

FINANCE COMMITTEE
AGENDA
MAY 4, 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 March 2023.
 - B) Request to appropriate funds in the amount of \$90,300 from Budget Code A.896.00, *Vehicle Reserve*, to various departmental budgets to cover the cost of vehicle purchases.
 - C) Request to amend the Warren County Budget for 2023 in the amount of \$6,437 to reflect receipt of State aid for vehicle purchases for the Health Services Department.
 - D) Request to amend the Warren County Budget for 2023 in the amount of \$29,563 to reflect receipt of State aid for vehicle purchases in the Department of Social Services.
 - E) Request for a transfer of funds in the amount of \$25,000 from Budget Code A.6417.0002 469.05, *Tourism/Occupancy, Occupancy Tax, Municipal Application Funding*, to Budget Code A.9950 910, *Transfers - Capital Projects, Interfund Transfers*, to cover the Planning & Community Development Department matching funds requirement for the Multi-Use Trail Study for the Northern Border Commission, Capital Project No. H423, *NBRC 2022*.
 - 3) **Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**

Request for chargeback of taxes for various parcels located in the Town's of Bolton, Chester, Hague, Horicon, Queensbury and Stony Creek and the City of Glens Falls.
 - 4) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**
Buildings and Grounds (Scott Rogers, Director, Facilities) -

Request to establish Capital Project No. H426, *Regional Morgue Facility*, in the amount of \$136,000, with the source of funding to be determined by the Finance Committee.
 - 5) **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 \$603,488.62 to reallocate unspent grant funding from 2022 to 2023.
Sheriff (James LaFarr, Sheriff) -
 - B) Request to authorize the County Treasurer to close Capital Project No. H360, *Communication Radio Upgrade*, and return estimated funds remaining in the amount of \$1,998.22 to Budget Code A.909.00, *General Fund Unappropriated Surplus*.
 - C) Request to amend the Warren County Budget for 2023 in the amount of \$4,689.17 to carry over grant funding from 2022 to 2023.
 - 6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Mental Health (Rob York, Director, Office of Community Services) -

Request to amend the Warren County Budget for 2023 in the amount of \$190,432 to allow pass through of 100% State Aid funding from New York State Office of Mental Health for providers of school-based mental health clinic services.
 - 7) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**
Information Technology (Mike Colvin, Director) -

Request to appropriate funds in the amount of \$50,000 from Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budgets for the purchase of computers and related software.

Continued

- 8) **Referrals from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**
- A) Request to appropriate funds in the amount of \$477,100 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0002 469, *Other Payments/Contributions*, to cover the 25% due to towns, Village of Lake George and City of Glens Falls.
 - B) Request to appropriate funds in the amount of \$116,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to various Budget Codes to cover the cost of occupancy tax funding awarded to three applicants.

- 9) Finance Committee action is required on the following Personnel Agenda item, *contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Item 5.*

PERSONNEL AGENDA ITEM 5:

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

Solid Waste (Kevin Hajos, Superintendent of Public Works) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Solid Waste/Recycling Compliance Coordinator from \$50,633 to \$62,422 effective May 22, 2023.

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) Update: The Clerk of the Board would be contacting Washington County to schedule a joint meeting of the Personnel, Administration & Higher Education and Finance Committees with their representatives in April. (03.30.23)

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: Civil Service Administration

SIGNED: 

DATE: 4/26/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1430.110	Salaries - Regular	A1430.130	Salaries - Part Time	\$20,000.00

Please state reason for transfers requested:

On an interim basis, utilize an experienced temp part-time employee to perform exam administration duties for the department, rather than an immediate vacancy backfill.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

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

DEPARTMENT NAME: Planning Department

SIGNED: Ethan Gaddy, AICP

DATE: April 27, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 8021 110,	Full time salaries	A.8021 120	Overtime	\$4,000.00

Please state reason for transfers requested: Transfer due to planned staff overtime

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 4/28/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110 130	Co. Roads, Maintenance, Salaries- Part Time	D.5142 130	Co. Roads, Snow Removal, Salaries - Part Time	\$ 600.00
D.5110 860	Co. Roads, Maintenance, Hospitalization	D.5142 860	Co. Roads, Snow Removal, Hospitalization	\$ 8,000.00
D.5110 865	Co. Roads, Maintenance, Dental Insurance	D.5142 865	Co. Roads, Snow Removal, Dental Insurance	\$ 200.00

\$ 8,800.00

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

Please state reason for transfer request:

To Funds Snow & Ice

WARREN COUNTY
Journal Report - March

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
3/6/2023	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 401.00	
3/6/2023	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE A.1450 220		\$ 401.00
3/20/2023	A.1450 220	Office Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 100.00	
3/20/2023	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 220		\$ 100.00
Clk of Legislati - Clerk of the Legislative Board					
3/6/2023	A.1010 425	Reproduction Expenses	Budget Transfer from Object Code A.1010 444	\$ 0.57	
3/6/2023	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 425		\$ 0.57
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
3/7/2023	A.1165 210	Furniture/Furnishings	Budget Transfer outside of object code from A.1165 440 Legal/Tra	\$ 1,710.00	
3/7/2023	A.1165 440	Legal/Transcript Fees	Budget Transfer outside of object code to A.1165 210 Furntiure		\$ 1,710.00
3/13/2023	A.1165 220	Office Equipment	Budget Transfer outside of object code from A.1165 410 Supplies	\$ 200.90	
3/13/2023	A.1165 410	Supplies	Budget Transfer outside of object code to A.1165 220 OfficeEquip		\$ 200.90
DPW_DPW Admin - DPW,DPW Administration					
3/6/2023	A.1624 260	Other Equipment	Transfer Out of Budget Code from A.1624 410	\$ 86.00	
3/6/2023	A.1624 410	Supplies	Transfer Out of Budget Code to A.1624 260		\$ 86.00
3/6/2023	A.7113 410	Supplies	Transfer Within Budget Code from A.7113 413	\$ 14.00	
3/6/2023	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 410		\$ 14.00
3/13/2023	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 470		\$ 385.00
3/13/2023	A.1628 470	Contract	Transfer Within Budget Code from A.1628 410	\$ 385.00	
3/13/2023	A.7111.0198 410	Supplies	Transfer Within Budget Code to A.7111.0198 470		\$ 1,000.00
3/13/2023	A.7111.0198 470	Contract	Transfer Within Budget Code from A.7111.0198 410	\$ 1,000.00	
3/15/2023	A.7110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7110 436		\$ 300.00

WARREN COUNTY
Journal Report - March

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/15/2023	A.7110 436	Advertising Fees	Transfer Within Budget Code from A.7110 413	\$ 300.00	
3/17/2023	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 421		\$ 85.00
3/17/2023	A.5610 421	Equipment Rental	Transfer Within Budget Code from A.5610 410	\$ 85.00	
Human Resources - Human Resources					
3/7/2023	A.1435 410	Supplies	Transfer of funds within Object Code from A.1435 439	\$ 690.25	
3/7/2023	A.1435 439	Misc Fees & Expenses	Transfer of funds within Object Code to A.1435.410		\$ 690.25
Infotech - Information Technology					
3/30/2023	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 422	\$ 3,000.00	
3/30/2023	A.1680 422	Repair/Maint-Equipment	Budget Transfer out of Object Code to A.1680 220		\$ 3,000.00
Mental Health - Mental Health					
3/30/2023	A.4310 444	Travel/Education/Conference	Out of Code transfer of funds from A.4310 444 to A.4310 862		\$ 1,500.00
3/30/2023	A.4310 862	Health Insurance Cost Reimbursement	Out of Code transfer of funds from A.4310 444 to A.4310 862	\$ 1,500.00	
Office of EMS - Office of Emergency Services					
3/1/2023	A.3640 210	Furniture/Furnishings	Budget transfer within object code from A.3640 250	\$ 1,489.00	
3/1/2023	A.3640 250	Technical Equipment	Budget transfer within object code to A.3640 210		\$ 1,489.00
3/2/2023	A.3645.4115 410	Supplies	Budget transfer within object code from A.3645.4115 470	\$ 308.85	
3/2/2023	A.3645.4115 470	Contract	Budget transfer within object code to A.3645.4115 410		\$ 308.85
3/2/2023	A.3645.4115 250	Technical Equipment	Out of code transfer to A.3645.4115 410		\$ 400.83
3/2/2023	A.3645.4115 260	Other Equipment	Out of code transfer to A.3645.4115 410		\$ 5,000.00
3/2/2023	A.3645.4115 410	Supplies	Out of code transfer from A.3645.4115 260	\$ 5,000.00	
3/2/2023	A.3645.4115 410	Supplies	Out of code transfer from A.3645.4115 250	\$ 400.83	
3/9/2023	A.3642 416	Oil & Gas-Heating	Budget transfer within object code from A.3642 418	\$ 517.68	
3/9/2023	A.3642 418	Ins-General Liability	Budget transfer within object code to A.3642 416		\$ 517.68

WARREN COUNTY
Journal Report - March

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Planning_Planning - Planning,Planning					
3/8/2023	A.8021 423	Telephone	budget transfer within object code to A. 8021 424		\$ 677.32
3/8/2023	A.8021 424	Postage	budget transfer within object code from A.8021 423	\$ 677.32	
3/8/2023	A.8021 424	Postage	budget transfer within object code from A.8021 444	\$ 1,187.00	
3/8/2023	A.8021 444	Travel/Education/Conference	budget transfer within object code to A.8021 424		\$ 1,187.00
3/13/2023	A.8021 410	Supplies	budget transfer within object code to A.8021 444		\$ 10.65
3/13/2023	A.8021 444	Travel/Education/Conference	budget transfer within object code from A.8021 410	\$ 10.65	
3/13/2023	A.8029 444	Travel/Education/Conference	budget transfer within object code from A.8029 470	\$ 240.00	
3/13/2023	A.8029 470	Contract	budget transfer within object code to A.8029 444		\$ 240.00
3/22/2023	A.8021 424	Postage	budget transfer within object code from A.8021 442	\$ 1.20	
3/22/2023	A.8021 442	Automotive - Gas & Oil	budget transfer within object code to A.8021 424		\$ 1.20
Public Health_Health Services - Public Health,Health Services					
3/8/2023	A.4194 260	Other Equipment	Out of Code Budget Transfer ELC To A4194.410 from 4194.260		\$ 20,000.00
3/8/2023	A.4194 410	Supplies	Out of Code Budget Transfer ELC To A4194.410 from 4194.260	\$ 20,000.00	
3/8/2023	A.4194 260	Other Equipment	Out of code transfer ELC Grant to A4194.410		\$ 53,000.00
3/8/2023	A.4194 410	Supplies	Out of code transfer ELC Grant from A4194.260	\$ 53,000.00	
3/9/2023	A.4013 446	WIC Food Vouchers	Out of Code Transfer Wlc To A.4013.860 from A4013.446		\$ 8,000.00
3/9/2023	A.4013 860	Hospitalization	Out of Code Transfer Wlc To A.4013.860 from A4013.446	\$ 8,000.00	
3/16/2023	A.4018.0040 424	Postage	Budget Transfer Health Ed to A.4018.0040.426 fm 424		\$ 80.00
3/16/2023	A.4018.0040 426	Subscriptions	Budget Transfer Health Ed to A.4018.0040.426 fm 424	\$ 80.00	
3/17/2023	A.4194 260	Other Equipment	Out of code Budget Transfer ELC To A4194.260 and 410 From 470	\$ 10,000.00	
3/17/2023	A.4194 410	Supplies	Out of code Budget Transfer ELC To A4194.260 and 410 From 470	\$ 15,000.00	
3/17/2023	A.4194 470	Contract	Out of code Budget Transfer ELC To A4194.260 and 410 From 470		\$ 25,000.00
3/21/2023	A.4018.0030 260	Other Equipment	Out of budget transfer to A.4018.0030.260 from .435	\$ 2,000.00	
3/21/2023	A.4018.0030 435	Medical Fees	Out of budget transfer to A.4018.0030.260 from .435		\$ 2,000.00

WARREN COUNTY
Journal Report - March

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/22/2023	A.4018.0036 260	Other Equipment	Out of budget code transfer to A4018.0036.260 from 436 fridge	\$ 2,500.00	
3/22/2023	A.4018.0036 436	Advertising Fees	Out of budget code transfer to A4018.0036.260 from 436 fridge		\$ 2,500.00
3/22/2023	A.4018 410	Supplies	Budget Transfer A.4018. 453 from supplies .410		\$ 315.00
3/22/2023	A.4018 453	Uniforms & Clothing	Budget Transfer A.4018. 453 from supplies .410	\$ 315.00	
Purchasing - Purchasing					
3/6/2023	A.1345 220	Office Equipment	Budget Transfers out of Object Code from A.1345 410	\$ 43.00	
3/6/2023	A.1345 410	Supplies	Budget Transfers out of Object Code to A.1345 220		\$ 43.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
3/22/2023	A.3150 410	Supplies	budget transfer within object code to A.3150 435		\$ 3,500.00
3/22/2023	A.3150 435	Medical Fees	budget transfer within object code from A.3150 410	\$ 3,500.00	
3/24/2023	A.3150 260	Other Equipment	budget transfer out of object code from A.3150 410	\$ 4,693.62	
3/24/2023	A.3150 410	Supplies	budget transfer out of object code to A.3150 260		\$ 4,693.62
3/28/2023	A.3110 441	Auto-Supplies & Repair	budget transfer out of object code to A.3150 260		\$ 15,535.00
3/28/2023	A.3150 260	Other Equipment	budget transfer out of object code from A.3110 441	\$ 15,535.00	
Social Services - Social Services					
3/6/2023	A.6010 470	Contract	Budget Transfer within Object Code to A.6010 471		\$ 2,160.00
3/6/2023	A.6010 471	Administration	Budget Transfer within Object Code from A.6010 470	\$ 2,160.00	
3/15/2023	A.6010 470	Contract	Budget Transfer within Object Code to A.6010 471		\$ 5,000.00
3/15/2023	A.6010 471	Administration	Budget Transfer within Object Code from A.6010 470	\$ 5,000.00	
3/16/2023	A.6010 470	Contract	Budget Transfer within Object Code to A.6010 471		\$ 250.00
3/16/2023	A.6010 471	Administration	Budget Transfer within Object Code from A.6010 470	\$ 250.00	
Tourism - Tourism					
3/6/2023	A.6417.0002 480	Tourism-Special Events	Transfer to A.6417.0002 480.05		\$ 24,000.00

WARREN COUNTY
Journal Report - March

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/6/2023	A.6417.0002 480.05	Tourism - Business Promotion	Transfer from A.6417.0002 480	\$ 24,000.00	
3/20/2023	A.6417.0002 480	Tourism-Special Events	Transfer from A.6417.0002 480.05	\$ 24,000.00	
3/20/2023	A.6417.0002 480.05	Tourism - Business Promotion	Transfer to A.6417.0002 480		\$ 24,000.00
3/27/2023	A.6417.0001 220	Office Equipment	Transfer from A.6417.0001 470 - out of code	\$ 5,200.00	
3/27/2023	A.6417.0001 470	Contract	Transfer to A.6417.0001 220 - out of code		\$ 5,200.00
Treasurer Disb - Treasurer Departmental Activity					
3/21/2023	A.1325 422	Repair/Maint-Equipment	Budget Transfer from A.1325 422 to A.1325 470		\$ 500.00
3/21/2023	A.1325 470	Contract	Budget Transfer from A.1325 422 to A.1325 470	\$ 500.00	
3/21/2023	A.9788 610	Principal-Indebtedness	Out of Code Budget Transfer from A.9788 610 to A.9788 710		\$ 0.06
3/21/2023	A.9788 710	Interest-Indebtedness	Out of Code Budget Transfer from A.9788 610 to A.9788 710	\$ 0.06	
Veterans Service - Veterans Service					
3/1/2023	A.6510 220	Office Equipment	out of code funds transfer from 410 (card reader)	\$ 20.88	
3/1/2023	A.6510 410	Supplies	out of code transfer to 220 office equip (card reader)		\$ 20.88

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: Administrator

DATE: 5/4/2023

(a) Purpose of Request:

To appropriate funds from the Vehicle Reserve to the Various Departments to cover vehicle purchases

Appropriate to:

(b) Details:

A.1610 230.1 Fleet Management, Automotive Equipment Reserve - \$43,960

A.3140 230.1 Probation, Automotive Equipment Reserve - \$23,400

A.4018.0040 230.1 Preventive, Health Ed, Automotive Equipment Reserve - \$11,443

A.6010 230.1 Social Services, Automotive Equipment Reserve - \$11,497

(c) Previous Resolution Number:

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

A.896.00 Vehicle Reserves \$90,300

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: Administrator

DATE: 5/4/2023

- (a) Purpose of Amendment: **To reflect the anticipated receipt of State Aid towards vehicle purchase ($\$17,880 \times 36\% = \$6,437$)**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.4018.0040 230 Preventive Program, Health Education, Automotive Equipment \$6,437**

- (c) Revenue Code (with title), and Amount: **A.4018.0040 3408 Preventive Program, Health Education - Pub Hlth \$6,437**

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: Administrator

DATE: 5/4/2023

- (a) Purpose of Amendment: **To reflect the anticipated receipt of State Aid towards vehicle purchase ($\$41,060 \times 72\% = \$29,563$)**
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 230 Social Services, Automotive Equipment \$29,563**
- (c) Revenue Code (with title), and Amount: **A.6010 3610 Social Services, Social Services Admin \$29,563**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 5/4/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6417.0002 469.05	Tourism/Occupancy, Occupancy Tax, Municipal Application Funding	A.9950 910	Transfers - Capital Projects, Interfund Transfers	\$25,000.00

Please state reason for transfers requested:

To transfer funding from Occupancy Tax to cover the Planning Dept matching requirement for the Multi-Use Trail Study for the Norther Borders Regional Commission H423 - NBRC 2022

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: COUNTY TREASURER

DATE: MAY 4, 2023

- (a) Purpose of Request:
Authorizing chargebacks of taxes

- (b) Details:
see attached for details

- (c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

Chargeback of Taxes 2023

Year	Assessed to & Tax Map No.	Location	Breakdown		Reason	Debit	Credit
2023		Bolton					
	903.-1-1		EMS	\$15.08	State Lands Denial	A. 430.00	A. 270.00
2023		Chester					
	903.-1-3		EMS	\$0.09	State Lands Denial	A. 430.00	A. 270.00
	903.-1-7		EMS	\$297.10	State Lands Denial	A. 430.00	A. 270.00
	903.-1-1		EMS	\$0.37	State Lands Denial	A. 430.00	A. 270.00
	903.-1-2		EMS	\$0.33	State Lands Denial	A. 430.00	A. 270.00
	903.-2-2		EMS	\$227.39	State Lands Denial	A. 430.00	A. 270.00
	903.-2-4		EMS	\$158.96	State Lands Denial	A. 430.00	A. 270.00
	903.-2-6		EMS	\$123.77	State Lands Denial	A. 430.00	A. 270.00
	903.2-8		EMS	\$68.44	State Lands Denial	A. 430.00	A. 270.00
	903.-1-1		Chestertown Fire	\$0.70	State Lands Denial	A. 430.00	A. 270.00
	903.-1-1		Riverside Fire	\$0.07	State Lands Denial	A. 430.00	A. 270.00
2023		Hague					
	26.10-1-3	McCarville	County	\$41.06	Vet. Exempt not applied	A. 1010 1001	A. 250.00
2023		Horicon					
	903.-1-2./1		EMS	\$0.93	State Lands Denial	A. 430.00	A. 270.00
	903.-2-2./1		EMS	\$33.53	State Lands Denial	A. 430.00	A. 270.00
	903.-2-3		EMS	\$1,561.23	State Lands Denial	A. 430.00	A. 270.00
	36.8-1-13	Briskie	County	\$313.97	SCAR Petition	A. 1010 1001	A. 250.00
			Town	\$44.93		A. 430.00	A. 250.00
			Fire	\$29.22		A. 430.00	A. 250.00
			Schroon Lk. Park	\$2.55		A. 430.00	A. 250.00
			EMS	\$21.15		A. 430.00	A. 250.00
2023		Queensbury					
	289.15-1-34.12	Englert	County	\$142.59	Vet. Exempt.	A. 1010 1001	A. 250.00
			Town	\$29.45	Removed in error	A. 430.00	A. 250.00
2023		Stony Creek					
	904.-4-1		EMS	\$10.93	State Lands Denial	A. 430.00	A. 270.00
	247.-1-7	van Cina Glatz	County	\$100.68	Missed Aged	A. 1010 1001	A. 250.00
			Town	\$171.02	Exemption	A. 430.00	A. 250.00

2023 SCHEDULE "A" CHARGEBACK OF TAXES						
Town	Year	Assessed to &Tax Map No.	Breakdown		Coding	Reason
City of Glens Falls	2023	309.15-8-25 Meinrenken	County	36.09		Assessment Change
City of Glens Falls	2023	309.15-8-28 Meinrenken	County	30.37		Assessment Change
City of Glens Falls	2023	302.16-12-40 Crannell	County	44.67		Assessment Change
City of Glens Falls	2023	302.20-24-16 21 Bay St. Properties, LLC	County	7,439.28		PILOT
City of Glens Falls	2023	303.17-16-2 65 Ridge St, LLC	County	2,158.69		PILOT
City of Glens Falls	2023	302.16-18-4 13 Chester	County	3,147.62		PILOT
City of Glens Falls	2023	310.5-2-3 70 Warren, LLC	County	2,448.55		PILOT
City of Glens Falls	2023	309.28-7-1 14 Hudson, LLC	County	2,317.74		PILOT
City of Glens Falls	2023	302.20-24-1 88 Ridge Royale, LLC	County	12,855.14		PILOT
City of Glens Falls	2023	310.5-1-17 EASM Properties, LLC	County	814.87		PILOT
City of Glens Falls	2023	309.11-5-40 AIM Housing Dev. (Broad Street Commons)	County	10,677.40		PILOT

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: BUILDINGS & GROUNDS

DATE: MAY 4, 2023

- (a) Exact Title* **and** Number of Project (**must be obtained from Treasurer's Office**):
H426 - Regional Morgue Facility

- (b) Is this a Capital Project?
Yes

- (c) Is this a Capital Reserve Project?

- (d) Amount of Project:
\$136,000

- (e) Source of Funding (including name & title of codes, etc.):
to be determined by Finance Committee

- (f) Purpose of Establishment:
to fund creation of a regional morgue facility

*Title should reflect department if possible:

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.

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-April-22

- (a) Purpose of Amendment:
To reallocate unspent grant funding from to HHy1-4 to 2023 and increase to include HHy5 funding.
- (b) Appropriation Code, Object Code, Full Title and Amount:
Please see addendum.
- (c) Revenue Code (with title), and Amount:
**A1170.4202 3045 Legal Defense - Indigents, Office of Indigent Legal Services
Hurrell-Harring \$603,488.62**

Appropriation Code, Object Code, Full Title and Amount – Addendum:

A1170.4202 110 Legal Defense - Indigents, Salaries, Regular \$31,201.93
A1170.4202 130 Legal Defense - Indigents, Salaries, Part Time \$73,977.78
A1170.4202 830 Legal Defense - Indigents, Social Security \$6,464.40
A1170.4202 831 Legal Defense - Indigents, Medicare Contribution \$1,556.13
A1170.4202 220 Legal Defense - Indigents, Office Equipment \$21,250.45
A1170.4202 426 Legal Defense – Indigents, Subscriptions \$10,907.64
A1170.4202 427 Legal Defense - Indigents, Memberships and Dues \$25,485.94
A1170.4202 437 Legal Defense – Indigents, Consulting Fees \$67,761.66
A1170.4202 440 Legal Defense - Indigents, Legal/Transcript Fees \$6,735.06
A1170.4202 444 Legal Defense – Indigents, Travel/Education Conference \$24,115.33
A1170.4202 470 Legal Defense - Indigents, Contract \$334,032.30

RESOLUTION REQUEST FORM NO. 20**Miscellaneous**

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

DEPARTMENT NAME: Sheriff

DATE: April 25, 2023

- (a) **Purpose of Request:** Close H360 - Communication Radio Upgrade capital project.
- (b) **Details:** The request is made to close a communications center capital project, appropriate \$1,998.22 from H360 - Communication Radio Upgrade, and increase the General Fund A.909.00 Fund Balance as follows:

APPRORIATION

H360 391.00 Communications Radio Upgrade - Due from Other Funds \$1,998.22

REVENUE

A.909.00 General Fund - Fund Balance \$1,998.22

- (c) **Previous Resolution Number:** N/A
- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:** N/A

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: Sheriff

DATE: April 25, 2023

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in the Sheriff's Law Enforcement FY20 State Homeland Security Grant from fiscal year 2022 to fiscal year 2023.

(b)	Appropriation Code, Object Code, Full Title and Amount:	
	A.3110.4112 260 Sheriff's Law Enforcement	\$4,689.17
	FY20 State Homelnd Sec Program	
	Other Equipment	

(c)	Revenue Code (with title), and amount:	
	A.3110.4112 4380 Sheriff's Law Enforcement	\$4,689.17
	FY20 State Homelnd Sec Program	
	State Homeland Security Program	

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: 4/25/2023

- (a) Purpose of Amendment: **Request to amend the 2023 Warren County budget in the amount of \$190,432 to allow for pass-through of 100% State Aid funding from the NYS Office of Mental Health designated for providers of school-based mental health clinic services, as detailed on the attached Schedule A.**

- (b) Appropriation Code, Object Code, Full Title and Amount: **See attached Schedule A.**

- (c) Revenue Code (with title), and Amount: **See attached Schedule A.**

4/25/23 Health Services Committee

Schedule A2023 Warren County Budget Amendments

<u>Provider Agency</u>	<u>Amount (Not to Exceed)</u>	<u>Appropriation Code</u>	<u>Revenue Code</u>
Behavioral Health Services North	\$103,872	A.4320.0105 470	A.4320.0105 3490
Northern Rivers/Parsons Child and Family Center	\$77,904	A.4320.0165 470	A.4320.0165 3490
Warren-Washington Association for Mental Health	<u>\$8,656</u>	A.4320.0120 470	A.4320.0120 3490
TOTAL	\$190,432		

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Information Technology

DATE: April 28, 2023

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:

Information Technology	A.1680 220.1	\$30,000
Sheriff	A.3110.220.1	\$20,000

(c) Previous Resolution Number: **N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 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: 4/25/23

- (a) Purpose of Request: to appropriate \$477,100 from the Occupancy Tax Reserve to A.6417.0002 469- Other Payments/Contributions

- (b) Details: The 2023 Occupancy Tax budget was based on collections of \$5,800,000; \$7,708,283.66 was collected in 2022. Additional funding needed to make the 25% due the towns, Village of Lake George, and City of Glens Falls.

- (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 - \$477,100

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: Tourism (Occupancy Tax Coordination Committee)

DATE: 4/25/23

- (a) Purpose of Request: to appropriate \$116,000 from the Occupancy Tax Reserve to A.6417.0002 480 (\$16,000) and A.6417.002 480.04 (\$100,000)

- (b) Details: Two Special Event awards were approved: F. Cavone Productions (\$12,000) and Warren County Historical Society (\$4,000), code A.6417.0002 480. An award was also approved for Adirondack Community College under A.6417.0002 480.04 (Tourism - Warren County Projects) for \$100,000

- (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 - 116,000

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

* as listed in budget and LOGOS

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MAY 4, 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 Personnel Officer (Patricia Nenninger, Personnel Officer):**

Request for transfer of funds in the amount of \$20,000 from Budget Code A.1430.110, *Salaries - Regular*, to Budget Code A.1430.130, *Salaries - Part-Time*, to cover the cost of using an experienced part-time employee on an interim basis to perform exam administration duties for the department rather than an immediate vacancy backfill.

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

Request for an executive session pursuant to Sections 105(1)(d) and (f) of the Public Officer's Law.

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

Solid Waste (Kevin Hajos, Superintendent of Public Works) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Solid Waste/Recycling Compliance Coordinator from \$50,633 to \$62,422 effective May 22, 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) Update: The Clerk of the Board would be contacting Washington County to schedule a joint meeting of the Personnel, Administration & Higher Education and Finance Committees with their representatives in April. (03.30.23)

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.

Continued

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

- Buildings and Grounds*** - Cleaner #11, *Grade 2, Base Annual Salary \$36,342*, due to termination.
- Health Services*** - Senior Account Clerk, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
- DPW***
- MEO (L) #5, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
 - MEO (L) #12, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
 - MEO (L) #28, *Grade 7, Base Annual Salary \$43,187*, due to termination.
- Department of Social Services***
- Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$44,729*, due to promotion.
 - Social Welfare Examiner #19, *Grade 8, Base Annual Salary \$44,729*, due to resignation.
- Solid Waste*** - Solid Waste/Recycling Compliance Coord., *Annual Salary \$62,422*, due to resignation.

VII. Privilege of the Floor/Public Comment

VIII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: DPW - Solid Waste****DATE: 4/28/23**

- (a) Employee Name, Title and Employee No.: Szabo/Solid Waste Recycling Compliance Coordinator/13583
- (b) Current Annual **Base** Salary (and Grade if Applicable): Grade 12, \$62,422
- (c) Former Annual **Base** Salary (and Grade if Applicable): Grade 8 \$50,633
- (d) Effective Date for Salary Change:* 5/19/23
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
TBD
- (f) Justification of Request: Based on review of the current positions within the state and a discussion with the Human Resource Director and Civil Serviv Director.