

FINANCE COMMITTEE

AGENDA

JUNE 1, 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 April 2023.

B) Request for a transfer of funds in the amount of \$1,500,000 from Budget Code A.1990 469.01, *Contingent Account - Other Payments/Salaries*, to various Budget Codes within the Sheriff's Office Budget to cover the 2023 increase in salary expense which was a result of the 2022 interim salary increase.

C) Request to award the contract for dog seizure, dog control, dog shelter and animal cruelty prevention and response support throughout Warren County to a contractor to be determined pursuant to the terms and provisions of the specifications of (WC 33-23) and proposal.

D) Request to appropriate funding in an amount to be determined from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.3110 470, *Sheriff's Law Enforcement, Contract*, to cover the cost of a contract with the lowest responsible bidder (WC-33-23) to provide dog seizure, dog control, dog shelter and animal cruelty prevention and response support throughout Warren County.

**3) Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**

A) Request to appropriate funds in the amount of \$827,560 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.884.00, *General Fund, Reserve for Debt*, and appropriate funds in the amount of \$579,292 from Budget Code D.909.00, *County Road Surplus*, to Budget Code D.884.00, *County Road, Reserve for Debt*, to cover the cost of paying off the Countryside Adult Home Improvement and Retaining Wall on Lake George bond anticipation notes in 2024.

B) Request to establish recording threshold for subscription-based information technology arrangements related to the implementation of Governmental Accounting Standards Board #96 (GASB #96) - Subscription - Based Information Technology Arrangements.

**4) Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**  
***Buildings and Grounds (Scott Rogers, Director, Facilities) -***

A) Request to establish Capital Project No. H416, *Design, Planning & Construction for Municipal Center Grounds*, in the amount of \$20,500.

B) Request to appropriate funds in the amount of \$20,500 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of the establishment of Capital Project No. H416, *Design, Planning & Construction for Municipal Center Grounds*.

**5) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
***Office of Emergency Services (Ann Marie Mason, Director, Office of Emergency Services) -***

A) Request to amend Capital Project H413, *Hazard Mitigation Grant Program*, to increase H413.9550 5031, *Hazard Mitigation Grant Program-Interfund Transfers*, by \$4,298.44 and decrease H413.9550 2791, *Hazard Mitigation Grant Program-In Kind Contributions*, by same in order to correctly reflect the revenue budget.

B) Request for a transfer of funds in the amount of \$2,610.93 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.9550 910, *Transfers, Capital Projects*, to cover the cost of the local match charged to the Hazard Mitigation Grant Program for the period January 1-December 31, 2022.

***Public Defender (Gregory Canale, Public Defender) -***

C) Request to amend the Warren County Budget for 2023 in the amount of \$202,495.02 to reflect receipt of ILS Hurrell-Harring (Year 5) funding.

**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 \$104,124 to allow for pass through of 100% State Aid funding from the New York State Office of Mental Health.

*Continued*

- 7) **Referrals from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**
- A) Request to re-appropriate funds in the amount of \$25,000 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 469.05, *Municipal Application Funding*, to cover the matching fund requirements for the Multi-Use Trail Study for the Northern Borders Regional Commission.
  - B) Request to appropriate funds in the amount of \$50,000 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget code A.6417.0002 469.05, *Municipal Application Funding*, to provide funds to the Town of Lake George for the Adirondack Region Winter Lights Experience, a multiple year holiday and winter experience, Phase 1 charette.
- 8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**  
**Department of Public Works (Kevin Hajos, Superintendent of Public Works) -**
- A) Request to increase Budget Code D.9950 910, *Transfers - Capital Projects*, in the amount of \$112,871.90 to be in accordance with transfer of surplus local match funds from Capital Project No. H385, *CR 32 Bennie Brook Culvert Replacement*.
  - B) Request to authorize the County Treasurer to close Capital Project No. H385, *CR 32 Bennie Brook Culvert Replacement*, and return estimated funds remaining in the amount of \$112,870.90 to Budget Code D.9950 910, *County Roads, Transfers - Capital Projects*.
  - C) Request to increase Capital Project No. H390, *County Bridge & Culvert Projects*, in the amount of \$1,172,809.42.
- 9) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3B, 4A-D, 5 and 7.**  
**PERSONNEL AGENDA ITEMS 3B, 4, 5A-D and 6:**
- 3) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
- B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of BAN invoice forwarded by the Treasurer's Office which was an unanticipated expense that was not budgeted for.
- 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
**Public Defender (Gregory Canale, Public Defender) -**
- A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #7 from \$71,015 to \$76,381 effective June 19, 2023.
  - B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #6 from \$71,015 to \$74,280 effective June 19, 2023.
  - C) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (1), *Annual Salary \$71,015*, effective June 19, 2023.
  - D) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (2), *Annual Salary \$71,015*, effective June 19, 2023.
- 5) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**  
**Department of Public Works (Kevin Hajos, Superintendent of Public Works) -**  
Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Confidential Assistant to the Superintendent of Public Works, *Annual Salary \$5,000*, effective August 1, 2023.
- 7) **Requests/Items to be Discussed by the County Attorney Larry Elmen, County Attorney):**
- A) Request for an appropriation of funds in the amount of \$125,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of settlement agreement noted in Resolution No. 177 of 2023.

V. **Pending Items:**  
No items this month.

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: 5/24/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 465	Building, Road/Bridge Materials	A.1490 130	Public Works Admin - DPW, Salaries - Part-Time	\$ 5,000.00

<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 cover training of Confidential Assistant

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_ DATE: 5/24/2023

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT	TOWN
D.5112.8334	280 Co Roads, 2022 CR#41 Sawmill Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 375,280.77	Bolton
D.5112.8340	280 Co Roads, 2022 CR#60 Harrington Hill Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 264,949.53	Lake George
D.5112.8341	280 Co Roads, 2022 CR#68 Landon Hill Road	D.9950 910	Co Roads, Transfers - Capital Projects	\$ 17,579.12	Chester

FROM CODE	TITLE	TO CODE	TITLE	AMOUNT
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A.1990 439 Contingent Fund

Please state reason for transfer request:

Transfer surplus road project funds to cover capital project expenses

## RESOLUTION REQUEST FORM NO. 10

### Request for Transfer of Funds

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

**DEPARTMENT NAME:** Mental Health

**SIGNED:**

**DATE:**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 4310 110	Salaries - Regular	A. 4310 861	Retirees Hospitalization	\$13,950

**Please state reason for transfers requested:** Our Deputy Director-Clinical retired in January and our Retirees Hospitalization costs are anticipated to increase by approximately \$14,000 for the year. We have savings in our Salaries - Regular line due to a delay in backfilling a position following an internal promotion.

#### 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:** Office of Emergency Services

**SIGNED:**

**DATE:** May 23, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3640 110	Civil Defense - Salaries Regular	A.9550 910	Transfers Capital Projects	\$977.04
A.3640 810	Civil Defense - Retirement	A.9550 910	Transfers Capital Projects	\$126.04
A.3640 830	Civil Defense - Social Security	A.9550 910	Transfers Capital Projects	\$56.14
A.3640 831	Civil Defense - Medicare	A.9550 910	Transfers Capital Projects	\$13.13
A.3640 860	Civil Defense - Hospitalization	A.9550 910	Transfers Capital Projects	\$182.52
A.3640 865	Civil Defense - Dental Insurance	A.9550 910	Transfers Capital Projects	\$3.61

**Please state reason for transfers requested:**

Transfer needed to provide funding source for the local match charged to the Hazard Mitigation Plan Update for the period January 1-March 31, 2023. Total transfer requested is \$1,358.48.

**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 & Community Development

**SIGNED:**

**DATE:** May 24, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Planning, Full-time Salaries	A.8021 130	Planning, Part-time salaries	\$2,500

**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			

**Please state reason for transfer request:**

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

**WARREN COUNTY**  
**Journal Report - April 2023**

<b>G/L Date</b>	<b>G/L Account Number</b>	<b>Account Description</b>	<b>Description</b>	<b>Increase Amount</b>	<b>Decrease Amount</b>
Building & Fire - Building & Fire Code					
4/14/2023	A.3620 426	Subscriptions	Budget Transfer Within Object Code from A.3620 427	\$ 22.00	
4/14/2023	A.3620 427	Memberships & Dues	Budget Transfer Within Object Code to A.3620 426		\$ 22.00
County Auditor - County Auditor					
4/17/2023	A.1320 210	Furniture/Furnishings	Within object code transfer from A.1320 210 to A.1320 220		\$ 102.37
4/17/2023	A.1320 220	Office Equipment	Within object code transfer from A.1320 210 to A.1320 220	\$ 102.37	
DPW_DPW Admin - DPW,DPW Administration					
4/10/2023	A.1490 861	Retirees Hospitalization	Transfer Within Budget Code to A.1490 863		\$ 500.00
4/10/2023	A.1490 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.1490 861	\$ 500.00	
4/12/2023	D.5110 260	Other Equipment	Transfer Out of Budget Code from D.5110 470	\$ 1,000.00	
4/12/2023	D.5110 470	Contract	Transfer Out of Budget Code to D.5110 260		\$ 1,000.00
4/20/2023	D.3310 220	Office Equipment	Out of Code Transfer from D.3310 410	\$ 12.00	
4/20/2023	D.3310 410	Supplies	Out of Code Transfer to D.3310 220		\$ 12.00
4/26/2023	A.1628 424	Postage	Transfer Within Budget Code from A.1628 439	\$ 12.00	
4/26/2023	A.1628 439	Misc Fees & Expenses	Transfer Within Budget Code to A.1628 424		\$ 12.00
4/26/2023	D.5142 445	Foods	Transfer Within Budget Code from D.5142 445.1	\$ 40.00	
4/26/2023	D.5142 445.1	Food - Snow & Ice	Transfer Within Budget Code to D.5142 445		\$ 40.00
4/26/2023	DM.5130 424	Postage	Transfer Within Budget Code from DM.5130 441	\$ 230.00	
4/26/2023	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 424		\$ 230.00
4/26/2023	A.7110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7110 445		\$ 700.00
4/26/2023	A.7110 445	Foods	Transfer Within Budget Code from A.7110 413	\$ 700.00	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
4/18/2023	40.6293.0358 210	Furniture/Furnishings	Object code change from 40.6293.0358 220	\$ 8,130.71	
4/18/2023	40.6293.0358 220	Office Equipment	Object code change to 40.6293.0358 210		\$ 8,130.71

**WARREN COUNTY**  
**Journal Report - April 2023**

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Office of EMS - Office of Emergency Services					
4/7/2023	A.3410 435	Medical Fees	Budget transfer within object code from A.3410 470	\$ 1,200.00	
4/7/2023	A.3410 470	Contract	Budget transfer within object code to A.3410 435		\$ 1,200.00
4/11/2023	A.3645.4112 220	Office Equipment	Out of code transfer to A.3645.4112 470		\$ 4,705.00
4/11/2023	A.3645.4112 470	Contract	Out of code transfer from A.3645.4112 220	\$ 4,705.00	
4/24/2023	A.3645.4112 220	Office Equipment	Out of code transfer to A.3645.4112 470		\$ 7,500.00
4/24/2023	A.3645.4112 470	Contract	Out of code transfer from A.3645.4112 220	\$ 7,500.00	
Planning_Planning - Planning,Planning					
4/24/2023	A.8021 426	Subscriptions	budget transfer within object code from A.8021 441	\$ 72.25	
4/24/2023	A.8021 441	Auto-Supplies & Repair	budget transfer within object code to A.8021 426		\$ 72.25
Public Health_Health Services - Public Health,Health Services					
4/4/2023	A.4018 418	Ins-General Liability	Budget transfer to A.4018.453 fm 418 & 4054.0060.453 fm 410		\$ 300.00
4/4/2023	A.4018 453	Uniforms & Clothing	Budget transfer to A.4018.453 fm 418 & 4054.0060.453 fm 410	\$ 300.00	
4/4/2023	A.4054.0060 410	Supplies	Budget transfer to A.4018.453 fm 418 & 4054.0060.453 fm 410		\$ 10.00
4/4/2023	A.4054.0060 453	Uniforms & Clothing	Budget transfer to A.4018.453 fm 418 & 4054.0060.453 fm 410	\$ 10.00	
4/11/2023	A.4010 860	Hospitalization	Budget Transfer CHHA to Health Reim A4010.862 from .860		\$ 500.00
4/11/2023	A.4010 862	Health Insurance Cost Reimbursement	Budget Transfer CHHA to Health Reim A4010.862 from .860	\$ 500.00	
4/12/2023	A.4194 439	Misc Fees & Expenses	Budget Transfer ELC to A.4194.470 fm .439		\$ 23,530.00
4/12/2023	A.4194 470	Contract	Budget Transfer ELC to A.4194.470 fm .439	\$ 23,530.00	
4/26/2023	A.4010.4300 220	Office Equipment	DSRIP out of Code Transf to A.4010.4300.428 from .220 .410		\$ 230,000.00
4/26/2023	A.4010.4300 410	Supplies	DSRIP out of Code Transf to A.4010.4300.428 from .220 .410		\$ 16,000.00
4/26/2023	A.4010.4300 428	Data Processing & Internet Fees	DSRIP out of Code Transf to A.4010.4300.428 from .220 .410	\$ 246,000.00	
Treasurer Disb - Treasurer Departmental Activity					
4/25/2023	A.1325 860	Hospitalization	Budget Transfer from A.1325 860 to A.1325 862		\$ 500.00
4/25/2023	A.1325 862	Health Insurance Cost Reimbursement	Budget Transfer from A.1325 860 to A.1325 862	\$ 500.00	

**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: 6/1/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469.01	Contingent Account - Other Payments/Salaries		SEE ATTACHED	

**Please state reason for transfers requested:** To cover the 2023 increase in Salary Expense which was as a result of the 2022 Interim Salary Increase

**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.**

A.3020.110	Sheriffs 911 Center, Salaries - Regular	\$	120,120.00
A.3020.810	Sheriffs 911 Center, Retirement	\$	12,024.01
A.3020.830	Sheriffs 911 Center, Social Security	\$	7,447.44
A.3020.831	Sheriffs 911 Center, Medicare	\$	1,741.74
A.3110.110	Sheriffs Law Enforcement, Salaries - Regular	\$	543,500.00
A.3110.130	Sheriffs Law Enforcement, Salaries - Part Time	\$	78,197.00
A.3110.810	Sheriffs Law Enforcement, Retirement	\$	98,318.92
A.3110.830	Sheriffs Law Enforcement, Social Security	\$	38,545.21
A.3110.831	Sheriffs Law Enforcement, Medicare	\$	9,014.61
A.3150.110	Sheriffs Correction Division, Salaries - Regular	\$	491,920.00
A.3150.810	Sheriffs Correction Division, Retirement	\$	61,539.19
A.3150.830	Sheriffs Correction Division, Social Security	\$	30,499.04
A.3150.831	Sheriffs Correction Division, Medicare	\$	7,132.84
			\$ 1,500,000.00

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

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

**DEPARTMENT NAME:** County Administrator

**DATE:** 6/1/2023

- (a) Is this a Result of a Bid or Request for Proposal? **WC 33-23**
- (b) Purpose of Contract: **Dog Seizure, Dog Control, Dog Shelter and Animal Cruelty Prevention & Response Support Throughout Warren County**
- (c) Name of Contractor: **TBD**
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
- (h) Termination Date of Contract:
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.3110 470, Sheriffs, Law Enforcement - Contracts****

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

\*as listed in budget and LOGOS

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

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

**DEPARTMENT NAME:** County Administrator

**DATE:** 06/01/2023

(a) Purpose of Request:

**To appropriate \$TBD from the General Fund Unappropriated Surplus to cover the cost of a contract with the lowest responsive bidder (WC 033-23) to provide Dog Seizure, Dog Control, Dog Shelter and Animal Cruelty & Prevention Response & Support throughout Warren County**

(b) Details:

**Appropriate funds to:  
A.3110 470 Sheriff's Law Enforcement, Contract \$TBD**

(c) Previous Resolution Number:

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

**General Fund Unappropriated Surplus**

**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: Treasurer**

**DATE: 5/15/23**

- (a) Purpose of Request: **Appropriate \$827,560 from A 909.00 Fund Balance into A 884.00 Reserve for Debt and appropriate \$579,292 from D 909.00 Fund Balance into D 884.00 Reserve for Debt.**
- (b) Details: **This money will be used to pay off the Countryside Adult Home Improvement and Retaining Wall on Lake George Bond Anticipation Notes in 2024. Both General Fund and County Road Funds ended 2022 with healthy unappropriated surpluses and with interest rates increasing we recommend that we pay off these BANs as soon as possible.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A 909.00 Fund Balance - \$827,560 and D 909.00 Fund Balance - \$579,292.**

**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: Treasurer**

**DATE: 5/30/2023**

- (a) Purpose of Request: **To establish recording thresholds for subscription-based information technology arrangements related to the implementation of Governmental Accounting Standards Board #96 (GASB #96) - Subscription-Based Information Technology Arrangements.**
- (b) Details: **The recording threshold under GASB #96 is \$5,000 annual exchange of value (AEV). The AEV represents the dollar value of the subscription-based information technology arrangement over a 12-month period.**
- (c) Previous Resolution Number: **None**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **N/A**

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

\* as listed in budget and LOGOS

## ***RESOLUTION REQUEST FORM NO. 8***

### ***Request to Establish Capital Project or Capital Reserve Project\****

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

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

**DATE: JUNE 1, 2023**

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office):  
**H416, Design Planning & Construction for Municipal Center Grounds**
  
- (b) Is this a Capital Project?  
**Yes**
  
- (c) Is this a Capital Reserve Project?
  
- (d) Amount of Project:  
**\$20,500**
  
- (e) Source of Funding (including name & title of codes, etc.):  
**Gen fund appropor to Transfers Capital Projects**
  
- (f) Purpose of Establishment:  
**Initial appropriation is to fund design work for modifications to front entrance of the WC Municipal Center - additional funds will eventually be appropriated for construction work as project proceeds**

**\*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.**

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, RUNYON, THOMAS, FRASIER, GERACI, BRUNO AND BEATY**

**ESTABLISHING CAPITAL PROJECT NO. H416, DESIGN PLANNING AND CONSTRUCTION FOR MUNICIPAL CENTER GROUNDS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2023**

RESOLVED, that the Warren County Board of Supervisors does hereby establish Capital Project No. H416, Design Planning and Construction for Municipal Center Grounds, as follows:

1. Capital Project No. H416, Design Planning and Construction for Municipal Center Grounds, is hereby established.
2. The estimated cost of such Capital Project is the amount of Twenty Thousand Five Hundred Dollars (\$20,500.00).
3. The proposed method of financing such Capital Project consists of the following:
  - a. Transfer of funds in the amount of Twenty-Five Thousand Dollars (\$20,500) from Budget Code A.9950 910, Transfers-Capital Projects, Interfund Transfers,

and be it further

RESOLVED, that the Warren County Budget for 2023 be, and hereby is, amended accordingly, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes and approves the County Treasurer to advance the funds up to the amount indicated below on an as-needed basis:

<u>ADVANCE TO</u>	<u>AMOUNT</u>
H416 - Design Planning and Construction for Municipal Center Grounds	\$20,500.00

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

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

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

**DATE: June 1, 2023**

- (a) Purpose of Request:  
**To appropriate funds (\$20,500) for the establishment of Capital Project H416, Design Planning & Construction for Municipal Grounds**
- (b) Details:  
**Updates to entrance of Municipal Center Building - initial funds appropriated will be used to cover the cost of design work which is to be completed by LaBella Associates under an existing contract (total estimated cost of \$25,000 for design work - remaining funds to be appropriated from existing budget at a later date)**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A.909.00, General Fund Unappropriated Fund Balance - \$20,500.00**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, RUNYON, THOMAS, FRASIER, GERACI, BRUNO AND BEATY**

**AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED FUND BALANCE TO PROVIDE FUNDING FOR CAPITAL PROJECT NO. H416, DESIGN PLANNING & CONSTRUCTION FOR MUNICIPAL CENTER GROUNDS; AMENDING 2023 WARREN COUNTY BUDGET**

RESOLVED, that the Warren County Board of Supervisors hereby approves the appropriation of funds in an amount not to exceed Twenty Thousand Five Hundred Dollars (\$20,500.00) from the General Fund Unappropriated Fund Balance, Budget Code A.909.00 to the following budget code to provide funding for Capital Project No. H416, Design Planning & Construction for Municipal Center Grounds:

PROJECT	TITLE	AMOUNT
A.9950 910	Transfers-Capital Projects, Interfund Transfers	\$20,500.00

and be it further,

RESOLVED, that the Warren County Budget for 2023 be, and hereby is, amended accordingly.

## ***RESOLUTION REQUEST FORM NO. 9***

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

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

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: May 23, 2023**

- (a) Exact Title and Number of Project\*:  
**H413.9550 Hazard Mitigation Grant Program**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Increase (if applicable):  
**\$**
- (e) Amount of Decrease (if applicable):  
**\$**
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**H413.9550 5031 Hazard Mitigation Grant Program -Interfund Transfers**
- (g) Changes in Funding (if Amendment):  
**\$4,298.44 from In Kind Contributions to Interfund Transfers**
- (h) Purpose of Increase or Decrease or Amendment:  
**Increase H413.9550 5031 Hazard Mitigation Grant Program-Interfund Transfers by \$4,298.44; Decrease H413.9550 2791 Hazard Mitigation Grant Program-In Kind Contributions by \$4,298.44.**

**Amendment needed to correct the revenue budgets for the match expenses. All personnel costs for Warren County employees used as match need to be removed from In Kind Contributions and recorded as Interfund Transfers.**

**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:** May 23, 2023

<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.9550 910	Transfers Capital Projects	\$2,610.93

**Please state reason for transfer request:**

Transfer needed to provide funding source for the local match charged to the Hazard Mitigation Grant Program or the period January 1-December 31, 2022.

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

Jan-December 2022

	Salary	Retirement	Social Sec.	Medicare	Hospital	Dental	Total
Mason Jan-June	\$ 235.99	\$ 42.47	\$ 13.03	\$ 3.04	\$ 43.20	\$ -	\$ 337.73
Pouliot Jan-June	\$ 43.80	\$ 6.63	\$ 2.60	\$ 0.60	\$ 4.09	\$ -	\$ 57.72
Mason July-Dec	\$1,093.86	\$ 141.11	\$ 62.85	\$ 14.70	\$ 204.34	\$ 4.04	\$1,520.90
Pouliot July-Dec	\$ 73.95	\$ 8.13	\$ 4.36	\$ 1.02	\$ 10.70	\$ 0.33	\$ 98.49
Co. Admin, Co. Atty Jan-Dec 2022	\$ 596.09						\$ 596.09
							<b>\$2,610.93</b>

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

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

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

**DATE: 6/1/2023**

(a) Purpose of Amendment:

**To add ILS Hurrell-Harring (Year 5) funding into the Public Defender 2023 Budget**

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

**A.1171 4202 110 Public Defender/Hurrell-Harring Salaries: \$142,030**

**A.1171 4202 Public Defender/Hurrell-Harring Fringe**

**810 Retirement: \$8,521.80 830 SS: \$8,805.86 831 Medicare: \$2,059.44**

**860 Hospitalization: \$40,501.92 865 Dental: \$576.00**

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

**A.1171 4202 3045 Public Defender/Hurrell-Harring - Office of Indigent Legal Services Distribution: \$202,495.02**

Invoice/Expense Statement  
Warren County  
STATEWIDE EXPANSION OF HURRELL-HARRING  
Contract No.: CSTWIDEHH49  
Office of Indigent Legal Services (ILS)

Contract Term: April 1, 2018 - March 31, 2023  
Total Budget: \$3,970,289.43  
YEAR FIVE  
(Annual Budget: \$1,323,429.81)

Budget Expenditure Items	Balance forward from Previous Year	Year 5 Budget	Year 5 budget Plus Balance Forward	Actual Reimbursable Expenditures								Total Expenditures Year 5	Funds Available Year 5
				ACP 4/1/22 - 6/30/22	Public Defender 4/1/22 - 6/30/22	ACP 7/1/22 - 9/30/22	Public Defender 7/1/22 - 9/30/22	ACP 10/1/22 - 12/31/22	Public Defender 10/1/22 - 12/31/22	ACP 1/1/23 - 3/31/23	Public Defender 1/1/23 - 3/31/23		

**PUBLIC DEFENDER'S OFFICE**

**CASELOAD RELIEF**

Personnel:															
Coordinating Supervisor	\$273,329.00	\$105,605.75	\$378,934.75											\$0.00	\$378,934.75
Coordinating Supervisor - Fringe	\$101,097.00	\$39,074.00	\$140,171.00											\$0.00	\$140,171.00
Investigator	\$20,800.00	\$0.00	\$20,800.00											\$0.00	\$20,800.00
Investigator - Fringe	\$1,600.00	\$0.00	\$1,600.00											\$0.00	\$1,600.00
Social Worker/Case Manager	\$60,715.17	\$52,794.00	\$113,509.17											\$0.00	\$113,509.17
Social Worker/Case Manager - Fringe	\$25,356.91	\$19,534.00	\$44,890.91											\$0.00	\$44,890.91
Data Entry/Secretary	\$62,221.64	\$32,906.00	\$95,127.64											\$0.00	\$95,127.64
Data Entry/Secretary - Fringe	\$29,997.46	\$12,175.00	\$42,172.46											\$0.00	\$42,172.46
Data Officer	\$40,379.64	\$35,648.00	\$76,027.64											\$0.00	\$76,027.64
Data Officer - Fringe	\$14,628.69	\$13,190.00	\$27,818.69											\$0.00	\$27,818.69
Merit Based Salary Enhancement	\$47,000.00	\$27,000.00	\$74,000.00											\$0.00	\$74,000.00
Merit Based Fringe Enhancement	\$6,964.25	\$4,480.00	\$11,444.25											\$0.00	\$11,444.25
Retention Stipend	\$94,835.45	\$52,109.90	\$146,945.35											\$0.00	\$146,945.35
Retention Stipend - Fringe	\$15,924.49	\$8,000.00	\$23,924.49											\$0.00	\$23,924.49
9th Assistant Public Defender - Salary	\$146,020.40	\$84,082.00	\$230,102.40											\$0.00	\$230,102.40
9th Assistant Public Defender - Fringe	\$58,279.70	\$31,110.00	\$89,389.70											\$0.00	\$89,389.70
PT Coordinating Supervisor (b) - Salary	\$69,224.00	\$38,214.00	\$107,438.00											\$0.00	\$107,438.00
PT Coordinating Supervisor (b) - Fringe	\$5,555.00	\$3,250.00	\$8,805.00											\$0.00	\$8,805.00
PT Assistant Public Defender (b) - Salary	\$88,134.00	\$50,450.00	\$138,584.00											\$0.00	\$138,584.00
PT Assistant Public Defender (b) - Fringe	\$6,941.00	\$4,280.00	\$11,221.00											\$0.00	\$11,221.00
10th Assistant Public Defender - Salary	\$65,295.00	\$72,790.00	\$138,085.00											\$0.00	\$138,085.00
10th Assistant Public Defender - Fringe	\$25,138.00	\$26,932.00	\$52,070.00											\$0.00	\$52,070.00
11th Assistant Public Defender - Salary	\$0.00	\$79,652.00	\$79,652.00											\$0.00	\$79,652.00
11th Assistant Public Defender - Fringe	\$0.00	\$29,470.00	\$29,470.00											\$0.00	\$29,470.00
12th (PT) Assistant Public Defender - Salary	\$0.00	\$49,914.00	\$49,914.00											\$0.00	\$49,914.00
12th (PT) Assistant Public Defender - Fringe	\$0.00	\$4,280.00	\$4,280.00											\$0.00	\$4,280.00
<b>Subtotal Personnel</b>	<b>\$1,259,436.80</b>	<b>\$876,940.65</b>	<b>\$2,136,377.45</b>	<b>\$0.00</b>	<b>\$2,136,377.45</b>										
<b>OTPS:</b>															
Office Furniture	\$36,396.97	\$8,000.00	\$44,396.97											\$0.00	\$44,396.97
Additional Office Space	\$47,644.84	\$15,600.00	\$63,244.84											\$0.00	\$63,244.84
<b>Subtotal OTPS</b>	<b>\$84,041.81</b>	<b>\$23,600.00</b>	<b>\$107,641.81</b>	<b>\$0.00</b>	<b>\$107,641.81</b>										
<b>Caseload Relief - Subtotal</b>	<b>\$1,343,478.61</b>	<b>\$900,540.65</b>	<b>\$2,244,019.26</b>	<b>\$0.00</b>	<b>\$2,244,019.26</b>										

**QUALITY IMPROVEMENT**

**Contracted/Consultant:**

Experts/Investigators/Transcriptions/ Social workers/Medical & Other Specialists/Interpreters	\$54,221.28	\$32,500.00	\$86,721.28											\$0.00	\$86,721.28
Mentor Program - rates up to \$150/hr.	\$27,635.00	\$7,500.00	\$35,135.00											\$0.00	\$35,135.00

Invoice/Expense Statement  
Warren County  
**STATEWIDE EXPANSION OF HURRELL-HARRING**  
Contract No.: CSTWIDEHH49  
Office of Indigent Legal Services (ILS)

Contract Term: April 1, 2018 - March 31, 2023  
Total Budget: \$3,970,289.43  
YEAR FIVE  
(Annual Budget: \$1,323,429.81)

Budget Expenditure Items	Balance forward from Previous Year	Year 5 Budget	Year 5 budget Plus Balance Forward	Actual Reimbursable Expenditures								Total Expenditures Year 5	Funds Available Year 5	
				ACP 4/1/22 - 6/30/22	Public Defender 4/1/22 - 6/30/22	ACP 7/1/22 - 9/30/22	Public Defender 7/1/22 - 9/30/22	ACP 10/1/22 - 12/31/22	Public Defender 10/1/22 - 12/31/22	ACP 1/1/23 - 3/31/23	Public Defender 1/1/23 - 3/31/23			
<b>Subtotal Contracted/Consultant</b>	<b>\$81,856.28</b>	<b>\$40,000.00</b>	<b>\$121,856.28</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121,856.28	
<b>OTPS:</b>														
Continuing Legal Education (CLE)/Trainings	\$29,000.00	\$8,000.00	\$37,000.00										\$0.00	\$37,000.00
Updated Office Equipment	\$6,913.50	\$0.00	\$6,913.50										\$0.00	\$6,913.50
Computer/Technology Equipment/ Software Subscription	\$14,609.85	\$13,000.00	\$27,609.85										\$0.00	\$27,609.85
PDCMS Licenses/Features	\$11,160.00	\$5,000.00	\$16,160.00										\$0.00	\$16,160.00
Attorney Registration/Notary Fees	\$13,169.75	\$8,900.00	\$22,069.75										\$0.00	\$22,069.75
Legal Reference Material/Books/Subscriptions	\$13,530.00	\$15,988.00	\$29,518.00										\$0.00	\$29,518.00
Cell Phones	\$10,917.75	\$8,640.00	\$19,557.75										\$0.00	\$19,557.75
Internet Usage	\$4,000.00	\$3,255.00	\$7,255.00										\$0.00	\$7,255.00
Client Transportation/Trial Accommodations	\$4,949.18	\$500.00	\$5,449.18										\$0.00	\$5,449.18
Office Supplies/Printing/Postage	\$6,411.28	\$4,000.00	\$10,411.28										\$0.00	\$10,411.28
<b>Subtotal OTPS</b>	<b>\$113,747.31</b>	<b>\$67,283.00</b>	<b>\$181,030.31</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181,030.31	
<b>Quality Improvement - Subtotal</b>	<b>\$195,603.59</b>	<b>\$107,283.00</b>	<b>\$302,886.59</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302,886.59	
<b>COUNSEL AT FIRST APPEARANCE</b>														
<b>Personnel:</b>														
After-Hour Stipends - Week Arraignment	\$35,107.50	\$26,000.00	\$61,107.50										\$0.00	\$61,107.50
After-Hour - Night Arraignment	\$5,000.00	\$1,000.00	\$6,000.00										\$0.00	\$6,000.00
After-Hour - Fringe	\$5,518.47	\$2,295.00	\$7,813.47										\$0.00	\$7,813.47
<b>Counsel at First Appearance - Subtotal</b>	<b>\$45,625.97</b>	<b>\$29,295.00</b>	<b>\$74,920.97</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,920.97	
<b>PUBLIC DEFENDER'S OFFICE - TOTAL</b>	<b>\$1,584,708.17</b>	<b>\$1,037,118.65</b>	<b>\$2,621,826.82</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,621,826.82	

**ASSIGNED COUNSEL PLAN**

Budget Expenditure Items	Balance forward from Previous Year	Year 5 Budget	Year 5 budget Plus Balance Forward	ACP 4/1/22 - 6/30/22	Public Defender 4/1/22 - 6/30/22	ACP 7/1/22 - 9/30/22	Public Defender 7/1/22 - 9/30/22	ACP 10/1/22 - 12/31/22	Public Defender 10/1/22 - 12/31/22	ACP 1/1/23 - 3/31/23	Public Defender 1/1/23 - 3/31/23	Total Expenditures Year 5	Funds Available Year 5
<b>CASELOAD RELIEF</b>													
<b>Personnel:</b>													
PT Clerk - Salary	\$39,627.03	\$15,000.00	\$54,627.03									\$0.00	\$54,627.03
PT Clerk - Fringe	\$2,721.00	\$1,147.00	\$3,868.00									\$0.00	\$3,868.00
PT Grants Manager - Salary	\$16,569.13	\$7,300.00	\$23,869.13									\$0.00	\$23,869.13
PT Grants Manager - Fringe	\$1,486.71	\$558.45	\$2,045.16									\$0.00	\$2,045.16
ACP Administrator - Salary	\$27,500.00	\$12,500.00	\$40,000.00									\$0.00	\$40,000.00
ACP Administrator - Fringe	\$2,122.50	\$956.25	\$3,078.75									\$0.00	\$3,078.75
<b>Subtotal Personnel</b>	<b>\$90,026.37</b>	<b>\$37,461.70</b>	<b>\$127,488.07</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,488.07
<b>CONTRACTED/CONSULTANT:</b>													
Supervising Attorney	\$86,964.00	\$90,000.00	\$176,964.00									\$0.00	\$176,964.00
Rural Law Center Criminal Appeals	\$62,981.53	\$30,000.00	\$92,981.53									\$0.00	\$92,981.53
Mentor/Second-Chair Program (Statutory Rates)	\$28,000.00	\$15,000.00	\$43,000.00									\$0.00	\$43,000.00
Mentoring/Resource Attorney Program (rates of \$150/hr.)	\$15,000.00	\$10,000.00	\$25,000.00									\$0.00	\$25,000.00
Increased Voucher Costs*	\$20,000.00	\$30,000.00	\$50,000.00									\$0.00	\$50,000.00

Invoice/Expense Statement  
Warren County  
STATEWIDE EXPANSION OF HURRELL-HARRING  
Contract No.: CSTWIDEHH49  
Office of Indigent Legal Services (ILS)

Contract Term: April 1, 2018 - March 31, 2023  
Total Budget: \$3,970,289.43  
YEAR FIVE  
(Annual Budget: \$1,323,429.81)

Budget Expenditure Items	Balance forward from Previous Year	Year 5 Budget	Year 5 budget Plus Balance Forward	Actual Reimbursable Expenditures								Total Expenditures Year 5	Funds Available Year 5	
				ACP 4/1/22 - 6/30/22	Public Defender 4/1/22 - 6/30/22	ACP 7/1/22 - 9/30/22	Public Defender 7/1/22 - 9/30/22	ACP 10/1/22 - 12/31/22	Public Defender 10/1/22 - 12/31/22	ACP 1/1/23 - 3/31/23	Public Defender 1/1/23 - 3/31/23			
<b>Subtotal Contracted/Consultant</b>	\$212,945.53	\$175,000.00	\$387,945.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$387,945.53	
<b>OTPS:</b>														
CLE Trainings/Other Trainings/Conferences	\$14,115.33	\$10,000.00	\$24,115.33										\$0.00	\$24,115.33
<b>Subtotal OTPS</b>	\$14,115.33	\$10,000.00	\$24,115.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,115.33	
<b>Caseload Relief - Subtotal</b>	\$317,087.23	\$222,461.70	\$539,548.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$539,548.93	
<b>QUALITY IMPROVEMENT</b>														
<b>Contracted/Consultant:</b>														
Investigators/Social Workers/Interpreters/ Other Experts	\$33,897.20	\$39,849.46	\$73,746.66										\$0.00	\$73,746.66
<b>Subtotal Contracted/Consultant</b>	\$33,897.20	\$39,849.46	\$73,746.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,746.66	
<b>OTPS:</b>														
Office Furniture/Computer Equipment	\$18,850.92	\$5,000.00	\$23,850.92										\$0.00	\$23,850.92
Professional Organization Membership Fees/ Notary Fees/Attorney Secure Pass Costs	\$20,560.94	\$5,000.00	\$25,560.94										\$0.00	\$25,560.94
Legal Reference Material/Books/Subscriptions	\$8,835.15	\$5,500.00	\$14,335.15										\$0.00	\$14,335.15
Cell Phones/Cell Dataplan Services	\$78.78	\$0.00	\$78.78										\$0.00	\$78.78
Jail Calls (Collect Calls from Jailed Clients)	\$735.06	\$0.00	\$735.06										\$0.00	\$735.06
Laserfiche CMS	\$8,619.24	\$8,500.00	\$17,119.24										\$0.00	\$17,119.24
<b>Subtotal OTPS</b>	\$57,680.09	\$24,000.00	\$81,680.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,680.09	
<b>Quality Improvement - Subtotal</b>	\$91,577.29	\$63,849.46	\$155,426.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155,426.75	
<b>COUNSEL AT FIRST APPEARANCE</b>														
<b>Contracted/Consultant:</b>														
After-Hour Conflict Arraignment Representation at Statutory Rates	\$6,000.00	\$0.00	\$6,000.00										\$0.00	\$6,000.00
<b>Counsel at First Appearance - Subtotal</b>	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	
<b>ASSIGNED COUNSEL PLAN - TOTAL</b>	\$414,664.52	\$286,311.16	\$700,975.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700,975.68	
<b>Total</b>	\$1,999,372.69	\$1,323,429.81	\$3,322,802.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,322,802.50	

**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: 5/23/2023**

- (a) Purpose of Amendment: **Request to amend the 2023 Warren County budget in the amount of \$104,124 to allow for pass-through of 100% State Aid funding from the NYS Office of Mental Health, as detailed on the attached Schedule A. Funds are designated for minimum wage adjustments, Supported Housing programs and Home-Based Crisis Intervention programs.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **See attached Schedule A.**
  
- (c) Revenue Code (with title), and Amount: **See attached Schedule A.**

## 5/23/23 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>
People USA	\$16,188	A.4320.0065 470	A.4320.0065 3490
Northern Rivers/Parsons Child and Family Center	\$33,838	A.4320.0165 470	A.4320.0165 3490
Warren-Washington Association for Mental Health	<u>\$54,098</u>	A.4320.0120 470	A.4320.0120 3490
TOTAL	\$104,124		

**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: 5/23/23**

- (a) Purpose of Request: to reappropriate funds for the matching requirement for the Multi-Use Trail Study Grant for the Northern Borders Regional Commission to A. 6417.0002 469.05 - Municipal Application Funding
  
- (b) Details: Resolution approved at the November 18, 2022 Board Meeting for the Warren County Planning and Community Development Department
  
- (c) Previous Resolution Number: Resolution # 635 of 2022
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.881.00 Reserve - Occupancy Tax - \$25,0000

**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: 5/23/23**

- (a) Purpose of Request: to appropriate \$50,000 from the Occupancy Tax Reserve to A.6417.0002 469.05 - Municipal Application Funding
  
- (b) Details: The Town of Lake George is requesting funds for the Adirondack Region Winter Lights Experience, a multiple year holiday and winter experience, Phase I charette
  
- (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 - \$50,000

**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: DPW**

**DATE: 5/24/23**

- (a) Purpose of Amendment: To increase D.9950 910 (Transfers - Capital Projects) in accordance with transfer of surplus local match funds from capital project H385
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
D.9950 910 - Interfund Transfers (\$112,871.90)
  
- (c) Revenue Code (with title), and Amount:  
D.5010 5031 - Interfund Transfers (\$112,871.90)

**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: 5/24/23**

- (a) Purpose of Request: Authorization to close capital project and return funds to funding source.
- (b) Details: Authorization to close capital project H385 CR 32 Bennie Brook Culvert Replacement and return surplus local match funds to the funding source:

Capital Project	Est Funds	Funding Source
H385	\$112,871.90	D.9950 910

- (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

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

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

**DEPARTMENT NAME: DPW**

**DATE: 5/24/23**

- (a) Exact Title and Number of Project\*: County Bridge & Culvert Projects (H390)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$1,172,809.42
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
\$1,172,809.42 from D.9950 910 Transfers Capital Projects
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To increase H390 based on 2023 budget allocation and additional funds required for design, construction and construction inspection of the CR 2 and CR 7 bridge replacement projects

## PERSONNEL, ADMINISTRATION &amp; HIGHER EDUCATION COMMITTEE

## AGENDA

JUNE 1, 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) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
    - A) Review of report on tracking of vacancies filled.
    - B) Request to add “Juneteenth” as an official paid holiday to the out-of-unit employee policies.
    - C) Remote Work Policy Update.
  - 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
    - A) Request to amend the Rules of the Board to change the date of the September Board Meeting from Friday September 15, 2023 at 10:00 a.m. to Tuesday September 12, 2023 at 10:00 a.m. due to a scheduling conflict with the Fall New York State Association of Counties conference to allow County staff and Supervisors attend.
    - B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of BAN invoice forwarded by the Treasurer’s Office which was an unanticipated expense that was not budgeted for.
  - 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**  
***Public Defender (Gregory Canale, Public Defender) -***
    - A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #7 from \$71,015 to \$76,381 effective June 19, 2023.
    - B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #6 from \$71,015 to \$74,280 effective June 19, 2023.
    - C) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (1), *Annual Salary \$71,015*, effective June 19, 2023.
    - D) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (2), *Annual Salary \$71,015*, effective June 19, 2023.
  - 5) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**  
***Department of Public Works (Kevin Hajos, Superintendent of Public Works) -***

Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Confidential Assistant to the Superintendent of Public Works, *Annual Salary \$5,000*, effective August 1, 2023.
  - 6) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**  
Discussion regarding the appointment of an Assigned Counsel Administrator.
  - 7) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
    - A) Request for an appropriation of funds in the amount of \$125,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of settlement agreement noted in Resolution No. 177 of 2023.
    - B) Request to award legal contract for representation of Warren County Self-Insurance Fund.
    - C) Request for an executive session pursuant to Section 105(1)(d) of the Public Officer’s Law to discuss the following current, pending or potential litigation: Kathleen Innes v. County of Warren and Correctional Medical Care; and John Smith v. Count of Schenectady, et al.

Continued

**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)

**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. 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: Clerk of the Board

SIGNED:

DATE: 06/01/2023

<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.1010 440	Legislative Board, Legal/Transcript Fees	\$6,500.00

**Please state reason for transfer request:**

To pay BAN invoice forwarded by the Treasurer's Office - this was an unanticipated expense that was not budgeted for  
**Please file original request with Clerk of the Board and retain copy for your records.**

**Allen, Amanda**

---

**From:** Lynch, Rob  
**Sent:** Thursday, May 25, 2023 8:06 AM  
**To:** Allen, Amanda  
**Cc:** Swan, Michael  
**Subject:** FW: Invoice - \$6,320,000 Bond Anticipation Notes – 2023  
**Attachments:** Warren County BAN 5.23.23.pdf

Hi Amanda,

Please process attached invoice for the BAN renewal. Thanks.

Robert V. Lynch II, CPA  
Deputy Treasurer  
Warren County Treasurer Department  
1340 State Route 9  
Lake George, NY 12845  
Phone: (518) 761-6380

**From:** Swan, Michael <swanm@warrencountyny.gov>  
**Sent:** Wednesday, May 24, 2023 4:23 PM  
**To:** Lynch, Rob <lynchr@warrencountyny.gov>  
**Subject:** FW: Invoice - \$6,320,000 Bond Anticipation Notes – 2023

Rob, can you get this to Amanda please? I assume we will need to get additional funds as she will not have enough in her budget.

Mike

**From:** Eileen Duggan <eduggan@capmark.org>  
**Sent:** Wednesday, May 24, 2023 4:13 PM  
**To:** Swan, Michael <swanm@warrencountyny.gov>  
**Subject:** Invoice - \$6,320,000 Bond Anticipation Notes – 2023

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Michael,

Please find the attached invoice for the \$6,320,000 Bond Anticipation Notes – 2023.

Thank you,  
Eileen



11 Grace Avenue, Suite 308  
Great Neck, New York 11021  
Phone 516-487-9815  
rtortora@capmark.org

May 24, 2023

Mr. Michael Swan  
Treasurer  
County of Warren  
1340 State Route 9  
Lake George, NY 12845

Re: \$6,320,000 Bond Anticipation Notes – 2023

Dear Michael:

Following the successful closing of the issue referenced above, I prepared the attached invoice and now present to you an accounting for my firm's financial advisory services rendered to the County in connection with this financing.

Please address your payment to "Capital Markets Advisors, LLC" at the address listed above.

On behalf of the entire CMA team, I thank you for giving us the opportunity to assist you with this important financing. Please don't hesitate to reach out to me or any of my associates at CMA if we can be of assistance to you.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Richard R. Tortora', written in a cursive style.

Richard R. Tortora  
President



CapitalMarketsAdvisors,LLC

*Independent Financial Advisor*  
*11 Grace Avenue, Suite 308*  
*Great Neck, New York 11021*

## Invoice

# 94

5/24/2023

Bill to	
Mr. Michael Swan Treasurer County of Warren 1340 State Route 9 Lake George, NY 12845	
Description	Amount
\$6,320,000 Bond Anticipation Notes – 2023	6,500.00
Total:	\$6,500.00

[www.capmark.org](http://www.capmark.org)

Phone 516-487-9815

Fax 516-487-2575

**RESOLUTION REQUEST FORM NO. 13*****Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 5/23/2023**

- (a) Employee Name, Title and Employee No.:  
**Wodicka, Justin: Assistant Public Defender #7: 13599**
- (b) Current Annual **Base** Salary (and Grade if Applicable):  
**\$76,381**
- (c) Former Annual **Base** Salary (and Grade if Applicable):  
**\$71,015**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**6/19/2023**
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?  
List Budget Code (with title), Object Code (with title), and Amount:  
**A. 1171 110 (Public Defender Salaries)**
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded within the current budget:  
**Increase will be absorbed within salary budget available due to vacant positions.**
- (g) Is there expected revenue from this position?  YES  NO  
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:  
**To recognize the 2023 longevity and current qualifications/knowledge in criminal defense.**

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 5/23/2023

- (a) Employee Name, Title and Employee No.:  
**Nicols, Benjamin: Assistant Public Defender #6: 13712**
- (b) Current Annual **Base** Salary (and Grade if Applicable):  
**\$74,280**
- (c) Former Annual **Base** Salary (and Grade if Applicable):  
**\$71,015**
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
**6/19/2023**
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?  
List Budget Code (with title), Object Code (with title), and Amount:  
**A. 1171 110 (Public Defender Salaries)**
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded within the current budget:  
**Increase will be absorbed within salary budget available due to vacant positions.**
- (g) Is there expected revenue from this position?  YES  NO  
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:  
**To recognize current qualifications/knowledge in criminal defense.**

**RESOLUTION REQUEST FORM NO. 11****Request to Create New Position****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 5/23/2023**

- (a) Title of Requested Position: **Law Intern (1) (ILS Funded)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$71,015**
- (c) Effective Date for New Position\*: **06/19/2023**  
*\*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.1171 4202 110 Public Defender/Hurrell-Harring Salaries - Regular: \$71,015**  
**A.1171 4202 810 Retirement/830 SS/831 Medicare/860 Hospitalization/865 Dental**
- (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:  
**Revenue from ILS Hurrell-Harring Funding**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?  YES  NO  
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position?  YES  NO  
 If yes, please explain:
- (i) Is there expected revenue from this position?  YES  NO  
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:  
**A.1171 4202 3045 \$71,015+fringe**

**LAW INTERN**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position works in the Office of the County Attorney, District Attorney or Public Defender. The incumbent renders and performs legal services as authorized under Section 478 and 484 of the Judiciary Law and in accordance with 22 NYCRR Part 805. This position is designed for those individuals who have graduated from law school and are undertaking the processes necessary for admission to practice law in the State of New York. Does related work as required.

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

Performs assigned duties as authorized under 22 NYCRR Part 805;  
 Researches legal issues and drafts memoranda of law;  
 Reviews judicial transcripts;  
 Interviews clients;  
 Assists in preparing cases for hearings and trials;  
 May represent office in out-of-court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;  
 May represent office in court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;  
 Performs related assignments which support the efficient operation of the office.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of the principles and practices of applicable field of law;  
 Good knowledge of court procedures and the rules of evidence;  
 Good knowledge of legal documents and procedure;  
 Skill in performing accurate legal research;  
 Skill in the preparation of briefs and other legal documents;  
 Ability to analyze, appraise and legal principles, facts and precedents to legal problems;  
 Ability to communicate effectively, both orally and in writing;  
 Ability to establish and maintain effective working relationships with others.

**MINIMUM QUALIFICATIONS:** Graduation from law school.

**SPECIAL REQUIREMENTS:**

- 1) Appointee must meet the eligibility requirements authorized under Sections 478 and 484 of the Judiciary Law and 22 NYCRR Part 805;
- 2) At the time of appointment and throughout the term of employment, must possess a valid New York State Driver's License or otherwise demonstrate an ability to meet the transportation needs of the position.

**NOTE:** Appointee's 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 degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**RESOLUTION REQUEST FORM NO. 11****Request to Create New Position**DEPARTMENT NAME: **Warren County Public Defender's Office**DATE: **5/23/2023**

- (a) Title of Requested Position: **Law Intern (2) (ILS Funded)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$71,015**
- (c) Effective Date for New Position\*: **06/19/2023**  
*\*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.1171 4202 110 Public Defender/Hurrell-Harring Salaries - Regular: \$71,015**  
**A.1171 4202 810 Retirement/830 SS/831 Medicare/860 Hospitalization/865 Dental**
- (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:  
**Revenue from ILS Hurrell-Harring Funding**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?  YES  NO  
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position?  YES  NO  
 If yes, please explain:
- (i) Is there expected revenue from this position?  YES  NO  
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:  
**A.1171 4202 3045 \$71,015+fringe**

**LAW INTERN**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position works in the Office of the County Attorney, District Attorney or Public Defender. The incumbent renders and performs legal services as authorized under Section 478 and 484 of the Judiciary Law and in accordance with 22 NYCRR Part 805. This position is designed for those individuals who have graduated from law school and are undertaking the processes necessary for admission to practice law in the State of New York. Does related work as required.

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

Performs assigned duties as authorized under 22 NYCRR Part 805;  
Researches legal issues and drafts memoranda of law;  
Reviews judicial transcripts;  
Interviews clients;  
Assists in preparing cases for hearings and trials;  
May represent office in out-of-court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;  
May represent office in court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;  
Performs related assignments which support the efficient operation of the office.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of the principles and practices of applicable field of law;  
Good knowledge of court procedures and the rules of evidence;  
Good knowledge of legal documents and procedure;  
Skill in performing accurate legal research;  
Skill in the preparation of briefs and other legal documents;  
Ability to analyze, appraise and legal principles, facts and precedents to legal problems;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships with others.

**MINIMUM QUALIFICATIONS:** Graduation from law school.

**SPECIAL REQUIREMENTS:**

- 1) Appointee must meet the eligibility requirements authorized under Sections 478 and 484 of the Judiciary Law and 22 NYCRR Part 805;
- 2) At the time of appointment and throughout the term of employment, must possess a valid New York State Driver's License or otherwise demonstrate an ability to meet the transportation needs of the position.

**NOTE:** Appointee's 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 degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

**DEPARTMENT NAME:** Public Works - DPW

**DATE:** 05/24/23

- (a) Title of Requested Position: Temporary Confidential Assistant to the Superintendent of Public Works
- (b) Annual **Base** Salary (and Grade if Applicable): \$5,000.00 Grade 9
- (c) Effective Date for New Position:\* August 1, 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): NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A1490.130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

**CONFIDENTIAL ASSISTANT TO THE SUPERINTENDENT OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Warren County Department of Public Works ("Department") and involves responsibility for day to day administrative operations of the office of the Superintendent. The incumbent performs office management and administration functions including but not limited to personnel management and supervision, fiscal management, policies and procedures coordination, program planning, budgeting, reporting and program evaluation as assigned by the Superintendent. Also, the Superintendent may designate the incumbent to act for and on behalf of the Superintendent or Deputy Superintendent for authorized functions. Work is performed in accordance with policies and objectives outlined by the Superintendent with wide leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES** (Illustrative only)

Serves as office manager, directing day to day administrative activities, setting priorities and reviewing completed work;

Assists in the formulation and coordination of policies and procedures for the administration of various programs;

Assists in planning and administering of in-service training programs for staff in office methods and procedures and other non-technical fields;

Plans and supervises the collection, tabulation and analysis of statistical and financial data;

Supervises and expedites the preparation of reports and the maintenance of records;

Reviews incoming mail and answers general correspondence;

Interviews applicants for work and advises superiors on hiring and related personnel matters;

Orients and trains new employees;

Participates in professional conferences and training programs;

Explains department and agency functions and activities at meetings with civic groups and community organizations;

Maintains and updates personnel files including employee history records;

Conducts inventory and establishes control system for all agency equipment;

Processes termination and unemployment reports;

Establishes policies and devises new forms for attendance records including vacation, sick and absence reports;

Reviews and updates employee job descriptions in cooperation with the Personnel Officer, agency head and subordinate supervisors;

Performs related work necessary for the efficient operation of the department;

Assists in the processing of purchases orders, vouchers, contracts and expense claims;

Assists in the preparation of the Public Works operating budget;

May perform functions for and in the place of the Superintendent or Deputy Superintendent, as designated by the Superintendent;

Performs related work necessary for the efficient execution of the administrative functions of the department.

Confidential Assistant to the Superintendent of Public Works  
Page 1 of 2

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of office management, including a knowledge of personnel methods and procedures, organizational reporting and communication, and supervisory principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and

English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and secure their cooperation; resourcefulness in the solution of complex administrative problems; physical condition commensurate with the demands of the position.

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

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of administrative or supervisory office management experience with a public agency or private business; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three years of administrative or supervisory office management experience with a public agency or private business, or
- C. Graduation from high school or possession of a high school equivalency diploma and five years of clerical experience in an administrative or supervisory capacity with a public agency or private business; or
- D. An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

Adopted: Warren County Civil Service, 5/6/10

Amended: Warren County Civil Service, 8/5/15

JC: Exempt

Confidential Assistant to the Superintendent of Public Works

Page 2 of 2

***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 Attorney**

**DATE: 6/1/23**

- (a) Purpose of Request: **Appropriation of funds from General Fund Unappropriated Surplus to pay the \$125,000 settlement in the matter of Ilana Morgan**
- (b) Details: **A settlement agreement was reached in the matter of Ilana Morgan**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1420 419 County Attorney, Settlements**

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

\* as listed in budget and LOGOS