO. CODE A.9788.710**

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS**

**DATE: 02/20/2023**

- (a) Purpose of Amendment: **TRANSFER GRANT FUNDS \$22,620.96 TO 2023 BUDGET**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.1450.424 - POSTAGE - \$22,620.96**
  
- (c) Revenue Code (with title), and Amount: **A.1450.3056 - ABSENTEE BALLOT PROGRAM - \$22,620.96**

**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: Tourism (Occupancy Tax Coordination Committee)**

**DATE: 2/1/23**

- (a) Purpose of Request: to reappropriate funds for two initiatives approved at the December 16, 2022 Board Meeting: Planning Department's De-Icing Devises Education and Awareness Initiative for \$3,386.54 and Historian's funding for the 250<sup>th</sup> Anniversary of the American Revolution Commission for \$23,000 from A 881.00 to A.6417.0002 480, Tourism - Special Events
  
- (b) Details: Contracts signed in January 2023
  
- (c) Previous Resolution Number: Resolution # 735 of 2022
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.881.00 Reserve - Occupancy Tax - \$26,386.54

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 735 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, MERLINO, WILD, MAGOWAN, RUNYON, STROUGH AND GERACI

**AMENDING RESOLUTION NO. 570 OF 2021, AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2022 OCCUPANCY TAX REVENUES, TO AUTHORIZE AGREEMENTS AND FUNDING TO THE WARREN COUNTY HISTORIAN; THE GLENS FALLS NATIONAL TRUST GRANT AND WARREN COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

WHEREAS, pursuant to Resolution No. 570 of 2021, as amended by Resolution No. 136 of 2022, 185 of 2022, 235 of 2022, 346 of 2022 and 635 of 2022, the Chair of the Board of Supervisors was authorized and directed to execute standard form Warren County Tourist and Convention Development Agreements for occupancy tax funding with certain applicants, and

WHEREAS, at their November 21, 2022 meeting, the Occupancy Tax Coordination Committee considered and approved requests from the following applicants for occupancy tax funding:

<u>Applicant</u>	<u>Event</u>	<u>Dates</u>	<u>Amount of Award</u>
Warren County Historian	250 <sup>th</sup> Anniversary of the American Revolution Commission	N/A	\$23,000.00 <i>Special Event Funding</i>
Glens Falls National Trust Grant	Support programming for the Summer Nature Programs at Up Yonda Environmental Center	N/A	\$3,000.00 <i>Special Event Funding</i>
Warren County Planning and Community Development Department	Print 5,000 copies of a tri-fold brochure for the Planning and Community Development Departments De-Icing Device Education and Awareness Initiative	N/A	\$3,386.54 <i>Special Event Funding</i>

now, therefore, be it

RESOLVED, that Resolution No. 570 of 2021, as subsequently amended by Resolution No. 136 of 2022, 185 of 2022, 235 of 2022, 346 of 2022 and 635 of 2022 be, and hereby is, amended to authorize the Chair of the Board of Supervisors to execute the standard form Warren County Tourist and Convention Development Agreement with the above referenced applicants, for 2022 funding in the amount of Twenty-Nine Thousand Three Hundred Eighty-Six Dollars and Fifty-Four Cents (\$29,386.54) and to increase the total amount of occupancy tax funding to Eight Hundred Forty Thousand Eight Hundred Eighty-Six Dollars and Fifty-Four Cents (\$840,886.54), to be expended from Budget Code A.6417.0002 480 Tourism/Occupancy, Occupancy Tax, Tourism-Special Events (\$642,886.54); Budget Code A.6417.0002 469.05 Tourism/Occupancy, Occupancy Tax, Municipal Application Funding (\$73,000) and Budget Code A.6417.0002 480.06 Tourism/Occupancy, Occupancy Tax, Tourism-Enhanced Promotion (\$125,000), as listed on the revised attached Schedule "A" with said agreements to be in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 570 of 2021, as amended by Resolution No. 136 of 2022, 185 of 2022, 235 of 2022, 346 of 2022 and 635 of 2022 will remain the same.

## RESOLUTION NO. 735 OF 2022

PAGE 2 OF 4

**SCHEDULE "A"**  
**2022 Occupancy Tax Awards**

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
1	Adirondack Hot Air Balloon Festival	Adirondack Hot Air Balloon Festival	9/22/22 - 9/25/22	\$40,000.00
2	Adirondack Cycling Advocates, Inc.	Promotion of Bicycling	2022	\$20,000.00
3	Adirondack Folk School	Marketing and Production	2022	\$12,000.00
4	Adirondack Nationals Car Show	Adirondack Nationals Car Show	9/8/22-9/11/22	\$25,000.00
5	Adirondack Wine and Food Festival	Adirondack Wine and Food Festival	6/25/22 - 6/26/22	\$40,000.00
6	Alpha Win	Lake George Triathlon Festival	9/3/22 - 9/4/22	\$15,000.00
7	Americade, Inc.	Americade	6/7/22-6/11/22	\$50,000.00
8	The Hyde Collection	Marketing and Publications	1/29/22-12/31/22	\$25,000.00
9	Improv Records, Inc.	3 Music Events	5/27/22-5/29/21; 7/1/22 - 7/3/22; 9/2/22 - 9/4/22	\$40,000.00
10	Independence Day	Independence Day Celebration	7/3/22	\$5,000.00
11	Lake George Arts & Crafts Festival	Lake George Arts & Crafts Festival	7/29/22-7/31/22	\$3,000.00
12	Lake George BBQ Festival	Lake George BBQ Festival	8/19/22-8/21/22	\$3,000.00
13	Lake George Music Festival	Lake George Music Festival	8/10/22 - 8/18/22	\$25,000.00
14	Lake George Dinner Theatre	Lake George Dinner Theatre	8/4/22 - 8/10/22	\$5,000.00

## RESOLUTION NO. 735 OF 2022

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15	Nearby-Faraway	Georgia O'Keefe Musical	7/22/22 - 7/24/22; 7/29/22- 7/31/22	\$10,000.00
16	NYSPPHSAA Boys Basketball Championships - Glens Falls	Boys Basketball Championships	3/18/22 - 3/20/22	\$30,000.00
17	Prime Time Lacrosse	Lake George National Invitational	7/22/22 - 7/24/22	\$30,000.00
18	Warrensburg Garage Sale	World's Largest Garage Sale	9/30/22 - 10/2/22	\$28,000.00
19	Lake George Winter Carnival, Inc.	Lake George Winter Carnival, Inc.	1/28/22 - 2/27/22	\$50,000.00
20	Lyme Adirondack Timberlands, LLC	Access to Hague Fire Tower	2022	\$2,500.00
21	Northeast District Barbershop Harmony Society Divisional Contest and Convention	Northeast District Barbershop Harmony Society Divisional Contest and Convention <i>* total to be reduced in the amount of any award made by the Town of Queensbury</i>	4/29/22- 5/1/22	\$15,000.00*
22	Adirondack Sports Complex, LLC	2022 Softball Tournaments	1/1/22- 12/31/22	\$45,000.00
23	Greater Glens Falls Transit	CDPHP Cycle Program	4/1/22- 5/1/22	\$10,000.00
24	Special Olympics NY	Special Olympics NY Fall Games	10/21/22- 10/23/22	\$50,000.00
25	Warrensburg Bike Rally	Warrensburg Bike Rally	6/3/22- 6/12/22	\$10,000.00
26	The Glens Falls Collaborative and the City of Glens Falls	Adirondack Christkindlmarkt	12/2/22- 12/4/22	\$25,000.00
27	Warren County Historian	250 <sup>th</sup> Anniversary of the American Revolution Commission	N/A	\$23,000.00
28	Glens Falls National Trust Grant	Support programming for the Summer Nature Programs at Up Yonda Environmental Center	N/A	\$3,000.00

## RESOLUTION No. 735 OF 2022

PAGE 4 OF 4

29	Warren County Planning and Community Development Department	Print 5,000 copies of a tri-fold brochure for the Planning and Community Development Departments De-Icing Device Education and Awareness Initiative	N/A	\$3,386.54
TOTAL				\$642,886.54
<i>to be paid from A.6417.0002 480, Special Event Funding</i>				
	<b><u>APPLICANT</u></b>	<b><u>EVENT</u></b>	<b><u>DATE</u></b>	<b><u>AMOUNT OF AWARD</u></b>
1	Town of Horicon	Food Truck Friday's on the Pond	7/1/22 - 9/2/22	\$14,000.00
2	Up Yonda Environmental Center	Summer Nature Programs	5/1/22-9/30/22	\$3,000.00
3	Town of Chester	Adirondack Woof Stock	6/4/22-6/5/22	\$6,000.00
4	Village of Lake George	Weekly Summer Events	6/1/22 - 8/30/22	\$25,000.00
5	Warren County Planning and Community Development Department	Matching requirement for Multi-Use Trial Study Grant for the Northern Borders Regional Commission	N/A	\$25,000.00 (contingent upon contribution of remaining local share to be contributed by the Town of Lake George, Queensbury, Hudson Falls and City of Glens Falls)
TOTAL				\$73,000.00
<i>to be paid from A.6417.0002 469.05, Municipal Application Funding</i>				
	<b><u>APPLICANT</u></b>	<b><u>EVENT</u></b>	<b><u>DATE</u></b>	<b><u>AMOUNT OF AWARD</u></b>
1	World University Games	Sponsorship of the 2023 FISU World University Games Snowboard Competition	1/1/23 - 12/31/23	\$125,000.00
TOTAL				\$125,000.00
<i>to be paid from A.6417.0002 480.06, Enhanced Promotion Funding</i>				

**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: Tourism (Occupancy Tax Coordination Committee)**

**DATE: 2/22/23**

- (a) Purpose of Request: to appropriate funds from the Occupancy Tax Reserve to various codes within the Occupancy Tax Budget: A.6417.0002 469 Other Payments/Contributions \$45,000; A. 6417.0002 469.05 Municipal Application funding \$5,000; A. 6417.0002 480 Tourism - Special Events \$151,200; A.6417.0002.480.04 - Tourism - Warren County Projects - \$274,800; A.6417.0002 480.05 Tourism - Business Promotion \$24,000; A.6417.0002 480.08 - Civic Center Capital Costs - \$250,000
- (b) Details: Several requests for Occupancy Tax funds have been approved since the 2023 budget was approved in November 2022.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.881.00 Reserve - Occupancy Tax - \$750,000

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: DPW**

**DATE: 2/23/23**

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H409 Warren County Culvert Assessments and Asset Management Plan
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$82,650 (\$75,000 through the Lake Champlain Basin Program, \$7,650 Local Match through in-kind services).
- (e) Source of Funding (including name & title of codes, etc.): Lake Champlain Basin Program (through the Lake Champlain Lake George Regional Planning Board).
- (f) Purpose of Establishment: To assess approximately 420 culverts (approximately 1/4 of all the Culverts within Warren County) that are located within the County, within the Lake Champlain Basin and establish an asset Management plan.

**RESOLUTION REQUEST FORM NO. 8****Request to Establish Capital Project or Capital Reserve Project\****\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***DEPARTMENT NAME: DPW****DATE: 2/23/23**

(a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): Adirondack Bridge & Beaver Pond Bridge Replacements, Town of Horicon (PIN 1761.49) H425.9550 280

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Project: ~~\$440,307.00~~ \$440,308.00

(e) Source of Funding (including name & title of codes, etc.):

~~\$352,245.60~~ \$352,245.60 Federal Share (80%)  
~~\$ 66,046.05~~ \$ 66,046.05 State "Marchiselli" Share (15%)  
~~\$ 22,015.35~~ \$ 22,015.35 Local Match Share (5%) (transfer from D.9950 910 Transfers - Capital Projects)

(f) Purpose of Establishment: To fund the preliminary engineering phase of the project

**RESOLUTION REQUEST FORM NO. 9*****Request to Increase or Decrease or Amend Existing Capital Project or  
Capital Reserve Project\*******\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*****DEPARTMENT NAME: DPW****DATE: 2/23/23**

(a) Exact Title and Number of Project\*: H393 Johnsbury Bridges (Dippikill Road & Glen Creek Road over Glen Creek - Town of Johnsbury)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): ~~\$2,825,003.00~~ \$2,825,476.00

(e) Amount of Decrease (if applicable): N/A

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

#2,379,348 \$2,378,949.00 Federal Share (80%)

\$ 446,054.00 State Marchiselli Share (15%)

\$ 0.00 Local Match (None needed at this time)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To fund right of way acquisitions, construction and construction inspection services

**RESOLUTION REQUEST FORM NO. 9**

***Request to Increase or Decrease or Amend Existing Capital Project or  
Capital Reserve Project\****

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

**DEPARTMENT NAME: DPW**

**DATE: 2/23/23**

(a) Exact Title and Number of Project\*: H322 Palisades Road (CR 26) over Brant Lake Inlet (T/O Horicon)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$461,308.00

(e) Amount of Decrease (if applicable): N/A

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

~~\$386,197.00~~ Federal Share (80%)  
\$ 72,412.00 State Marchiselli Share (15%)  
\$ 2,699.00 Local Match (Transfer from D.9950 910)

\$386,196

\$12,700

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To fund construction and construction inspection services

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE**  
**AGENDA**  
**MARCH 2, 2023**

**Committee Members:** *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Driscoll- 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. Privilege of the Floor/Public Comment
- IV. **Action Agenda**
  - 1) **SUNY Adirondack representatives to provide an update on the College.**
  - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
    - A) Review of report on tracking of vacancies filled.
    - B) Request to authorize the Warren County Treasurer's Office to administer the New York State Voluntary Defined Contribution Plan as mandated by New York State.
  - 3) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
    - A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Legal Office Coordinator position from \$60,064 to \$65,942 effective March 20, 2023.
    - B) Home Rule Request by Warren County for the enactment of Senate Bill No. S2781 and Assembly Bill No. A4881 entitled "An Act to Amend Chapter 368 of the Laws of 2008 Amending the Tax Law Relating to Authorizing the County of Warren to Impose an Additional Mortgage Recording Tax, in Relation to Extending the Effectiveness Thereof" (see attached proposed resolution).
    - C) Discussion regarding *County of Warren v. The Continental Insurance Company and Michael Easterbrooks*, NDNY 1:22-cv-328. Update on Memorandum-Decision and Order, dated February 17, 2023, which is enclosed. This is one of two actions seeking a Declaratory Judgement to enforce insurance coverage under insurance contracts from the 1970's.
  - 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
**Office of Emergency Services (Ann Marie Mason, Director) -**
    - A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.
    - B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 2<sup>nd</sup> Deputy EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.
    - C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 3<sup>rd</sup> Deputy EMS Coordinator from \$8,223 to \$8,233 effective retroactive to January 1, 2023.**Public Defender (Gregory Canale, Public Defender) -**
    - D) Request to amend the Table of Organization and Salary Schedule to decrease the salary of Assistant Public Defender (3) from \$73,116 to \$71,015 effective March 20, 2023.
    - E) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Public Defender (10), *Annual Salary \$71,015*, effective March 20, 2023.
  - 5) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**  
**Department of Social Services (Christian Hanchett, Commissioner) -**  
 Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Social Services Attorney, Part-time - Temp., *Annual Salary \$77,708/37.36 hourly*, effective retroactive to February 21, 2023.
  - 6) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**  
 Discussion regarding procedure that will be followed to fill the Director of Tourism position.

*Continued*

MARCH 2, 2023

**V. PERSONNEL, ADMINISTRATION & HIGHER EDUCATION:** (Including SUNY Adirondack, Civil Service, Human Resources, Clerk of the Board and County Attorney)**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 to provide an update within a few months. (01.27.23)
- 2) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22) Update: It was noted an update would be provided within a few months. (01.27.23)
- 3) A joint meeting of the Personnel, Administration & Higher Education and Finance Committees to be scheduled to discuss changing the funding formula for SUNY Adirondack. (01.27.23)

**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.

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

**Fire Prevention & Building Code Enforcement** - Code Enforcement Officer #1, *Grade 17, Base Annual Salary \$56,356*, due to retirement.

**Planning & Community Development** - County Planner, *Annual Salary \$81,600*, due to promotion.  
 - Assistant County Planner, *Annual Salary \$69,431*, due to promotion.  
 - Principle Planner, *Annual Salary \$69,431*.

**Public Defender** - Assistant Public Defender (3), *Annual Salary \$71,015*, due to resignation.

**Social Services** - Principle Social Welfare Examiner #2, *Grade 15, Base Annual Salary \$52,674*, due to retirement.  
 - Senior Social Welfare Examiner #TBD, *Grade 11, Base Annual Salary \$48,324*, due to promotion.  
 - Senior Account Clerk #6, *Grade 7, Base Annual Salary \$43,187*, due to resignation.  
 - Sr. Caseworker #8, *Grade 18, Base Annual Salary \$57,507*, due to resignation.  
 - Caseworker #TBD, *Grade 16, Base Annual Salary \$54,061*, due to promotion.  
 - Caseworker #4, *Grade 16, Base Annual Salary \$54,061*, due to transfer.

**Workforce Development** - Job Coach-temporary (summer), *Grade 6, Base Annual Salary \$41,213*.

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: County Attorney****DATE: 3/2/2023**

- (a) Employee Name, Title and Employee No.:  
**Amy Turcotte, Legal Office Coordinator, E#13263**
- (b) Current Annual **Base** Salary (and Grade if Applicable):  
**Increase to \$65,942**
- (c) Former Annual **Base** Salary (and Grade if Applicable):  
**Increase from \$60,064**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**3/20/2023**
- (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.1420 110 Law (County Attorney), Salaries Regular**
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position?  YES  NO  
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:  
**The grade assignment of "11" indicates that the position is comparable to the Deputy Director Real Property, Deputy Insurance Adjuster, and 1st Deputy County Clerk**

## LEGAL OFFICE COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position serves as the principal advisor to the County Attorney concerning the daily non-legal administration activities of the Law Department and as the Law Department's day-to-day liaison with the Chairman of the Board of Supervisors and Department Heads concerning: legislative requirements and pending actions; contract drafting, execution, extensions, and coordination; and County and State regulatory compliance. Responsibilities include managing daily non-legal operations for the Law Department to include budgetary, financial, purchasing, records management and office workflow. The employee engages in independent coordination and consultation with and between County Officers, Department Heads, department staff, and the County's vendors. Performance of duties requires the ability to work independently and exercise good judgment regarding the identification and resolution of conflicts which arise between different parties involved in the legislative process and/or contracting process. The work is performed with the highest ethical standards under the general supervision of the County Attorney with wide leeway allowed for independent judgment in accordance with established policies and procedures. Performs other tasks as assigned by County Attorney.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Serves as Law Department liaison between Law Department, other County Departments, and elected leaders.  
 Collects, coordinates and completes draft contracts, amendments, and extension agreements for all County contracts before final attorney review and ensures execution by all parties;  
 Independently identifies key information required for County legislative actions and contractual agreements, ensures vendor compliance with legislative requirements and contractual prerequisites for contract execution and subsequent contract extensions; manages and tracks same;  
 Identifies and communicates with County Department Heads and staff concerning contract provisions before and after committee action, after Board of Supervisors approval, and during drafting of approved contracts;  
 Prepares County legislative documents, to include all resolutions approved through committee process, to include review of prior resolutions involving same subject matter, review of committee meeting recordings, identification of potential issues or conflicts, and initiates discussions with Department Heads and Law Department attorneys to resolve identified issues prior to final attorney review and publication to the public;  
 Prepares budget estimates for future budget years, tracks budget expenses during current year; receives and reviews all vendor invoicing to Law Department and processes for timely payment; manages purchases required for Law Department;  
 Maintains office databases and information concerning all Law Department legal matters;  
 Performs administrative and legal tasks, as required, and at direction of County Attorney.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of governmental organization and the County's legislative and administrative processes and techniques; Thorough knowledge of the policies, procedures, programs and objectives of Law Department; Thorough knowledge of modern law office best practices, workflows, practice management software application and use; knowledge of legal forms and legal terminology; Good working knowledge of budgetary process and County financial database; Ability to identify critical operating problems and to formulate and effectively implement realistic solutions for ongoing operations with minimum disruption to Law Department staff; Ability to act independently and carry out complex oral and written instructions; Ability to establish and maintain effective working relationships; Ability to coordinate workflow with staff; Ability to coordinate timely attorney review of legal documents; Ability to maintain and improve office practice management system; Ability to use computer applications such as spreadsheets, word processing, e-mail and database software; Ability to maintain strict confidentiality; Personal attributes include: Integrity, tact, resourcefulness, sound judgment, initiative and sensitivity to others.

**MINIMUM QUALIFICATIONS:** Either:

Bachelor Degree in Arts, Sciences, Business, Paralegal Studies, or related fields and four years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities; or

Associate's Degree in Arts, Sciences, Business, Paralegal Studies, or related fields and six years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities; or

Graduation from high school or possession of a high school equivalency diploma, and eight years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities.

**2023 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: COUNTY ATTORNEY OFFICE

BUDGET CODE: A.1420.100

TITLE OF POSITION: LEGAL OFFICE COORDINATOR (Civil Service)

FOR NEW POSITIONS:(a) Annual Base Salary (and Grade if Applicable): \$65,942.00 (grade 11/Increment 5). See attached Job Description.

1. The current titled position of "Special Assistant to the County Attorney" is a temporary one-year out of unit scheduled to expire on November 7, 2022. The County Attorney will seek the Board of Supervisors to extend the out-of-unit position through December 31, 2022.
2. The current title was created to provide the County Attorney time to assess the current structure and staffing for the Office before committing to the titles and responsibilities for each position.
3. The proposed job description for Legal Office Coordinator accurately reflects the duties and responsibilities required to be performed for this position. This position is not a Legal Assistant and the position requires a significantly more advanced skill set to include soft skills and interpersonal skills often not found in a Legal Assistant.
4. The position is not a management position, but will manage the Law Department's day-to-day operations without direct supervision of any County employees. This position requires similar skills and attributes as a manager would possess.
5. The Grade assignment of "11" indicates that the position is comparable to the Deputy Director Real Property (Grade "11"), Deputy Insurance Adjuster (Grade "11"), and 1<sup>st</sup> Deputy County Clerk (Grade "11")
6. This position will be offered to the current Special Assistant to the County Attorney, effective January 1, 2023.

(b) Positions Deleted: Special Assistant to the County Attorney (Out-of-Unit Position until 11/7/2022)

Current salary for position to be deleted: \$56,988.00

(c) Is this a mandated position? No.

(d) Is there expected revenue from position? No.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: PCN 8/24/22HR Director has Reviewed/Approved this form when initialed: AD 8/24/22

**Salary Schedule**  
**Budget Year 2023**

Budget Year	2023			
Position Title	Departmental Request	Budget Officer's Recommendation	Tentative Budget	Adopted County Budget
<b>A.1420 - General.Law (County Attorney)</b>				
1st Assistant County Attorney				0
2nd Assistant County Attorney				0
3rd Assistant County Attorney				0
County Attorney				0
Legal Assistant #2	49091.00	49091.00	49091.00	49091.00
Legal Office Coordinator	0.00	60064.00	60064.00	60064.00
Secretary to the County Attorney	51268.00	56988.00	56988.00	56988.00
Special Asst to County Attorney	51268.00	0.00	0.00	0.00
<b>SubTotal</b>	<b>507904</b>	<b>571381</b>	<b>571381</b>	<b>571381</b>

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Office of Emergency Services****DATE: February 22, 2023**

- (a) Employee Name, Title and Employee No.:  
**John Tims, Deputy EMS Coordinator Employee No. 13025**
- (b) Current Annual Base Salary (and Grade if Applicable):  
**\$8,233**
- (c) Former Annual Base Salary (and Grade if Applicable):  
**\$8,223**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**January 1, 2023**
- (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.4022 130 Emergency Medical Services - Salaries Part Time \$10.00**
- (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:  
**Due to vacancies in the first two weeks of the year, funding is available in the existing 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:  
**The salary increase of \$10 is needed to correct an error in the salary as adopted in the 2023 Warren County budget.**

**RESOLUTION REQUEST FORM NO. 13**

***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: February 22, 2023**

- (a) Employee Name, Title and Employee No.:  
**Scott Stone, 2nd Deputy EMS Coordinator Employee No. 13759**
- (b) Current Annual **Base** Salary (and Grade if Applicable):  
**\$8,233**
- (c) Former Annual **Base** Salary (and Grade if Applicable):  
**\$8,223**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**January 1, 2023**
- (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.4022 130 Emergency Medical Services - Salaries Part Time \$10.00**
- (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:  
**Due to vacancies in the first two weeks of the year, funding is available in the existing 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:  
**The salary increase of \$10 is needed to correct an error in the salary as adopted in the 2023 Warren County budget.**

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Office of Emergency Services****DATE: February 22, 2023**

- (a) Employee Name, Title and Employee No.:  
**Mark DeSimone, 3rd Deputy EMS Coordinator Employee No. 13760**
- (b) Current Annual **Base** Salary (and Grade if Applicable):  
**\$8,233**
- (c) Former Annual **Base** Salary (and Grade if Applicable):  
**\$8,223**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**January 1, 2023**
- (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.4022 130 Emergency Medical Services - Salaries Part Time \$10.00**
- (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:  
**Due to vacancies in the first two weeks of the year, funding is available in the existing 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:  
**The salary increase of \$10 is needed to correct an error in the salary as adopted in the 2023 Warren County budget.**

# Warren County Board of Supervisors

## RESOLUTION NO. 417 OF 2022

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

### AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO PROVIDE INTERIM SALARY INCREASES FOR NON-BARGAINING UNIT EMPLOYEES

WHEREAS, the Personnel, Administration & Higher Education Committee has considered a request to authorize interim salary increases for non-bargaining unit employees to match those previously authorized for CSEA employees, effective retroactive to August 1, 2022, and has recommended same to the Board of Supervisors, now, therefore, be it

RESOLVED, that the Tables of Organization and Warren County Salary and Compensation Plan for 2022 are hereby amended in accordance with the attached "Schedule A" and "Schedule B" documents, effective retroactive to August 1, 2022.



## Salary Schedule

**Budget Year 2023**

Budget Year	2023			
Position Title	Departmental Request	Budget Officer's Recommendation	Tentative Budget	Adopted County Budget
<b>A.4022 - General.Emergency Medical Service</b>				
2nd Deputy EMS Coordinator	6803.00	8223.00	8223.00	8223.00
3rd Deputy EMS Coordinator	6803.00	8223.00	8223.00	8223.00
Deputy EMS Coordinator	6803.00	8223.00	8223.00	8223.00
EMS Coordinator	11845.00	13275.00	13275.00	13275.00
<b>SubTotal</b>	<b>32254</b>	<b>37944</b>	<b>37944</b>	<b>37944</b>

} s/b 48,233.

**RESOLUTION REQUEST FORM NO. 13**

***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME: Warren County Public Defender's Office**

**DATE: 2/22/2023**

- (a) Employee Name, Title and Employee No.:  
**Assistant Public Defender (3)**
- (b) Current Annual **Base** Salary (and Grade if Applicable):  
**\$71,015**
- (c) Former Annual **Base** Salary (and Grade if Applicable):  
**\$73,116**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**3/20/2023**
- (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) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position?  YES  NO  
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:  
**To amend the Table of Organization and Warren County Salary and Compensation Plan.**

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 2/22/2023

- (a) Title of Requested Position: **Assistant Public Defender (10)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$71,015**
- (c) Effective Date for New Position\*: **3/20/2023**  
*\*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:
- (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:  
**A.1171 4202 110 (& associated fringe/retirement/hospitalization/dental)**

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 Defender Payroll Dept. No: A.1171
Title of Position: Assistant Public Defender (10) Base Salary of Position: \$71,015 Grade:
Filling at Step # (If Known):
Budget code and title: A.1171 4202 110 (Public Defender/Hurrell-Harring Salaries) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: n/a Date of Vacancy: 3/20/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 2/15/23

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: 2/15/23

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: 2/17/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date: 2/22/2023

**ASSISTANT PUBLIC DEFENDER**

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

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

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

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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

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

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

WC: 2003, 2015, 2021

**RESOLUTION REQUEST FORM NO. 11**

***Request to Create New Position***

**DEPARTMENT NAME:** Social Services

**DATE:** 02/08/23

- (a) Title of Requested Position: **Assistant Social Services Attorney-Temporary-Part-Time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$77,708 / 37.36** hourly
- (c) Effective Date for New Position:\* **02/21/23**  
\*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 6010 130 - Salaries Part-Time**
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
Title of Position: Assistant Social Services Attorney, Part-time - Temp. Base Salary of Position: \$77,708/37.36 hr. Grade: NA
Filling at Step # (If Known):
Budget code and title: A6010 130 - Salaries - Part-Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: Date of Vacancy: 02/21/2023
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 TEMP
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when Initialed. 2/8/23

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 2/8/2023

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 [Signature] Date 2/9/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature [Signature] Date 2/22/23

**ASSISTANT SOCIAL SERVICES ATTORNEY**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position assisting the Department of Social Services' Chief Legal Counsel in providing legal representation to the Commissioner, other officials and employees of the local district Department of Social Services ("Department"), with a primary concentration on representation of the Department's Child Protective, Family Preservation and Youth Development and Foster Care units in child abuse, child neglect and foster care matters. In addition, the attorney may be assigned to represent the Department in child support proceedings, paternity proceedings, adult protective proceedings or other legal matters which are outside the scope of services provided to the Department by the County Attorney's office. The work is performed under the supervision of the Department's Chief Legal Counsel in accordance with overall policies of the Department with latitude given for the exercise of independent judgment in assigned matters. The work is performed in accordance with the provisions of the New York State Social Services Law, Family Court Act, New York State Rules and Regulations, applicable federal and state laws, policies established by the Commissioner and policies approved by the County Board of Supervisors. The position requires ongoing interpretation and implementation of the foregoing, legal research, independent informed judgment, and pursuit of appropriate legal action. The position is under the oversight and supervision of the Department's Chief Legal Counsel. The attorney is on-call on a 24 hours basis at all times. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Typical work activities can include all or some of the following work as assigned by the Department's Chief Legal Counsel:

Represents the Commissioner and the Department in assigned proceedings or prosecutions in Supreme Court, County Court, Family Court, Surrogate's Court, as well as Department Fair Hearings and Appellate actions;

Represents the Department in assigned proceedings including actions such as child abuse, child neglect, child support, foster care, and termination of parental rights;

Represents the Department in assigned adult protective proceedings *and guardianship proceedings*;

Prepares assigned cases involving claims against the estates of decedents, those responsible for public assistance recipients, and against legally responsible living relatives;

Prepares assigned legal actions for negotiation and trial;

Provides legal advice and consultation to Department personnel, including assigned matters relating to Children's Services, Family Services, Adult Services, Child Support Enforcement, Paternity, Financial Assistance, and Resources;

Prepares and submits orders for signature to the Family Court, Supreme Court, County Court and Surrogate's Court;

Prepares and maintains records for administrative hearings, as well as conduct administrative hearings;

May attend Family Treatment Court and MDT sessions;

Engages in motion practice within the Court(s);

Engages in legal research and provide memorandums of law to Court(s);

Provides ongoing legal advice and initiates legal actions as assigned by the Department's Chief Legal Counsel.

Prosecutes and defends appeals of court decisions as needed.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES:**

Knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to social services;

Knowledge of civil court procedures and the rules of evidence;

Knowledge of the functions and administrative activities of the County Department of Social Services;

Knowledge of the Family Court Act, Social Services Law, and the state and federal regulations applicable to such laws;

Ability to analyze and apply legal principles, facts and precedents to legal problems;

Ability to express oneself clearly and precisely both orally and in writing;

Ability to exercise sound professional judgment.

**MINIMUM QUALIFICATIONS:** At the time of appointment and throughout the term of employment, admission to the New York State Bar and current registration in good standing to practice law in New York State.

**SPECIAL REQUIREMENT:** Must be able to satisfy the travel requirements of the position throughout employment.

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

**DEPARTMENT NAME:** County Attorney

**SIGNED:**

**DATE:** 3/02/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1420 110	Law (County Attorney) - Salary Regular	\$5878.00
		A.1420 810	Retirement	\$476.00
		A.1420 830	Social Security	\$359.00
		A.1420 831	Medicare	\$85.00

**Please state reason for transfers requested:**

To cover costs of increase in Legal Officer Coordinator Salary & Fringe

### CONTINGENT FUND TRANSFER REQUESTS

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

**Please state reason for transfer request:**

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