

FINANCE COMMITTEE

AGENDA

AUGUST 3, 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 June 2023.

B) Request to appropriate funds in the amount of \$102,468 from Budget Code A.896.00, *Vehicle Reserves*, to Budget Code A.3110 230.1, *Sheriff, Law Enforcement, Automotive Equipment Reserve*, to cover the cost of purchasing a marine vessel.

C) Request to amend the Warren County Budget for 2023 in the amount of \$102,468 to recognize the anticipated State aid towards the purchase of a marine vessel.

D) Request to appropriate funds in the amount of \$143,782.25 from Budget Code A.909.00, *General Fund Unappropriated Surplus*,; \$4,427.67 from Budget Code D 909.00, *County Road Fund Unappropriated Surplus*,; \$1,096.19 from Budget Code DM 909.00, *Road Machinery Fund Unappropriated Surplus*, to various budget codes (see attachment included in the agenda) to cover the cost of the 2.5% salary increase for the out-of-Unit employees authorized by Resolution No. 368 of 2023.

E) Request to provide the County Administrator authority to transfer funds between departmental budgets, upon consultation with the Personnel, Administration & Higher Education and Finance Committee Chairs, when circumstances arise where a shortage in salary codes occur upon the hiring of new employees.

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

Budget Performance Report to be discussed by the County Treasurer.

4) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**

Buildings and Grounds (Scott Rogers, Director of Facilities) -

Request to establish Capital Project No. H422, *Replace 4-box PAPI Runway 1-19*, in the amount of \$271,000.

5) **Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**

Office of Community Services/Mental Health (Rob York, Director) -

A) Request to amend the Warren County Budget for 2023 in the amount of \$134,054 to reflect receipt of funding from New York State Office of Mental Health and New York State Office of Addiction Services to cover the cost of 4% cost of living adjustment included in New York State Budget for programs sponsored by these agencies.

B) Request to appropriate funds in the amount of \$300,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.4390 435, *Psychiatric Expense/Criminal*, to cover the cost of court-ordered NYS CPL 730 competency examination and restoration expenses through the remainder of the year.

Office for the Aging (Dee Park, Director) -

C) **Request to amend the Warren County Budget for 2023 in the amount of \$35,800 to reflect receipt COVID funding to cover the cost of vaccination of homebound seniors in Warren and Hamilton Counties.**

Public Health (Ginelle Jones, Director, Public Health/Patient Services) -

D) Request to amend the Warren County Budget for 2023 in the amount of \$3,229.50 to reflect receipt of funding from New York State Department of Health for the NYS Health Care Worker Bonus Program.

~~6) **Referral from the Legislative, Rules & Government Operations Committee (Chaired by Supervisor Strough):**~~

~~**County Clerk (Pamela Vogel, County Clerk) -**~~

~~Request to amend the Warren County Budget for 2023 in the amount of \$1,175,000 to reflect a change in revenue distribution for local and additional mortgage tax. **Note: This Item was replaced with a transfer of funds included in Agenda Item 1.**~~

7) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**

Request to appropriate funds in the amount of \$150,000 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 for Ice Castles Winter Event.

Continued

8) Referrals from the Public Works Committee (Chaired by Supervisor Conover):

Department of Public Works (Kevin Hajos, Superintendent) -

- A) Request to increase Capital Project No. H322, *Palisades Road (CR 26) over Brant Lake Inlet*, in the Town of Horicon in the amount of \$4,644.
- B) Request to increase Capital Project No. H381, *South Johnsburg Road (CR 57) over Mill Creek bridge replacement*, in the Town of Johnsburg in the amount of \$436,422.
- C) Request to appropriate funds in the amount of \$14,346.75 from Budget Code DM 894.00, *Reserve, Motor Fuel Systems*, to Budget Code DM 5140 422, *Motor Fuel Farms, Repair/Maint. Equipment*, to cover the cost of repairing five fuel sites.

9) Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3A-C, 4 and 5A.

PERSONNEL AGENDA ITEMS 3A-C, 4 and 5A:

3) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):

Department of Social Services (Christian Hanchett, Commissioner) -

- A) Request to amend Resolution No. 159 of 2023 to extend the termination date of the Assistant Social Services Attorney - Temporary - Part-Time to 100 days after vacant full-time Assistant Social Services Attorney position is filled to ensure integrity in the Legal Unit and allow for a smooth transition.
- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #1, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.
- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #2, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.

4) Referral from the Tourism Committee (Chaired by Supervisor Merlino):

Tourism Department (Heather Bagshaw, Director) -

Request to amend the Table of Organization and Salary Schedule to create the new position of Tourism Coordinator, *Grade 12, Base Annual Salary \$66,781*, and delete the position of Tourism Development and Events Coordinator, *Annual Salary \$72,783*, effective August 21, 2023.

5) Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):

- A) On behalf of the Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Assistant Public Defender No. 8 position from \$79,651 to \$90,047 effective August 21, 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:**Information Technology**SIGNED:** Michael Colvin**DATE:** August 3, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680 860	Hospitalization	A.1680 862	Health Insurance Cost Reimburse	\$3,000

Please state reason for transfers requested: Unforeseen expenses**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:** JULY 28, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Planning (and Comm. Dev), Salaries-Full Time	A.8021 130	Planning (and Comm. Dev.), Salaries-Part Time	\$2,500.00

Please state reason for transfers requested:

To increase Part Time salary code

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: Social Services

SIGNED:

DATE: 7/10/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6010 110	Salaries - Regular	A6010 120	Salaries - Overtime	\$50,000
A6010 850	Unemployment Insurance	A6010 862	Health Insurance Cost Reimbursement	\$1,500

Please state reason for transfers requested:

To cover deficits that have occurred in the overtime & health insurance reimbursement budgets.

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:** COUNTY CLERK**SIGNED:****DATE:** 08/03/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410 1256	County Clerk, Local Mortgage Tax	A.1410 1256.01	County Clerk, Additional Mortgage Tax	\$1,175,000.00

Please state reason for transfers requested:

To reflect change in revenue distribution for local and additional mortgage tax (R233 of 2023)

CONTINGENT FUND TRANSFER REQUESTS

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

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

WARREN COUNTY
Journal Report - June 2023

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
6/5/2023	A.1011 220	Office Equipment	Transfer within Budget Code from A.1011 410	\$ 62.49	
6/5/2023	A.1011 410	Supplies	Transfer within Budget Code to A.1011 220		\$ 62.49
Brd. of Election - Board of Elections					
6/26/2023	A.1450 428	Data Processing & Internet Fees	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 70.00	
6/26/2023	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 428		\$ 70.00
Clk of Legislati - Clerk of the Legislative Board					
6/26/2023	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 439		\$ 75.00
6/26/2023	A.1010 439	Misc Fees & Expenses	Budget Transfer within Object Code to A.1010 410	\$ 75.00	
County Attorney - County Attorney					
6/28/2023	A.1420 410	Supplies	Transfer within Object Code to A.1420 444		\$ 600.00
6/28/2023	A.1420 444	Travel/Education/Conference	Transfer within Object Code from A.1420 410	\$ 600.00	
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
6/28/2023	A.1165 220	Office Equipment	Budget Transfer outside of object code from A.1165 410 Supplies	\$ 462.68	
6/28/2023	A.1165 410	Supplies	Budget Transfer outside of object code to A.1165 220 OfficeEquip		\$ 462.68
DPW_DPW Admin - DPW,DPW Administration					
6/1/2023	D.3310 260	Other Equipment	Out of Budget Code Transfer from D.3310 410	\$ 130.00	
6/1/2023	D.3310 410	Supplies	Out of Budget Code Transfer to D.3310 260		\$ 130.00
6/6/2023	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 500.00	
6/6/2023	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 500.00
6/12/2023	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 500.00	
6/12/2023	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 500.00
6/16/2023	D.3310 260	Other Equipment	Out of Code Transfer from D.3310 410	\$ 400.00	
6/16/2023	D.3310 410	Supplies	Out of Code Transfer to D.3310 260		\$ 400.00
6/20/2023	A.1626 260	Other Equipment	Out of Code Budget Transfer from A.1626 410	\$ 1,125.00	
6/20/2023	A.1626 410	Supplies	Out of Code Budget Transfer to A.1626 260		\$ 1,125.00
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
6/1/2023	40.6293.0300 426	Subscriptions	Object code change to 40.6293.0300 433		\$ 1,600.00

6/1/2023	40.6293.0300 433	Training-Client	Object code change from 40.6293.0300 434	\$ 4,500.00	
6/1/2023	40.6293.0300 433	Training-Client	Object code change from 40.6293.0300 426	\$ 1,600.00	
6/1/2023	40.6293.0300 434	Allowances	Object code change to 40.6293.0300 433		\$ 4,500.00
6/1/2023	40.6293.0300 810	Retirement	Object code change from 40.6293.0300 850	\$ 1,000.00	
6/1/2023	40.6293.0300 810	Retirement	Object code change from 40.6293.0300 861	\$ 1,000.00	
6/1/2023	40.6293.0300 850	Unemployment Insurance	Object code change to 40.6293.0300 810		\$ 1,000.00
6/1/2023	40.6293.0300 860	Hospitalization	Object code change from 40.6293.0300 861	\$ 4,000.00	
6/1/2023	40.6293.0300 861	Retirees Hospitalization	Object code change to 40.6293.0300 860		\$ 4,000.00
6/1/2023	40.6293.0300 861	Retirees Hospitalization	Object code change to 40.6293 0300 810		\$ 1,000.00
6/14/2023	40.6293.0310 210	Furniture/Furnishings	Object code change from 40.6293.0310 220	\$ 4,600.00	
6/14/2023	40.6293.0310 220	Office Equipment	Object code change to 40.6293.0310 210		\$ 4,600.00
6/14/2023	40.6293.0310 810	Retirement	Object code change from 40.6293.0310 831	\$ 2,000.00	
6/14/2023	40.6293.0310 831	Medicare Contribution	Object code change to 40.6293.0310 810		\$ 2,000.00
6/14/2023	40.6293.0310 860	Hospitalization	Object code change from 40.6293.0310 861	\$ 1,500.00	
6/14/2023	40.6293.0310 861	Retirees Hospitalization	Object code change to 40.6293.0310 860		\$ 1,500.00
6/14/2023	40.6293.0313 427	Memberships & Dues	Object code change to 40.6293.0313 444		\$ 500.00
6/14/2023	40.6293.0313 444	Travel/Education/Conference	Object code change from 40.6293.0313 427	\$ 500.00	
6/14/2023	40.6293.0313 861	Retirees Hospitalization	Object code change to 40.6293.0313 862		\$ 750.00
6/14/2023	40.6293.0313 862	Health Insurance Cost Reimbursement	Object code change from 40.6293.0313 861	\$ 750.00	
6/14/2023	40.6326 810	Retirement	Object code change to 40.6326 830		\$ 4,500.00
6/14/2023	40.6326 810	Retirement	Object code change to 40.6326 831		\$ 1,000.00
6/14/2023	40.6326 810	Retirement	Object code change to 40.6326 860		\$ 7,000.00
6/14/2023	40.6326 810	Retirement	Object code change to 40.6326 865		\$ 200.00
6/14/2023	40.6326 830	Social Security	Object code change from 40.6326 810	\$ 4,500.00	
6/14/2023	40.6326 831	Medicare Contribution	Object code change from 40.6326 810	\$ 1,000.00	
6/14/2023	40.6326 860	Hospitalization	Object code change from 40.6326 810	\$ 7,000.00	
6/14/2023	40.6326 865	Dental Insurance	Object code change from 40.6326 810	\$ 200.00	
6/14/2023	40.6293.4999 433	Training-Client	Object code change to 40.6293.4999 434		\$ 500.00
6/14/2023	40.6293.4999 434	Allowances	Object code change from 40.6293.4999 433	\$ 500.00	
6/16/2023	40.6293.0300 411	Rent-Building/Property	Object code change from 40.6293.0300 428	\$ 1,403.50	
6/16/2023	40.6293.0300 428	Data Processing & Internet Fees	Object code change to 40.6293.0300 411		\$ 1,403.50
6/16/2023	40.6293.0305 411	Rent-Building/Property	Object code change from 40.6293.0305 427	\$ 2,763.73	
6/16/2023	40.6293.0305 427	Memberships & Dues	Object code change to 40.6293.0305 411		\$ 2,763.73
6/16/2023	40.6293.0310 830	Social Security	Object code change to 40.6293.0310 831		\$ 500.00
6/16/2023	40.6293.0310 831	Medicare Contribution	Object code change from 40.6293.0310 830	\$ 500.00	
6/16/2023	40.6293.4999 860	Hospitalization	Object code change to 40.6293.4999 865		\$ 300.00
6/16/2023	40.6293.4999 865	Dental Insurance	Object code change from 40.6293.4999 860	\$ 300.00	
6/23/2023	40.6293.0310 428	Data Processing & Internet Fees	Object code change 40.6293.0310 434		\$ 100.00
6/23/2023	40.6293.0310 434	Allowances	Object code change 40.6293.0310 428	\$ 100.00	
6/30/2023	40.6293.0300 210	Furniture/Furnishings	Object code change from 40.6293.0300 220	\$ 4,000.00	
6/30/2023	40.6293.0300 220	Office Equipment	Object code change to 40.6293.0300 210		\$ 4,000.00
6/30/2023	40.6293.0305 210	Furniture/Furnishings	Object code change from 40.6293.0305 220	\$ 4,000.00	
6/30/2023	40.6293.0305 220	Office Equipment	Object code change to 40.6293.0305 210		\$ 4,000.00

6/30/2023	40.6293.0313 210	Furniture/Furnishings	Object code change from 40.6293.0313 220	\$	2,000.00	
6/30/2023	40.6293.0313 220	Office Equipment	Object code change to 40.6293.0313 210			\$ 2,000.00
Historian - Historian						
6/2/2023	A.6423 410	Supplies	within object code transfer A.6423 410 to 428			\$ 100.85
6/2/2023	A.6423 428	Data Processing & Internet Fees	A.6423 410 to 428	\$	100.85	
Office of EMS - Office of Emergency Services						
6/1/2023	A.3640 435	Medical Fees	Budget transfer within object code to A.3640 441			\$ 300.00
6/1/2023	A.3640 441	Auto-Supplies & Repair	Budget transfer within object code from A.3640 435	\$	300.00	
6/8/2023	A.4022 210	Furniture/Furnishings	Budget transfer within object code from A.4022 220	\$	142.36	
6/8/2023	A.4022 220	Office Equipment	Budget transfer within object code to A.4022 210			\$ 142.36
6/8/2023	A.4022 230	Automotive Equipment	Budget transfer within object code to A.4022 260			\$ 236.55
6/8/2023	A.4022 260	Other Equipment	Budget transfer within object code from A.4022 230	\$	236.55	
6/8/2023	A.4022 442	Automotive - Gas & Oil	Budget transfer within object code from A.4022 444	\$	200.00	
6/8/2023	A.4022 444	Travel/Education/Conference	Budget transfer within object code to A.4022 442			\$ 200.00
6/16/2023	A.3410 230	Automotive Equipment	Out of code transfer to A.3410 422			\$ 700.00
6/16/2023	A.3410 422	Repair/Maint-Equipment	Out of code transfer from A.3410 230	\$	700.00	
6/23/2023	A.3410 260	Other Equipment	Out of code transfer to A.3410 455			\$ 2,087.00
6/23/2023	A.3410 455	Safety Equipment	Out of code transfer from A.3410 260	\$	2,087.00	
6/29/2023	A.4022 441	Auto-Supplies & Repair	Budget transfer within object code from A.4022 470	\$	800.00	
6/29/2023	A.4022 470	Contract	Budget transfer within object code to A.4022 441			\$ 800.00
Planning_Planning - Planning,Planning						
6/2/2023	A.8020 423	Telephone	budget transfer within object code from A.8020 470	\$	750.00	
6/2/2023	A.8020 470	Contract	budget transfer within object code to A8020 423			\$ 750.00
6/2/2023	A.8021 423	Telephone	budget transfer within object code from A.8021 442	\$	256.00	
6/2/2023	A.8021 442	Automotive - Gas & Oil	budget transfer within object code to A.8021 423			\$ 256.00
6/26/2023	A.8022 418	Ins-General Liability	budget transfer within object code to A.8022 428			\$ 205.00
6/26/2023	A.8022 428	Data Processing & Internet Fees	budget transfer within object code from A.8022 418	\$	205.00	
Public Defender - Public Defender						
6/5/2023	A.1171 437	Consulting Fees	In Code Transfer 439 to 437 & 440	\$	557.00	
6/5/2023	A.1171 439	Misc Fees & Expenses	In Code Transfer 439 to 437 & 440			\$ 875.25
6/5/2023	A.1171 440	Legal/Transcript Fees	In Code Transfer 439 to 437 & 440	\$	318.25	
6/30/2023	A.1171.4202 220	Office Equipment	In Code Transfer A.1171 4202 220 to A.1171 4202 260			\$ 292.40
6/30/2023	A.1171.4202 260	Other Equipment	In Code Transfer A.1171 4202 220 to A.1171 4202 260	\$	292.40	
6/30/2023	A.1171.4202 437	Consulting Fees	In Code Transfer A.1171 4202 437 to A.1171 4202 440			\$ 809.00
6/30/2023	A.1171.4202 440	Legal/Transcript Fees	In Code Transfer A.1171 4202 437 to A.1171 4202 440	\$	809.00	
Public Health_Health Services - Public Health,Health Services						
6/5/2023	A.4013 410	Supplies	Wic Budget transfer to A4013.410 from .423 424	\$	1,000.00	
6/5/2023	A.4013 423	Telephone	Wic Budget transfer to A4013.410 from .423 424			\$ 500.00

6/5/2023	A.4013 424	Postage	Wic Budget transfer to A4013.410 from .423 424	\$	500.00
6/7/2023	A.4013 410	Supplies	Budget transfer WIC for ads to A4013436 from 410	\$	25.00
6/7/2023	A.4013 436	Advertising Fees	Budget transfer WIC for ads to A4013436 from 410	\$	25.00
6/9/2023	A.4189 410	Supplies	Budget Transfer BT to 4189.410 from 423 and 428	\$	400.00
6/9/2023	A.4189 423	Telephone	Budget Transfer BT to 4189.410 from 423 and 428	\$	200.00
6/9/2023	A.4189 428	Data Processing & Internet Fees	Budget Transfer BT to 4189.410 from 423 and 428	\$	200.00
6/26/2023	A.4189 410	Supplies	Budget Transfer BT To A4189.428 fm 4189.410	\$	100.00
6/26/2023	A.4189 428	Data Processing & Internet Fees	Budget Transfer BT To A4189.428 fm 4189.410	\$	100.00
6/29/2023	A.4189 220	Office Equipment	BT out of code transfer to A.4189.220 from .410 hard drives	\$	50.00
6/29/2023	A.4189 410	Supplies	BT out of code transfer to A.4189.220 from .410 hard drives	\$	50.00
Residential Hall - Countryside Adult Home					
6/20/2023	A.6030 260	Other Equipment	Budget Transfer out of object code to A.6030 260 from A.6030 410	\$	8,958.96
6/20/2023	A.6030 410	Supplies	Budget Transfer out of object code from A.6030 410 to A.6030 260	\$	8,958.96
6/20/2023	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code to A.6030 210 from A.6030 410	\$	279.98
6/20/2023	A.6030 410	Supplies	Budget Transfer out of object code from A.6030 410 to A.6030 210	\$	279.98
6/20/2023	A.6030 410	Supplies	Budget Transfer within object code from A 6030 410 to A.6030 439	\$	179.99
6/20/2023	A.6030 439	Misc Fees & Expenses	Budget Transfer within object code to A.6030 439 from A.6030 410	\$	179.99
6/21/2023	A.6030 260	Other Equipment	Budget Transfer out of object code from A.6030 260 to A.6030 413	\$	4,000.00
6/21/2023	A.6030 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code to A.6030 413 from A.6030 260	\$	4,000.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
				budget transfer out of object	
6/14/2023	A.3110.4112 260	Other Equipment	budget transfer out of object code to A.3110.4112 444	\$	4,689.17
6/14/2023	A.3110.4112 444	Travel/Education/Conference	budget transfer out of object code from A.3110.4112 260	\$	4,689.17
6/27/2023	A.6050 469	Other Payments/Contributions	Out of Code Transfer from A.6100 470	\$	25,000.00
6/27/2023	A.6100 470	Contract	Out of Code Transfer to A.6050 469	\$	25,000.00
Tourism - Tourism					
				Adjustments to Expenses	
6/1/2023	A.6417.0001 426	Subscriptions	Transfer from A.6417.0001 470	\$	145.41
6/1/2023	A.6417.0001 470	Contract	Transfer to A.6417.0001 426	\$	145.41
6/7/2023	A.6417.0001 210	Furniture/Furnishings	Transfer from A.6417.0001 470 - out of code	\$	2,300.00
6/7/2023	A.6417.0001 470	Contract	Transfer to A.6417.0001 210 - out of code	\$	2,300.00
6/21/2023	A.6417.0002 469.05	Municipal Application Funding	Transfer from A.6417.0002 480	\$	5,000.00
6/21/2023	A.6417.0002 480	Tourism-Special Events	Transfer to A.6417.0002 469.05	\$	5,000.00
Treasurer Disb - Treasurer Departmental Activity					
6/22/2023	A.1325 210	Furniture/Furnishings	out of code budget transfer from A.1325 410 to A.1325 210	\$	240.18
6/22/2023	A.1325 410	Supplies	out of code budget transfer from A.1325 410 to A.1325 210	\$	240.18

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Administrator

DATE: 08/03/2023

(a) Purpose of Request:

To appropriate funds from the Vehicle Reserve to Sheriff's Department for purchase of Marine Vessel

(b) Details:

Appropriate Vehicle Reserve funds to:

A.3110 230.1 Sheriff, Law Enforcemet, Automotive Equipment Reserve - \$102,468

(c) Previous Resolution Number:

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

A.896.00 Vehicle Reserves \$102,468

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: County Administrator

DATE: 08/03/2023

(a) Purpose of Amendment:

To amend the Sheriff's Department budget to recognize the anticipated State Aid towards purchase of Marine Vessel

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

A.3110 230 Sheriff, Law Enforcement, Automotive Equipment \$102,468

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

A3110 3315 Sheriff, Law Enforcement, Navigation Law Enforcement \$102,468

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: 8/3/2023

- (a) Purpose of Request:
To Appropriate funds from Unappropriated Surplus to cover the cost of the 2.5% Interim Salary increase for Out of Unit Employees authorized by Reso 368/2023
- (b) Details:
See Attached
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
General Fund Unappropriated Surplus - \$143,782.25
County Road Fund Unappropriated Surplus - \$4,427.67
Road Machinery Fund Unappropriated Surplus - \$1,096.19
- Sample: A.8021 470 Planning & Community Development – Contract**

* as listed in budget and LOGOS

2.5% Increase - Out of Unit Employees
Approved by Reso 368/2023

Account	Department	Salary	2023 Increase			
			.810 Ret. Cost	.830 Social Security	.831 Medicare	
40.6293.0313 110 Salaries - Regular	Workforce Invest. Act/WIA/WIOA.Administrative	\$ 962.70	\$ 90.49	\$ 59.69	\$ 13.96	
		\$ 962.70	\$ 90.49	\$ 59.69	\$ 13.96	
A.1010 130	Salaries - Part Time	Legislative Board	\$ 4,579.74	\$ 321.78	\$ 283.91	\$ 66.32
A.1011 110	Salaries - Regular	County Administrator	\$ 3,318.01	\$ 363.85	\$ 205.72	\$ 48.11
A.1040 110	Salaries - Regular	Clerk - Legislative Board	\$ 3,554.16	\$ 430.77	\$ 220.36	\$ 51.53
A.1165 110	Salaries - Regular	District Attorney	\$ 9,585.62	\$ 1,010.99	\$ 594.32	\$ 138.98
A.1170 110	Salaries - Regular	Legal Defense - Indigents	\$ 2,087.65	\$ 264.23	\$ 129.43	\$ 30.28
A.1171 110	Salaries - Regular	Public Defender	\$ 10,789.13	\$ 1,034.17	\$ 668.92	\$ 156.42
A.1185 130	Salaries - Regular	Medical Examiner & Coroners	\$ 628.07	\$ 70.18	\$ 38.94	\$ 9.09
A.1320 110	Salaries - Regular	County Auditor	\$ 937.26	\$ 138.71	\$ 58.11	\$ 13.59
A.1325 110	Salaries - Regular	County Treasurer	\$ 5,747.94	\$ 755.22	\$ 356.38	\$ 83.34
A.1340 130	Salaries - Part Time	Budget Officer	\$ 100.38	\$ 14.86	\$ 6.22	\$ 1.46
A.1345 110	Salaries - Regular	Purchasing	\$ 1,916.70	\$ 283.67	\$ 118.83	\$ 27.80
A.1355 110	Salaries - Regular	Real Property Tax Service Agency	\$ 1,725.96	\$ 255.44	\$ 107.01	\$ 25.02
A.1410 110	Salaries - Regular	County Clerk	\$ 1,752.07	\$ 252.12	\$ 108.63	\$ 25.40
A.1420 110	Salaries - Regular	Law (County Attorney)	\$ 5,891.11	\$ 553.77	\$ 365.24	\$ 85.42
A.1430 110	Salaries - Regular	Civil Service	\$ 2,741.00	\$ 372.69	\$ 169.94	\$ 39.74
A.1435 110	Salaries - Regular	Human Resources	\$ 2,065.44	\$ 194.15	\$ 128.07	\$ 29.95
A.1450 110	Salaries - Regular	Board of Elections	\$ 4,221.03	\$ 360.29	\$ 261.70	\$ 61.20
A.1490 110	Salaries - Regular	Public Works Admin - DPW	\$ 2,901.95	\$ 429.49	\$ 179.92	\$ 42.08
A.1620 110	Salaries - Regular	Buildings	\$ 910.15	\$ 85.55	\$ 56.43	\$ 13.20
A.1680 110	Salaries - Regular	Information Technology	\$ 7,663.47	\$ 1,011.70	\$ 475.14	\$ 111.12
A.1681 110	Salaries - Regular	Telecommunications	\$ 938.74	\$ 138.93	\$ 58.20	\$ 13.61
A.3110 130	Salaries - Part Time	Sheriff/Law Enforcement	\$ 7,289.05	\$ -	\$ 451.95	\$ 105.70
A.3140 110	Salaries - Regular	Probation	\$ 3,638.31	\$ 505.89	\$ 225.57	\$ 52.75
A.3150 130	Salaries - Part Time	Sheriff/Corrections Division	\$ 769.65	\$ -	\$ 47.72	\$ 11.16
A.3410 130	Salaries - Part Time	Fire Prevention & Control	\$ 603.35	\$ -	\$ 37.40	\$ 8.75
A.3620 110	Salaries - Regular	Building & Fire Code	\$ 912.54	\$ 135.06	\$ 56.58	\$ 13.23
A.3640 110	Salaries - Regular	Civil Defense	\$ 862.25	\$ 127.61	\$ 53.46	\$ 12.50
A.3640 110	Salaries - Regular	Civil Defense	\$ 693.71	\$ 65.21	\$ 43.01	\$ 10.06
A.4010 110	Salaries - Regular	Health Services	\$ 2,899.16	\$ 379.84	\$ 179.74	\$ 42.04
A.4013 110	Salaries - Regular	WIC	\$ 693.71	\$ 65.21	\$ 43.01	\$ 10.06
A.4018 110	Salaries - Regular	Preventive Program	\$ 3,242.85	\$ 479.94	\$ 201.06	\$ 47.03
A.4022 130	Salaries - Part Time	Emergency Medical Service	\$ 423.56	\$ 30.55	\$ 26.25	\$ 6.14
A.4054.0060 110	Salaries - Regular	Ed/Physically Hand. Children/Early Intervention	\$ 912.54	\$ 135.06	\$ 56.58	\$ 13.23
A.4220 130	Salaries - Part Time	Narcotics Control-DA	\$ 299.92	\$ -	\$ 18.60	\$ 4.34
A.4310 110	Salaries - Regular	Mental Health Admin	\$ 3,375.64	\$ 370.27	\$ 209.29	\$ 48.95
A.5610 110	Salaries - Regular	Airport (DPW)	\$ 987.85	\$ 92.86	\$ 61.25	\$ 14.32
A.6010 110	Salaries - Regular	Social Services	\$ 6,416.00	\$ 848.89	\$ 397.79	\$ 93.03
A.6030 110	Salaries - Regular	Countryside Adult Home	\$ 785.72	\$ 116.29	\$ 48.71	\$ 11.39
A.6417.0001 110	Salaries - Regular	Tourism/Occupancy - Tourism	\$ 2,646.81	\$ 302.72	\$ 164.10	\$ 38.38
A.6510 110	Salaries - Regular	Veterans	\$ 731.50	\$ 108.26	\$ 45.35	\$ 10.61
A.6610 110	Salaries - Regular	Weights & Measures	\$ 797.18	\$ 117.98	\$ 49.43	\$ 11.56
A.6772 110	Salaries - Regular	OFA-Warren County	\$ 937.26	\$ 138.71	\$ 58.11	\$ 13.59
A.7110 110	Salaries - Regular	Parks & Recreation	\$ 1,617.91	\$ 239.45	\$ 100.31	\$ 23.46
A.7111 110	Salaries - Regular	Up Yonda Farm	\$ 1,855.81	\$ 174.45	\$ 115.06	\$ 26.91
A.7510 130	Salaries - Part Time	Historian	\$ 237.08	\$ -	\$ 14.70	\$ 3.44
A.8021 110	Salaries - Regular	Planning (and Comm Dev)	\$ 2,384.28	\$ 85.55	\$ 147.83	\$ 34.58
A.8022 110	Salaries - Regular	Planning GIS Program	\$ 1,403.47	\$ 154.69	\$ 87.01	\$ 20.35
			\$ 121,472.69	\$ 13,017.05	\$ 7,531.29	\$ 1,761.22
D.5020 110	Salaries - Regular	Engineering	\$ 2,650.43	\$ 331.90	\$ 164.32	\$ 38.43
D.5110 110	Salaries - Regular	Maintenance of Roads	\$ 1,014.77	\$ 150.19	\$ 62.92	\$ 14.71
			\$ 3,665.20	\$ 482.09	\$ 227.24	\$ 53.14
DM.5130 110	Salaries - Regular	Machinery	\$ 936.52	\$ 88.03	\$ 58.06	\$ 13.58
			\$ 936.52	\$ 88.03	\$ 58.06	\$ 13.58

S.1710 110	Salaries - Regular	Self Insurance Administration	\$ 1,831.18	\$ 230.21	\$ 113.53	\$ 26.56
			\$ 1,831.18	\$ 230.21	\$ 113.53	\$ 26.56
			\$ 128,868.29	\$ 13,907.87	\$ 7,989.81	\$ 1,868.46
						Grand Total All Funds/All Accounts \$ 152,634.43
						Workforce Development \$ 1,126.84
						General Fund Unappropriated Surplus \$ 143,782.25
						County Roads Unappropriated Surplus \$ 4,427.67
						Machinery Unappropriated Surplus \$ 1,096.19
						Self Insurance \$ 2,201.48
						\$ 152,634.43

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: Airport

DATE: 7/28/2023

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): Replace 4-box PAPI Runway 1-19, H422
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$271,000
- (e) Source of Funding (including name & title of codes, etc.): FAA \$ 243,900.00 (90%) State Match \$13,550.00 (5%) and Local Match - \$13,550.00 (5%) Reserve, A 892.00 Airport Repair & Projects
- (f) Purpose of Establishment: For the replacement of the 4-box PAPI Runway 1-19 at the Floyd Bennett Airport.

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: 7/25/23

- (a) Purpose of Amendment: **Resolution request to amend the 2023 Warren County budget in the amount of \$134,054 in accordance with Schedule A (attached) to accept 100% State Aid funds.**

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

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

7/25/23 Warren County Health Services Committee - Mental Health/Community ServicesSchedule A2023 Warren County Budget Amendment

<u>Provider Agency</u>	<u>Amount</u>	<u>Appropriation Code</u>	<u>Revenue Code</u>
820 River St.	\$2,043	A.4320.0150 470	A.4320.0150 3490
Addictions Care Center of Albany	\$13,751	A.4320.0145 470	A.4320.0145 3490
Behavioral Health Services of Glens Falls Hospital	\$5,172	A.4320.0080 470	A.4320.0080 3490
Community, Work and Independence	\$1,535	A.4320.0070 470	A.4320.0070 3490
Council for Prevention	\$11,250	A.4320.0110 470	A.4320.0110 3490
Liberty House	\$8,062	A.4320.0090 470	A.4320.0090 3490
Northern Rivers/Parsons Child and Family Center	\$33,757	A.4320.0165 470	A.4320.0165 3490
People USA	\$14,203	A.4320.0065 470	A.4320.0065 3490
ASCEND Mental Wellness	\$44,281	A.4320.0120 470	A.4320.0120 3490
	TOTAL		
			<u><u>\$134,054</u></u>

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 7/25/23

- (a) Purpose of Request:
To transfer funds from the unexpended fund balance to pay court-ordered NYS CPL 730 competency examination and restoration expenses.
- (b) Details:
\$350,000 has been budgeted for this line in 2023 (\$50,000 original + \$300,000 amendment in April). Expenses paid through May are \$293,586. Expenses incurred YTD through June are \$483,485. Additional funds are required to pay incurred expenses as well as anticipated expenses through the remainder of the year.
- (c) Previous Resolution Number:
666 of 2022
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Request transfer of \$300,000 from A.909.00 Unexpended Fund Balance to A.4390 435 Psychiatric Expense/Criminal.

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

* as listed in budget and LOGOS

2023 Chargebacks - Warr Co

	Jan	Jan \$	Feb	Feb \$	Mar	Mar \$	Apr	Apr \$	May	May \$	June	June \$	July	July \$	Aug	Aug \$	Sept	Sept \$	Oct	Oct \$	Nov	Nov \$	Dec	Dec \$	2023 \$	2023#		
Rochester PC																										\$0.00	0	
																											\$0.00	0
																											\$0.00	0
Mid-Hudson																											\$67,341.00	60
Individual 1	31	\$34,792.85	28	\$31,425.80	1	\$1,122.35																				\$65,096.30	58	
Individual 2	31	\$34,792.85	27	\$30,303.45																						\$95,399.75	85	
Individual 3			21	\$23,569.35	12	\$13,468.20	29	\$32,548.15	23	\$25,814.05																\$0.00	0	
																										\$0.00	0	
CNYPC																											\$0.00	0
Individual 4									16	\$20,953.76	30	\$42,729.30	16	\$22,788.96													\$86,472.02	62
Individual 5									16	\$20,953.76	30	\$42,729.30	16	\$22,788.96													\$86,472.02	62
Individual 6									16	\$20,953.76	30	\$42,729.30	10	\$14,243.10													\$77,926.16	62
TOTAL	62	\$69,585.70	76	\$85,298.60	13	\$14,590.55	29	\$32,548.15	71	\$88,675.33	90	\$128,187.90	42	\$59,821.02	0	\$0.00	\$478,707.25	265										
					151	\$169,474.85				\$290,698.33	190	\$249,411.38					42	\$59,821.02							0	\$0.00		

Exams

KB	1	\$175.00	1	\$175.00	2	\$350.00	1	\$175.00	2	\$350.00	5	\$875.00															\$2,100.00	12	
SF	1	\$175.00	1	\$175.00																								\$350.00	2
TO	1	\$175.00	5	\$862.50	1	\$175.00					5	\$875.00															\$2,187.50	12	
																											\$0.00	0	
TOTAL	3	\$525.00	7	\$1,312.50	3	\$525.00	1	\$175.00	2	\$350.00	10	\$1,750.00	0	\$0.00	\$4,637.50	26													

Mid-Hudson Per Diem \$1,122.35
 CNYPC Per Diem \$1,424.31
 Rochester Per Diem \$1,058.46

YTD Total Hosp+Exams \$483,344.75

Q1 Total \$171,837.35

Q2 Total \$249,936.38

Q3 Total \$59,821.02

Q4 Total \$0.00

Paid YTD \$293,585.83

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: OFFICE FOR THE AGING

DATE: 7/7/2023

(a) Purpose of Amendment:

Accept COVID funding for vaccination of homebound seniors in Warren and Hamilton Counties; Increase revenue budget codes and corresponding expense budget codes.

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

A.6772.470 OFA Warren County Contracts (\$17,900.00)

A.6771.470 OFA Hamilton County Contracts (\$17,900.00)

TOTAL = \$35,800.00

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

A.6772.4411 (\$6,323.00) ADRC COVID-19 Warren County Portion

A.6772.4411 (\$6,048.50) VAC 5 Warren County Portion

A.6772.4411 (\$5,528.50) ADRC/NWD COVID-19 Warren County Portion

Total = \$17,900

A.6771.4411 (\$6,323.00) ADRC COVID-19 Hamilton County Portion

A.6771.4411 (\$6,048.50) VAC 5 Hamilton County Portion

A.6771.4411 (\$5,528.50) ADRC/NWD COVID-19 Hamilton County Portion

Total = \$17,900

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services

DATE: July 25, 2023

- (a) **Purpose of Amendment:** To amend the 2023 budget to reflect both the Revenue and Expenses related to the Healthcare Worker Bonus Program (A.4196) for additional funding from the Department of Health of \$ 3,229.50.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- | | |
|---|--------------------|
| A.4196.110 Health Worker Bonus Program-Full time Salaries | \$ 3,000.00 |
| A.4196.830 Health Worker Bonus Program-Social Security Expense | \$ 186.00 |
| A.4196.831 Health Worker Bonus Program-Medicare Expense | \$ 43.50 |

Revenue Code (with title), and Amount:

A.4196.3489 Health Worker Bonus Program-Other Revenue	\$3,229.50
--	-------------------

***Note: Warren County Health Services was notified early August 2022 by The New York State Department of Health that we were to receive additional funding for staff and contractors who qualified for the NYS Health Care Worker Bonus Program. Certain Criteria needs to be met for any staff and contractors who will qualify. There is a maximum of \$3000 per person. We have already received and paid in October 2022 \$19,915.25 and the second amount requested is for \$36,281.25. This includes primarily nursing staff, Early intervention staff and a few qualified contract Therapists. This program will expire March 2024, therefore we will be amending the budget each time a submission is approved and paid for by the State. There is no cost to the County. Payment was received July 21, 2023 and is for two qualified staff members.**

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: 7/25/23

- (a) Purpose of Request: to appropriate \$150,000 from the Occupancy Tax Reserve to A.6417.0002 480

- (b) Details: Funding is for Ice Castles Winter Event

- (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 - 150,000

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

* as listed in budget and LOGOS

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

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

DEPARTMENT NAME: Public Works

DATE: 7/28/23

- (a) Exact Title and Number of Project*: H322 Palisades Road (CR 26) over Brant Lake Inlet (T/O Horicon)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$4,644.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 - \$3,715.00 Federal Share (80%)
 - \$ 697.00 State Marchiselli Share (15%)
 - \$ 232.00 Local Match (Transfer from D.9950 910)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund project construction phase

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: Public Works

DATE: 7/28/23

- (a) Exact Title and Number of Project*: South Johnsbury Road (CR 57) over Mill Creek bridge replacement project in the Town of Johnsbury (H381.9550 280)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$436,422.00
- (e) Amount of Decrease (if applicable): NA
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 - \$ 349,137.00 (80% Federal Share)
 - \$ 65,463.00 (15% State "Marchiselli" Share)
 - \$ 21,822.00 (5% Local Match Share - Transfer from D.9950 910)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund project construction phase

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: Public Works

DATE: 7/28/2023

- (a) Purpose of Request: To Fund Motor Fuel Farms, Repair/Maint. Equipment DM.5140 422 With the DM 894.00, Reserve, Motor Fuel Systems.

- (b) Details: Appropriation Code DM 5140 422 Motor Fuel Farm, Repair/Maint. Equipment, \$14,346.75 to cover repair costs to five Fuel Sites.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Reserve, Motor Fuel Farm, DM 894.00, \$14,346.75

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

* as listed in budget and LOGOS

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
AUGUST 3, 2023

Committee Members: *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Vacant- 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 and update on the College.**
 - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
Review of report on tracking of vacancies filled.
 - 3) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner) -
 - A) Request to amend Resolution No. 159 of 2023 to extend the termination date of the Assistant Social Services Attorney - Temporary - Part-Time to 100 days after vacant full-time Assistant Social Services Attorney position is filled to ensure integrity in the Legal Unit and allow for a smooth transition.
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #1, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.
 - C) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #2, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.
 - 4) **Referral from the Tourism Committee (Chaired by Supervisor Merlino):**
Tourism Department (Heather Bagshaw, Director) -
Request to amend the Table of Organization and Salary Schedule to create the new position of Tourism Coordinator, *Grade 12, Base Annual Salary \$66,781*, and delete the position of Tourism Development and Events Coordinator, *Annual Salary \$72,783*, effective August 21, 2023.
 - 5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) On behalf of the Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Assistant Public Defender No. 8 position from \$79,651 to \$90,047 effective August 21, 2023.
 - B) Request to amend the Rules of the Board in 2023 indicating requests for mid-year salary increases would no longer be considered unless a significant change in job responsibility has occurred for a specific position. All non-bargaining unit salary discussions and decisions will occur as part of the budget process only.
 - C) Request to amend the County Leave Policy to provide credit to people who are hired with prior private sector experience. This means if someone is hired with 15 years of private sector experience and were earning three to four weeks of vacation, the County would apply its top leave tier to them rather than making them go back to ten days a year and no leave within the first six months of hire. This credit would have to be approved by the County Administrator and the Chair of the Personnel, Administration & Higher Education Committee.
 - 6) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
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: Michael Easterbrooks v. Schenectady County, Warren County, et al.; and Hometown Oil Corp. Notice of Claim, received May 1, 2023.
- 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

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: SOCIAL SERVICES

DATE: 07/25/23

- (a) Purpose of Request: **Request to extend the termination date for the Part Time Assistant Social Services Attorney, from 60 days to 100 days: [As per Reso No 159 of 2023: The Part Time Assistant Soc Svc Attorney position expires 60 days after the full time Assistant Social Services Attorney position is filled].**
- (b) Details: **The additional time will ensure operational integrity in the Legal Unit and allow a smooth transition.**
- (c) Previous Resolution Number: **n/a**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.6010 130**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 159 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS WILD, THOMAS, FRASIER, RUNYON, MCDEVITT,
BEATY AND DRISCOLL

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2023 TO CREATE POSITIONS WITHIN THE PUBLIC DEFENDER'S OFFICE AND THE DEPARTMENT OF SOCIAL SERVICES

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2023 are hereby amended as follows:

PUBLIC DEFENDER

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.1171.4202 110		
<u>TITLE:</u>	March 20, 2023	\$71,015
10 th Assistant Public Defender		

SOCIAL SERVICES

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.6010 130		
<u>TITLE:</u>	March 20, 2023	\$77,708
Assistant Social Services Attorney - Temporary - Part Time	<i>(terminating 60 days after vacant full-time Assistant Social Services Attorney position is filled)</i>	(\$37.36 hourly)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 7/25/23

- (a) Title of Requested Position: **Part Time Community Services Worker #1**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 - Grade 8**
- (c) Effective Date for New Position:* **11/1/23**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6010 130 - Salaries - Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
Yes. Reimbursed 50% Fed / 25% State
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 7/25/23

- (a) Title of Requested Position: **Part Time Community Services Worker #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 - Grade 8**
- (c) Effective Date for New Position:* **11/1/23**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6010 130 - Salaries - Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
Yes. Reimbursed 50% Fed / 25% State
- (h) Is there expected revenue from this position? If so, please explain:

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

DEPARTMENT NAME:

DATE:

- (a) Title of Requested Position: **Tourism Coordinator**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$66,781.00 Grade 12**
- (c) Effective Date for New Position*: **August 21, 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):
Tourism Development and Events Coordinator
Annual salary \$72,783
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.6417.0001.110
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

TOURISM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee of this position is responsible for oversight/performance of daily administrative functions in the Warren County Tourism Department. Duties may include oversight of fiscal operations, planning/coordinating complex departmental program activities and administrative oversight of support staff. The work is performed under the general supervision of the Director of Tourism with leeway for the frequent exercise of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Manages Occupancy Tax applications by working in coordination with fiscal staff to solicit, review, evaluate, and manage Special Event and Municipal Occupancy Tax applications, funds, and contracts;

Prepares Tourism Committee and Occupancy Tax Committee meeting requests, agendas, and backup as directed by the Director of Tourism;

Oversees the Matching Funds program as the designated Project Director;

Sits on the board of the Adirondack Regional Tourism Council, as designee for Tourism Department participation;

Oversees and/or assists with processing of departmental purchasing, audits, and payments, as well as contract management of new and existing agreements;

Oversees Department of Tourism staff and daily operations, as assigned, in the absence of the Tourism Director;

Represents the Tourism Department at various meetings, conferences, travel shows and other tourism promotion and community events;

Assists in maintaining positive relationships with local business partners, the public news media and public officials;

Recommends and consults with higher level administrators on utilization of tourism related revenue and program delivery;

May perform other assigned tasks, as necessary, to meet Department requirements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles, methods and techniques used in tourism marketing and promotion activities in Warren County; Good knowledge of management techniques;

Good knowledge of modern governmental accounting and fiscal procedures and techniques including budgeting and appropriation practices as relates to grant disbursement and general office accounting;

Good knowledge of administrative practices and procedures;

Good knowledge of the geographical attractions and activities of Warren County;

Ability to communicate effectively in writing and verbally;

Ability to establish and maintain good working relationships with employees, officials, businesses and members of the public;

Ability to plan and supervise the work of others;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Good judgment, dependability, tact, courtesy and accuracy.

MINIMUM QUALIFICATIONS: Either

- A. Bachelor's degree or higher in business administration, public relations, journalism, tourism or related field and two (2) years of full-time paid experience in the field of fiscal management, public relations, publicity or tourism promotion; or
- B. Associate's degree in business administration, public relations, journalism, tourism, or related field and four (4) years of full-time paid experience in the field of fiscal management, public relations, publicity or tourism promotion.

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

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 8/3/2023**

- (a) Employee Name, Title and Employee No.:
New Hire
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$90,047
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$79,651
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
8/21/2023
- (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 4200 110
- (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
A.1171.4200 3045
- (h) Justification of Request:
To recognize duration New Hire has been admitted as an Attorney and practiced Criminal Law.