

FINANCE COMMITTEE

AGENDA

JUNE 30, 2023

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

- I. Committee meeting called to order by Chairman.
- II. Motion to approve 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):**
Journal Report of transfers approved by the County Administrator staff for May 2023.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Request to increase the Occupancy tax Reserve minimum balance from \$1 million to \$1.5 million to reflect the increases in costs since it was last adjusted in 2014.
 - B) Request to record \$50,876 premium received on issuance of 2023 \$6.32 million BAN in General Fund and County Road Fund Reserve for Debt to be used for subsequent debt service.
 - 4) **Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**
Buildings and Grounds (Scott Rogers, Director, Facilities) -
 - A) Request to increase Capital Project No. H406, *Countryside Adult Home Capital Improvements Project*, in the amount of \$400,000.
 - B) Request to appropriate funds in the amount of \$400,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of the increase in Capital Project No. H406, *Countryside Adult Home Capital Improvements Project*, due to additional asbestos abatement, asbestos project monitoring and construction services that were unanticipated.
 - 5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender (Gregory Canale, Public Defender) -
 - A) Request to amend the Warren County Budget for 2023 in the amount of \$54,194 to reflect receipt of ILS Hurrell-Harring (Year 5) funding.
 - B) Request to amend the Warren County Budget for 2023 in the amount of \$9,405 to reflect receipt of ILS funding.
Sheriff (Jim LaFarr, Sheriff) -
 - C) Request for a transfer of funds in the amount of \$41,383.36 from Budget Code A.3020.4048 250, *Sheriff's 991 Center 2021-22 PSAP Grant, Technical Equipment*, to Budget Code A.3020.4048 110, *Sheriff's 911 Center 2021-22 PSAP Grant, Salaries-Regular*, for grant reporting and reimbursement purposes.
Note: this request was not reviewed or approved by the Criminal Justice & Public Safety Committee.
 - 6) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):**
Workforce Development (Liza Ochsendorf, Director, Workforce Development) -
 - A) Request to amend the Warren County Budget for 2023 in the amount of \$205,000 to reflect receipt of federal community project grant award for the purpose of covering the cost to startup and train new home-based child care providers.
 - B) Request to amend the Warren County Budget for 2023 in the amount of \$113,513 to reflect receipt of TANF funds for summer youth employment program.
 - 7) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner) -
Request to appropriate funds in the amount of \$50,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to increase expenses in Budget Code A.6050 469, *Social Services, Public Facil. For Children, Other Payments/Contributions*, to cover the cost of an increase in the daily rate, as well as the number of individuals/care days that are occurring at State Detention Homes that will be charged to the Department of Social Services.

Continued

- 8) **Referrals from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**
Board of Elections (William VanNess, Commissioner, (R), Elizabeth McLaughlin, Commissioner (D) -
- A) Request to amend the Warren County Budget for 2023 in the amount of \$22,620.96 to reflect receipt of additional grant funding awarded under the New York State Board of Elections Absentee Ballot Pre-Paid Postage Grant Program.
 - B) Request to amend the Warren County Budget for 2023 in the amount of \$67,496.53 to reflect receipt of additional funding awarded under New York State Board of Elections Technology Innovation and Election Resource (TIER) Grant Program.
- 9) **Referrals from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**
- A) Request to appropriate funds in the amount of \$36,400 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480, *Tourism/Occupancy, Occupancy Tax, Tourism - Special Events*., to provide funding to Rittner's Performing Arts Company for production of History on the Road.
 - B) Request to appropriate funds in the amount of \$3 million from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480.04, *Tourism - Warren County Projects*, to provide funding for the Warren County Winter Coalition.
Note: If approved the request will go directly to the June 30th Special Board Meeting for approval.
 - C) Request to authorize a new contract with Warren County Winter Coalition in the amount of \$3 million to provide occupancy tax funding for winter-themed multimedia attraction at Fort William Henry.
Note: If approved the request will go directly to the June 30th Special Board Meeting for approval.
- 10) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 1B, 3A-F, and 4.**
PERSONNEL AGENDA ITEMS 1B, 3A-F and 4:
- 1) **SUNY Adirondack/Higher Education Information:**
 - B) Request to approve Tentative Operating Budget for 2023-2024 for SUNY Adirondack and providing for public hearing.
Note: If approved the request will go directly to the June 30th Special Board Meeting for approval.
 - 3) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Assigned Counsel (Julie Garcia, Assigned Counsel Administrator) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Administrative Secretary, *Annual Salary \$50,633*, and delete the positions of Account Clerk (PT), *Grade 4 Base Annual Salary \$19,223*, and Clerk #2 (PT), *Annual Salary \$18,171*, effective June 24, 2023. ***Public Defender (Gregory Canale, Public Defender) -***
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Assistant Public Defender (12) - Per Diem, *Annual Salary \$49,914*, effective July 24, 2023.
Sheriff -
 - C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Maintenance Coordinator position from \$75,416 to \$77,565.36, effective July 24, 2023.
 - D) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Corrections Captain position from \$99,068 to \$117,068, effective July 24, 2023.
 - E) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$116,900 to \$135,775, effective July 24, 2023.
 - F) Request to amend Local Law No. 1 of 2023 to increase the salary of the Sheriff from \$120,498 to \$139,373.
 - 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):**
Planning & Community Development (Wayne LaMothe, Director) -
Request to amend the Table of Organization and Salary Schedule to increase the salary of the Principle Planner position from \$69,431 to \$77,446, effective July 24, 2023.

V. **Pending Items:**
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: COUNTY ADMINISTRATOR

SIGNED:

DATE: JUNE 30, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1011 110	Co. Admin, Salaries-Regular	A.1011 470	Co. Admin, Contract	\$11,808.00

Please state reason for transfers requested:

To cover the cost of ClearGov contract

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: Countryside Adult Home

SIGNED:

DATE: 06/21/23

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6030 130 A.630 130	Part-Time Salaries	A.6030 120	Overtime	\$50,000

Please state reason for transfers requested: To cover overtime through year end

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2023

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

TRANSFERS FOR 2023 BUDGET

SIGNED: _____

DATE: June 20, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4018.0030.110	Disease Program-Full Time Salaries	A.4018.0030.260	Disease Program -Other Equipment	\$3,500.00
A.4018.0030.810	Disease Program-Retirement Expense	A.4018.0030.260	Disease Program -Other Equipment	\$233.00
A.4018.0030.830	Disease Program-Social Security Expense	A.4018.0030.260	Disease Program -Other Equipment	\$217.00
A.4018.0030.831	Disease Program-Medicare Expense	A.4018.0030.260	Disease Program -Other Equipment	\$50.00

Total Transfers **\$4,000.00**

To Transfer funds from Full time salary/Fringe to Other equipment to purchase 5 Carts that will hold Cots needed for Emergency planning. Holds 8 cots on each cart. We already have the Cots. We need carts to both store and move them easier in storage and for sites. Also to note, we are moving from Full time salaries for a FT Disease nursing position we have not yet filled since beginning of year.

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request: Total

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

WARREN COUNTY
Journal Report - May 2023

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
5/16/2023	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 444	\$ 595.00	\$ 595.00
5/16/2023	A.1450 444	Travel/Education/Conference	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439		
DPW_DPW Admin - DPW,DPW Administration					
5/2/2023	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 436	\$ 20.00	\$ 20.00
5/2/2023	A.7111 436	Advertising Fees	Transfer Within Budget Code from A.7111 410		
5/9/2023	A.7113 410	Supplies	Transfer Within Budget Code from A.7113 470	\$ 56.00	\$ 56.00
5/9/2023	A.7113 470	Contract	Transfer Within Budget Code to A.7113 410		
5/25/2023	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 427	\$ 35.00	\$ 35.00
5/25/2023	A.1490 427	Memberships & Dues	Transfer Within Budget Code from A.1490 410		
5/25/2023	D.5020 410	Supplies	Transfer Within Budget Code to D.5020 427	\$ 80.00	\$ 80.00
5/25/2023	D.5020 427	Memberships & Dues	Transfer Within Budget Code from D.5020 410		
5/30/2023	A.7113 410	Supplies	Transfer Within Budget Code from A.7113 413	\$ 100.00	\$ 100.00
5/30/2023	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 410		
5/30/2023	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1624 418	\$ 5,000.00	\$ 5,000.00
5/30/2023	A.1624 418	Ins-General Liability	Transfer Within Budget Code to A.1624 413		
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
5/3/2023	40.6293.0300 439	Misc Fees & Expenses	Object code change to 40.6293.0300 470	\$ 1,000.00	\$ 1,000.00
5/3/2023	40.6293.0300 470	Contract	Object code change from 40.6293.0300 439		
5/3/2023	40.6293.0300 810	Retirement	Object code change from 40.6293.0300 830	\$ 500.00	\$ 500.00
5/3/2023	40.6293.0300 830	Social Security	Object code change to 40.6293.0300 810		
5/3/2023	40.6293.0300 840	Workmen's Compensation	Object code change from 40.6293.0300 850	\$ 500.00	\$ 500.00
5/3/2023	40.6293.0300 850	Unemployment Insurance	Object code change to 40.6293.0300 840		
5/3/2023	40.6293.0300 860	Hospitalization	Object code change from 40.6293.0300 861	\$ 1,000.00	\$ 1,000.00

WARREN COUNTY
Journal Report - May 2023

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/3/2023	40.6293.0300 861	Retirees Hospitalization	Object code change to 40.6293.0300 860	\$	\$ 1,000.00
5/3/2023	40.6293.0305 410	Supplies	Object code change to 40.6293.0305 411	\$	\$ 1,000.00
5/3/2023	40.6293.0305 411	Rent-Building/Property	Object code change from 40.6293.0305 410	\$ 1,000.00	
5/3/2023	40.6293.0305 436	Advertising Fees	Object code change from 40.6293.0305 439	\$ 500.00	
5/3/2023	40.6293.0305 439	Misc Fees & Expenses	Object code change to 40.6293.0305 436		\$ 500.00
5/3/2023	40.6293.0310 434	Allowances	Object code change from 40.6293.0310 439	\$ 2,000.00	
5/3/2023	40.6293.0310 439	Misc Fees & Expenses	Object code change to 40.6293.0310 434		\$ 2,000.00
5/3/2023	40.6293.0310 810	Retirement	Object code change from 40.6293.0310 850	\$ 2,000.00	
5/3/2023	40.6293.0310 840	Workmen's Compensation	Object code change from 40.6293.0310 850	\$ 1,000.00	
5/3/2023	40.6293.0310 850	Unemployment Insurance	Object code change to 40.6293.0310 810	\$	\$ 2,000.00
5/3/2023	40.6293.0310 850	Unemployment Insurance	Object code change to 40.6293.0310 840	\$	\$ 1,000.00
5/3/2023	40.6293.0313 410	Supplies	Object code change from 40.6293.0313 411	\$ 1,000.00	
5/3/2023	40.6293.0313 411	Rent-Building/Property	Object code change to 40.6293.0313 410	\$	\$ 1,000.00
5/3/2023	40.6293.0313 411	Rent-Building/Property	Object code change to 40.6293.0313 444	\$	\$ 500.00
5/3/2023	40.6293.0313 411	Rent-Building/Property	Object code change to 40.6293.0313 470	\$	\$ 100.00
5/3/2023	40.6293.0313 444	Travel/Education/Conference	Object code change from 40.6293.0313 411	\$ 500.00	
5/3/2023	40.6293.0313 470	Contract	Object code change from 40.6293.0313 411	\$ 100.00	
5/3/2023	40.6293.0313 860	Hospitalization	Object code change from 40.6293.0313 861	\$ 1,000.00	
5/3/2023	40.6293.0313 861	Retirees Hospitalization	Object code change to 40.6293.0313 860	\$	\$ 1,000.00
5/15/2023	40.6293.0310 428	Data Processing & Internet Fees	Object code change to 40.6293.0310 433	\$	\$ 500.00
5/15/2023	40.6293.0310 433	Training-Client	Object code change from 40.6293.0310 428	\$ 500.00	
Infotech - Information Technology					
5/3/2023	A.1680.4999 410	Supplies	Budget Transfer within Object Code from A.1680.4999 439	\$ 200.00	
5/3/2023	A.1680.4999 439	Misc Fees & Expenses	Budget Transfer within Object Code to A.1680.4999 410	\$	\$ 200.00
5/17/2023	A.1680 410	Supplies	Budget Transfer within Object Code to A.1680 426	\$	\$ 100.00

WARREN COUNTY
Journal Report - May 2023

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/17/2023	A.1680 426	Subscriptions	Budget Transfer within Object Code from A.1680 410	\$ 100.00	
5/18/2023	A.1680 220	Office Equipment	Budget Transfer out of Object Code to A.1680 422		\$ 1,900.00
5/18/2023	A.1680 422	Repair/Maint-Equipment	Budget Transfer out of Object Code from A.1680 220	\$ 1,900.00	
OFA - Office for the Aging					
5/16/2023	A.6771 432	Special Project Supply	Within object code transfer from A.6771.470	\$ 17,900.00	
5/16/2023	A.6771 470	Contract	Within object code transfer to A.6771.432		\$ 17,900.00
5/16/2023	A.6772 432	Special Project Supply	Within object code transfer from A.6772.470	\$ 17,900.00	
5/16/2023	A.6772 470	Contract	Within object code transfer to A.6772.432		\$ 17,900.00
5/26/2023	A.6772 436	Advertising Fees	Within object code transfer from A.6772.470	\$ 125.00	
5/26/2023	A.6772 470	Contract	Within object code transfer to A.6772.436		\$ 125.00
Office of EMS - Office of Emergency Services					
5/1/2023	A.3640 426	Subscriptions	Budget transfer within object code from A.3640 441	\$ 120.00	
5/1/2023	A.3640 441	Auto-Supplies & Repair	Budget transfer within object code to A.3640 426		\$ 120.00
5/9/2023	A.3410 230	Automotive Equipment	Budget transfer within object code to A.3410 250	\$ 1,872.00	
5/9/2023	A.3410 250	Technical Equipment	Budget transfer within object code from A.3410 230		\$ 1,872.00
5/10/2023	A.3640 210	Furniture/Furnishings	Budget transfer within object code from A.3640 220	\$ 371.51	
5/10/2023	A.3640 220	Office Equipment	Budget transfer within object code to A.3640 210		\$ 371.51
5/18/2023	A.3640 220	Office Equipment	Budget transfer within object code from A.3640 250	\$ 21.51	
5/18/2023	A.3640 250	Technical Equipment	Budget transfer within object code to A.3640 220		\$ 21.51
5/30/2023	A.3410 410	Supplies	Budget transfer within object code to A.3410 455	\$ 150.00	
5/30/2023	A.3410 455	Safety Equipment	Budget transfer within object code from A.3410 410		\$ 150.00
Planning_Planning - Planning,Planning					
5/2/2023	A.8021 410	Supplies	budget transfer within object code to A.8021 444	\$ 184.52	

WARREN COUNTY
Journal Report - May 2023

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/2/2023	A.8021 444	Travel/Education/Conference	budget transfer within object code from A.8021 410	\$ 184.52	
5/2/2023	A.8021 410	Supplies	budget transfer within object code to A.8021 423		\$ 16.40
5/2/2023	A.8021 423	Telephone	budget transfer within object code from A.8021 410	\$ 16.40	
5/15/2023	A.8022 422	Repair/Maint-Equipment	budget transfer within object code from A.8022 426	\$ 350.00	
5/15/2023	A.8022 426	Subscriptions	budget transfer within object code to A.8022 422		\$ 350.00
5/25/2023	A.8021 442	Automotive - Gas & Oil	budget transfer within object code to A.8021 444		\$ 30.00
5/25/2023	A.8021 444	Travel/Education/Conference	budget transfer within object code from A.8021 442	\$ 30.00	
5/25/2023	A.8021 410	Supplies	budget transfer within object code to A.8021 424		\$ 30.00
5/25/2023	A.8021 424	Postage	budget transfer within object code from A.8021 410	\$ 30.00	
Probation_Probation - Probation, Probation					
5/10/2023	A.3140 427	Memberships & Dues	budget transfer within object code to A.3140 444		\$ 50.00
5/10/2023	A.3140 439	Misc Fees & Expenses	budget transfer within object code to A.3140 444		\$ 1,400.00
5/10/2023	A.3140 444	Travel/Education/Conference	budget transfer within object code from A.3140 427	\$ 50.00	
5/10/2023	A.3140 444	Travel/Education/Conference	budget transfer within object code from A.3140 439	\$ 1,400.00	
Public Health_Health Services - Public Health, Health Services					
5/16/2023	A.4013 435	Medical Fees	WIC budget Transfer to 4013.435 from A4013.441	\$ 300.00	
5/16/2023	A.4013 441	Auto-Supplies & Repair	WIC budget Transfer to 4013.435 from A4013.441		\$ 300.00
5/24/2023	A.4018.0040 260	Other Equipment	Out of budget Transfer Health Ed to 423 fm 260 and 424		\$ 500.00
5/24/2023	A.4018.0040 423	Telephone	Out of budget Transfer Health Ed to 423 fm 260 and 424	\$ 800.00	
5/24/2023	A.4018.0040 424	Postage	Out of budget Transfer Health Ed to 423 fm 260 and 424		\$ 300.00
5/30/2023	A.4018.0020 418	Ins-General Liability	Budget Transfer FH to A.4018.0020.470 fm 418 441 442		\$ 171.00
5/30/2023	A.4018.0020 441	Auto-Supplies & Repair	Budget Transfer FH to A.4018.0020.470 fm 418 441 442		\$ 329.00
5/30/2023	A.4018.0020 442	Automotive - Gas & Oil	Budget Transfer FH to A.4018.0020.470 fm 418 441 442		\$ 250.00
5/30/2023	A.4018.0020 470	Contract	Budget Transfer FH to A.4018.0020.470 fm 418 441 442	\$ 750.00	

WARREN COUNTY
Journal Report - May 2023

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/30/2023	A.4018.0055 436	Advertising Fees	Budget Transfer Tobacco to A4018.0055.469 from .436	\$ 20.00	\$ 20.00
5/30/2023	A.4018.0055 469	Other Payments/Contributions	Budget Transfer Tobacco to A4018.0055.469 from .436	\$ 20.00	
Residential Hall - Countryside Adult Home					
5/24/2023	A.6030 444	Travel/Education/Conference	Budget Transfer within object code to A.6030 444 from A.6030 470	\$ 500.00	
5/24/2023	A.6030 470	Contract	Budget Transfer within object code from A.6030 470 to A.6030 444		\$ 500.00
5/24/2023	A.6030 427	Memberships & Dues	Budget Transfer within object code from A.6030 427 to A.6030 444	\$ 156.00	\$ 156.00
5/24/2023	A.6030 444	Travel/Education/Conference	Budget Transfer within object code to A.6030 444 from A.6030 427		
5/25/2023	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code from A.6030 210 to A.6030 413	\$ 3,128.00	
5/25/2023	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code to A.6030 413 from A.6030 210		\$ 3,128.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
5/3/2023	A.3110 250	Technical Equipment	budget transfer out of object code to A.3110 422	\$ 131,679.66	\$ 131,679.66
5/3/2023	A.3110 422	Repair/Maint-Equipment	budget transfer out of object code from A.3110 250		
5/3/2023	A.3315 260	Other Equipment	budget transfer out of object code from A.3315 470	\$ 1,795.00	
5/3/2023	A.3315 470	Contract	budget transfer out of object code to A.3315 260		\$ 1,795.00
5/5/2023	A.3110 410	Supplies	budget transfer out of object code to A.3150 410	\$ 14,000.00	\$ 14,000.00
5/5/2023	A.3150 410	Supplies	budget transfer out of object code from A.3110 410		
Social Services - Social Services					
5/9/2023	A.6010 435	Medical Fees	Budget transfer within object code A.6010 470	\$ 2,500.00	
5/9/2023	A.6010 470	Contract	Budget transfer within object code A.6010 435		\$ 2,500.00
Tourism - Tourism					
5/1/2023	A.6417.0001 426	Subscriptions	Transfer from A.6417.0001 470	\$ 1,039.76	
5/1/2023	A.6417.0001 470	Contract	Transfer to A. 6417.0001 426		\$ 1,039.76

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: June 21, 2023

- (a) Purpose of Request: **To increase the Occupancy Tax Reserve minimum balance from \$1.0 million to \$1.5 million to reflect the increases in costs since it was last adjusted in 2014.**
- (b) Details: **This minimum occupancy tax reserve balance is important to help fund Tourism operations from January to September when there is negative cash flow during these months. The Tourism department revenues do not start exceeding expenditures until September.**
- (c) Previous Resolution Number: **Resolution No. 558 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **Not applicable.**

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: June 26, 2023

- (a) Purpose of Request: **To record \$50,876 premium received on issuance of 2023 \$6.32 million BAN in General Fund and County Road Fund Reserve for Debt to be used for subsequent debt service**
- (b) Details: **\$6,440 recorded in A 884.00 Reserve for Debt and \$44,436 recorded in D 884.00 Reserve for Debt**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.9730 2710 - Premium on Obligations - \$6,440, D.9730 2710 - Premium on Obligations - \$44,436**

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: 6/21/23

- (a) Exact Title and Number of Project*: Countryside Adult Home Capital Improvements Project (H406)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$400,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$400,000.0 Fund source to be determined
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: For additional asbestos abatement, asbestos project monitoring, and construction services

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: BUILDINGS & GROUNDS

DATE: JUNE 21, 2023

- (a) Purpose of Request:
To appropriate \$400,000 from Budget Code A.909.00, General Fund Unappropriated Surplus, to Budget Code A.9950 910, Transfers-Capital Projects, Interfund Transfers
- (b) Details:
To fund the increase to Capital Project H.406, Countryside Adult Home Capital Improvements Project. Increase in project cost caused by unanticipated asbestos abatement, project monitoring and construction services.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Budget Code A.909.00, General Fund Unappropriated Surplus - \$400,000

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: Warren County Public Defender's Office

DATE: 6/20/2023

(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 130 Public Defender/Hurrell-Harring Salaries PT: \$49,914

A.1171 4202 830 Public Defender/Hurrell-Harring Social Security: \$3400

A.1171 4202 831 Public Defender/Hurrell Harring Medicare: \$880

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

A.1171 4202 3045 Public Defender/Hurrell-Harring - Office of Indigent Legal Services Distribution: \$54,194

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: 6/20/2023

(a) Purpose of Amendment:

To add ILS funding into the Public Defender 2023 Budget

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

A.1171 4206 437 Public Defender/Dist #11 - Contract/Consulting Fees: \$6,905

A.1171 4201 437 Public Defender/Upstate Quality - Contract/Consulting Fees: \$2500

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

A.1171 4206 3045 Public Defender Office/Dist #11 - Office of Indigent Legal Services Distribution: \$6,905

A.1171 4201 3045 Public Defender/Upstate Quality - Office of Indigent Legal Services Distribution: \$2,500

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: SHERIFF

SIGNED: _____

DATE: June 30, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3020.4048 250	Sheriff's 911 Center 2021-22 PSAP Grant Technical Equipment	A.3020.4048 110	Sheriff's 911 Center 2021-22 PSAP Grant Salaries Regular	\$41,383.36

Please state reason for transfers requested: The transfer is necessary for grant reporting and reimbursement purposes.

CONTINGENT FUND TRANSFER REQUESTS

<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:

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

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

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

DEPARTMENT NAME: Workforce Development

DATE: June 21, 2023

(a) Purpose of Amendment: To receive the federal community project grant award of \$205,000 for the startup and training costs of new home-based child care providers. The funds expire May 31, 2026.

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

40.6293.0359 410	\$111,000
40.6293.0359 433	\$16,000
40.6293.0359 434	\$8,700
40.6293.0359 436	\$6,000
40.6293.0359 470	\$63,300

Total = \$205,000

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

40.6293.0359 4800 Child Care Business Initiative \$205,000.00

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget******If this is the result of a grant award, also complete and submit Form No. 5 or 6***DEPARTMENT NAME: Workforce Development****DATE: June 21, 2023**

(a) Purpose of Amendment:

Amend County budget to add annual allocation of TANF funds for the Summer Youth Employment Program. \$113,513.00

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

40.6326 Temporary Assistance for Needy Families (TANF)**40.6326 110 \$10,000 40.6326 130 \$80,500 40.6326 410 \$ 1,000****40.6326 434 \$ 1,000 40.6326 444 \$ 1,000 40.6326 470 \$18,000****40.6326 810 -\$12,387 (This is a carryover and will balance out in New World)****40.6326 830 \$ 5,000 40.6326 831 \$1,200 40.6326 860 \$8,000 40.6326 861 \$200****Total: \$113,513**(c) Revenue Code (with title), and Amount:**40.6326 TANF \$113,513**

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: DEPARTMENT OF SOCIAL SERVICES

DATE: JUNE 21, 2023

(a) Purpose of Request:

For an appropriation of funds in the amount of \$50,000 from Budget Code A.909.00, General Fund Unappropriated Surplus, to Budget Code A.6050 469, Public Facilities for Children, Other Payments/Contributions.

(b) Details:

Additional funding is needed due to a large increase in the daily rate for services and the number of individuals/care days that are occurring at State detention homes which will be charged to Warren County DSS

(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

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

* as listed in budget and LOGOS

New York State
Office of Children and Family Services
Detention Facility Roster - Youth Details
From 01/01/2023 to 06/08/2023

Name	Case No.	DOB	Sex Assigned at Birth	Race/Ethnic Origin	ZIP Code	NYA	Detention #	Home County of Origin	Adjudication Category	DRAID Score	Admission Date	Release Date	Release Type	Period	TOTAL
WARREN(057)															
CAPITAL DISTRICT SECURE JUVENILE DETENTION CENTER															
Admission Count for CAPITAL DISTRICT SECURE JUVENILE DETENTION CENTER:	455815	10/09/2006	Male	White	12804	Yes	567399-614504	WARR EN	JD	1	05/11/2023	05/25/2023	RETURN TO HOME COUNTY	14	14
Youth Count for CAPITAL DISTRICT SECURE JUVENILE DETENTION CENTER:															
ALLEY NSD															
Admission Count for ELMCREST-SKEELE VALLEY NSD:	455195	11/05/2008	Male	White/Other/Other	12801	No	566555-613839	WARR EN	JD	0	04/17/2023	05/24/2023	DSS	37	37
Youth Count for ELMCREST-SKEELE VALLEY NSD:															
ONEIDA COUNTY CORRECTIONAL FACILITY															
Admission Count for ONEIDA COUNTY CORRECTIONAL FACILITY:	452014	10/18/2006	Male	White		Yes	563168-611107	WARR EN	AO	0	10/26/2022	06/07/2023	COURT-NO RETURN	157	224
Youth Count for ONEIDA COUNTY CORRECTIONAL FACILITY:															
WOODFIELD SECURE COTTAGE															
Admission Count for WOODFIELD SECURE COTTAGE:	455815	10/09/2006	Male	White	12804	No	567707-614823	WARR EN	JD	0	05/25/2023			15	15
Youth Count for WOODFIELD SECURE COTTAGE:															
Total Admission Count for WARREN County:															
Total Youth Count for WARREN County:															
Grand Total of Admissions for All Counties:															
Grand Total of Youth for All Counties:															
Grand Total of Period:															
Grand Total of Total:															
Report Requested as PDF															
Sorted by County ID, Client Name															
Grouped by County ID, Facility ID															
Report Requested for: WARREN															

*****Warning*****
CONFIDENTIAL INFORMATION AUTHORIZED PERSONNEL ONLY

930/Day

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: BOARD OF ELECTIONS

DATE:

- (a) Purpose of Amendment:
**To accept additional grant funding awarded under the NYS Board of Elections
Absentee Ballot Pre-Paid Postage Grant Program**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.1450 424, Board of Elections, Postage - \$22,620.96

- (c) Revenue Code (with title), and Amount:
A.1450 3056, Board of Elections, Absentee Ballot Program - \$22,620.96

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: BOARD OF ELECTIONS

DATE:

- (a) Purpose of Amendment:
To accept additional grant funding awarded under the NYS Board of Elections Technology Innovation and Election Resource (TIER) Grant Program
- (b) Appropriation Code, Object Code, Full Title and Amount:
A.1450 439, Board of Elections, Misc. Fees & Expenses - \$67,496.53
- (c) Revenue Code (with title), and Amount:
A.1450 3055, Board of Elections, Technology Innovation and Election Resource (TIER) Grant Program - \$67,496.53

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: 6/20/23

- (a) Purpose of Request: to appropriate \$36,400 to A.6417.0002 480 for Rittner's Performing Arts Company

- (b) Details: History on the Road TV 7/1 - 10/31/23

- (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 - \$36,400

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: OCCUPANCY TAX COORDINATION

DATE: JUNE 20, 2023

(a) Purpose of Request:

to appropriate \$3 million from the Occupancy Tax Reserve, as the funds become available, to A.6417.0002 480.04, Tourism-Warren County Projects

(b) Details:

The Warren County Winter Coalition is requesting funds for the Warren County Winter Experience

(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 - \$3,000,000

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

* as listed in budget and LOGOS

DRAFT

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 OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET TO MAKE
AN AWARD TO THE WARREN COUNTY WINTER COALITION;
AND AMENDING 2023 WARREN COUNTY BUDGET**

RESOLVED, that the Warren County Board of Supervisors hereby appropriates funds in the amount of Three Million Dollars (\$3,000,000) from the Occupancy Tax Reserve (A.881.00) to the following budget code, as the funds become available, to cover the cost of occupancy tax funds awarded to the Warren County Winter Coalition for the Warren County Winter Experience, which was approved since the 2023 Warren County Budget was adopted in November, 2022:

CODE	DEPARTMENT	AMOUNT
A.6417.0002 480	Tourism/Occupancy, Occupancy Tax, Tourism-Special Events (Resolution No. ___ of 2023)	\$3,000,000.00

and be it further

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

MEMORANDUM

DATE: June 26, 2023

To: Members of the Warren County Board of Supervisors

FROM: The Warren County Winter Coalition

RE: **Wintertime Entertainment Attraction Opportunity**

Dear Supervisors:

We look forward to talking with you in the days ahead to share the information you need regarding the opportunity to bring a major wintertime entertainment attraction to Lake George beginning in December.

To make the best use of your time, we have assembled the questions that some supervisors have asked and provided the answers for all.

1. What is the Warren County Winter Coalition?

The Warren County Winter Coalition is the working name for a local non-profit organization that will be formed by business people and community leaders from the Lake George region. The Winter Coalition hopes to create an extraordinary, annual attraction that will distinguish our region as one of the Northeast's premiere destinations for wintertime fun and entertainment. We hope to contract with Moment Factory, a Montreal-based producer of immersive, multi-media events to create the attraction that would open in December 2023 and continue through March 2024, and recur in each of the following four years. We project the attraction would be open 80 nights a year for the next five years and would attract 120,000 people each year.

2. What is the Winter Coalition asking of Warren County?

The Winter Coalition is asking for a one-time investment of \$3 million in seed money for this event. The Coalition has offered to repay Warren County from profits from the event. It would share the net profits on a 50/50 basis with Warren County for the full five years that the event is held and, if the event is as successful as we expect, the repayment to Warren County may well exceed the county's original \$3 million investment.

3. Does Warren County have \$3 million to invest and where would the money come from?

It is our understanding that Warren County has \$5.7 million in occupancy tax funds that are considered surplus, meaning they are not currently allocated to a particular project or event. This money could be invested in the local winter event without reducing funding for any other opportunity or obligation.

4. What kind of a show would Moment Factory produce?

Moment Factory blends advanced lighting, video, architecture, music, and special effects to transform venues and events into memorable experiences. It has produced more than 525 shows worldwide for clients such as the NFL, Microsoft, Sony, Toyota, Royal Caribbean, and Madonna. It is proposing to create an immersive and interactive winter experience and has chosen historic Fort William Henry in Lake George as the ideal setting.

5. Is this just a fancy music and light show?

No. We believe Moment Factory will produce an extraordinary experience each year, and as this attraction evolves over the five-year period, the Winter Coalition hopes to include more regionally specific elements celebrating the historic, cultural, environmental, and recreational treasures of Warren County. The Coalition's goal is to build toward an experience that observes the semiquincentennial of the United States Declaration of Independence in 2026, with appropriate emphasis on the role Warren County played in the founding of the young nation.

6. Is this just a one-time event?

No. The Winter Coalition is seeking to create an attraction, starting in 2023 with a five-year commitment from Moment Factory. We see this wintertime attraction changing growing each year going forward.

7. What are the financial projections for this event?

Based on our local experience and the size of the crowds Moment Factory events have attracted elsewhere, we believe the proposed local wintertime attraction would draw 120,000 people over the three-month period in each of the five years it is held.

8. How would Warren County benefit?

The Winter Coalition has proposed to share with Warren County 50 percent of the profit derived from this attraction. This would repay the county's initial \$3 million investment and replenish the surplus for re-use in future years. It is possible that this split will result in a repayment to Warren County that exceeds \$3 million. In addition, this event would create wintertime employment opportunities for local people and generate millions of dollars in wintertime revenue for local businesses through hotel stays and restaurant and retail sales. This, in turn, would create a significant increase in wintertime occupancy and sales tax payments to Warren County. From a long-term perspective, the event also would help foster the development of sustainable, year-round tourism in the region.

9. What if the attendance projections fall short?

The attendance projects are conservative. They are based on the experience of Moment Factory events elsewhere and the local experience with Ice Castles which, over the course of a roughly one-month period, attracted 90,000 people, even with periods of inclement weather.

10. Are there financial risks to the county?

The risks are quite limited. The Winter Coalition has proposed to share with Warren County 50% of the profits generated over the term of a five-year contract with Moment Factory. This will result in payments to Warren County that equal, exceed or fall short of the county's initial \$3 million investment, if approved. In any case, Warren County stands to benefit from additional occupancy and sales tax revenues generated by the attraction. If, as is true of special events in general, the proposed event fails to attract the projected number of visitors in a given year, Moment Factory has a significant financial incentive to make the improvements and adjustments necessary to improve attendance in order to ensure its own overall success – and, therefore, the county's success. The Coalition has also pledged to share audited financial reports with the county on an annual basis.

11. Are their legal risks to the county?

Again, they are quite limited. Warren County would not contract directly with Moment Factory or sponsor, conduct, or manage the events. The Winter Coalition would indemnify Warren County against liability related to these events.

12. How can Warren County be assured this is a one-time investment in this event?

The Winter Coalition wants to make Warren County a premiere wintertime destination. It will invest its 50 percent share of profits in renewing, expanding, and growing this attraction so that it is financially sustainable without additional county support.

13. This is the largest investment of occupancy tax revenues Warren County has been asked to make. Is this a good investment?

We believe it's a very good investment of surplus occupancy tax funds. It's important to note that occupancy taxes are paid by individuals who stay overnight in Warren County hotels, motels, bed and breakfast establishments and short-term rentals. These funds were intended to be used to grow and promote tourism in Warren County. The beneficiaries of this event will include: People from Warren County (and beyond) who are looking for good wintertime employment opportunities to support their families; local businesses that need a reliable source of wintertime revenue to justify staying open; the county and its municipalities, which will receive additional tax revenues to sustain local services, and visitors seeking to enjoy a

memorable experience who will discover that Warren County is one of the Northeast's premiere wintertime destinations for fun and entertainment.

14. Will this benefit communities beyond Lake George?

Yes. People from every Warren County community will have new wintertime employment opportunities. People who come to ski in North Creek or snowmobile in Chester or Stony Creek now will have a new, nighttime attraction to visit, and another reason to stay overnight. People who come to the wintertime attraction likely will find their way to restaurants and hotels in Glens Falls and Queensbury. We believe the beneficial impact of this event will be felt in every corner of Warren County.

15. What will happen if the Board of Supervisors rejects the funding request?

The event will not happen here. There is strong demand among many other communities for a wintertime attraction of this caliber.

16. What is the status of Ice Castles?

We hope and believe Ice Castles will be returning to Lake George this winter. We expect to hear a decision from them in the coming weeks. Winter Fest and the Lake George Winter Carnival will be returning. We believe Ice Castles, the Winter Carnival, Winter Fest and the proposed wintertime experience event will create a critical mass of wintertime entertainment in Warren County and support and complement each other.

17. Who are the members of the Winter Coalition?

The Committee includes Lake George Mayor Ray Perry; Lake George Deputy Supervisor Vincent Crocitto II; Vincent Crocitto III of the Lake George Holiday Inn and other accommodations businesses; Sara Mannix, founder and chief executive of the digital marketing agency Mannix Marketing; Tom Lloyd and Ken Mark of Adirondack Studios, the international scenic and entertainment design company based in Argyle; Americade founder Christian Dutcher; Gina Mintzer and Emily Frost of the Lake George Regional Chamber of Commerce, and Kathy Muncil, Sam Luciano and Billijo Meader of the Fort William Henry Corp.

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)

DATE: 6/20/23

- (a) Purpose of Request: to approve a contract for occupancy tax funding for Warren County Winter Coalition

- (b) Details: Winter-themed multimedia attraction at Fort William Henry; estimated attendees 120,000; estimated overnight guest \$50,160

- (c) Previous Resolution Number: none

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417.0002 480.04 - Tourism - Warren County Projects - \$3,000,000

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

* as listed in budget and LOGOS

DRAFT

Warren County Board of Supervisors

RESOLUTION No. ___ OF 2023

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

AMENDING RESOLUTION NO. 37 OF 2023, WHICH AUTHORIZED AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2023 OCCUPANCY TAX REVENUES, TO AUTHORIZE AGREEMENTS AND FUNDING TO WARREN COUNTY WINTER COALITION, A NOT-FOR-PROFIT CORPORATION

WHEREAS, pursuant to Resolution No. 37 of 2023, as amended by Resolution Nos. 84 of 2023, 146 of 2023, 207 of 2023, 257 of 2023 and 300 of 2023, the Chair of the Board of Supervisors was authorized and directed to execute standard form Warren County Tourist and Convention Development Agreements for occupancy tax funding with certain applicants, and

WHEREAS, at their June 20, 2023, the Occupancy Tax Coordination Committee considered a written application from the following applicant for 2023 occupancy tax funding and approved a special event funding request, and moved the request to the Finance Committee as follows:

<u>Applicant</u>	<u>Event</u>	<u>Dates</u>	<u>Amount of Award</u>
Warren County Winter Coalition	Warren County Winter Experience	12/4/23-3/31/24	\$3,000,000.00 <i>Special Event Funding</i>

now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby suspends Resolution 238 of 2005 only for purposes of special event funding to the Warren County Winter Coalition, to include the criteria limiting awards of occupancy tax funds in excess of \$50,000.00 to the sponsor of a particular tourist event, and be it further

RESOLVED, that Resolution No. 37 of 2023, as subsequently amended by Resolution Nos. 84 of 2023; 146 of 2023; 207 of 2023; 257 of 2023; and 300 of 2023 be, and hereby is, amended to approve and award 2023 occupancy tax awards to the applicant named above in the amounts set forth above and to increase the total amount of occupancy tax funding to Three Million Nine Hundred Ninety-Eight Thousand One Hundred Sixty-Five Dollars (\$3,998,165.00), to be expended from Budget Code A.6417.0002 480, Tourism/Occupancy Tax, Tourism-Special Events (\$3,902,100.00) and Budget Code A.6417.0002 469.05, Tourism/Occupancy Tax, Occupancy Tax, Municipal Application Funding (\$96,065.00), as listed on the revised Schedule "A," and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 37 of 2023, as amended by Resolution No. 84 of 2023, 146 of 2023, 207 of 2023, 257 of 2023 and 300 of 2023 will remain the same.

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RESOLUTION No. ___ OF 2023

PAGE 2 OF 5

SCHEDULE "A"
2023 Occupancy Tax Awards

	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
1	Lake George Winter Carnival, Inc.	Lake George Winter Carnival	11/16/22 - 1/26/23	\$50,000.00
2	Greater Glens Falls Amateur Athletic Championship Association	NYSPHSAA Boys Basketball Championships	3/17/23-3/19/23	\$47,100.00
3	Silver Bay YMCA	Bluegrass in Heaven	9/15/23-9/17/23	\$15,000.00
4	Adirondack Cycling Advocates, Inc.	Promotion of Bicycling <i>*continuing on an annual basis for three years</i>	2023	\$20,000.00
5	Adirondack Festivals, LLC	2023 Adirondack Wine and Food Festival	6/24/23-6/25/23	\$45,000.00
6	Adirondack Hot Air Balloon Festival	Adirondack Hot Air Balloon Festival 50 th Anniversary	9/20/23-9/24/23	\$50,000.00
7	Adirondack Sports Complex, LLC	ADKSC Travel Team Fastpitch Softball Tournaments	1/1/23-12/31/23	\$50,000.00
8	Albany Rods & Kustoms	Adirondack Nationals Car Show	9/6/23-9/10/23	\$35,000.00
9	Americade, Inc.	Americade	5/30/23-6/4/23	\$50,000.00
10	Hyde Collection	Boost Year Round Marketing Efforts	1/28/23-12/31/23	\$25,000.00
11	Prime Time Lacrosse	Lake George National Invitational	7/21/23-7/23/23	\$40,000.00

DRAFT**RESOLUTION No. ____ OF 2023****PAGE 3 OF 5**

12	Special Olympics NY	Special Olympics NY Fall Games	10/20/23- 10/21/23	\$50,000.00
13	Warrensburg Garage Sale	World's Largest Garage Sale	9/29/23- 10/1/23	\$35,000.00
14	Adirondack Folk School	Marketing and Production	2023	\$15,000.00
15	Adirondack Theatre Festival, Inc.	Adirondack Theatre Festival 29 Season	5/15/23- 8/15/23	\$30,000.00
16	Glens Falls Collaborative and the City of Glens Falls	2023 Adirondack Christkindlmarkt	12/1/23- 12/3/23	\$25,000.00
17	Glens Falls Collaborative and the City of Glens Falls	Wingfest	4/29/23	\$10,000.00
18	Lower Adirondack Regional Arts Council (LARAC)	LARAC Arts Festival	6/16/23- 6/19/23	\$11,000.00
19	Marcella Sembrich Memorial Association, Inc.	2023 Summer Festival	6/1/23- 9/1/23	\$20,000.00
20	Vermontfare, Inc. d/b/a Craftproducers	Lake George Arts & Crafts Festival	7/29/23- 7/30/23	\$5,000.00
21	GenZHomes, Inc. d/b/a Alpha Win	2023 Lake George Triathlon	8/28/23- 9/3/23	\$30,000.00
22	Improv Records, Inc.	Memorial Meltdown	5/6/23- 5/29/23	\$35,000.00
23	Improv Records, Inc.	Adirondack Independence Music Festival	9/1/23- 9/3/23	\$45,000.00
24	Lake Theatre Productions, Inc.	Lake George Dinner Theatre	7/6/23- 8/26/23	\$12,000.00

DRAFT

RESOLUTION No. ___ OF 2023

PAGE 4 OF 5

25	Lake George J-Boat Racing, LLC	J/24 US National Championship Regatta	5/17/23-5/21/23	\$13,500.00
26	Lake George Music Festival, Inc.	Lake George Music Festival	8/6/23-8/17/23	\$30,000.00
27	Eastern NY Marine Trades Association, Inc.	15 th Annual Great Upstate Boat Show	3/31/23-4/2/23	\$25,000.00
28	Northeastern District Barbershop Harmony Society	Northeastern District Barbershop Harmony Society Divisional Contest and Convention	4/28/23-4/29/23	\$21,100.00
29	Hickory Legacy Foundation		6/1/23-9/30/23	\$10,000.00
30	F. Cavone Productions	Wild in the Trees Music and Skate Festival	10/7/23-10/8/23	\$12,000.00
31	Warren County Historical Society	Promotion of Warren County History	1/1/23-12/31/23	\$ 4,000.00
32	Rittner's Performing Arts Company	History on the Road TV	7/1/23-10/31/23	\$36,400.00
33	Warren County Winter Coalition	Warren County Winter Experience	12/4/23-3/31/24	\$3,000,000.00
TOTAL				\$3,902,100.00
<i>to be paid from A.6417.0002 480, Special Event Funding</i>				
	APPLICANT	EVENT	DATE	AMOUNT OF AWARD
1	Town of Horicon	Food Truck Friday's on the Pond	6/30/23-9/1/23	\$25,065.00

DRAFT

RESOLUTION No. ____ OF 2023

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2	Tri-Lakes Community Alliance	Adirondack Woof Stock	6/3/23-6/4/23	\$6,000.00
3	Warrensburg Bike Rally, LLC	Warrensburg Bike Rally	5/27/23-6/3/23	\$10,000.00
4	South Queensbury Fire Company	2022/2023 Adirondack Balloon Festival expenses	N/A	\$5,000.00
5	Town of Lake George	Adirondack Region Winter Lights Experience	Winter 2023-24	\$50,000.00
TOTAL				\$96,065.00
<i>to be paid from A.6417.0002 469.05, Municipal Application Funding</i>				

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 30, 2023

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

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. **Action Agenda**
 - 1) **SUNY Adirondack/Higher Education Information:**
 - A) SUNY Adirondack representatives to provide and update on the College.
 - B) Request to approve Tentative Operating Budget for 2023-2024 for SUNY Adirondack and providing for public hearing.
 - 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 for executive session to discuss terms of Correctional Supervisors Association (CSA) Collective Bargaining Agreement.
 - 3) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

Assigned Counsel (Julie Garcia, Assigned Counsel Administrator) -

 - A) Request to amend the Table of Organization and Salary Schedule to create the new position of Administrative Secretary, *Annual Salary \$50,633*, and delete the positions of Account Clerk (PT), *Grade 4 Base Annual Salary \$19,223*, and Clerk #2 (PT), *Annual Salary \$18,171*, effective June 24, 2023.

Public Defender (Gregory Canale, Public Defender) -

 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Assistant Public Defender #12 - Per Diem, *Annual Salary \$49,914*, effective July 24, 2023.

Sheriff -

 - C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Systems Maintenance Coordinator position from \$75,416 to \$77,565.36, effective July 24, 2023.
 - D) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Corrections Captain position from \$99,068 to \$117,068, effective July 24, 2023.
 - E) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$116,900 to \$135,775, effective July 24, 2023.
 - F) Request to amend Local Law No. 1 of 2023 to increase the salary of the Sheriff from \$120,498 to \$139,373.
 - 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):**

Planning & Community Development (Wayne LaMothe, Director) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Principle Planner position from \$69,431 to \$77,446, effective July 24, 2023.
 - 5) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

Request for an executive session to discuss the following current, pending or potential litigation, pursuant to Section 105(1)(d) of the Public Officer's Law: Matter of City of New York v. Warren County.
 - V. **PERSONNEL, ADMINISTRATION & HIGHER EDUCATION:** *(Including SUNY Adirondack, Civil Service, Human Resources, Clerk of the Board and County Attorney)*

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)
 - VI. Privilege of the Floor/Public Comment
 - VII. Motion to adjourn

Warren County Board of Supervisors

RESOLUTION NO. OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS

APPROVING TENTATIVE OPERATING BUDGET FOR FISCAL YEAR 2023-2024 FOR ADIRONDACK COMMUNITY COLLEGE AND PROVIDING FOR PUBLIC HEARING

WHEREAS, the Vice President for Administrative Services of Adirondack Community College has presented to the Board of Supervisors a tentative operating budget for the college fiscal year from September 1, 2023 to August 31, 2024, in the gross amount of Thirty-Three Million One Hundred Eighty-Two Thousand Two Hundred Twenty-One Dollars (\$33,182,221), which, if adopted by the Board of Supervisors, would require the sum of Two Million Three Hundred Thirty-Eight Thousand Five Hundred Sixty Dollars (\$2,338,560) as that portion to be raised by taxation in the County of Warren for the year 2023-2024 for the operational costs to pay Warren County's share as one of the sponsors of Adirondack Community College, and

WHEREAS, the joint meeting of the Personnel, Administration & Higher Education and Finance Committees have reviewed and approved the tentative operating budget and recommends that such tentative budget be approved and a public hearing be held thereon, now, therefore, be it

RESOLVED, that the tentative operating budget of Adirondack Community College for fiscal year September 1, 2023 to August 31, 2024, as prepared and submitted by the Vice President for Administrative Services, be, and the same hereby is, approved, and be it further

RESOLVED, that the Board of Supervisors will hold a public hearing on said tentative operating budget of Adirondack Community College in the Board Room of the Warren County Municipal Center on the 21st day of July, 2023 at 10:00 a.m., at which time and place all persons interested in said tentative Adirondack Community College budget will be heard, and the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give due public notice of such hearing as required by law.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Legal Defense - Indigents

DATE: 6/30/2023

- (a) Title of Requested Position: **Administrative Secretary**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$50,633**
- (c) Effective Date for New Position*: **7/24/2023**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Account Clerk (PT) - \$19,223 Grade 4
Clerk #2 (PT) - \$18,171 Grade 2
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1170.4202 Legal Defense - Indigents, Hurrell-Harring
- (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:
Funding available due to Vacancies, 100% Funded by ILS
- (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:
Funding in budget due to vacancies

ADMINISTRATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class acts as the administrative assistant and personal secretary to a Department Head. Duties include oversight of the various clerical, fiscal and personnel operations of the Department. This confidential position requires a high degree of judgment as well as knowledge of Department policies/procedures and related laws and regulations. Work is performed under the general supervision of the Department Head with considerable independence for carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as a personal secretary to a Department Head by answering phones and handling mail and correspondence;

Maintains confidential files for the Department Head;

Oversees and participates in the operation of the file system of the Department, both paper based and computerized;

Schedules appointments for the Department Head or designee(s), arranges conferences and meetings;

Maintains all Department employees' personnel and payroll records;

Processes all employees' payroll and personnel filings and paperwork;

Processes all Department accounts payable and procurement paperwork;

Processes all employees' accident reports and records;

Tracks a variety of Department processes/transactions, including grants, billings and reimbursements;

Assists in planning and implementing departmental policy and procedures;

Receives and handles complaints from Department members and citizens, requiring quick resolution;

May attend meetings and conferences, takes minutes, prepares summaries of meetings;

Utilizes computer programs and web-based applications such as word processing spreadsheets, calendar, email and database software to perform work assignments;

Utilizes a variety of automated systems equipment to produce such materials as correspondence, reports, contracts, specifications and/or data;

Receives calls and callers, providing information, assistance and referral;

May assist in completing any other administrative task as deemed necessary by the Department Head.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office practices terminology, procedures and equipment, including personal computers; good knowledge of business English and arithmetic; good knowledge of the organization, function, laws, policies, regulations, terminology of the assigned department; ability to handle administrative details independently, including the composition of routine correspondence; ability to maintain confidentiality in regard to departmental matters; ability to understand and carry out moderately complex oral written directions; ability to communicate effectively with others both orally or in writing; ability to establish and maintain cooperative relationships with the public and other departments and agencies.

MINIMUM QUALIFICATIONS: (Either):

- (a) Associate's Degree or higher and two (2) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid office administrative or senior level clerical experience or its part-time equivalent in an office setting which shall have included using a word processor or personal computer as a major function of the job.

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

WC: 2022
JC: Competitive

ITEM 10 - PERSONNEL AGENDA ITEM 3A

NOTICE OF INTENT TO FILL VACANT POSITION			
<p>This notice of intent is completed when a department head plans to fill an <i>existing</i> funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. <u>For complete instructions on the procedure to be followed, see the reverse of this form.</u></p> <p>This notice may not be used for requests to create a <i>new</i> position.</p>			
Department: Legal Defense - Indigents		GL Code: A.1170.4202	
Position Title: Administrative Secretary			
Date of Vacancy: Creation 7/21/2023		Last Employee in Position:	
Base Salary: 50,633	Grade:	Filling at Step # (If Known):	Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>
Position is vacated due to: <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Promotion <input checked="" type="checkbox"/> Other Creation			
Is this position mandated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Is the position reimbursable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Source of reimbursement: <input type="checkbox"/> Federal _____% <input checked="" type="checkbox"/> State 100 % <input type="checkbox"/> Other _____% _____			
CIVIL SERVICE REVIEW <input type="checkbox"/> Competitive-active eligible list <input checked="" type="checkbox"/> Competitive-no list (<i>hiring would be provisional</i>) <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Other _____ Candidate's qualifications must be approved by Personnel Officer prior to hiring. <div style="text-align: right;">Personnel Officer initials: Den 6/29/23</div>			
HUMAN RESOURCES REVIEW Actual Impact to Budget Report will be provided monthly by Human Resources Director. <div style="text-align: right;">HR Director initials: [Signature] 6/29/23</div>			
COUNTY ADMINISTRATOR REVIEW <input checked="" type="checkbox"/> The Administrator has no objection to the filling of the vacancy. <input type="checkbox"/> The Administrator objects to the filling of the vacancy. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Administrator Signature [Signature] </div> <div style="width: 35%;"> Date 6/29/23 </div> </div>			

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/20/2023

- (a) Title of Requested Position: **Assistant Public Defender (12) - Per Diem**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$49,914**
- (c) Effective Date for New Position*: **7/24/2023**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
n/a

- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1171 4202 130 Public Defender/Hurrell-Harring Salaries - Part Time: \$49,914
A.1171 4202 830 Social Security: \$3400
A.1171 4202 831 Medicare: \$880

- (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:

New York State Office of Indigent Legal Services Hurrell-Harring mandates Attorney Caseload Requirements to receive funding.

- (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: \$54,194.00

ASSISTANT PUBLIC DEFENDER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of New York State and Federal criminal law, New York family court act and court proceedings;
- Good knowledge of judicial procedures and rules of evidence;
- Ability to interpret and work with New York State and Federal criminal code;
- Ability to communicate effectively both orally and in writing;
- Ability to reason quickly and logically in stressful situations;
- Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion;
- Ability to analyze and organize facts effectively;
- Ability to prepare for and present cases in court;
- Ability to establish and maintain effective working relationships with others;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

At the time of appointment, possession of a license to practice law in the State of New York.

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

WC: 2003, 2015, 2021

JC: Exempt

Format Update 2022

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Sheriff

DATE: June 20, 2023

- (a) **Employee Name, Title and Employee No.:** Mark A. Neale, Systems Maintenance Coordinator #12042

- (b) **Current Annual Base Salary (and Grade if Applicable):** \$77,565.36

- (c) **Former Annual Base Salary (and Grade if Applicable):** \$75,416

- (d) **Effective Date for Salary Change:*** Upon BOS Approval
*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:**
A.3110 110 General Sheriff's Law Enforcement Salaries - Regular \$2,149

- (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:
The Sheriff's Office has operated with vacancies in Patrol Officer staffing throughout 2023 awaiting the commencement of a Basic School for Police Officers which has created a surplus of funding in budget code A.3110 110

- (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
N/A

- (h) **Justification of Request:** An annual salary increase of 2.85% is requested to provide for a wage increase that is consistent with similarly situated bargaining unit employees of the Sheriff's Office for 2023

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Sheriff

DATE: June 20, 2023

- (a) **Employee Name, Title and Employee No.:** Albert L. Maday, Corrections Captain #9296

- (b) **Current Annual Base Salary (and Grade if Applicable):** \$117,068

- (c) **Former Annual Base Salary (and Grade if Applicable):** \$99,068

- (d) **Effective Date for Salary Change:*** Upon BOS Approval
*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:**
A.3150 110 General Sheriff's Correction Division Salaries - Regular \$18,000

- (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:
The Sheriff's Office has operated with vacancies in Correction Officer staffing throughout 2023 due to recruitment and retention hardships which has created a surplus of funding in budget code A.3150 110

- (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
N/A

- (h) **Justification of Request:** An annual salary increase of 21% is requested to provide for a wage increase that is consistent with similarly situated bargaining unit employees of the Sheriff's Office for 2023

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Sheriff

DATE: June 20, 2023

- (a) **Employee Name, Title and Employee No.:** Terry Comeau, Undersheriff #8182

- (b) **Current Annual Base Salary (and Grade if Applicable):** \$135,775

- (c) **Former Annual Base Salary (and Grade if Applicable):** \$116,900

- (d) **Effective Date for Salary Change:*** Upon BOS Approval
*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:**
A.3110 110 General Sheriff's Law Enforcement Salaries - Regular \$18,875

- (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:
The Sheriff's Office has operated with vacancies in Patrol Officer staffing throughout 2023 awaiting the commencement of a Basic School for Police Officers which has created a surplus of funding in budget code A.3110 110

- (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
N/A

- (h) **Justification of Request:** An annual salary increase of 16% is requested to provide for a wage increase that is consistent with similarly situated bargaining unit employees of the Sheriff's Office for 2023

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: June 20, 2023

- (a) **Purpose of Request:** Amend Local Law No. 1 of 2023, enacted by Resolution No. 807 of 2022, that fixed the salaries of certain County officers and employees of Warren County.
- (b) **Details:** The request is made to amend Local Law No 1 of 2023 and increase the current 2023 Sheriff salary of \$120,498 by 15.5% to \$139,373.
- (c) **Previous Resolution Number:** Resolution No. 807 of 2022
- (d) **Where are Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:** N/A

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 807 OF 2022

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

**ENACTING LOCAL LAW NO. 1 OF 2023, ENTITLED
“A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS
AND EMPLOYEES OF WARREN COUNTY”**

WHEREAS, a proposed local law was duly presented to the Board of Supervisors and considered by them, said proposed local law entitled, “A Local Law Fixing the Salaries of Certain County Officers and Employees of Warren County,” and

WHEREAS, the Board of Supervisors adopted Resolution No. 670 of 2022, which authorized a public hearing to be held by the Board of Supervisors on the 16th day of December, 2022, in the Supervisors’ Rooms in the Warren County Municipal Center on the matter of the proposed local law, and notice of such public hearing having been duly published and posted as required by law, and said public hearing having been held and all persons appearing at such public hearing desiring to be heard, having been heard, now, therefore, be it

RESOLVED, that the Board of Supervisors of the County of Warren, New York, on this 16th day of December, 2022, does hereby enact and adopt Local Law No. 1 of 2023, as annexed hereto.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Planning and Community Development

DATE: June 2023

- (a) Employee Name, Title and Employee No.:
Principal Planner
- (b) Current Annual **Base** Salary (and Grade if Applicable):
Grade 14 - Step 5, \$77,446
- (c) Former Annual **Base** Salary (and Grade if Applicable):
Grade 14 \$69,431
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
21 July 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:
Unexpensed funds A8021.110 Salary full time
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
A qualified candidate submitted a resume and qualifications that both the Personnel Officer and I think would meet the needs of the County. The job announcement identified a salary range of \$69,431 to \$77,446 DOE. I provided an offering letter at the base salary level of \$69,431, which is what is in the 8021 budget, that is less than her current salary. That offer was not accepted. Based on level of experience it is requested to offer \$77,446.