

FINANCE COMMITTEE

AGENDA

AUGUST 31, 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 July 2023.
 - B) 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.
 - C) Request to authorize a new contract with SPCA of Upstate New York in the amount not to exceed \$8,000 per month for animal cruelty investigation services pursuant to the terms and provisions of the specifications (WC 50-23) and proposal, as well as to authorize the appropriation of funds from the unappropriated surplus account to fund same.
 - D) Request for a transfer of funds totaling \$2,000 to cover the cost of attendance at the Fall NYSAC Conference and the purchase of desk chairs.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Request to establish Budget Code A.865.00, *Reserve, PCB Settlement Fund*, in the amount of \$17,414.03 for the purpose of PCB sampling and/or any mitigation efforts in the County's sole discretion.
 - B) Request to authorize Glens Falls National Bank & Trust Company to issue a letter of credit on behalf of Warren County to Highmark BlueShield of Northeastern New York as an alternative to pre-funding the health insurance account.
 - 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

Assigned Counsel (Julie Garcia, Assigned Counsel Administrator) -
 - A) Request to amend the Warren County Budget for 2023 in the amount of \$29,031 to reflect receipt of year 1 of the ILS Distribution #13 funding.

Office of Emergency Services (Ann Marie Mason, Director) -
 - B) Request to amend Resolution No. 583 of 2021 to authorize a credit card to be issued in the name of the Director of the Office of Emergency Services, with a \$5,000 spending limit to be used for travel, general and emergency purposes.

Sheriff (James LaFarr, Sheriff) -
 - C) Request to amend the Warren County Budget for 2023 in the amount of \$204,754 to reflect appropriate revenues and expenses for the first half of the school resource officer service agreements.
 - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor McDevitt):**

Workforce Development (Liza Ochsendorf, Director) -
Request to amend the Warren County Budget for 2023 in the amount of \$776,994.52 to reflect receipt of the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for 2023.
 - 6) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**

Office of Community Services/Mental Health (Rob York, Director) -
Request to amend the Warren County Budget for 2023 in the amount of \$147,000 to allow for expenditure of opioid settlement funds to address the impacts of the opioid crisis in Warren County.

Continued

- 7) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Parks, Recreation & Railroad (Dean Moore, Director)-
A) Request to amend the Warren County Budget for 2023 in the amount of \$2,500 to reflect receipt of funds awarded from the Town of Bolton occupancy tax.
Department of Public Works (Kevin Hajos, Superintendent) -
B) Request to establish Capital Project No. H427, *Olmstedville Road (CR 19) over Marshall Brook Culvert NY*, in the Town of Chester in the amount of \$1,500,000.
C) Request to establish Capital Project No. H428, *Bay Road (CR 7) over unnamed watercourse south of Lockhart Mountain*, in the Town of Queensbury in the amount of \$1,500,000.
D) Request to increase Capital Project No. H425, *Adirondack Bridge and Beaver Pond Bridge Replacements over Mill Brook*, in the Town of Horicon in the amount of \$31,750.
- 8) **Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3, 4A-B and 5.**
PERSONNEL AGENDA ITEMS 3, 4A-B and 5:
3) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
Request for a transfer of funds in the amount of \$5,573.42 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Account A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of the bill from the attorney for fees related to bonds secured by the County.
4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender, (Gregory Canale, Public Defender) -
A) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Assistant Public Defender - PT, *Annual Salary \$40,903*, to Assistant Public Defender (11) (Per Diem), *\$60.76/hour (\$40,903 annually)*, effective September 18, 2023.
Sheriff (James LaFarr, Sheriff) -
B) Request to amend the Table of Organization and Salary Schedule to create the new position of Patrol Officer #74, *Annual Salary \$53,044*, effective September 18, 2023.
5) **Referral from the Environmental Concerns & Real Property Tax Services Committee (Chaired by Supervisor Braymer):**
Real Property Tax Services (Lexie Delurey, Director) -
Request to amend the Table of Organization and Salary Schedule to create the new position of Geographic Information Systems (GIS) Tax Map Technician, *Grade 17, Base Annual Salary \$56,356*, effective January 2, 2024 and delete the position of Senior Tax Map Technician, *Grade 16, Base Annual Salary \$65,900*, effective upon retirement of the current employee planned for the second quarter of 2024.

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:** Office of Emergency Services**SIGNED:****DATE:** August 23, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3410 130	Fire Prevention & Control- Salaries Part Time	A.3640 860	Civil Defense - Hospitalization	\$1,500.00
A.3640 130	Civil Defense - Salaries Part Time	A.3640 860	Civil Defense - Hospitalization	\$7,500.00

Please state reason for transfers requested:

Transfer needed to cover projected budget deficit in A.3640 860 Civil Defense-Hospitalization.

CONTINGENT FUND TRANSFER REQUESTS

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

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

REQUEST FOR TRANSFER OF FUNDS

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

FROM: Department of Public Works - Parks, Recreation and Railroad

Name of Department

SIGNED:

DATE:

August 24, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7110 413	Parks & Recreation, Repair & Maint-Bldg/Property	A.7110 120	Parks & Recreation, Salaries - Overtime	\$ 3,000.00

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

Please state reason for transfer request:

To cover Storm/Winter Issues Beyond September

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Warren County Public Defender's Office

SIGNED:

DATE: 8/23/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171 110	Public Defender Salaries - Regular	A.1171 120	Public Defender Salaries - Overtime	\$19.41
A.1171 110	Public Defender Salaries - Regular	A.1171 130	Public Defender Salaries - Part Time	\$27,205.30
A.1171.4202 110	Public Defender Hurrell-Harring - Salaries	A.1171.4202 120	Public Defender Hurrell-Harring - Overtime	\$23.92

Please state reason for transfers requested:

To correct Budget Exception/Overages

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: SHERIFF

SIGNED: _____

DATE: August 23, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 413	Law Enforcement - Repair & Maint.-Bldg	A.1990 469	Contingent Account - Other Payments/Cont	\$30,000

Please state reason for transfers requested: The Sheriff’s Office required unexpected funding to replace an Eaton Lighting Uninterruptible Power System (UPS) in the Correctional Facility. The item is original to the Sheriff’s Office facilities and the failure was not anticipated. A transfer of \$30,000 was made in April 2023, but it was determined additional funding for the replacement is necessary. Funding for the project will be reviewed during the 2024 budget process.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3110 413	Law Enforcement - Repair & Maint.-Bldg	A.1990 469	Contingent Account - Other Payments/Cont	\$30,000

Please state reason for transfers requested:

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

WARREN COUNTY

Journal Report - July 2023

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Clerk of Legislative Board					
7/6/2023	A.1010 437	Consulting Fees	Budget Transfer from Object Code A.1010 440	\$ 6,500.00	
7/6/2023	A.1010 440	Legal/Transcript Fees	Budget Transfer within Object Code to A.1010 437		\$ 6,500.00
7/24/2023	A.1010 425	Reproduction Expenses	Budget Transfer from Object Code A.1010 444	\$ 50.00	
7/24/2023	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 425		\$ 50.00
7/24/2023	A.1010 428	Data Processing & Internet Fees	Budget Transfer from Object Code A.1010 444	\$ 149.90	
7/24/2023	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 428		\$ 149.90
7/26/2023	A.1010 220	Office Equipment	Budget Transfer out of Object Code from A.1010 410	\$ 45.98	
7/26/2023	A.1010 410	Supplies	Budget Transfer out of Object Code to A.1010 220		\$ 45.98
County Attorney - County Attorney					
7/24/2023	A.1420 410	Supplies	Transfer within Object Code to A.1420 444	\$ 700.00	
7/24/2023	A.1420 444	Travel/Education/Conference	Transfer within Object Code from A.1420 410		\$ 700.00
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
7/19/2023	A.1165 220	Office Equipment	Budget Transfer outside of object code from A.1165 410 Supplies	\$ 462.68	
7/19/2023	A.1165 410	Supplies	Budget Transfer outside of object code to A.1165 220 OfficeEquip		\$ 462.68
DPW_DPW Admin - DPW,DPW Administration					
7/3/2023	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 417	\$ 1,000.00	
7/3/2023	DM.5130 417	Water/Sewer/Taxes	Transfer Within Budget Code from DM.5130 410		\$ 1,000.00
7/7/2023	A.5610 410	Supplies	Transfer Within Budget Code to A.5610 413	\$ 1,500.00	
7/7/2023	A.5610 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.5610 410		\$ 1,500.00
7/19/2023	D.5110 410	Supplies	Transfer Within Budget Code to D.5110 424	\$ 75.00	
7/19/2023	D.5110 424	Postage	Transfer Within Budget Code from D.5110 410		\$ 75.00
7/19/2023	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code from D.5110 470	\$ 10,000.00	
7/19/2023	D.5110 470	Contract	Transfer Within Budget Code to D.5110 465		\$ 10,000.00
7/21/2023	A.1620 418	Ins-General Liability	Transfer Within Budget Code to A.1620 428	\$ 5.00	
7/21/2023	A.1620 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.1620 418		\$ 5.00
7/21/2023	A.7111 831	Medicare Contribution	Transfer Within Budget Code to A.7111 865	\$ 45.00	
7/21/2023	A.7111 860	Hospitalization	Transfer Within Budget Code from A.7111 862		\$ 45.00
7/21/2023	A.7111 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code to A.7111 860	\$ 1,978.00	
7/21/2023	A.7111 865	Dental Insurance	Transfer Within Budget Code from A.7111 831		\$ 1,978.00
7/31/2023	A.5610 410	Supplies	Transfer Within Budget Code from A.5610 470	\$ 45.00	
7/31/2023	A.5610 470	Contract	Transfer Within Budget Code to A.5610 410	\$ 800.00	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					

7/3/2023	40.6293.0300 426 Subscriptions	Object code change to 40.6293.0300 428	\$	500.00
7/3/2023	40.6293.0300 428 Data Processing & Internet Fees	Object code change from 40.6293.0300 426	\$	500.00
7/3/2023	40.6293.0310 444 Travel/Education/Conference	Object code change from 40.6293.0310 470	\$	300.00
7/3/2023	40.6293.0310 470 Contract	Object code change to 40.6293.0310 444	\$	300.00
7/20/2023	40.6293.0313 423 Telephone	Object code change from 40.6293.0313 426	\$	100.00
7/20/2023	40.6293.0313 426 Subscriptions	Object code change to 40.6293.0313 423	\$	100.00
7/20/2023	40.6326 444 Travel/Education/Conference	Object code change from 40.6326 470	\$	600.00
7/20/2023	40.6326 470 Contract	Object code change to 40.6326 444	\$	600.00
Medical Exam&Cor - Medical Exam & Coroners				
7/20/2023	A.1185 410 Supplies	Budget Transfer from Object Code A.1185 435 to	\$	684.98
7/20/2023	A.1185 435 Medical Fees	Budget Transfer within Object Code to A.1185 410	\$	684.98
OFA - Office for the Aging				
7/26/2023	A.6771 210 Furniture/Furnishings	Within object code transfer from A.6771.260	\$	300.00
7/26/2023	A.6771 260 Other Equipment	Within object code transfer to A.6771.210	\$	300.00
7/26/2023	A.6772 210 Furniture/Furnishings	Within object code transfer from A.6772.260	\$	300.00
7/26/2023	A.6772 260 Other Equipment	Within object code transfer to A.6772.210	\$	300.00
Office of EMS - Office of Emergency Services				
7/5/2023	A.3640 453 Uniforms & Clothing	Budget transfer within object code from A.3640 445	\$	250.00
7/28/2023	A.3642 260 Other Equipment	Out of code transfer to A.3642 422	\$	208.75
7/28/2023	A.3642 422 Repair/Maint-Equipment	Out of code transfer from A.3642 260	\$	208.75
7/31/2023	A.3645 4112 250 Technical Equipment	Out of code transfer to A.3645.4112 422	\$	3,720.00
7/31/2023	A.3645 4112 422 Repair/Maint-Equipment	Out of code transfer from A.3645.4112 250	\$	3,720.00
Planning_Planning - Planning,Planning				
7/25/2023	A.8020 410 Supplies	budget transfer within object code from A.8020 470	\$	921.33
7/25/2023	A.8020 470 Contract	budget transfer within object code A.8020 410	\$	921.33
7/28/2023	A.8021 410 Supplies	budget transfer within object code from A.8021 441	\$	921.33
7/28/2023	A.8021 441 Auto-Supplies & Repair	budget transfer within object code to A.8021 410	\$	921.33
Public Health_Health Services - Public Health,Health Services				
7/10/2023	A.4194 810 Retirement	Budget Transfer ELC to A4194.831 from .810	\$	100.00
7/10/2023	A.4194 831 Medicare Contribution	Budget Transfer ELC to A4194.831 from .810	\$	100.00
7/10/2023	A.4189 410 Supplies	Budget transfer BT Grant to A4189.423	\$	88.00
7/10/2023	A.4189 423 Telephone	Budget transfer BT Grant from A4189.410	\$	88.00
7/11/2023	A.4010 422 Repair/Maint-Equipment	Budget Transfer chha autoclave a.4010 422 frm A4010.435	\$	62.00

7/11/2023	A.4010.435	Medical Fees	Budget Transfer chha autoclave a.4010.422 frm A4010.435	\$	62.00	
7/12/2023	A.4189.410	Supplies	Budget Transfer BT A.4189.423 from 410	\$	20.00	
7/12/2023	A.4189.423	Telephone	Budget Transfer BT A.4189.423 from 410	\$	500.00	
7/13/2023	A.4018.0030.410	Supplies	Budget transfer HE to A.4018.0030.441 fm .410	\$	500.00	
7/13/2023	A.4018.0030.441	Auto-Supplies & Repair	Budget transfer HE to A.4018.0030.441 fm .410	\$	500.00	
7/14/2023	A.4018.0040.410	Supplies	Budget transfer Hlth Ed to A4018.0040.441	\$	150.00	
7/14/2023	A.4018.0040.441	Auto-Supplies & Repair	Budget transfer Hlth Ed from A4018.0040.410	\$	2,100.00	
7/17/2023	A.4010.410	Supplies	Budget Trans CHHA to Foods A.4010.445 from .410	\$	150.00	
7/17/2023	A.4010.445	Foods	Budget Trans CHHA to Foods A.4010.445 from .410	\$	2,100.00	
7/18/2023	A.4018.0030.435	Medical Fees	Budget transfer Dis Prog to A4018.0030.436	\$	1,000.00	
7/18/2023	A.4018.0030.436	Advertising Fees	Budget transfer Dis Prog from A4018.0030.435	\$	25.00	
7/18/2023	A.4018.0030.428	Data Processing & Internet Fees	Budget Transfer Disease to A.4018.0030.428 fm .435	\$	75.00	
7/18/2023	A.4018.0030.435	Medical Fees	Budget Transfer Disease to A.4018.0030.428 fm .435	\$	144.00	
7/18/2023	A.4189.410	Supplies	Budget Transfer BT a4189.428 fm .424 \$75 & 410 \$25	\$		
7/18/2023	A.4189.424	Postage	Budget Transfer BT a4189.428 fm .424 \$75 & 410 \$25	\$		
7/18/2023	A.4189.428	Data Processing & Internet Fees	Budget Transfer BT a4189.428 fm .424 \$75 & 410 \$25	\$		
7/21/2023	A.4054.0060.441	Auto-Supplies & Repair	Budget Transfer BT a4189.428 fm .424 \$75 & 410 \$25	\$		
7/21/2023	A.4054.0060.865	Dental Insurance	Out of code Budget Trans EI to A40540060865 from .441	\$		
7/21/2023	A.4054.0060.865	Dental Insurance	Out of code Budget Trans EI to A40540060865 from .441	\$		
Residential Hall - Countryside Adult Home						
7/11/2023	A.6030.413	Repair & Maint.-Bldg/Property	Budget Transfer within object code to A.6030.413 from A.6030.470	\$	3,000.00	
7/11/2023	A.6030.470	Contract	Budget Transfer within object code from A.6030.470 to A.6030.413	\$	3,000.00	
7/13/2023	A.6030.417	Water/Sewer/Taxes	Budget Transfer within object code to A.6030.417 from A.6030.470	\$	3,500.00	
7/13/2023	A.6030.470	Contract	Budget Transfer within object code from A.6030.470 to A.6030.417	\$	3,500.00	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement						
7/7/2023	A.3150.260	Other Equipment	budget transfer out of object code to A.3150.410	\$	5,000.00	
7/7/2023	A.3150.410	Supplies	budget transfer out of object code from A.3150.260	\$	3,500.00	
7/25/2023	A.3150.260	Other Equipment	budget transfer out of object code TO A.3150.413	\$	3,500.00	
7/25/2023	A.3150.413	Repair & Maint.-Bldg/Property	budget transfer out of object code FROM A.3150.260	\$	8,199.00	
7/27/2023	A.3020.4046.250	Technical Equipment	budget transfer out of object code to A.3020.4046.422	\$	8,199.00	
7/27/2023	A.3020.4046.422	Repair/Maint-Equipment	budget transfer out of object code from A.3020.4046.250	\$	8,199.00	
Social Services - Social Services						
7/24/2023	A.6010.418	Ins-General Liability	Budget Transfer within Object Code from A.6010.470	\$	321.00	
7/24/2023	A.6010.470	Contract	Budget Transfer within Object Code to A.6010.418	\$	321.00	
7/27/2023	A.6010.444	Travell/Education/Conference	Budget Transfer Within Object Code from A.6010.470	\$	3,500.00	
7/27/2023	A.6010.470	Contract	Budget Transfer Within Object Code to A.6010.444	\$	3,500.00	
Weights & Meas - Weights & Measures						
7/27/2023	A.6610.260	Other Equipment	budget transfers out of object code from A.6610.410	\$	186.55	
7/27/2023	A.6610.410	Supplies	budget transfers out of object code to A.6610.260	\$	186.55	

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: 8/31/2023

- (a) Purpose of Request:
To authorize the County Administrator, upon consultation with the Personnel, Admin & Higher Ed Chair, Finance Chair and Budget Officer, to transfer funding within a Department's Salary Codes without the need for Board Approval
- (b) Details:
Delays in filling vacant Full Time positions often result in additional costs in either Part Time or Overtime costs to fill the gap until the vacancy is filled. This will allow a more efficient transferring of funding to enable departments to be responsive to staffing changes
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Administrator

DATE: 8/31/2023

- (a) Is this a Result of a Bid or Request for Proposal?
WC 050-23
- (b) Purpose of Contract:
Dog Seizure, Dog Control, Dog Shelter, and Animal Cruelty Prevention, Response and Support Throughout Warren County
- (c) Name of Contractor:
The SPCA of Upstate New York, Inc
- (d) Address of Contractor: **588 Queensbury Avenue, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:
Cathy Cloutier (518) 798-3500 cathy spca@hotmail.com
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon execution
- (h) Termination Date of Contract:
1 Year from execution, (2) Additional (1) Year Terms, 60 Days written notice
- (i) Payment Provisions: i) lump sum amount **\$8,000/month +**
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

A.3110 470 Sheriff, Law Enforcement. Contracts

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Administrator

DATE: 8/31/2023

(a) Purpose of Request:

To Appropriate funds from Unappropriated Surplus to fund contract with SPCA of Upstate New York per bid WC 50-23

(b) Details:

Contract with the SPCA of Upstate New York to cover dog seizure, dog control, dog shelter, and animal cruelty prevention, response and support throughout Warren County

(c) Previous Resolution Number:

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

Move \$36,000 (\$8,000/month + additional for cruelty cases according to fee schedule) to A.3110 470 - Sheriff, Law Enforcement, Contracts

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

* as listed in budget and LOGOS

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: 8/31/2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1011 860	County Administrator, Hospitalization	A.1011 210	County Administrator, Furniture	\$1,000
		A.1011 440	County Administrator, Travel/Education/Conference	\$1,000

Please state reason for transfers requested:

To purchase desk chairs & attend NYSAC Fall Conference

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

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

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: August 4, 2023

- (a) Purpose of Request: **To establish A 865.00 Reserve, PCB Settlement Fund for the purpose of PCB sampling and/or any other mitigation efforts in the County's sole discretion in the amount of \$17,414.03.**
- (b) Details: **Fund reserve with PCB Settlement Funds.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1620 2775 - PCB Settlement Fund - \$17,414.03**

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: August 28, 2023

- (a) Purpose of Request: **Authorize Glens Falls National Bank & Trust Company to issue a letter of credit on behalf of Warren County to Highmark BlueShield of Northeastern New York as an alternative to pre-funding the health insurance account.**
- (b) Details: **The letter of credit amount is required to be \$221,500 by Highmark BlueShield of Northeastern New York**
- (c) Previous Resolution Number: **Resolution No. 585 of 2021**
- (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. 7***Request to Amend County Budget****

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

DEPARTMENT NAME: Assigned Counsel

DATE: August 23, 2023

(a) Purpose of Amendment: **To amend the 2023 Budget to recognize year 1 of the ILS Distribution #13 Funding.**

(b) Appropriation Code, Object Code, Full Title and Amount: **A.1170.4209 - Legal Defense - Indigents, Qual Improvement Funding D #13**

.130 Salaries - Part Time	\$5000
.830 Social Security	\$310
.831 Medicare	\$73
.439 Miscellaneous	\$1,400
.470 Contracts	\$22,248

(c) Revenue Code (with title), and Amount: **A.1170.4209 3045 Legal Defense - Indigents, Quality Improvement Funding - Dist #13 - \$29,031.00**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Office of Emergency Services

DATE: August 23, 2023

- (a) Purpose of Request:
To amend Resolution 583 of 2021 to authorize a credit card be issued in the name of the OES Director.
- (b) Details:
Requesting a \$5,000 limit to be used for travel, general purpose and emergency purposes.
- (c) Previous Resolution Number:
460 of 2015, 133 of 2019, 72 of 2020, 140 of 2021, 147 of 2021 and 346 of 2021
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
None required to amend the existing policy

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION No. 583 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY

WHEREAS, the Board of Supervisors adopted the Credit Card Policy for Warren County by Resolution No. 222 of 2015, which was subsequently amended by Resolution Nos. 460 of 2015, 133 of 2019, 411 of 2019, 72 of 2020, 140 of 2020, 147 of 2021 and 346 of 2021, and

WHEREAS, the County Administrator has requested revisions to said Credit Card Policy to authorize an additional credit card in the name of the Public Defender with a monthly limit of One Thousand Dollars (\$1,000) to be used exclusively by the Public Defender's Office and an additional card in the name of the Information Technology Director with a monthly limit of One Thousand Dollars (\$1,000) to be used exclusively by the Information Technology Department, and

WHEREAS, the Finance Committee has reviewed the changes requested by the County Administrator and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Credit Card Policy for Warren County annexed hereto along with Schedules "A-F", be and the same is hereby adopted as the official Credit Card Policy for Warren County, and be it further

RESOLVED, that any and all prior Credit Card Policies, Resolutions or parts thereof inconsistent with the annexed Credit Card Policy for Warren County are hereby repealed effective December 17, 2021.

RESOLUTION No. 583 OF 2021

PAGE 2 OF 13

**COUNTY OF WARREN
CREDIT CARD POLICY****I. OVERVIEW AND PURPOSE****A. Overview.**

The use of conventional credit cards (hereinafter “credit cards”) and/or ghost credit cards (credit accounts without the issuance of a physical plastic card for volume purchases where physical cards are not needed or desired and hereinafter “ghost cards”) can be a cost effective method of obtaining products and services for the County. Credit and/or ghost cards can also save personnel time. Travel, training and other similar expenses are more practically and easily handled through the credit card process. In certain cases and depending on the source of the credit or ghost card and terms thereof, the County may even be able to gain additional savings when using a credit and/or ghost card to make purchases of equipment, fuel, materials and/or supplies.

B. Purpose.

To establish the Policy and Procedures for the use of County credit and/or ghost cards by Department Heads or their designee(s). These procedures are intended to accomplish the following:

1. To ensure that the procurement with credit and ghost cards is accomplished pursuant to the policy and procedures established by the County Board.
2. To ensure appropriate internal controls are established within each department procuring with credit and/or ghost cards so that they are used for authorized purposes only.
3. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
4. To ensure that the County bears no legal liability from inappropriate use of credit and/or ghost cards.

II. ADMINISTRATION OF THE COUNTY’S RELATIONSHIP WITH THE BANK ISSUING THE CREDIT CARD**A. Obtaining Credit Cards and Ghost cards**

1. Credit cards shall be obtained from the bank or financial institution authorized by resolution of the County Board of Supervisors. Ghost cards for high volume purchases shall be obtained from the same banking institution that credit cards are obtained from and as authorized by the County Board of Supervisors.
2. Once credit cards and/or Ghost cards are authorized by the Board of Supervisors, the County Administrator will coordinate and arrange for issuance of credit and/or ghost cards in accordance with this policy.
3. The County Administrator and Treasurer shall review enrollment forms, verify all information, and submit an application for credit and/or ghost cards to the bank or financial institution identified in subparagraph (1) hereof. The Chairman of the Board of Supervisors shall sign the enrollment forms on behalf of the County.
4. Credit and/or ghost cards shall be issued to:
 - a. Those Department Heads (hereinafter “Cardholders”);
 - b. For the purposes indicated and at the expenditure limits set forth in *Schedule “A”* which may

RESOLUTION No. 583 OF 2021

PAGE 3 OF 13

be amended from time to time by further resolution of the County Board of Supervisors.

5. All Cardholders shall execute the Cardholder authorization form annexed hereto as *Schedule "B"* and sign the back of the credit card upon receipt (signature on ghost cards is not possible and hence not necessary).
6. The aggregate County credit limit for all issued credit and ghost cards shall be \$292,000.

B. Contact With Card Issuer Representatives.

1. The following officials are authorized to discuss credit card invoices, payments, disputes, temporary limit excess and similar matters:
 - a. Treasurer or designee.
 - b. County Administrator.
 - c. Assistant County Administrator.
2. Cardholders are authorized to discuss credit card invoices, disputes and lost or stolen cards for their for respective department issued credit and/or ghost card(s).

C. Online Management of Credit Cards.

The County Administrator, the Assistant County Administrator and/or designee of the County Administrator shall arrange for online management of credit and/or ghost cards including required passwords for purposes of viewing account expenditures and payments, card charge requests, new applications, reconciling invoices and other features typically offered by Banks or credit card issuers as online management tools.

III. USE OF THE CREDIT CARD, REVOCATION AND RECORD KEEPING**A. Authorized Users**

1. The Cardholder who is issued the card or ghost card is the only person authorized to use that card, except:
 - a. In the instance of the Clerk of the Board who may authorize other County officials or employees to use the card for lodging or general use using the forms annexed hereto as *Schedules "C" and "D"*; and
 - b. With respect to the other Cardholders, the Cardholder may allow staff in their respective County Departments to make purchases using the cards or ghost cards, but this shall only be allowed after the credit card use form annexed hereto as *Schedule "C" or "D"* is completed.

B. Authorized Purchases

The credit card or ghost card is to be used in the conduct of the County's business only. The use of a County credit card or ghost card to acquire or purchase goods and services for other than official use of the County is fraudulent use and will subject the employee to disciplinary action up to and including dismissal. In addition, the fraudulent use will be reported to the appropriate law enforcement agency for investigation and possible prosecution.

C. Rules of Use

The following restrictions will apply to purchases made with credit or ghost cards:

1. The goods or services must be budgeted and legally allowable.
2. The total value of a transaction shall not exceed a Cardholders card limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the card limit.
3. Spending limits for the month must be adhered to.

RESOLUTION No. 583 OF 2021**PAGE 4 OF 13**

4. Credit and/or ghost card users must inform the merchant that the purchase is tax exempt and provide tax exempt form as necessary.
5. Credit card and/or ghost card users must retain vendors receipts and/or records of telephone, Internet, and/or mail orders for future reconciliation of the credit card statement. Cardholders or designees shall attach receipts, etc. to the invoice batch submitted to the County Auditor when requesting payment of credit and/or ghost card purchases attributable to the Cardholder or the Cardholder's Department as appears on monthly statements.
6. Credit card and/or Ghost card users must still complete Purchase Orders as required by the County Purchasing Policy (identifying the credit/ghost card issuing bank as payee and providing details as to the service or item purchased). Nothing in this policy shall be construed as a means to circumvent the existing Purchasing Policy of the County in regards to bidding requirements, both formal and informal.
7. Any incentive program benefits arising from the use of County credit cards and/or ghost cards shall be the property of the County and deposited in the County General Fund. The County Board of Supervisors shall determine the use of such incentives, if any.

D. Unauthorized Credit or ghost Card Use

1. The credit and/or ghost card SHALL NOT BE USED for the following:
 - a. Personal purchases or identification.
 - b. A purchase that exceeds the Cardholders monthly purchase limit.
 - c. Cash advances.
2. A credit card or ghost card user who makes unauthorized purchases shall be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse.

E. Cardholder Record Keeping

1. When the purchase is made over-the-counter, the credit/ghost card user shall retain the invoice and "customer copy" of the charge receipt. The credit/ghost card user is responsible for checking that the vendor lists the quantity, fully describes the item(s), and includes any tax prior to the credit card user signing the slip. Invoices for meals, hotel stays, etc. will include an itemized list of all items and services purchased.
2. When the purchase is made on the Internet, the credit/ghost card user shall print a copy of the receipt and order confirmation before exiting the site.
3. When a purchase is made over the telephone, the credit/ghost card user shall have the vendor fax or email them a copy of the receipt.
4. When the purchase is made by mail, the credit/ghost card user shall retain all confirmations and shipping documentation.
5. When an item is returned, the vendor shall issue a credit, which should appear on a subsequent statement. *Under no circumstances should the credit/ghost card user or Cardholder accept cash in lieu of a credit of the credit card account.*

F. Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder or staff member designated in writing or by email shall receive his/her monthly statement of account that will list the transactions to the Cardholders credit card for that period.
2. The Cardholder or staff member designated in writing or by email shall check each transaction listed on the monthly statement against the authorizations to verify that the statement is correct.

RESOLUTION No. 583 OF 2021**PAGE 5 OF 13**

If an item is returned and a credit voucher received, the Cardholder or designee shall verify that this credit is reflected on the monthly statement.

3. If purchased items are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAINED** by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase or return, the Cardholder shall notify the County Administrator and the Treasurer.
4. If in reviewing the monthly statement, if it is known that an item purchased was found to be unacceptable or not received or not even ordered, the Cardholder or designee is responsible for either, obtaining the item, obtaining a replacement or indicating a dispute of a non-ordered item as soon as possible as indicated herein. In the case of an item that has been ordered that is not acceptable, the Cardholder should attempt to receive that item by the date the Cardholder receives his monthly statement or consider placing the item into dispute. If any items are placed in dispute by the Cardholder, it should be documented using *Schedule "E"* Transaction Dispute Form and attached to the statement with the originals to be forwarded to the County Auditor and a copy of all documents to be forwarded to the County Administrator or the Assistant County Administrator who shall handle and/or process the dispute as may be determined appropriate.

G. Cardholder Security

1. It is the Cardholders responsibility to safeguard the credit/ghost card and account number and any security codes to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust will result in that Cardholder having his/her credit/ghost card withdrawn and disciplinary action.
2. If a credit card or a ghost card number or security code is lost or stolen, the Cardholder shall immediately notify the credit card company, representatives are available 24 hours a day. The County Administrator and Treasurer should also be notified and the Lost/Stolen Card Notification form, *Schedule "F"*, filled out.
3. A new credit or ghost card shall be promptly issued to the Cardholder after the reported loss or theft. A credit card that is subsequently found by the Cardholder after being reported lost shall be submitted to the County Administrator who will then forward the card to the Treasurer for destruction.

H. Cardholder Separation

Prior to separation from the County of Warren, the Cardholder shall surrender the credit card and current credit card proofs of purchase to the County Administrator. Upon its receipt, the County Administrator will follow the steps outlined under Review of Monthly Statement and Payment of Credit Card Purchases, and forward the card to the Treasurer to be destroyed. Any Cardholder ghost cards shall likewise be terminated and new ghost cards established.

I. Revocation of Credit Card Privileges

1. The issuance of a credit card and/or ghost card to an employee is done at the discretion of the County Board of Supervisors.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit and/or ghost card privileges.
3. Repeated loss or theft of any issued credit or ghost card will be cause to revoke the employee's credit/ghost card use privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit/ghost card privilege.

*RESOLUTION No. 583 OF 2021**PAGE 6 OF 13***IV. DOCUMENT SUBMISSION AND PAYMENT OF MONTHLY CREDIT/GHOST CARD INVOICE****A. General County Department Procedure**

Original sales documents (packing slip, invoice, cash register tape, credit card slips, etc.) for each transaction **MUST** be neatly attached to the credit card statement and attach the same to the account payable batch and submit the same to the Auditor's Office within five (5) business days of receiving the monthly statement.

B. County Auditor Review and Payment by Treasurer

1. The Auditors Office will a) review the documents for accuracy; b) review whether the charges are to the proper accounts, and c) approve the statement for payment.
2. The County Treasurer or staff member designated in writing shall be authorized to access the County's credit account online in order to verify charges and make or push online payments.
3. All purchases made with credit and/or ghost cards shall be paid for within the grace period so that no interest charge or penalties will accrue.

V. AUDITS

The Treasurer may, at the Treasurer's discretion, conduct random audits for both card authority and receipt retention as well as statement review.

RESOLUTION No. 583 OF 2021**PAGE 7 OF 13****SCHEDULE "A"**

Credit card and/or ghost cards shall be issued to the Department Heads (hereinafter "Cardholders") for the purposes and monthly limits set forth:

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$50,000;
- c. One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- d. One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- e. One credit card in the name of the Superintendent of the Department of Public Works for E-bay fees only with a monthly credit limit of \$1,000;
- f. One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and
- g. Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed \$121,000.
- h. One credit card in the name of the Veterans' Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of \$5,000.
- i. One credit card in the name of the Social Services Director for general use purposes with a monthly credit limit of \$1,000.
- j. One credit card in the name of the Health Services Director for general use purposes with a monthly credit limit of \$1,000.
- k. One credit card in the name of the Public Defender for general use purposes with a monthly credit limit of \$1,000.
- l. One credit card in the name of the Information Technology Director for general use purposes with a monthly credit limit of \$1,000.

Use of credit cards for travel and lodging shall be for the purposes set forth as *Schedule "D"*.

RESOLUTION No. 583 OF 2021

PAGE 9 OF 13

SCHEDULE "B"

<p>ACKNOWLEDGMENT OF RECEIPT OF THE MASTERCARD PURCHASE CARD</p> <p>Last 4 digits of card: _____</p>

I acknowledge that, on the date indicated below, I received a Purchase Card for my Department's use. I have previously received a copy of the County Credit Card Policy which set forth, among other things, Cardholder use and responsibilities. I understand that:

The Purchase Card is a cost-effective method for the purchase and payment of small dollar material transactions and is limited to \$_____ per month.

The Purchase Card is to be used solely for business purchases; not personal purchases.

I am responsible for reconciling monthly statements and maintaining accurate accounting records.

Should my employment with Warren County terminate, I am responsible for returning the Purchase Card to the County Administrator.

Department Head Name: _____
(Please Print)

Department Head Signature: _____

Date: _____

RESOLUTION No. 583 OF 2021

PAGE 10 OF 13

Warren County Board of Supervisors

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803



Telephone 518-761-6535
Fax 518-761-7652

SCHEDULE "C"

GENERAL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount \$ _____

Purchase Order # (if required): _____

This is to confirm _____ is authorized to use my credit card for
_____ (merchandise) for County purposes.

All purchases are tax exempt.

Vendor Name: _____

Date of Purchase: _____

Name on credit card: Clerk of the Board (Amanda Allen)

Card Number: Ending in: _____ MasterCard / Visa / Other _____

Expiration Date: _____

Call me at (518) 761-7656 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen)

RESOLUTION No. 583 OF 2021

PAGE 11 OF 13

Warren County Board of Supervisors

WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NEW YORK 12845-9803

Telephone 518-761-6535
Fax 518-761-7652



TRAVEL CREDIT CARD AUTHORIZATION

Date: _____ Appropriation Code: _____ Amount: \$ _____

This is to confirm _____ is authorized to use my credit card for airline tickets, hotel charges and conference fees (as listed below) for County purposes. All purchases are tax exempt.

AIRLINE TICKETS:

Date of Purchase: _____ Name of Airline: _____

HOTEL CHARGES:

Name and address of hotel: _____

Arrival Date: _____ Departure Date: _____

- | | |
|--|---|
| <input type="checkbox"/> Room and room tax charges (tax exempt must have form) | <input type="checkbox"/> Local phone calls |
| <input type="checkbox"/> Long distance phone calls | <input type="checkbox"/> Restaurant charges |
| <input type="checkbox"/> Banquet and meeting room charges | <input type="checkbox"/> Laundry charges |

CONFERENCE FEES:

Date of Purchase: _____ Name of Organization (ie. NYSAC): _____

Name on credit card: Clerk of the Board (Amanda Allen)

Card Number: Ending in: _____ MasterCard / Visa / Other _____

Expiration Date: _____

Call me at (518) 761-7656 with any questions.

I understand that I am responsible for all charges noted above that are incurred on this account.

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S NAME (please print) Clerk of the Board (Amanda Allen)

RESOLUTION No. 583 OF 2021

SCHEDULE "E"

COUNTY OF WARREN
TRANSACTION DISPUTE FORM

Cardholder Information:

Cardholder's Name: _____

Card Number: _____

Cardholder's Signature: _____ Date: _____

Vendor Name: _____

Statement Date: _____ Transaction Date: _____

Transaction No. _____ Posting Date: _____

Amount Disputed: _____

Dispute:

The item referenced above is being disputed because:

____ There is a difference in the amount I authorized and the amount I was billed.
(A copy of your charge must be attached)

____ I only transacted one charge and I was previously billed for it.
(Date of Purchase charge: _____)

____ The above transaction is mine, but I am disputing the transaction.
(Please state your reason for the denial in detail)

____ I do not recognize the above transaction.

____ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. *(A copy of the credit voucher must be attached)*

____ My account has been charged for the above transaction, but I have not received the merchandise. The details of my attempt to resolve the dispute with the merchant and the merchant's response are indicated below:

Attach the completed form to your monthly statement for review and approval by your Approving Supervisor and the Auditors Office and County Administrator or Assistant County Administrator.

SCHEDULE "A"

Credit card and/or ghost cards shall be issued to the Department Heads (hereinafter "Cardholders") for the purposes and monthly limits set forth:

- a. Three credit cards in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for travel and lodging and general use purposes each with a monthly credit limit of \$10,000;
- b. One credit card in the name of the Clerk of the Board of Supervisors, in care of the County of Warren, for use by the Warren County Tourism Department, for travel and lodging and general use purposes with a monthly credit limit of \$50,000;
- c. One credit card in the name of the Sheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- d. One credit card in the name of the Undersheriff for travel and lodging and general use purposes, with a monthly credit limit of \$10,000;
- e. One credit card in the name of the Superintendent of the Department of Public Works for ~~E-bay fees only~~ **travel and general use purposes** with a monthly credit limit of ~~\$1~~**5,000**;
- f. ~~One credit card in the name of the Purchasing Agent for eBay fees only with a monthly credit limit of \$1,000; and~~
- g. Up to five ghost cards in the name of the Department(s) individually and for use with high volume vendors as selected by the County Administrator with four cards to have a monthly credit limit not to exceed \$15,000 and one card to have a monthly credit limit not to exceed ~~\$123,000~~ **\$97,000**.
- h. One credit card in the name of the Veterans' Services Director for use exclusively in association with the Peer-to-Peer Program with a monthly credit limit of \$5,000.
- i. One credit card in the name of the **Commissioner of Social Services Director** for **travel and general use purposes** with a monthly credit limit of ~~\$1~~**5,000**.
- j. One credit card in the name of the Health Services Director for **travel and general use purposes** with a monthly credit limit of ~~\$1~~**5,000**.
- k. One credit card in the name of the Public Defender for **travel and general use purposes** with a monthly credit limit of ~~\$1~~**5,000**.
- l. One credit card in the name of the Information Technology Director for **travel and general use purposes** with a monthly credit limit of ~~\$1~~**5,000**.
- m. **One credit card in the name of the Director of the Office of Emergency Services for travel and general use purposes with a monthly credit limit of \$5,000.**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Sheriff

DATE: August 23, 2023

(a) **Purpose of Amendment:** Amend County Budget to reflect appropriate revenues and expenses for the first half of the school resource officer service agreements.

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

A.3120.1005 130 Sheriff's SRO's - Salaries Part Time (Bolton)	\$18,579
A.3120.1005 830 Sheriff's SRO's - Social Security (Bolton)	\$1,152
A.3120.1005 831 Sheriff's SRO's - Medicare (Bolton)	\$269
A.3120.1007 130 Sheriff's SRO's - Salaries Part Time (Glens Falls)	\$22,991
A.3120.1007 830 Sheriff's SRO's - Social Security (Glens Falls)	\$1,426
A.3120.1007 831 Sheriff's SRO's - Medicare (Glens Falls)	\$333
A.3120.1001 130 Sheriff's SRO's - Salaries Part Time (Hadley-Luzerne)	\$46,447
A.3120.1001 830 Sheriff's SRO's - Social Security (Hadley-Luzerne)	\$2,880
A.3120.1001 831 Sheriff's SRO's - Medicare (Hadley-Luzerne)	\$673
A.3120.1006 130 Sheriff's SRO's - Salaries Part Time (Johnsburg)	\$18,579
A.3120.1006 830 Sheriff's SRO's - Social Security (Johnsburg)	\$1,152
A.3120.1006 831 Sheriff's SRO's - Medicare (Johnsburg)	\$269
A.3120.1004 130 Sheriff's SRO's - Salaries Part Time (Lake George)	\$37,157
A.3120.1004 830 Sheriff's SRO's - Social Security (Lake George)	\$2,304
A.3120.1004 831 Sheriff's SRO's - Medicare (Lake George)	\$539
A.3120.1003 130 Sheriff's SRO's - Salaries Part Time (North Warren)	\$18,579
A.3120.1003 830 Sheriff's SRO's - Social Security (North Warren)	\$1,152
A.3120.1003 831 Sheriff's SRO's - Medicare (North Warren)	\$269
A.3120.1002 130 Sheriff's SRO's - Salaries Part Time (Queensbury)	\$27,872
A.3120.1002 830 Sheriff's SRO's - Social Security (Queensbury)	\$1,728
A.3120.1002 831 Sheriff's SRO's - Medicare (Queensbury)	\$404

(c) **Revenue Code (with title), and amount:**

A.3120.1005 2260 Sheriff's SRO's - Other Govt (Bolton)	\$20,000
A.3120.1007 2260 Sheriff's SRO's - Other Govt (Glens Falls)	\$24,750
A.3120.1001 2260 Sheriff's SRO's - Other Govt (Hadley-Luzerne)	\$50,000
A.3120.1006 2260 Sheriff's SRO's - Other Govt (Johnsburg)	\$20,000
A.3120.1004 2260 Sheriff's SRO's - Other Govt (Lake George)	\$40,000
A.3120.1003 2260 Sheriff's SRO's - Other Govt (North Warren)	\$20,000
A.3120.1002 2260 Sheriff's SRO's - Other Govt (Queensbury)	\$30,004

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Department of Workforce Development

DATE: August 24, 2023

(a) Purpose of Amendment: Amend Department of Workforce Development budget to include the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2023 which runs through June 30, 2024.

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

Workforce Innovation & Opportunity Act (WIOA)		Total \$776,994.52
WIOA Adult	40 6293 0300	\$231,219.77
WIOA Dislocated Worker	40 6293 0305	\$228,483.85
WIOA Youth	40 6293 0310	\$239,591.45
WIOA Administrative	40 6293 0313	\$77,699.45

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

4791 (Workforce Innovation & Opportunity Act)		Total \$776,994.52
WIOA Adult	40.6293.0300 4791	\$231,219.77
WIOA Dislocated Worker	40.6293.0305 4791	\$228,483.85
WIOA Youth	40.6293.0310 4791	\$239,591.45
WIOA Administrative	40.6293.0313 4791	\$77,699.45

REQUEST TO AMEND COUNTY BUDGET - ATTACHMENT

REVENUES			\$ 776,994.52
40.6293.0300 4791	* Program Year 2023 WIOA Title - Program - Adult	\$	231,219.77
40.6293.0305 4791	* Program Year 2023 WIOA Title - Program - Dislocated Worker	\$	228,483.85
40.6293.0310 4791	* Program Year 2023 WIOA Title - Program - Youth	\$	239,591.45
40.6293.0313 4791	* Program Year 2023 WIOA Title - Program - Admin	\$	77,899.45
2023 WIOA Title- Program-Adult		\$	231,219.77
40.6293.0300 110	Salary - Regular	\$	103,793.92
40.6293.0300 411	Rent-Building/Property	\$	17,764.25
40.6293.0300 423	Telephone	\$	1,665.78
40.6293.0300 428	Data Processing & Internet Fees	\$	1,332.51
40.6293.0300 433	Training - Client	\$	28,500.00
40.6293.0300 220	Office equipment	\$	4,500.00
40.6293.0300 260	Other equipment	\$	166.59
40.6293.0300 410	Supplies	\$	4,851.87
40.6293.0300 421	Equipment rental	\$	79.96
40.6293.0300 424	Postage	\$	133.26
40.6293.0300 426	Subscriptions	\$	2,399.79
40.6293.0300 427	Memberships & dues	\$	1,422.80
40.6293.0300 434	Allowances	\$	5,286.87
40.6293.0300 439	Misc fees & expenses	\$	999.47
40.6293.0300 444	Travel/education/conference	\$	932.94
40.6293.0300 810	Retirement	\$	10,753.45
40.6293.0300 830	Social Security	\$	5,433.39
40.6293.0300 831	Medicare contribution	\$	1,504.58
40.6293.0300 850	Unemployment insurance	\$	1,566.38
40.6293.0300 855	Disability	\$	19.08
40.6293.0300 860	Hospitalization	\$	34,445.93
40.6293.0300 885	Dental	\$	511.13
40.6293.0300 840	Worker's Compensation	\$	3,088.16
40.6293.0300 861	Retiree Hospitalization	\$	1,300.00
2023 WIOA Title- Program- Dislocated Worker		\$	228,483.85
40.6293.0305 110	Salary-Regular	\$	75,838.30
40.6293.0305 220	Office equipment	\$	5,500.00
40.6293.0305 260	Other equipment	\$	2,500.75
40.6293.0305 410	Supplies	\$	9,251.07
40.6293.0305 411	Rent-Building/property	\$	11,721.20
40.6293.0305 421	Equipment rental	\$	2,155.68
40.6293.0305 423	Telephone	\$	1,317.87
40.6293.0305 424	Postage	\$	1,988.43
40.6293.0305 426	Subscriptions	\$	4,268.29
40.6293.0305 427	Memberships & dues	\$	3,295.68
40.6293.0305 428	Data processing & internet fees	\$	1,094.30
40.6293.0305 434	Allowances	\$	3,713.13
40.6293.0305 439	Misc fees & expenses	\$	2,990.72
40.6293.0305 433	Training - Client	\$	30,500.00
40.6293.0305 444	Travel/Education/Conference	\$	9,855.00
40.6293.0305 810	Retirement	\$	25,778.18
40.6293.0305 830	Social Security	\$	7,639.97
40.6293.0306 831	Medicare contribution	\$	1,145.06
40.6293.0305 840	Worker's Compensation	\$	3,583.78
40.6293.0305 850	Unemployment Insurance	\$	1,609.98
40.6293.0305 855	Disability	\$	1,089.95
40.6293.0305 860	Hospitalization	\$	21,316.00
40.6293.0305 861	Retiree Hospitalization	\$	389.27
40.6293.0305 865	Dental	\$	562.30
2023 WIOA Title- Program-Youth		\$	239,591.45
40.6293.0310 110	Salaries - Regular	\$	78,023.85
40.6293.0310 130	Salaries - Part Time	\$	51,000.00
40.6293.0310 220	Office equipment	\$	5,561.37
40.6293.0310 260	Other equipment	\$	1,167.26
40.6293.0310 410	Supplies	\$	4,500.87
40.6293.0310 411	Rent - Building/Property	\$	17,839.23
40.6293.0310 421	Equipment rental	\$	180.30
40.6293.0310 423	Telephone	\$	1,872.81
40.6293.0310 424	Postage	\$	333.83
40.6293.0310 426	Subscriptions	\$	2,401.48
40.6293.0310 427	Memberships & dues	\$	2,250.92
40.6293.0310 428	Data processing & internet fees	\$	1,836.25
40.6293.0310 439	Misc fees & expenses	\$	1,003.69
40.6293.0310 444	Travel/education/conference	\$	1,236.78
40.6293.0310 470	Contract	\$	15,936.00
40.6293.0310 810	Retirement	\$	13,198.32
40.6293.0310 830	Social Security	\$	5,969.48
40.6293.0310 831	Medicare	\$	1,870.85
40.6293.0310 840	Worker's Compensation	\$	2,479.47
40.6293.0310 850	Unemployment insurance	\$	1,190.01
40.6293.0310 855	Disability	\$	110.64
40.6293.0310 860	Hospitalization	\$	28,963.06
40.6293.0310 861	Retiree hospitalization	\$	437.21
40.6293.0310 865	Dental	\$	410.55
2023 WIOA Title Program- Admin		\$	77,899.45
40.6293.0313 110	Salaries - Regular	\$	33,997.71
40.6293.0313 220	Office equipment	\$	2,500.00
40.6293.0313 260	Other equipment	\$	1,133.65
40.6293.0313 410	Supplies	\$	1,134.82
40.6293.0313 411	Rent-Building/Property	\$	5,798.32
40.6293.0313 421	Equipment rental	\$	86.08
40.6293.0313 423	Telephone	\$	543.54
40.6293.0313 424	Postage	\$	43.48
40.6293.0313 426	Subscriptions	\$	1,223.28
40.6293.0313 427	Memberships & dues	\$	1,081.53
40.6293.0313 428	Data processing & internet fees	\$	434.82
40.6293.0313 429	Misc Fee & Expenses	\$	326.12
40.6293.0313 444	Travel/Education/Conference	\$	1,304.38
40.6293.0313 810	Retirement	\$	13,432.34
40.6293.0313 830	Social Security	\$	3,514.86
40.6293.0313 831	Medicare contribution	\$	492.97
40.6293.0313 840	Worker's Compensation	\$	1,032.72
40.6293.0313 850	Unemployment Insurance	\$	840.67
40.6293.0313 855	Disability	\$	4.43
40.6293.0313 861 S(0)	Hospitalization	\$	8,260.53
40.6293.0313 860 S(0)	Retiree Hospitalization	\$	514.18
40.6293.0313 865	Dental	\$	171.04
		\$	776,994.52

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: 8/23/23

- (a) Purpose of Amendment: **Request to amend the 2023 Warren County budget in the amount of \$147,000 to allow for expenditure of Opioid Settlement funds to address the impacts of the opioid crisis in Warren County. The source of the funding is A 691.12 Deferred Revenue - Restricted Opioid Settlement Funds, \$147,000.**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.4310.0176 470, Opioid Settlement - Restricted, \$147,000.

- (c) Revenue Code (with title), and Amount:
A.4310.0176 2695, Opioid Settlement - Restricted, \$147,000.

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: Dept of Public Works, Parks Recreation and Railroad

DATE: 8/24/23

(a) Purpose of Amendment:

**To amend the 2023 budget with funds awarded from the Town of Bolton
Occupancy Tax in the amount of \$2,500**

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

**A7111 0198 .470 Up Yonda Farm Contracts \$1,800 (Paint w/ Patrice/Silent
Wings)**

A7111 0198 .439 Up Yonda Farm Misc fees and expenses \$700

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

A7111 .0198 2002 Bed Tax Donation \$2,500

RESOLUTION REQUEST FORM NO. 8***Request to Establish Capital Project or Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 8/24/23

- (a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): Olmstedville Road (CR19) over Marshall Brook Culvert NY (PIN 1762.72), Town of Chester, H427.9550 280
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$1,500,000.00
- (e) Source of Funding (including name & title of codes, etc.):
\$ 1,500,000.00 State Culvert NY funding (100%)
- (f) Purpose of Establishment: To fund the preliminary engineering, right of way incidentals and acquisitions and construction phases of the project

RESOLUTION REQUEST FORM NO. 8***Request to Establish Capital Project or Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 8/24/23

- (a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): Bay Road (CR 7) over Unnamed Watercourse South of Lockhart Mountain, (PIN 1762.76), Town of Queensbury, H428.9550 280
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$1,500,000.00
- (e) Source of Funding (including name & title of codes, etc.):
\$ 1,500,000.00 State Culvert NY funding (100%)
- (f) Purpose of Establishment: To fund the preliminary engineering, right of way incidentals and acquisitions and construction phases of the project

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: 8/24/23

- (a) Exact Title and Number of Project*: H425 Adirondack Bridge and Beaver Pond Bridge Replacements over Mill Brook (T/O Horicon)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$31,750.00
- (e) Amount of Decrease (if applicable): N/A
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$25,400.00 Federal Share (80%)
\$ 4,763.00 State Marchiselli Share (15%)
\$ 1,587.00 Local Match (Transfer from D.9950 910)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund project Right of Way Incidental phase

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
AUGUST 31, 2023

Committee Members: *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Etu- 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):**
 - A) Review of report on tracking of vacancies filled.
 - B) Matt Schuette, *representing Marshall & Sterling*, to discuss benefit renewal for 2023 - 2024 plan year.
 - 3) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
Request for a transfer of funds in the amount of \$5,573.42 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Account A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of the bill from the attorney for fees related to bonds secured by the County.
 - 4) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender, (Gregory Canale, Public Defender) -
 - A) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Assistant Public Defender - PT, *Annual Salary \$40,903*, to Assistant Public Defender (11) (Per Diem), *\$60.76/hour (\$40,903 annually)*, effective September 18, 2023.
Sheriff (James LaFarr, Sheriff) -
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Patrol Officer #74, *Annual Salary \$53,044*, effective September 18, 2023.
 - 5) **Referral from the Environmental Concerns & Real Property Tax Services Committee (Chaired by Supervisor Braymer):**
Real Property Tax Services (Lexie Delurey, Director) -
Request to amend the Table of Organization and Salary Schedule to create the new position of Geographic Information Systems (GIS) Tax Map Technician, *Grade 17, Base Annual Salary \$56,356*, effective January 2, 2024 and delete the position of Senior Tax Map Technician, *Grade 16, Base Annual Salary \$65,900*, effective upon retirement of the current employee planned for the second quarter of 2024.
 - 6) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
Request to amend the existing contract with RELX, Inc. d/b/a LexisNexis to upgrade the current law library research system in order to obtain better access and tools.
- V. **Pending Items:**
No item this month.
- VI. Privilege of the Floor/Public Comment
- VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: CLERK OF THE BOARD

SIGNED:

DATE: 08/31/2023

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

To pay bill from attorney for fees related to bonds secured by the County

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1010 440	Legislative Board, Legal/Transcript Fees	\$5,573.42

Please state reason for transfer request:

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



INVOICE

68 Warren Street - PO Box 2017 - Glens Falls, NY 12801
(518) 745-1400 - Fax: (518) 745-1576
Federal ID #14-1736110

Warren County
1340 State Route 9
Warren County Municipal Center
Lake George, NY12845

Invoice Number: 81586
Invoice Date: 6/2/2023

File Number: 10715-0002

**Please pay \$5,573.42
by 7/2/2023**

Previous Statement Balance	\$5,475.00
Current Billing Activity	
Interest	\$0.00
Legal Services Rendered	\$4,462.50
Disbursements and Other Costs Incurred	\$15.92
Total Current Billing	\$4,478.42
Payments and Credits Since Last Statement:	\$4,380.00
Balance Due:	\$5,573.42

Payment Type: () Check/Money Order
() Credit Card



Amount enclosed: \$ _____

Remit to: FitzGerald Morris Baker Firth, P.C.
68 Warren Street
PO Box 2017
Glens Falls, NY 12801

Credit Card Authorization

Card Number: _____
Expiration Date ____/____/____
Amount _____

Card Holder Name

Card Holder Address

Card Holder Signature

Please return this page with your payment.

Pay online via card
or eCheck
Visit www.fmbf-law.com/pay



81586

FitzGerald Morris Baker Firth, P.C.
 68 Warren Street
 PO Box 2017
 Glens Falls, NY 12801
 (518) 745-1400 Fax: (518) 745-1576
 Federal ID #14-1736110

June 02, 2023

Warren County

File Number: 10715-0002/KIL

Invoice number: 81586

Matter: Bond Resolutions 2021

Professional Services				
Date	Atty	Services Rendered	Hours	Amount
01/27/23	KIL	Email correspondence w/ M. Swan regarding reimbursement of expenses w/ bond proceeds.	0.20	75.00
01/30/23	KIL	Research regarding reimbursement of expenses w/ bond proceeds.	0.50	187.50
02/01/23	KIL	Email correspondence w/ R. Lynch regarding bond proceeds.	0.30	112.50
02/02/23	KIL	Email to R. Lynch regarding bond proceeds; Discuss annual audit letter w/ BMF.	0.30	112.50
04/24/23	KIL	Review of BAN request information; email to M. Swan regarding same.	0.20	75.00
04/27/23	KIL	Review and comment on notice of sale and preliminary official statement ; email to CapMark and County regarding same.	2.00	750.00
04/28/23	KIL	Discuss litigation report w/ JDA; email to Attorney Elmen regarding same. provide proposed language concerning pending litigation.	0.80	300.00
05/01/23	KIL	Received and reviewed email from Attorney Elmen regarding litigation report; email to CapMark regarding same.	0.50	187.50
05/11/23	KIL	Received and reviewed BAN sale results; email to BMF regarding preparation of BAN documents.	0.60	225.00
05/15/23	KIL	Preparation of BAN documents; email to M. Swan regarding availability.	2.40	900.00
05/16/23	KIL	Email correspondence w/ M. Swan regarding execution of documents; revise BAN documents and discuss w/ BMF; email to Capital Markets regarding official statement and draft documents.	2.00	750.00
05/17/23	KIL	Prepare closing package for BAN documents; discussions with BMF regarding same; email to M. Swan regarding closing.	0.80	300.00
05/18/23	KIL	Email correspondence w/ DTC regarding additional documents.	0.20	75.00
05/22/23	KIL	Email to Jefferies LLC regarding closing.	0.10	37.50
05/23/23	KIL	Email x4 w/ M. Swan and R. Lynch regarding receipt of wire; closing conference call; email to BMF regarding filing of 8038G.	1.00	375.00
Total for professional services:				\$4,462.50
Rate Summary				
Kara I. Lais		11.90 hours at \$375.00/hr		4,462.50
	Total hours:	11.90		

Costs and Disbursements

		Units	Price	Amount
12/29/2022	Postage.	1.00	7.82	7.82
05/23/2023	Postage CRR.	1.00	8.10	8.10
Total for costs and disbursements:				\$15.92

Credits to Account

Date	Invoice no	Description	Amount
11/14/2022	78387	Payment Ck# 285977 County of Warren	(4,380.00)
<i>Payments/credits:</i>			<u>(\$4,380.00)</u>

***Thank you for allowing us
to serve you***

Total Current Billing:	\$4,478.42
Previous Balance Due:	\$5,475.00
Total Payments:	<u>(\$4,380.00)</u>
Total Now Due:	<u>\$5,573.42</u>

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 8/23/2023

- (a) Title of Reclassified Position: **Assistant Public Defender (11) (Per Diem)**

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position. **\$60.76/hour (\$40,903 annually)**)

- (c) Title and Employee Number of Position to be Deleted: **Assistant Public Defender - PT (10940)**

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position. **\$40,903**)

- (e) Effective Date:* **9/18/2023**
*Please do not backdate unless the purpose is to correct an error.

- (f) Where are the 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

- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: August 23, 2023

- (a) **Title of Requested Position:** Patrol Officer #74
- (b) **Annual Base Salary (and Grade of Applicable):** \$53,044
- (c) **Effective Date for New Position:***
***Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (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.3120 1008 110 General School Resource Officers - Warrensburg Central School Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary BEFORE bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** Yes
The position is funded by the Warrensburg Central School District

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

DEPARTMENT NAME:

DATE: August 24, 2023

- (a) Title of Requested Position: **Geographic Information Systems (GIS) Tax Map Technician**
- (b) Annual **Base** Salary (and Grade if Applicable): **2023 Base Salary of \$56,356 at Grade 17**
- (c) Effective Date for New Position*: **January 2, 2024**
**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):
Senior Tax Map Technician will be deleted upon retirement of the current employee planned for the beginning of the second quarter of 2024.
Annual salary \$65,900 at Grade 16
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
Anticipated for the 2024 Salary Budget code A.1355 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:
Not a mandated position but tax maps are.
- (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:

2024 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Real Property Tax Service

BUDGET CODE: A1355

Title of Position: Geographic Information Systems (GIS) Tax Map Technician

FOR NEW POSITIONS

(a) Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

CSEA Grade 17 recommended - *JS*

(b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): The current Senior Tax Map Technician, who makes \$65,900 and is a grade 16, is planning retirement for April 1, 2024; his position would be deleted at that time. I would like to have this new position start for January 2, 2024 and have overlapped training until the current mapper retires. If needed could the current mapper be brought back per diem for three months after retirement a couple of days a week.

(c) Is this a mandated position? If so, please explain: This is not a mandated position but tax maps are by law to be provided to each municipality yearly for the assessors to use them when assessing properties.

(d) Is there expected Revenue from this position? If so, please explain: Tax maps are still sold in the Real Property Department as requested.

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

(a) Description of Change: Click or tap here to enter text.

(b) Justification for Request: Click or tap here to enter text.

(c) Projected change in Salary Dollars: Click or tap here to enter text.

(d) Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: JCN 8/22/23

HR Director has Reviewed this form when initialed: AP 8/22/23

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TAX MAP TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position coordinates, oversees and participates in the development, maintenance and update of the County's real property tax maps and related applications, using Geographic Information Systems (GIS) technology. Duties include the review/plotting/mapping of property line changes and maintenance of related records as well as records research and on-site field visits. In fulfilling position responsibilities, the incumbent consults regularly with other county departments, outside agencies/officials and local real property professionals. The work is performed under the supervision of the Real Property Tax Director, with leeway allowed for organizing and carrying out the technical work of the office. Supervision may be exercised over the work of subordinate staff. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Edits and modifies the County tax maps to reflect changes in property boundaries based on deed transfers and survey maps to facilitate tax assessment activities, using GIS technology;

Performs record research, quality assurance / quality control for all data used in updating the County tax maps;

Reviews and analyzes tax maps for compliance under New York State laws, rules and regulations relating to real property tax administration;

Consults and cooperates with surveyors, lawyers, realtors and general public to assist in resolving property line problems and providing general information and interpretation of maps;

Oversees and manages quality control of all outside vendor mapping products;

Participates in the development and update of the County tax map database, including Geographic Information Systems (GIS) databases;

Manages the maintenance of the County tax map database;

Responds to County Departments and public requests for digital data and hard copy and digital map products and the production of custom maps;

Assists local Assessors with the interpretation of deeds, survey maps, flood zones, agricultural districts, special utility and services districts and school districts;

Conducts on-site field visits if needed to troubleshoot tax map issues and related problems;

May supervise subordinate staff;

Assists in assigned special projects relating to Real Property tax matters;

Uses computer applications or other automated systems including GIS, RPTS database software, spreadsheets, word processing, calendar and email in performing work assignments;

Performs office duties as necessary for the efficient operation of the department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of database mapping and related software necessary to perform tasks associated with the development, maintenance and update of the County tax maps;

Good knowledge of the practices and principals of GIS;

Good knowledge of the principles and practices of drafting and of related instruments;

Good knowledge of deeds, legal documents relating to tax mapping and other property records;

Working knowledge of mapping standards;

Ability to read and understand real property tax maps;

Ability to understand and interpret complex oral and written information of a technical nature;

Ability to communicate effectively orally and in writing;

Ability to establish and maintain effective working relationships with others;

Sound judgment, initiative, attention to detail and tact.

MINIMUM QUALIFICATIONS:

- A. Bachelor's Degree which shall have included a minimum of thirty credit hours in Engineering, Land Surveying, Geographic Information Systems or related coursework and one (1) year of paid work experience which shall have included land surveying, tax map preparation or drafting as a primary function of the job, or
- B. Associate's Degree in Engineering, Land Surveying, Geographic Information Systems or related field and three (3) years of paid work experience which shall have included land surveying, tax map preparation or drafting as a primary function of the job, or
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid work experience which shall have included land surveying, tax map preparation or drafting as a primary 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: 1999, 2023
JC: Competitive