

FINANCE COMMITTEE  
AGENDA  
MARCH 30, 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) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**  
Journal Report of transfers approved by the County Administrator staff for February 2023.
  - 3) **Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**  
Request for a transfer of funds in the amount of \$14,407 from a Budget Code A.1990 469, *Contingent Account- Other Payments/Contributions*, to Budget Code A.1325 860, *County Treasurer, Hospitalization*, to cover the increase in hospitalization for the department from new enrollee in health insurance plan which was not included in adopted budget.
  - 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
*Assigned Counsel -*
    - A) Request to amend the Warren County Budget for 2023 in the amount of \$39,169.52 to reallocate unspent grant funding from 2022 to 2023.  
*Office of Emergency Services (Ann Marie Mason, Director) -*
      - B) Request for a transfer of funds in the amount of \$20,488 from a source of funding to be determined to the Office of Emergency Services Budget to cover the cost of the salary of the Office Specialist - Part-Time.  
*Sheriff (James LaFarr, Sheriff) -*
        - C) Request to amend the Warren County Budget for 2023 in the amount of \$38,261 to reflect receipt of two insurance recovery payments.
        - D) Request to amend the Warren County Budget for 2023 in the amount of \$8,000 to carry over grant funding from 2022 to 2023.
        - E) Request for a transfer of funds in the amount of \$45,535 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to the Sheriff's Budget to cover the cost of unanticipated expenditures.
  - 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 \$3,386.54 to reflect receipt of occupancy tax administrative funding for 2023 per Resolution No. 735 of 2022.
    - B) Request to re-appropriate funds in the amount of \$20,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.8020.470, *Planning, Contract*, to return funding appropriated, but not expended, in 2022.
  - 6) **Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**  
*Office of Community Services/Mental Health (Rob York, Director) -*
    - A) Request to amend the Warren County Budget in the amount of \$360,052 to allow for pass-through of 100% State aid from the New York State Office of Addiction Services and Supports for the Addictions Care Center of Albany's Rehabilitation Services in Warren County.
    - B) Request to appropriate \$300,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.4390 435, *Psychiatric Expense/Criminal*, to cover the cost of court-ordered NYS CPL 730 competency examination and restoration expenses.  
*Public Health (Ginelle Jones, Director, Public Health/Patient Services) -*
      - C) Request to amend the Warren County Budget for 2023 in the amount of \$110,565 to reflect receipt of grant funding from Adirondack Health Institute for Public Health Infrastructure-Workforce Data Systems.
      - D) Request to amend the Warren County Budget for 2023 in the amount of \$3,000 to reflect receipt of grant funding from Adirondack Health Institute to support Field Goods funding to be offered to WIC families.
      - E) Request to amend the County Budget for 2023 in the amount of \$525 to reflect receipt of additional funding for the new Immunization Action Plan grant (Contract C38478GG).

*Continued*

- 7) **Referrals from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**  
**Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -**  
Request for a transfer of funds in the amount of \$89,520.52 from a source of funding to be determined to the Board of Elections Budget to cover the cost of the two Bi-Partisan Election Management Technician positions created in the 2023 County Budget that were not funded at that time. *This request is contingent upon approval of the Personnel Committee to increase the salary from \$0 to \$44,706.26*
- 8) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**  
Request to appropriate funds in the amount of \$15,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0002 480.05, *Tourism, Business Promotion*, to cover the County's share of the salary of the Lake George Event Manager position.
- 9) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**  
**Department of Public Works (Kevin Hajos, Superintendent) -**  
A) Request to establish various Road Projects for 2023 in accordance with the budget transfers included under Agenda Item 1.  
B) Request to amend the Warren County Budget for 2023 in the amount of \$687,598.12 to reflect receipt of 2022/2023 CHIPS/Pave NY, EWR and POP funds from New York State.
- 10) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 4 & 6.**  
**PERSONNEL AGENDA ITEMS 4 & 6 :**
- 4) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
**Office of Emergency Services (Ann Marie Mason, Director) -**  
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Office Specialist-Part-time (24 hrs/week), *Grade 7, Base Annual Salary \$25,280.40*, effective April 24, 2023.
- 6) **Referral from the Legislative, Rules & Governmental Options (Chaired by John Strough):**  
**Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -**  
Request to amend the Table of Organization and Salary Schedule to increase the salary of the two Bi-Partisan Election Management Technician positions from \$0.00 to \$44,760.26.
- 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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_ DATE: 3/23/2023

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
D.5112.8331	280 Co Roads, 2022 CR#8 Friends Lake Road	D.5112.8356	280 Co Roads, 2023 CR#66 Country Club Road	\$ 883.22 Queensbury
D.5112.8332	280 Co Roads, 2022 CR#12 Hadley Road	D.5112.8356	280 Co Roads, 2023 CR#66 Country Club Road	\$ 67,610.42 Queensbury
D.5112.8334	280 Co Roads, 2022 CR#41 Sawmill Road	D.5112.8356	280 Co Roads, 2023 CR#66 Country Club Road	\$ 12,530.18 Queensbury
D.5112.8334	280 Co Roads, 2022 CR#41 Sawmill Road	D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	\$ 21,027.62 Stony Creek
D.5112.8335	280 Co Roads, 2022 CR#43 Church Street	D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	\$ 35,797.09 Stony Creek
D.5112.8337	280 Co Roads, 2022 CR#50 New Hague Road	D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	\$ 27,451.18 Stony Creek
D.5112.8338	280 Co Roads, 2022 CR#50 Summit Drive	D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	\$ 45,160.07 Stony Creek
D.5112.8339	280 Co Roads, 2022 CR#57 South Johnsbury Road	D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	\$ 69,044.94 Stony Creek
D.5112.8340	280 Co Roads, 2022 CR#60 Harrington Hill Road	D.5112.8343	280 Co Roads, 2021 CR#22 Harrisburg Road	\$ 14,882.22 Stony Creek

\$ 294,386.94

FROM CODE TITLE TO CODE TITLE AMOUNT

A.1990 439 Contingent Fund

Please state reason for transfer request:

To fund newly established and existing road projects

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: March 22, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4193.110	COVID COMM CARE-Full time Salaries	A.4193.130	COVID COMM CARE-Part time Salaries	\$7,000.00
A.4054.0060.110	Early Intervention -Full Time Salaries	A.4018.0020.110	Family Health-Full Time Salaries	\$24,000.00
A.4054.0060.830	Early Intervention-Social Security Expense	A.4018.0020.830	Family Health-Social Security Expense	\$1,488.00
A.4054.0060.831	Early Intervention-Medicare Expense	A.4018.0020.831	Family Health-Medicare Expense	\$348.00

**Total Transfers** **\$32,836.00**

To Transfer funds to Part time Salary from Full time Salary related to Contact Tracers for Grant. Fully funded til 3/31/23.  
 To transfer funds from Early Intervention Program to Family Health for Full Time salary /fringe for CSHCN Full time Program Director. Fully funded by 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 Fund			

Please state reason for transfer request:

Total

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

**WARREN COUNTY**  
**Journal Report - February**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
<b>Admn.Fiscal Srv - Administrative Fiscal Services</b>					
12/31/2022	A.1011 410	Supplies	Transfer within Budget Code to A.1011 444	\$	\$ 45.00
12/31/2022	A.1011 444	Travel/Education/Conference	Transfer within Budget Code from A.1011 410	\$ 45.00	
<b>Clk of Legislati - Clerk of the Legislative Board</b>					
2/8/2023	A.1010 425	Reproduction Expenses	Budget Transfer from Object Code A.1010 444	\$ 630.00	
2/8/2023	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 425		\$ 630.00
<b>County Clerk - County Clerk</b>					
2/12/2023	A.7510 410	Supplies	Transfer of Funds Within Budget Code to A.7510-427	\$	\$ 10.00
2/12/2023	A.7510 427	Memberships & Dues	Transfer of Funds Within Budget Code from A7510 410	\$ 10.00	
2/13/2023	A.7510 410	Supplies	Transfer of Funds within Budget Code to A.7510 427		\$ 5.00
2/13/2023	A.7510 427	Memberships & Dues	Transfer of Funds within Budget Code from A.7510410	\$ 5.00	
<b>DPW_DPW Admin - DPW,DPW Administration</b>					
2/3/2023	A.7110 260	Other Equipment	Out of Code Budget Transfer from A.7110 413	\$ 700.00	
2/3/2023	A.7110 413	Repair & Maint.-Bldg/Property	Out of Code Budget Transfer to A.7110 260		\$ 700.00
2/14/2023	A.7113 410	Supplies	Transfer Within Budget Code from A.7113 413	\$ 700.00	
2/14/2023	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 410		\$ 700.00
2/16/2023	A.7110 410	Supplies	Transfer Within Budget Code to A.7110 439		\$ 46.00
2/16/2023	A.7110 439	Misc Fees & Expenses	Transfer Within Budget Code from A.7110 410	\$ 46.00	
2/22/2023	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 444		\$ 50.00
2/22/2023	A.1628 444	Travel/Education/Conference	Transfer Within Budget Code from A.1628 410	\$ 50.00	
<b>Infotech - Information Technology</b>					
2/3/2023	A.1681 220	Office Equipment	Budget Transfer out of Object Code from A.1681 410	\$ 141.00	
2/3/2023	A.1681 410	Supplies	Budget Transfer out of Object Code to A.1681 220		\$ 141.00
2/17/2023	A.1681 220	Office Equipment	Budget Transfer out of Object Code from A.1681 410	\$ 77.00	

WARREN COUNTY

Journal Report - February

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/17/2023	A.1681 410	Supplies	Budget Transfer out of Object Code to A.1681 220	\$	77.00
Office of EMS - Office of Emergency Services					
2/10/2023	A.4022 422	Repair/Maint-Equipment	Budget transfer within object code from A.4022 470	\$ 1,000.00	
2/10/2023	A.4022 470	Contract	Budget transfer within object code to A.4022 422	\$	1,000.00
2/13/2023	A.3410 427	Memberships & Dues	Budget transfer within object code from A.3410 428	\$ 50.00	
2/13/2023	A.3410 428	Data Processing & Internet Fees	Budget transfer within object code to A.3410 427	\$	50.00
Planning_Planning - Planning,Planning					
2/3/2023	A.8022 422	Repair/Maint-Equipment	budget transfer within object code to A8022 426	\$	584.13
2/3/2023	A.8022 426	Subscriptions	budget transfer within object code from A.8022 422	\$ 584.13	
2/7/2023	A.8029 444	Travel/Education/Conference	budget transfer within object code from A.8029 470	\$ 2,500.00	
2/7/2023	A.8029 470	Contract	budget transfer within object code to A.8029 444	\$	2,500.00
2/8/2023	A.8029 444	Travel/Education/Conference	budget transfer within object code from A.8029 470	\$ 1,803.00	
2/8/2023	A.8029 470	Contract	budget transfer within object code to A.8029 444	\$	1,803.00
2/27/2023	A.8029 424	Postage	budget transfer within object code from A.8029 470	\$ 2,014.32	
2/27/2023	A.8029 470	Contract	budget transfer within object code to A.8029 424	\$	2,014.32
2/27/2023	A.8022 422	Repair/Maint-Equipment	budget transfer within object code to A.8022 428	\$	119.00
2/27/2023	A.8022 428	Data Processing & Internet Fees	budget transfer within object code from A.8022 422	\$ 119.00	
Public Defender - Public Defender					
2/16/2023	A.1171 436	Advertising Fees	In Code Transfer A.1171 439 to A.1171 436	\$ 275.00	
2/16/2023	A.1171 439	Misc Fees & Expenses	In Code Transfer A.1171 439 to A.1171 436	\$	275.00
Public Health_Health Services - Public Health,Health Services					
2/10/2023	A.4010 860	Hospitalization	Budget Transfer CHHA A4010862 from A4010860	\$	5.79
2/10/2023	A.4010 862	Health Insurance Cost Reimbursement	Budget Transfer CHHA to A4010862 from A4010860	\$ 5.79	
2/15/2023	A.4013 422	Repair/Maint-Equipment	budget transfer WIC to A4013.435	\$	800.00

**WARREN COUNTY**  
**Journal Report - February**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
2/15/2023	A.4013.435	Medical Fees	budget transfer WIC from A4013.422	\$ 800.00	
2/16/2023	A.4194.260	Other Equipment	Budget Transf ELC ToA.4194.410 & 260 from .470 and .436	\$ 75,000.00	
2/16/2023	A.4194.410	Supplies	Budget Transf ELC ToA.4194.410 & 260 from .470 and .436	\$ 100,000.00	
2/16/2023	A.4194.436	Advertising Fees	Budget Transf ELC ToA.4194.410 & 260 from .470 and .436	\$ 100,000.00	
2/16/2023	A.4194.470	Contract	Budget Transf ELC ToA.4194.410 & 260 from .470 and .436	\$ 75,000.00	
2/21/2023	A.4010.860	Hospitalization	Budget Transfer CHHA to A.4010.862 from A.4010.860	\$ 500.00	
2/21/2023	A.4010.862	Health Insurance Cost Reimbursement	Budget Transfer CHHA to A.4010.862 from A.4010.860	\$ 600.00	
2/27/2023	A.4010.453	Uniforms & Clothing	Budget Transfer CHHA to A.4010.453 fm .470	\$ 600.00	
2/27/2023	A.4010.470	Contract	Budget Transfer CHHA A.4010.453 from .470	\$ 600.00	
2/27/2023	A.4018.418	Ins-General Liability	Budget Transfer for Prev to A4018.453 from .418	\$ 400.00	
2/27/2023	A.4018.453	Uniforms & Clothing	Budget Transfer for Prev to A.4018.453 from 418	\$ 400.00	
2/27/2023	A.4018.0020.424	Postage	Budget Transfer for FH to A.4018.0020.453 fm 424	\$ 400.00	
2/27/2023	A.4018.0020.453	Uniforms & Clothing	Budget Transfer for FH to A.4018.0020.453 fm 424	\$ 300.00	
2/27/2023	A.4018.0030.435	Medical Fees	Budget Transfer for Disease to A.4018.0030.453 fm .435	\$ 300.00	
2/27/2023	A.4018.0030.453	Uniforms & Clothing	Budget Transfer for Disease to A.4018.0030.453 fm .435	\$ 150.00	
2/27/2023	A.4018.0040.424	Postage	Budget Transfer for Hlt Ed to A.4018.0040.453 from .424	\$ 100.00	
2/27/2023	A.4018.0040.453	Uniforms & Clothing	Budget Transfer for Hlth Ed to A40180040453 fm 424	\$ 200.00	
2/27/2023	A.4054.444	Travel/Education/Conference	Budget Transfer for PS to A.4054.453 from .444	\$ 100.00	
2/27/2023	A.4054.453	Uniforms & Clothing	Budget Transfer for PS to A4054.453 fm 444	\$ 200.00	
2/27/2023	A.4054.0060.444	Travel/Education/Conference	Budget Transfer EI to A.4054.0060.453 fm .444	\$ 200.00	
2/27/2023	A.4054.0060.453	Uniforms & Clothing	Budget Transfer for EI to A40540060453 fm 444	\$ 779.52	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
12/31/2022	A.3020.470	Contract	budget transfer out of object code to A.3110.439	\$ 779.52	
12/31/2022	A.3110.439	Misc Fees & Expenses	budget transfer out of object code from A.3020.470	\$ 4,411.31	
12/31/2022	A.3110.441	Auto-Supplies & Repair	budget transfer out of object code FROM A.3150.410	\$ 4,411.31	
12/31/2022	A.3150.410	Supplies	budget transfer out of object code to A.3110.441	\$ 652.30	
12/31/2022	A.3110.439	Misc Fees & Expenses	budget transfer out of object code FROM 3150.410		\$ 4,411.31

**WARREN COUNTY**  
**Journal Report - February**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
12/31/2022	A.3150 410	Supplies	budget transfer out of object code TO 3110 439	\$	\$ 652.30
12/31/2022	A.3110 230	Automotive Equipment	budget transfer out of object code FROM A.3110 417	\$	\$ 5,476.87
12/31/2022	A.3110 417	Water/Sewer/Taxes	budget transfer out of object code TO A.3110 230	\$ 5,476.87	
12/31/2022	A.3020 410	Supplies	budget transfer within object code from A.3020 428	\$	\$ 218.98
12/31/2022	A.3020 428	Data Processing & Internet Fees	budget transfer within object code to A.3020 410	\$	
2/1/2023	A.3020 423	Telephone	budget transfer out of object code to A.3110 423	\$	\$ 50,000.00
2/1/2023	A.3110 423	Telephone	budget transfer out of object code from A.3020 423	\$ 50,000.00	
2/28/2023	A.3150 260	Other Equipment	budget transfer out of object code from A.3150 413	\$	\$ 15,535.00
2/28/2023	A.3150 413	Repair & Maint.-Bldg/Property	budget transfer out of object code to A.3150 260	\$	\$ 15,535.00
<b>Social Services - Social Services</b>					
2/7/2023	A.6010 470	Contract	Budget Transfer within Object Code to A.6010 471	\$	\$ 1,200.00
2/7/2023	A.6010 471	Administration	Budget Transfer within Object Code from A.6010 470	\$ 1,200.00	
<b>Tourism - Tourism</b>					
12/31/2022	A.6417.0001 860	Hospitalization	Transfer to A.6417.0001 861	\$	\$ 3,527.90
12/31/2022	A.6417.0001 861	Retirees Hospitalization	Transfer from A.6417.0001 860	\$ 3,527.90	

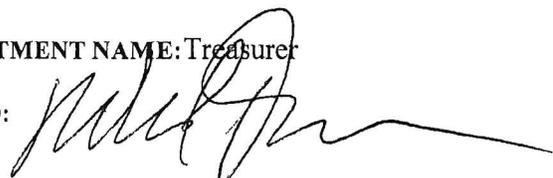
# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

DEPARTMENT NAME: Treasurer

SIGNED:



DATE: 3/21/23

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

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1325 860	County Treasurer, Hospitalization	\$14,407.00

Please state reason for transfer request: To cover increase in hospitalization for department from new enrollee in health insurance plan which was not included in adopted budget.

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

**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:** Assigned Counsel

**DATE:** 2023-March-17

(a) Purpose of Amendment:

**To reallocate unspent grant funding from 2022 to 2023**

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

**A1170.4207 130 Legal Defense - Indigents, Salaries, Part Time \$2,432.79**

**A1170.4207 830 Legal Defense - Indigents, Social Security \$77.76**

**A1170.4207 831 Legal Defense - Indigents, Medicare Contribution \$18.72**

**A1170.4207 220 Legal Defense - Indigents, Office Equipment \$20,440.25**

**A1170.4207 423 Legal Defense - Indigents, Telephone \$1,200**

**A1170.4207 470 Legal Defense - Indigents, Contract \$15,000**

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

**A1170.4207 3045 Legal Defense - Indigents, Office of Indigent Legal Services  
Distribution \$39,169.52**

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** OFFICE OF EMERGENCY SERVICES

**SIGNED:**

**DATE:** MARCH 30, 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.3640 130	Salaries, Part Time	\$17,502.00
		A.1450 810	Retirement	1,646.00
		A.1450 830	FICA	1,086.00
		A.1450 831	Med	254.00

**Please state reason for transfers requested:**

To provide funding for OES Office Specialist PT Position for the remainder of 2023.

**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.

Disability Insurance: Will be charged directly to department of employee that is out on DBL

**RETIREMENT "PROJECTED"**

**4/1/2022-3/31/2023**

**4/1/2023-3/31/2024**

YR 22/23

YR 23/24

TIER 1	75I			17.30%	19.70%	Before 7/1/1973	
TIER 2	75I			15.80%	18.00%	7/1/73-7/26/76	
TIER 3	A/14			12.90%	14.80%	7/27/1976-8/31/1983	
TIER 4	A/15			12.90%	14.80%	9/1/1983-12/31/2009	
TIER 5	A/15			11.00%	12.80%	1/1/2010-3/31/2012	
TIER 6	A/15			8.10%	9.40%	4/1/2012 to present	

**SHERIFF'S DEPT. "PROJECTED"**

**Patrol**

TIER 1	553B			X	26.10%	Before 7/1/1973	
TIER 2	553B			X	26.00%	7/1/73-7/26/76	
TIER 3	553B			22.40%	25.00%	7/27/1976-8/31/1983	
TIER 4	553B			22.40%	25.00%	9/1/1983-12/31/2009	
TIER 5	553B			20.80%	23.20%	1/1/2010-3/31/2012	
TIER 6	553B			17.50%	19.40%	4/1/2012 to present	

**Correction Officers**

TIER 1	89BM			X	X	Before 7/1/1973	
TIER 2	89BM			X	X	7/1/73-7/26/76	
TIER 3	89PAF			X	18.30%	7/27/1976-8/31/1983	
TIER 4	89PAF			16.50%	18.30%	9/1/1983-12/31/2009	
TIER 5	89PAF			14.60%	16.10%	1/1/2010-3/31/2012	
TIER 6	89PAF			11.40%	12.50%	4/1/2012 to present	

**Warren County Office of Emergency Services**

**Funding Request: Office Specialist - Part Time**

G/L Code	Annual	Per Pay Period	2023 Request (18 Pay Periods)
.130 Salaries Part Time	\$ 25,280.40	\$ 972.32	\$ 17,501.82
.810 Retirement	\$ 2,376.35	\$ 91.40	\$ 1,645.17
.830 Social Security	\$ 1,567.38	\$ 60.28	\$ 1,085.11
.831 Medicare	\$ 366.57	\$ 14.10	\$ 253.78
<b>Total</b>	<b>\$ 29,590.70</b>	<b>\$ 1,138.10</b>	<b>\$ 20,485.87</b>

**Estimated 2023 ER Share Fringe Rates**

Health Insurance Per Month		Individual	Hourly	2-Person	Family	CO-Individual			
ER Share - 18%	8 hr.	641.86	3.70	1,315.78	7.59	1,845.09	10.64	657.89	3.80
	7 hr.		4.23		8.68		12.17		4.34
	6 hr.		4.94		10.12		14.19		5.06
ER Share - 19%	8 hr.	634.03	3.66	1,299.73	7.50	1,822.59	10.51	649.87	3.75
	7 hr.		4.18		8.57		12.02		4.28
	6 hr.		4.88		10.00		14.02		5.00
ER Share - 20%	8 hr.	626.20	3.61	1,283.69	7.41	1,800.09	10.39	641.85	3.70
	7 hr.		4.13		8.46		11.87		4.23
	6 hr.		4.82		9.87		13.85		4.94
ER Share - 21%	8 hr.	618.37	3.57	1,267.64	7.31	1,777.59	10.26	633.82	3.66
	7 hr.		4.08		8.36		11.72		4.18
	6 hr.		4.76		9.75		13.67		4.88
ER Share - 22%	8 hr.	610.55	3.52	1,251.60	7.22	1,755.09	10.13	625.80	3.61
	7 hr.		4.03		8.25		11.57		4.13
	6 hr.		4.70		9.63		13.50		4.81
ER Share - 23%	8 hr.	602.72	3.48	1,235.55	7.13	1,732.58	10.00	617.78	3.56
	7 hr.		3.97		8.15		11.42		4.07
	6 hr.		4.64		9.50		13.33		4.75
ER Share - 25%	8 hr.	587.06	3.39	1,203.46	6.94	1,687.58	9.74	601.73	3.47
	7 hr.		3.87		7.93		11.13		3.97
	6 hr.		4.52		9.26		12.98		4.63
ER Share - 18% HD	8 hr.	489.43	2.82	1,003.34	5.79	1,406.97	8.12	501.67	2.89
	7 hr.		3.23		6.62		9.28		3.31
	6 hr.		3.76		7.72		10.82		3.86
ER Share - 19% HD	8 hr.	483.46	2.79	991.11	5.72	1,389.81	8.02	495.56	2.86
	7 hr.		3.19		6.53		9.16		3.27
	6 hr.		3.72		7.62		10.69		3.81
ER Share - 20% HD	8 hr.	477.50	2.75	978.87	5.65	1,372.66	7.92	489.44	2.82
	7 hr.		3.15		6.45		9.05		3.23
	6 hr.		3.67		7.53		10.56		3.76
ER Share - 21% HD	8 hr.	471.53	2.72	966.64	5.58	1,355.50	7.82	483.32	2.79
	7 hr.		3.11		6.37		8.94		3.19
	6 hr.		3.63		7.44		10.43		3.72
ER Share - 22% HD	8 hr.	465.56	2.69	954.40	5.51	1,338.34	7.72	477.20	2.75
	7 hr.		3.07		6.29		8.82		3.15
	6 hr.		3.58		7.34		10.29		3.67
ER Share - 23% HD	8 hr.	459.59	2.65	942.16	5.44	1,321.18	7.62	471.08	2.72
	7 hr.		3.03		6.21		8.71		3.11
	6 hr.		3.54		7.25		10.16		3.62
ER Share - 25% HD	8 hr.	447.65	2.58	917.69	5.29	1,286.87	7.42	458.85	2.65
	7 hr.		2.95		6.05		8.48		3.03
	6 hr.		3.44		7.06		9.90		3.53

\*HD=High Deductible Plan

Dental ER Share Per Month:		Individual	Hourly	Family	CO-Individual
All County Employees:	8 hr.	\$10.00	0.06	\$24.00	0.14
	7 hr.		0.07		0.16
	6 hr.		0.08		0.18

**Social Security (0.062) ER Cost 6.2%**  
 (THE ESTIMATED TAXABLE WAGE BASE FOR SOCIAL SECURITY: \$160,200)

**Medicare (.00145) ER Cost 1.45%**

\*\*\*RETIREMENT ON OTHER SIDE\*\*\*

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

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

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

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2023

(a) **Purpose of Amendment:** Amend the County budget to account for the receipt of two Zurich America Insurance Company recovery checks. Two Warren County Sheriff's Office vehicles were assessed as total losses following collisions (2019 Dodge Charger and 2005 Toyota Sienna)

(b)	<b>Appropriation Code, Object Code, Full Title and Amount:</b>	
	A.3110 230            Sheriff's Law Enforcement	\$38,261.00
	Automotive Equipment	

(c)	<b>Revenue Code (with title), and amount:</b>	
	A.3110 2680            Sheriff's Law Enforcement	\$38,261.00
	Insurance Recoveries	



PO BOX 968023  
SCHAUMBURG IL 60196 8023  
913 825-7600

# Zurich American Insurance Co. RECEIVED

FEB 13 2023

WARREN COUNTY SHERIFFS OFFICE Warren  
County Attorney's Office  
1340 STATE ROUTE 9  
LAKE GEORGE NY 12845

### Please Note:

We have a new mailing address for our claim office. Please use the above address for any future correspondence.

Visit [enrollments.zurichna.com](http://enrollments.zurichna.com) to enroll in electronic payments.

00694

### PLEASE INCLUDE CLAIM NUMBER ON ALL FUTURE CORRESPONDENCE

Claim Number	Policy Number	Invoice Number	Tax ID	Date of Loss	Payment Service Dates
134-0161162 001 CA	CPO0632827			12/15/22	
Check Number	1102755490	Date Issued	02/09/23	Amount	\$*13,812.00
Insured	Warren County Attorney's Office				
Claimant	Warren County Sheriffs Office				
Nature of Payment	Total Loss Payment VIN: 1TBDK3DC7F5115530				
Issued To	Warren County Sheriffs Office 1340 State Route 9				
Requested By	Binny Sajwan				
File Supervisor	Christina Bennefield	Phone Number	913 825-7600		
Payment Description	AMOUNT PAID	Payment Description	AMOUNT PAID		
COLLISION	13,812.00				
TOTAL		\$13812.00			

THE FACE OF THIS DOCUMENT HAS A BLUE BACKGROUND - NOT A WHITE BACKGROUND. SIMULATED WATERMARK ON BACK. HOLD AT AN ANGLE TO VIEW. 56-1544/441



ZURICH AMERICAN INSURANCE COMPANY

PO BOX 968046  
SCHAUMBURG IL 60196 8046

Claim Number	Date Issued	CHECK NO.
134-0161162 001 CA	02/09/23 VOID AFTER 08/08/23	1102755490

Amount: THIRTEEN THOUSAND, EIGHT HUNDRED TWELVE AND 00/100 -----

PAY TO THE Warren County Sheriffs Office  
ORDER OF 1340 State Route 9  
Lake George NY 12845

\$\*13,812.00

JPMORGAN CHASE BANK, N.A.  
COLUMBUS OH

THE BACKGROUND IS COLORED

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

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

**DEPARTMENT NAME:** Sheriff

**DATE:** March 22, 2023

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in Sheriff's Law Enforcement - Other Sheriff's State Aid from fiscal year 2022 to fiscal year 2023.

(b) <b>Appropriation Code, Object Code, Full Title and Amount:</b>		
A.3110 444	Sheriff's Law Enforcement	\$8,000
	Travel/Education/Conference	

(c) <b>Revenue Code (with title), and amount:</b>		
A.3110 3384	Sheriff's Law Enforcement	\$8,000
	Other Sheriff's State Aid (FY - 2023)	

**RESOLUTION REQUEST FORM NO. 10*****Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** SHERIFF**SIGNED:****DATE:** May 23, 2022

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

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.3110 413 A.3150 260	Law Enforcement - Repair & Maint-Bldg Corrections - Other Equipment	\$30,000.00 \$15,535.00

**Please state reason for transfer request:**

To cover the cost of unexpected expenditures (Uninterruptible Power System (UPS) and an industrial washer for Corrections need to be replaced)

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

**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 March 2023**

(a) Purpose of Amendment:

**Amend revenue codes to reflect Occ Tax administrative funding for 2023 per resolution 735 of 2022**

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

**A.8020 470 Contract regular, \$3,386.54 Occupancy Tax**

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

**A.8020.2002 – Occupancy Tax \$3,386.54**

**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 March 2023

- (a) Purpose of Request: Request transfer from unappropriated surplus A.909.00 to 8020.470
- (b) Details: see below
- (c) Previous Resolution Number: 324/2022
- (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 324/2022 authorized funding for the County Bikeway Improvements in the amount of \$100,000. Only \$20,000 Those funds were transferred to the Department's 8020.470 account. The project will be a furtherance of a NBRCC funded study that is not completed as of yet. 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: Mental Health/Office of Community Services**

**DATE: 3/22/2023**

- (a) Purpose of Amendment: **Amend the 2023 Warren County budget to allow for pass-through of 100% State Aid funding from the NYS Office of Addiction Services and Supports for the Addictions Care Center of Albany's Residential Rehabilitation Services in Warren County.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A. 4320.0145 470 Mental Health Programs - Addictions Care Center, \$360,052**
  
- (c) Revenue Code (with title), and Amount: **A.4320.0145 3490 - Mental Health Programs - Addictions Care Center, \$360,052**

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

**DATE: 3/22/23**

- (a) Purpose of Request:  
**To transfer funds from the unexpended fund balance to pay court-ordered NYS CPL 730 competency examination and restoration expenses.**
- (b) Details:  
**The 2023 Warren County Budget has \$50,000 budgeted for court-ordered psychiatric expenses (CPL Section 730/competency to stand trial). We have received a January invoice for competency restoration services in the amount of \$69,585.70. The two-year average expense for this line is approximately \$372,000.**
- (c) Previous Resolution Number:  
**666 of 2022**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**Request transfer of \$300,000 from A.909.00 Unexpended Fund Balance to A.4390 435 Psychiatric Expense/Criminal.**

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

\* as listed in budget and LOGOS

## RESOLUTION REQUEST FORM NO. 7

## Request to Amend County Budget\*

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

**DEPARTMENT NAME:** Warren County Health Services

**DATE:** March 22, 2023

- (a) **Purpose of Amendment:** To amend the 2023 budget to reflect both the Revenue and Expenses related to Department code (A.4197) for a new grant "Public Health Infrastructure-Workforce-Data Systems. It reflects funds for the grant from Health Research Inc. to support the current expenses related to the grant objectives.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- |  |          |
|--|----------|
| A.4197.110 Public Health-Infrastructure-Workforce -Data -FT Salary Ex  | \$30,000 |
| A.4197.220 Public Health-Infrastructure-Workforce -Data-Office Equip   | \$35,000 |
| A.4197.260 Public Health-Infrastructure-Workforce -Data-Other Equip    | \$30,000 |
| A.4197.410 Public Health-Infrastructure-Workforce -Data-Office Supply  | \$ 1,270 |
| A.4197.436 Public Health-Infrastructure-Workforce -Data-Advertising    | \$ 5,000 |
| A.4197.444 Public Health-Infrastructure-Workforce -Data-Education Exp  | \$ 2,000 |
| A.4197.445 Public Health-Infrastructure-Workforce -Data-Food Expense   | \$ 2,000 |
| A.4197.453 Public Health-Infrastructure-Workforce-Data-Uniform/Clothg  | \$ 3,000 |
| A.4197.830 Public Health-Infrastructure-Workforce -Data-Social Sec Exp | \$ 1,860 |
| A.4197.831 Public Health-Infrastructure-Workforce -Data-Medicare Exp   | \$ 435   |

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

A.4197.4416 Public Health Infrastructure-Workforce-Data- Revenue \$110,565.00

**\*Note:** Warren County Health Services was notified by Health Research Institute (HRI) and the DOH on 2/23/23 of additional funding for a new grant titled Strengthening US Public Health Infrastructure, Workforce and Data Systems for a five year term of 12/1/22-11/30/27. Total amount for the five years is \$552,826 or \$110,565 per year. Grant funds may be used to strengthen the Public Health Workforce through hiring of Public Health Positions, supporting retention of Current Staff, making upgrades to the work place to increase employee satisfaction, providing Public Health Training, and providing Public Health Support services to the Public Health Department. Listed above are estimated expenses for the 2023 year.

**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-Health Education

**DATE:** March 22, 2023

- (a) **Purpose of Amendment:** To amend the 2023 budget to adjust the Health Education Division to reflect the funds given from the Adirondack Health Institute (AHI) to support Field Goods funding being offered to WIC families **\$3,000.00**. **This will be transferred from the Deferred Revenue account A.691.00.**
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**  
**A.4018.0040.445 Health Education-Foods Expense \$2,900.00**  
**A.4018.0040.410 Health Education-Supplies Expense \$100.00**

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

**A.4018.0040.1617 Health Education-Revenue \$3,000.00**

**\*Note: These funds were received by Health Services in February 2020. They were not utilized in 2020 due to COVID. Therefore, the program will be started up again and the budget to be amended accordingly.**

**These funds offer Health Services the availability to order fresh fruits and vegetables to WIC Families throughout the year. To Food expense is budgeted \$2,900 while supplies expense is being utilized to make flyers, weekly recipes and bag inserts explaining storage and handling of the food.**

**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:** March 22, 2023

(a) **Purpose of Amendment: To amend the 2023 budget to reflect the additional funding for the new IAP (Immunization Action Plan) Grant for \$525 (Contract C38478GG).**

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

**A.4018.0030.410 Public Health-Disease Program-Supplies Expense \$ 525.00**

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

**A.4018.0030.3407 Public Health-Disease Program Revenue \$525.00**

**\*Note: The total amount budgeted in 2023 for the IAP grant is \$32,284. However, we were just notified that the new grant (4/1/23-3/31/28) will be increased to \$32,809 per year. The total five year grant amount is \$164,045, We will be requesting to increase supplies for this grant at this time for the additional \$525.00.**

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** BOARD OF ELECTIONS

**SIGNED:**

**DATE:** MARCH 20, 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.1450 110	Elections, Salaries Full Time	\$55,210.96
		A.1450 810	Retirement	5,189.83
		A.1450 830	FICA	3,423.08
		A.1450 831	Med	800.56
		A.1450 860	Hospitalization	24,886.26
		A.1450 865	Dental	336.00

**Please state reason for transfers requested:**

To provide funding for 2 BOE positions which were created in the 2023 Budget, but were not funded. Totals are pro-rated based on estimations for the remainder of 2023.

**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. 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: 3/22/23**

- (a) Purpose of Request: to appropriate \$15,000 from the Occupancy Tax Reserve to A.6417.0002 480.05 Tourism - Business Promotion
  
- (b) Details: Warren County will contribute \$15,000 through an intermunicipal agreement towards the Lake George Event Manager position. The person in this position will be an employee of the Village of Lake George.
  
- (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 - \$15,000

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

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: DPW**

**DATE: 3/23/23**

- (a) Purpose of Request: To establish road projects for 2023
- (b) The following road projects shall be established by the Treasurer with funding to be transferred from D.5112.8349 280 - 2022 CR#69 West Brook Road.

D.5112.8350 280 - 2023 CR#7 Bay Road (T/O Queensbury)	\$462,605.22
D.5112.8351 280 -2023 CR#13 Glen Athol Road (T/O Johnsburg)	\$853,847.12
D.5112.8352 280 -2023 CR#26 Palisades Road (T/O Horicon)	\$651,391.51
D.5112.8353 280 -2023 CR#28 Corinth Road (T/O Queensbury)	\$454,249.59
D.5112.8354 280 -2023 CR#36 Valley Road (T/O Thurman)	\$636,766.05
D.5112.8355 280 -2023 CR#40 Golf Course Road (T/O Warrensburg)	\$743,988.77
D.5112.8356 280 -2023 CR#66 Country Club Road (T/O Queensbury)	\$197,151.74

- (c) Previous Resolution Number: NA

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

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

**DEPARTMENT NAME: Department of Public Works**

**DATE: March 23, 2023**

(a) Purpose of Amendment: To Amend 2023 County budget for additional 2022/2023 CHIPS, PAVE NY, EWR and POP Funds from New York State.

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

D.5112.8334 280	2022 CR 41 Sawmill Road	\$375,280.77
D.5112.8347 280	2022 CR 38 Pilot Knob Road	\$124,249.00
D.5112.8340 280	2022 CR 60 Harrington Hill Rd	\$187,807.40
D.5112.8344 280	2021 CR 21 Bolton-Riverbank	\$260.95

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

D5010 3501 County Road, Highway Administration, Consolidated Highway Aid  
\$687,598.12.

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE**  
**AGENDA**  
**MARCH 30, 2023**

**Committee Members:** *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Stec- 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) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**  
Review of report on tracking of vacancies filled.
  - 3) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
    - A) Request to rescind Resolution Nos. 45 of 2023 and 160 of 2023 and authorize a Home Rule Request by Warren County for an extension to the Law authorizing and empowering the County to impose an additional mortgage recording tax.
    - B) Executive session Pursuant to Section's 105(1)(d) and (e) of the Public Officer's Law.
  - 4) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
***Office of Emergency Services (Ann Marie Mason, Director) -***  
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Office Specialist-Part-time (24 hrs/week), Grade 7, Base Annual Salary \$25,280.40, effective April 24, 2023.
  - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):**  
***Workforce Development (Liza Ochsendorf, Director) -***  
Request to authorize temporary positions for the Summer Youth Employment Program beginning on June 20, 2023 and ending September 29, 2023 and authorizing training slots for the Program Year which begins on July 1, 2023 and ends on June 30, 2024.
  - 6) **Referral from the Legislative, Rules & Governmental Options (Chaired by John Strough):**  
***Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -***  
Request to amend the Salary Schedule to increase the salary of the two Bi-Partisan Election Management Technician positions from \$0.00 to 44,760.26.
  - 7) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**  
Discussion regarding SUNY Adirondack Sponsorship Funding.
  - 8) **Request /Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**  
Request to further amend Resolution No. 374 of 2017, *Approving the Payment for Services Proposal Submitted by the Warren County Coroner*, to update Forensic Medical Services Fees to reflect and increase in the cost of autopsies.
- 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:**

- Health Services** - Health Educator #2, *Grade 14, Base Annual Salary \$51,356*, due to resignation.
- DPW**
- MEO (L) #16, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
  - Sign Maintenance Worker #2, *Grade 11, Base Annual Salary \$48,324*, due to promotion.
  - MEO (M) #8, *Grade 9, Base Annual Salary \$46,090*, due to promotion.
- Social Services**
- Intake Clerk #4, *Grade 4, Base Annual Salary \$38,447*, due to promotion.
  - Intake Clerk #7, *Grade 4, Base Annual Salary \$38,447*, due to promotion.
  - Social Services Investigator #3, *Grade 11, Base Annual Salary \$48,324*, due to promotion.
  - Caseworker #36, *Grade 16, Base Annual Salary \$54,061*, due to resignation.
  - Caseworker #38, *Grade 16, Base Annual Salary \$54,061*, due to resignation.
  - Support Investigator #5, *Grade 8, Base Annual Salary \$44,729*, due to promotion.
- Tourism** - Principle Account Clerk, *Grade 10, Base Annual Salary \$47,667*, due to creation. *(Emergency Fill)*

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

**VIII. Motion to adjourn**

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: Office of Emergency Services****DATE: March 22, 2023**

- (a) Title of Requested Position: **Office Specialist-Part Time**
- (b) Annual Base Salary (and Grade if Applicable): **\$25,280.40 (24 hrs/week) CSEA Grade 7**
- (c) Effective Date for New Position\*: **April 24, 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):  
**N/A**
- (e) Where are Funds in the Budget for this Position?  
 List Budget Code, Object Code, Full Title and Amount:  
**A.3640 130 Civil Defense - Salaries-Part Time**
- (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:

**OFFICE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class performs a wide variety of complex clerical operations providing office support to administrative or professional staff. Specific duties will vary with the needs of the appointing authority. This position requires a full range of skills in the operation of a computer using various software applications to maximize equipment capabilities in compiling statistical information for various reports, setting up and maintaining automated records/ filing systems, and producing correspondence or other document reports. Other typical duties include providing information to the public or visitors regarding office procedures/services, processing forms, collecting fees and other related office tasks. The work is performed under the supervision of a higher-level supervisor allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

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

Provides general administrative and clerical support to enhance the operation of the office to which the incumbent is assigned;

Utilizes automated word processing equipment to produce correspondence, forms, reports, statistical information and other office/department data;

Processes and maintains accurate and complete records and files of the activities of the department;

Compiles a variety of data from automated and manual office records and outside sources to create reports for staff, departments and governmental agencies;

Provides general information to the public, either over the phone or in person, about office programs or procedures;

Interfaces and coordinates with other departments or divisions;

May coordinate and implement new procedures;

May participate in trainings, workshops, meetings and/or committees relating to program areas;

Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing assignments;

Does related work as required.

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

Good knowledge of office practices, procedures and terminology;

Good knowledge of the capabilities of computer software systems to produce various formats, such as correspondence, reports, tables, charts and file storage;

Working knowledge of the organization, functions, policies, rules and regulations that govern the unit to which appointed;

Ability to handle routine administrative details independently;

Ability to understand and follow complex oral and written instructions;

Ability to deal courteously and effectively with the public- in person, by phone or email;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software;

Attention to detail, discretion, courtesy, tact and dependability.

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

- a) An Associate's Degree or higher in Business Administration, Office Management or related field;
- b) An Associate's degree or higher and one year of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems; or
- c) Three years of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems.

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

RESOLUTION REQUEST FORM NO. 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: Office of Emergency Services Payroll Dept. No: 35
Title of Position: Office Specialist - Part Time (24 hrs/week) Base Salary of Position: \$25,280.40 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.3640 Civil Defense Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other Creation [checked]
Employee No./Last Name: Date of Vacancy: April 24, 2023
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [ ] Yes [checked] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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. 3/8/23

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank Thomas Date 3/22/23

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety

[checked] 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 03/23/23

**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: 03/09/2023**

- (a) Purpose of Request:  
**Funding of the two Election Management Technician positions created in the 2023 Budget that were not funded at that time.**
  
- (b) Details:  
**Two positions were asked for by the Board of Elections Commissioners in the 2023 Budget process. The positions were created but not funded. The passage of several new Elections Laws for the Board of Elections since 2019 (over 130) has created a workload that is very difficult for the four current employees to continue to handle. These positions were reviewed and salaries were suggested by Human Resources and the Personnel Officer in 2022 for the 2023 Budget as attached.**
  
- (c) Previous Resolution Number:  
**N/A**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**To be determined by Finance**

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

\* as listed in budget and LOGOS

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

BUDGET CODE: A.1450.110

Title of Position: 2- SR CLERK/~~EMS TECH~~ ELECTION MANAGEMENT TECHNICIAN

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): \$47,608 – Grade 9 - (2 BI-Partisan positions)
- (b) List any position(s) in the Department’s Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): 2 – PER DIEM - VOTING SYSTEM SUPPORT SPECIALIST - \$10,000 and THIS WILL ALSO REDUCE USE OF PER DIEM STAFF PAID FROM PART-TIME ACCOUNT A.1450.130, ALLOWING THE EXTRA \$20,000 TO BE DEDUCTED THAT WAS GIVEN LAST YEAR FOR EXTRA HELP. TOTAL \$30,000. UNBENOUNCED TO US THESE TWO POSITIONS WERE ELIMINATED LAST YEAR
- (c) Is this a mandated position? If so, please explain: NO, BUT, THERE IS CURRENTLY A LAW SITTING IN THE ELECTIONS COMMITTEE AT THE STATE LEVEL THAT HAS PASSED THE SENATE (BILL #S7780A) AND IS AWAITING ACTION IN ASSEMBLY (A7780A) THAT WOULD MANDATE 4 FULL TIME EMPLOYEES IN ADDITION TO TWO FULL TIME COMMISSIONERS
- (d) Is there expected Revenue from this position? If so, please explain: NO

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

- (a) Description of Change: Click or tap here to enter text.
- (b) Projected change in Salary Dollars: Click or tap here to enter text.
- (c) Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

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: JP 8/19/22 -OUT-OF-UNIT POSITION  
HR Director has Reviewed/Approved this form when initialed: AG 8/19/22