

LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS  
BOARD OF ELECTIONS  
SEPTEMBER 28, 2023

COMMITTEE MEMBERS: STROUGH, CONOVER, FRASIER, GERACI, THOMAS, DRISCOLL AND WILD

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
  1. **Request:** REVIEW OF 2024 BUDGET REQUEST  
**Rationale:** BUDGT REQUEST ATTACHED – FOR INFORMATIONAL PURPOSES ONLY, NO COMMITTEE ACTION REQUIRED
  2. **Request:** ACCEPT DONATION OF EQUIPMENT  
**Rationale:** DOUGLAS AND PATRICIAL AUER HAVE DONATED AN ELECTRONIC WHITE BOARD WHICH CAN BE USED BY BOE FOR INSPECTOR TRAINING AND CAN BE SHARED WITH OTHER DEPARTMENTS IN THE HSB BUILDING
  3. **Request:** TO AUTHORIZE A NEW 5-YEAR CONTRACT WITH CLEAR BALLOT GROUP (*REQUEST COORDINATES WITH ITEMS 4, 5 AND 6 FOR FUNDING*)  
**Rationale:** FOR THE PURCHASE OF VOTING MACHINES AND SOFTWARE
  4. **Request:** TO AUTHORIZE THE APPROPRIATION OF \$386,290.84 FROM CAPITAL RESERVE A.898.00 TO BUDGET CODE A.1450 260  
**Rationale:** TO FUND A PORTION OF THE CLEAR BALLOT GROUP CONTRACT REFERENCED IN ITEM 3
  5. **Request:** TO AUTHORIZE TRANSFER OF FUNDS  
**Rationale:** TRANSFER OF FUNDS TOTALING \$44,600 WITHIN BUDGET TO FUND A PORTION OF THE CLEAR BALLOT GROUP CONTRACT REFERENCED IN ITEM 3
  6. **Request:** TO AUTHORIZE THE APPROPRIATION OF \$73,010.16 FROM THE GENERAL FUND TO BUDGET CODE A.1450 260  
**Rationale:** AMOUNT NEEDED TO FUND THE BALANCE OF THE CLEAR BALLOT GROUP CONTRACT REFERENCED IN ITEM 3
  7. **Request:** TO TERMINATE AGREEMENT WITH CLEAR BALLOT GROUP, INC. TO PROVIDE CLEARCOUNT/ CLEARAUDIT SOFTWARE AND SOFTWARE SUPPORT (*AUTHORIZED BY RESOLUTION NO. 404 OF 2022*)  
**Rationale:** SERVICES WILL BE PROVIDED UNDER NEW CLEAR BALLOT CONTRACT (ITEM 3) RENDERING THIS AGREEMENT UNNECESSARY - \$13,600 REIMBURSEMENT DUE TO THE COUNTY WILL BE APPLIED DIRECTLY TO THE COST OF THE NEW CONTRACT
  8. **Request:** TO TERMINATE LEASE AGREEMENT FOR DOMINION “ICE” ACCESSIBEL VOTING MACHINES AUTHORIZED BY RESOLUTION NO. 377 OF 2020  
**Rationale:** MACHINES NO LONGER NEEDED DUE TO THE PURCHASE OF CLEAR BALLOT VOTING MACHINES (ITEM 3 ABOVE) ELIMINATING \$43,718 YEARLY CONTRACT; CURRENT AGREEMENT ALLOWS FOR 30-DAY TERMINATION

9. **Request:** TO AUTHORIZE DISPOSAL OF REMAINING DOMINION ICP VOTING MACHINES PER NYSBOE GUIDELINES  
**Rationale:** MACHINES WILL NO LONGER BE NEEDED BY WCBOE OR SUPPORTED BY DOMINION. THE MACHINES WERE BOUGHT IN 2006-2010 ON THE NYS HAVA GRANT
  
10. **Request:** AUTHORIZING ONE-TIME PAYMENT TO FORT ORANGE PRESS FOR PRINTING EXPENSES  
**Rationale:** RESOLUTION NO. 377 OF 2022 AUTHORIZED CONTRACT WITH FORT ORANGE PRESS FOR PRINTING OF BOARD OF ELECTIONS MATERIALS IN AN AMOUNT NOT TO EXCEED \$33,693 PER YEAR. BOARD OF ELECTIONS RECENTLY RECEIVED A BILL FOR SERVICES RENDERED IN 2022 IN THE AMOUNT OF \$3,105.65 WHICH WILL EXCEED THE SPECIFIED LIMIT FOR 2023. FUNDING FOR THIS EXPENSE IS AVAILABLE WITHIN THE CURRENT 2023 BUDGET, BUT AUTHORIZATION TO MAKE A ONE-TIME PAYMENT IN THE AMOUNT OF \$3,105.65 DUE TO LATE BILLING BY FORT ORANGE PRINTING IS NECESSARY.

- V. Discussion Items:
  
- VI. Referrals/Pending Items:
  
- VII. Privilege of the floor and public comment
  
- VIII. Motion to adjourn

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT:  
BUDGET ACCOUNT CODE:

Board Of Elections  
A.1450

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$309,044.45	\$334,599.00	\$399,607.79	\$440,241.00
200's EQUIPMENT	\$71,746.08	\$350.00	\$6,766.58	\$350.00
400's CONTRACTUAL	\$309,190.50	\$256,510.00	\$358,475.65	\$356,810.00
800's EMPLOYEE BENEFITS	\$86,495.96	\$99,524.00	\$134,842.92	\$126,899.00
<b>TOTALS</b>	<b>\$776,476.99</b>	<b>\$690,983.00</b>	<b>\$899,692.94</b>	<b>\$924,300.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$190,658.79	\$73,500.00	\$186,238.45	\$73,500.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

8/24/2023 2:12:04 PM

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund A - General						
REVENUE						
Department 1450 - Board Of Elections						
<i>Intergovernmental Charges</i>						
2215	Election Service Charges	63,720.00	73,500.00	73,500.00	73,500.00	73,500.00
	<i>Intergovernmental Charges Totals</i>	<b>\$63,720.00</b>	<b>\$73,500.00</b>	<b>\$73,500.00</b>	<b>\$73,500.00</b>	<b>\$73,500.00</b>
<i>State Aid</i>						
3053	Elections Cybersecurity Remediation & Mitigation	40,097.17	.00	.00	.00	.00
3055	Technology Innovation and Election Resource (TIER) Grant Program	64,220.66	.00	67,496.53	.00	.00
3056	Absentee Ballot Program	22,620.96	.00	45,241.92	(6,319.68)	.00
	<i>State Aid Totals</i>	<b>\$126,938.79</b>	<b>\$0.00</b>	<b>\$112,738.45</b>	<b>(\$6,319.68)</b>	<b>\$0.00</b>
	Department 1450 - Board Of Elections Totals	<b>\$190,658.79</b>	<b>\$73,500.00</b>	<b>\$186,238.45</b>	<b>\$67,180.32</b>	<b>\$73,500.00</b>
	REVENUE TOTALS	<b>\$190,658.79</b>	<b>\$73,500.00</b>	<b>\$186,238.45</b>	<b>\$67,180.32</b>	<b>\$73,500.00</b>

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
<i>Personal Services</i>						
110	Salaries - Regular	257,641.37	282,255.00	341,686.99	182,102.39	387,897.00
130	Salaries - Part Time	51,403.08	52,344.00	57,920.80	15,793.47	52,344.00
<i>Personal Services Totals</i>		<b>\$309,044.45</b>	<b>\$334,599.00</b>	<b>\$399,607.79</b>	<b>\$197,895.86</b>	<b>\$440,241.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	1,908.69	.00	4,695.00	.00	.00
220	Office Equipment	51,342.38	.00	1,721.58	1,516.16	.00
260	Other Equipment	18,495.01	350.00	350.00	.00	350.00
<i>Equipment Totals</i>		<b>\$71,746.08</b>	<b>\$350.00</b>	<b>\$6,766.58</b>	<b>\$1,516.16</b>	<b>\$350.00</b>
<i>Contractual Expense</i>						
410	Supplies	55,959.44	50,000.00	45,305.00	21,350.66	70,000.00
Comments <i>Level</i> Departmental Request <i>Comment</i> Presidential/Federal 3 elections \$30,000.00 PO Fort Orange - printing of absentees, annual mail check and other required mailings- Acknowledgement, Confirmation and Transfer cards.						
418	Ins-General Liability	2,293.72	2,650.00	2,650.00	724.22	870.00
421	Equipment Rental	6,102.15	4,000.00	4,000.00	1,217.50	5,400.00
Comments <i>Level</i> Departmental Request <i>Comment</i> 3 Elections average cost \$1,800 each						
422	Repair/Maint-Equipment	3,998.80	5,200.00	5,200.00	.00	5,200.00
Comments <i>Level</i> Departmental Request <i>Comment</i> reso 2022/405 annually for any repairs that may arise to Dominion ICE voting machines that are not covered under warranty. PC 67336 \$200.00 Metroland yearly warranty						
423	Telephone	426.69	685.00	685.00	301.51	685.00
424	Postage	20,538.99	22,000.00	61,665.12	12,353.47	24,000.00
Comments <i>Level</i> Departmental Request <i>Comment</i> 3 Elections All absentee mail is postage paid - increase of postage						
426	Subscriptions	38,994.04	.00	.00	.00	.00
427	Memberships & Dues	140.00	150.00	150.00	140.00	150.00

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
<i>Contractual Expense</i>						
428	Data Processing & Internet Fees	268.00	350.00	420.00	420.00	500.00
	Comments					
	Level					
	Departmental Request					ESTIMATE \$82.00 X 6
436	Advertising Fees	3,801.02	1,500.00	2,150.00	868.00	4,000.00
	Comments					
	Level					
	Departmental Request					3 elections candidate/polling locations. 3 Early Voting ads.
439	Misc Fees & Expenses	103,793.10	65,000.00	130,680.53	22,000.00	150,000.00
	Comments					
	Level					
	Departmental Request					3 elections - 2 EV sites. Increased inspector pay and training. Annual training is now 3hours. Registration Days - 2 Inspectors in each town for 2 days. This was cancelled in 2020 due to Covid.
442	Automotive - Gas & Oil	128.06	.00	.00	.00	.00
444	Travel/Education/Conference	2,546.49	5,000.00	5,595.00	2,821.06	6,000.00
	Comments					
	Level					
	Departmental Request					2 Trainings/Conference each year for 4.
470	Contract	70,200.00	99,975.00	99,975.00	99,972.65	90,005.00
	Comments					
	Level					
	Departmental Request					Clear Ballot - reso 2022/404 5 yr Jan'23-Dec'27 prepaid \$45,159.00 - \$9,032.00 Dominion - PC66393 \$9,500.00 Next Vote reso 2022/294 5 yr Jan'23 - Dec '27 \$45,022.48 Tenex - reso 2019/351 \$11,250.00 Sage Smith - reso 2022/534 5 yr Jan'23 - Dec'27 \$15,200.00
	<i>Contractual Expense Totals</i>	<b>\$309,190.50</b>	<b>\$256,510.00</b>	<b>\$358,475.65</b>	<b>\$162,169.07</b>	<b>\$356,810.00</b>
<i>Employee Benefits</i>						
810	Retirement	20,911.89	28,854.00	34,404.12	14,869.11	48,368.00
830	Social Security	18,572.82	20,746.00	24,430.78	11,872.55	27,295.00
831	Medicare Contribution	4,343.66	4,854.00	5,715.76	2,776.64	6,384.00
860	Hospitalization	25,571.85	28,145.00	53,031.26	18,158.92	29,047.00

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
<i>Employee Benefits</i>						
865	Dental Insurance	379.54	408.00	744.00	385.96	576.00
<i>Employee Benefits Totals</i>		\$69,779.76	\$83,007.00	\$118,325.92	\$48,063.18	\$111,670.00
<i>Other Benefits</i>						
840	Workmen's Compensation	5,697.00	3,652.00	3,652.00	3,652.00	1,640.00
861	Retirees Hospitalization	9,577.32	9,865.00	9,865.00	5,739.23	9,839.00
862	Health Insurance Cost Reimbursement	1,441.88	3,000.00	3,000.00	2,285.04	3,750.00
<i>Other Benefits Totals</i>		\$16,716.20	\$16,517.00	\$16,517.00	\$11,676.27	\$15,229.00
Department 1450 - Board Of Elections Totals		\$776,476.99	\$690,983.00	\$899,692.94	\$421,320.54	\$924,300.00
EXPENSE TOTALS		\$776,476.99	\$690,983.00	\$899,692.94	\$421,320.54	\$924,300.00
Fund A - General Totals						
REVENUE TOTALS		\$190,658.79	\$73,500.00	\$186,238.45	\$67,180.32	\$73,500.00
EXPENSE TOTALS		\$776,476.99	\$690,983.00	\$899,692.94	\$421,320.54	\$924,300.00
Fund A - General Totals		(\$585,818.20)	(\$617,483.00)	(\$713,454.49)	(\$354,140.22)	(\$850,800.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$190,658.79	\$73,500.00	\$186,238.45	\$67,180.32	\$73,500.00
EXPENSE GRAND TOTALS		\$776,476.99	\$690,983.00	\$899,692.94	\$421,320.54	\$924,300.00
Net Grand Totals		(\$585,818.20)	(\$617,483.00)	(\$713,454.49)	(\$354,140.22)	(\$850,800.00)

2024 Salary Schedule (Position Budgeting)

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13808	Baird, Jacob N/A / \$23.70	Sr. Clerk/Election Mgt Tech #2 N/A / \$23.70	\$49,293.00	Full Time	Out of UnitFT	7/17/2023
13815	Clesceri, Caroline N/A / \$23.70	Sr. Clerk/Election Mgt Tech #1 N/A / \$23.70	\$49,293.00	Full Time	Out of UnitFT	7/19/2023
13799	Hubbard IV, Harold N/A / \$31.64	Deputy Commissioner Elections #1 N/A / \$31.64	\$57,590.00	Full Time	Appointed F/T	6/19/2023
9761	McLaughlin, Elizabeth N/A / \$46.05	Commissioner Elections #1 N/A / \$46.05	\$83,812.00	Full Time	Appointed F/T	9/13/2010
12010	Ross, Kimberly N/A / \$35.22	Deputy Commissioner Elections #2 N/A / \$35.22	\$64,097.00	Full Time	Appointed F/T	1/1/2015
6301	VanNess, William N/A / \$46.05	Commissioner Elections #2 N/A / \$46.05	\$83,812.00	Full Time	Appointed F/T	2/28/2017
	N/A / \$0.00	Board Of Elections Extra Help 2	\$33,000.00			
	N/A / \$20.00	Supervisor Voting Machine #1	\$672.00			
	N/A / \$20.00	Supervisor Voting Machine #2	\$672.00			
	N/A / \$20.00	Voting System Technicians	\$18,000.00			
		<b>10</b>	<b>\$440,241.00</b>			

## **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: BOE**

**DATE: 09/21/23**

- (a) Purpose of Request: **TO AUTHORIZE ACCEPTANCE OF DONATED EQUIPMENT**
- (b) Details: **DOUGLAS AND PATRICIA AUER HAVE DONATED AN ELECTRONIC WHITE BOARD WHICH WILL BE USED FOR BOE INSPECTOR TRAINING AND CAN BE SHARED WITH OTHER DEPARTMENTS AT THE HUMAN RESOURCES BUILDING**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

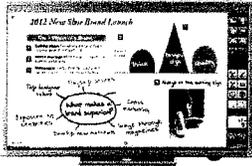
**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

Home / Interactive Displays &amp; Screens / Interactive Screens / Sharp / PN-L802B-PKG3

## Sharp PN-L802B-PKG3 AQUOS Board Interactive Display Bundle

☆☆☆☆ 0 reviews | Model: Sharp PN-L802B-PKG3



Images (7)

List Price: ~~\$17,195.00~~

★ View Payment Options

**Discontinued**

**Have a question?** Ask an expert.



Live Chat 866.942.6273 Email

AQUOS Board Interactive Display bundle with PC and stand. Includes PN-L802B display, PN-TPCI7W7 PC, PN-SR760M rolling cart floor stand and PN-SR800-ADP adapter plate.

- Spectacular 80" Class Screen Size
- Full Array LED Backlight
- High Performance Optical Imaging Touch Technology
- intuitive Sharp Pen Software Application
- User-Friendly Tool Bar
- Dual Touch Interface
- Built-in Library of Backgrounds to use during presentations
- Brilliant, Big Screen Images for Digital Signage
- Engineered for 24/7 Commercial Use
- Streamlined Communications via Direct MFP Connection
- 3-Year On-Site Limited Warranty - covers parts, labor and backlight, in both landscape and portrait modes.
- Extensive Interface Capability

[View Product Details](#)

### Description

#### High Impact and the Ease of Touchscreen Interaction

As a highly intuitive Integrated touchscreen LCD monitor, the PN-L802B-PKG3 AQUOS Board Interactive Display Bundle with PC and Stand makes conventional presentation tools look out of touch with the communication needs of businesses and academic institutions. Its bright, energy-efficient LED backlighting and large, 80-inch high-resolution display provides maximum satisfaction both to the user and the viewer. Whether installed in a boardroom, sales floor, or auditorium, the PN-L802B delivers your message with greater impact. Includes PN-L802B display, PN-TPCI7W7 PC, PN-SR760M rolling cart floor stand and PN-SR800-ADP adapter plate.

#### A Multitude of Applications—Enhancing Communication in So Many Ways

### In The Box

- Touch pen
- Touch pen battery (AAA size)
- Pen tips (for touch pen) x 2
- Eraser
- Pen tray
- Power cord
- Remote control unit
- Batteries (AA size x 2)
- CD-ROM
- Set-up manual
- Terminal label
- Sharp logo cover sticker
- Cable clamp x 3 (2 for PN-L702B)
- USB cable
- Tray mounting fittings x 2
- Tray mounting

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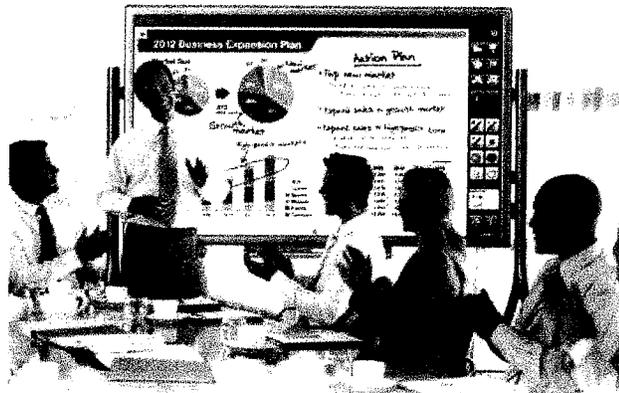
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LCD Monitors

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**PN-L802B / PN-L702B /  
PN-L602B**

TOUCHSCREEN LCD MONITOR

Share, Collaborate,  
Communicate—An Intuitively  
Easy Touchscreen Solution

Features	Accessories	Dimensions & Connections	Applications	Brochure
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Model Name	PN-L802B	PN-L702B	PN-L602B	
Installation	Landscape		Landscape/Portrait*1 (SHARP Pen Software works with landscape installation)	
LCD Panel	80-inch widescreen (203.2 cm diagonal) UV <sup>2</sup> A LCD	70-inch widescreen (176.6 cm diagonal) UV <sup>2</sup> A LCD	60-inch widescreen (152.5 cm diagonal) UV <sup>2</sup> A LCD	
	Max. Resolution			1,920 x 1,080 pixels
	Max. Display Colours (approx.)			1.06 billion colours
	Pixel Pitch (H x V)		0.802 x 0.802 mm	0.692 x 0.692 mm
	Brightness (average)*2			300 cd/m <sup>2</sup>
	Contrast Ratio			3000 : 1
	Viewing Angle (H/V)			160°/160° (CR ≥ 10)
	Active Screen Area (W x H) (approx.)		1,538.9 x 865.6 mm (60 9/16" x 34 1/16")	1,329.1 x 747.6 mm (52 5/16" x 29 7/16")
	Response Time			6 ms (grey to grey, avg.)
	Backlight		White LED, full array	White LED, edge lit
Touchscreen	Touch Technology	Optical imaging method	Infrared blocking detection method	
	PC Connection Port	USB (1.1 standard) x 1		
	Power Supply	PC through USB port		
	Driver	OS: Windows® XP, Windows Vista®, Windows® 7/8, Mac OS X 10.6/10.7/10.8		
	Protection Glass Thickness*3	Approx. 3.4 mm	Approx. 3.0 mm	
Touch Pen	Communication	Ultrasonic communication method		
	Button	2 function buttons		
Computer Input	Video	Analogue RGB (0.7 Vp-p) [75Ω], Digital (conforms to DVI 1.0 standards)		
	Synchronisation	Horizontal/vertical separation (TTL: positive/negative), Sync on green,		

Product Lineup

Video Wall (New Model)

High Brightness

Interactive Whiteboard

4K Ultra4K

Touchscreen

Professional LCD Monitors

App Store

[PN-V602](#)[PN-V601](#)[PN-V600](#)[PN-L802B](#)[PN-L702B](#)[PN-L602B](#)[PN-L601B](#)[PN-T322B](#)[LB-1085](#)[PN-E802](#)[PN-E702](#)[PN-E602](#)[PN-E601](#)[PN-E521](#)[PN-E471R](#)[PN-E421](#)[PN-T321](#)

## Discover the Advantages

## The Communicative Touch


 Discover a simple and intuitive user interface incorporating Sharp Pen Software

## Amazing Connectivity


 Connecting to a PC, server, or Sharp MFI makes for fast and smooth communication

## Big-Screen Impact In HD


 Bright whites, deep blacks, and vivid colours magnify the impact of these large LCD panels

Product Name	Weight	Resolution	Display Size
	Composite sync (TTL: positive/negative)		
	Plug & Play	VESA DDC2B	
	Power Management	VESA DPMS, DVI DMPM	
Video Colour System	With Optional PN-ZB01	NTSC (3.58 MHz, 4.43 MHz), PAL, PAL60, SECAM	
Input Terminals*4	Standard	PC analogue: Mini D-sub 15-pin x 1, HDMI x 1*5, 3.5 mm-diameter mini stereo jack x 1, RS-232C D-sub 9-pin x 1	
	With Optional PN-ZB01	PC digital: DVI-D 24-pin x 1*5, PC analogue: BNC x 1*6*7, Video: BNC x 1, S-Video x 1, Component video: BNC (Y, Cb/Pb, Cr/Pr) x 1*6, Audio: RCA pin (L/R) x 2	
Output Terminals	Standard	Audio: RCA pin (L/R) x 1, RS-232C D-sub 9-pin x 1	
	With Optional PN-ZB01	PC digital: DVI-D 24-pin x 1*5	
Input/Output Terminals	With Optional PN-ZB01	LAN port	
Speaker Output	Built-in	7 W + 7 W	
	External	7 W + 7 W (6Ω)*8	
Power Supply	100V – 240V AC, 50/60 Hz		
Power Consumption	260 W	240 W	170 W
Environmental Conditions	Operating Temperature	5°C to 35°C	
	Operating Humidity	20% to 80% RH (no condensation)	
Dimensions (W x D x H) (approx.) (display only)	1,880 x 135 x 1,157 mm (74" x 5 5/16" x 45 9/16")	1,648 x 116 x 982 mm (64 7/8" x 4 9/16" x 38 11/16")	1,440 x 101 x 855 mm (56 11/16" x 4" x 33 11/16")
Weight (not including PN-ZB01) (approx.)	102 kg (224.9 lbs)	70 kg (154.3 lbs)	54 kg (119.0 lbs)
Main Accessories	Touch pen, touch pen battery (AAA size), pen tips (for touch pen) x 2, eraser, pen tray, power cord, remote control unit, batteries (AA size x 2), CD-ROM, set-up manual, terminal label, Sharp logo cover sticker, cable clamp x 3 (2 for PN-L702B), USB cable, tray mounting fittings x 2, tray mounting screws x 6		

\*1 Portrait installation may not be available in some regions. Consult your local dealer for details.

\*2 Brightness will depend on input mode and other picture settings. Brightness level will decrease over time. Due to the nature of the equipment, it is not possible to precisely maintain a constant level of brightness.

\*3 Including AR coating on both sides.

\*4 Use a commercially available connection cable for PC and other video connections.

\*5 HDCP compatible. For both PC and AV components.

\*6 The analogue and component BNC terminals are switchable. Use the menu to select.

\*7 Does not support plug & play.

\*8 Requires optional PN-ZB01.

Design and specifications are subject to change without prior notice.

Features	Accessories	Dimensions & Connections	Specifications	Brochure
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SHARE   

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# **RESOLUTION REQUEST FORM NO. 3**

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

**DEPARTMENT NAME: BOE**

**DATE: 09/21/2023**

- (a) Is this a Result of a Bid or Request for Proposal?
- (b) Purpose of Contract: **PURCHASE OF VOTING MACHINES & SOFTWARE (PIGGYBACK ON ONONDAGA BID)**
- (c) Name of Contractor: **CLEAR BALLOT GROUP**
- (d) Address of Contractor: **2 OLIVER STREET, SUITE 607, BOSTON MA 02109**
- (e) Contractor's Contact Person and Telephone Number: **TONY CORBIA  
917-621-6107**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **01/01/2024**
- (h) Termination Date of Contract: **12/31/2028**
- (i) Payment Provisions:
  - i) lump sum amount **\$503,901.00**
  - 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:**
- (k) 

<b>A.898.00</b>	<b>CAPITAL RESERVE</b>	<b>\$386,290.84</b>
<b>A.1450.439</b>	<b>TIER GRANT</b>	<b>\$ 26,000.00</b>
<b>A.1450.422</b>	<b>REPAIR MAIT/EQUIPMENT</b>	<b>\$ 5,000.00</b>
<b>A.1450.422</b>	<b>CLEAR BALLOT REIMBURSEMENT</b>	<b>\$ 13,600.00</b>
	<b>CONTINGENCY OR FINANCE DECIDES</b>	<b>\$ 73,010.16</b>

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

\*as listed in budget and LOGOS



**Clear Ballot Group, Inc.**  
 Tax ID: 27-0798408  
 Tel: +1 857-250-4961  
 info@clearballot.com  
 https://clearballot.com/

**Invoicing Address:**  
 Warren County, NY  
 Co. Municipal Ctr. 3rd Fl.- Human Serv., 1340 State Route 9  
 Lake George NY 12845  
 United States  
 ☎ (518) 761-6456

Warren County, NY  
 Co. Municipal Ctr. 3rd Fl.- Human Serv., 1340  
 State Route 9  
 Lake George NY 12845  
 United States

## Quotation # S03057

**Order Date:** 08/22/2023 14:37:56  
**Salesperson:** Tony Corbia

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
<i>Quote includes: 5 year of software license (ClearDesign) and hardware maintenance (ClearCast and ClearMark).</i>				
<b>Hardware</b>				
ClearCast Bundle	20.000 Units	7,000.00		\$ 140,000.0000
Polling Place Bundle (1 ClearCast Go bundle + 1 ClearMark bundle)	25.000 Units	14,000.00		\$ 350,000.0000
ClearDesign Server Bundle (Standard) -Included with ClearDesign software	1.000 Units	7,000.00		\$ 7,000.0000
[13556A] ClearCount 2.4 Server Bundle (Standard)	1.000 Units	7,200.00		\$ 7,200.0000
				Subtotal \$ 504,200.0000
<b>Software &amp; Services</b>				
ClearDesign Software	1.000 Units	64,506.00		\$ 64,506.0000



Clear Ballot Group, Inc.  
Tax ID: 27-0798408  
Tel: +1 857-250-4961  
info@clearballot.com  
<https://clearballot.com/>

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
Implementation -Acceptance testing -Training -First election -Shipping	1.000 Units	18,000.00		\$ 18,000.0000
				Subtotal \$ 82,506.0000
Customer Loyalty Discount (with commitment prior to October 31, 2023)				
[10236] Discount	1.000 Units	-82,805.00		\$ -82,805.0000
				Subtotal \$ -82,805.0000
			Subtotal	\$ 503,901.0000
			Total	\$ 503,901.0000

Quote includes: 5 year of software license (ClearDesign) and hardware maintenance (ClearCast and ClearMark).

Quote is preliminary and is subject to change.

## CLEAR BALLOT GROUP, INC. TERM SHEET

This Term Sheet is dated as of the last date set forth below and outlines the terms and conditions of a proposed relationship between Clear Ballot Group, Inc. ("Clear Ballot") and Warren County, New York ("the County"). This Term Sheet shall serve as the basis for a written, definitive Agreement ("Agreement") between Clear Ballot and the County. Except as set forth in Exhibit A, binding terms will be negotiated and finalized in the Agreement. With respect to all non-binding matters set forth in this Term Sheet, the parties intend to enter into a legally binding obligation only pursuant to the Agreement to be negotiated and executed by the parties. Without limiting the foregoing, nothing contained in this indication of interest shall impose on either party an enforceable duty or obligation to negotiate toward or conclude any agreement or commitment with respect to the matters contemplated herein. All proposals contained in this document are subject to satisfactory due diligence and review and approval by appropriate levels of each party's management. This Term Sheet shall be governed in all respects by the laws of the State of New York.

### PROPOSED TERMS

- Start Date; Term:** The Agreement shall commence upon contract execution and shall continue for a term of five years.
- Designated Jurisdiction:** Warren County, New York
- Products:** Clear Ballot Precinct Voting Solution
- Fees:** Approximately \$510,000
- Payment Terms:** Payment is due upon contract execution
- Additional Terms:** Fee amount includes 5 years of software license (ClearDesign) and hardware maintenance (ClearCast and ClearMark)

If the County is in agreement with the foregoing, please sign and return one copy of this Term Sheet, which thereupon will confirm our mutual understanding of its subject matter. If this Term Sheet is not accepted on or before October 31, 2023 then this Term Sheet will terminate, and thereafter will be null and void.

**CLEAR BALLOT GROUP, INC.**

**WARREN COUNTY, NEW YORK**

Signature:

Signature:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

## Exhibit A

### Binding Terms

#### 1. Term and Termination

The Parties agree that this Term Sheet shall be effective as of the date last signed by the Parties and shall continue in effect until the earliest occurrence of one of the following: (1) the execution by the parties of the Agreement; (2) written notice by one Party to the other of termination of this Term Sheet; or (3) December 31, 2023. This Exhibit A (including all subsections) shall survive any termination of this Term Sheet.

#### 2. Limitation of Liability/Governing Law

EXCEPT WITH RESPECT TO THE RIGHTS AND OBLIGATIONS OF THE PARTIES BASED ON THEIR RESPECTIVE INTELLECTUAL PROPERTY RIGHTS AND TO THEIR OBLIGATIONS UNDER ANY NON-DISCLOSURE AGREEMENT, UNDER NO CIRCUMSTANCES WILL EITHER PARTY BE LIABLE TO THE OTHER UNDER ANY CONTRACT, STRICT LIABILITY, NEGLIGENCE OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY DAMAGES OR OTHER RELIEF WHATSOEVER. This Term Sheet shall be controlled by and construed under the laws of the State of New York without giving effect to any conflicts of laws principles that would result in the application of the laws of a different jurisdiction, and the state courts or federal of the State of New York shall have exclusive jurisdiction over any claim arising under this Term Sheet.

# **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: BOE**

**DATE: 09/21/23**

- (a) Purpose of Request: **TO AUTHORIZE THE APPROPRIATION OF FUNDS FROM RESERVE**
- (b) Details: **APPROPRIATION OF \$386,290.84 FROM CAPITAL RESERVE A.898.00 TO BUDGET CODE A.1450 260 TO FUND A PORTION OF THE NEW CONTRACT WITH CLEAR BALLOT**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.898.00, RESERVE, ELECTION EQUIPMENT - \$386,290.84**

**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:**BOE

**SIGNED:**

**DATE:** September 21, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1450.439	MISC. FEES & EXPENSES	A.1450.260	OTHER EQUIPMENT	\$ 26,000.00
A.1450.422	REPAIR/MAIT-EQUIPMENT	A.1450.260	OTHER EQUIPMENT	\$ 5,000.00
A.1450.470	CONTRACT-REIMBURSEMENT C/B	A.1450.260	OTHER EQUIPMENT	\$ 13,600.00
			TOTAL	\$ 44,600.00

**Please state reason for transfers requested:** TO FUND CLEAR BALLOT CONTRACT

**CONTINGENT FUND TRANSFER REQUESTS**

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

**Please state reason for transfer request:**

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

# **RESOLUTION REQUEST FORM NO. 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: BOE**

**DATE: 09/21/23**

- (a) Purpose of Request: **TO AUTHORIZE THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND TO THE BOARD OF ELECTIONS BUDGET**
- (b) Details: **APPROPRIATION OF \$73,010.16 FROM A.909.00 TO BUDGET CODE A.1450 260 TO FUND THE BALANCE OF THE COST OF A NEW CONTRACT WITH CLEAR BALLOT**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.909.00, FUND BALANCE - \$73,010.16**

**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: BOE**

**DATE: 09/21/2023**

- (a) Purpose of Request: **TO TERMINATE AGREEMENT WITH CLEAR BALLOT GROUP, INC. TO PROVIDE CLEARCOUNT/ CLEARAUDIT SOFTWARE AND SOFTWARE SUPPORT**
- (b) Details: : **SERVICES WILL BE PROVIDED UNDER NEW CLEAR BALLOT CONTRACT (ITEM 3) RENDERING THIS AGREEMENT UNNECESSARY - \$13,600 REIMBURSEMENT DUE TO THE COUNTY WILL BE APPLIED DIRECTLY TO THE COST OF THE NEW CONTRACT.**
- (c) Previous Resolution Number: **R404/2022**
- (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

# Warren County Board of Supervisors

## RESOLUTION NO. 404 OF 2022

**RESOLUTION INTRODUCED BY SUPERVISORS STROUGH, DRISCOLL, CONOVER, FRASIER, THOMAS, MCDEVITT AND SEEGER**

**AUTHORIZING AGREEMENT WITH CLEAR BALLOT GROUP, INC. TO PROVIDE CLEARCOUNT/CLEARAUDIT SOFTWARE AND SOFTWARE SUPPORT FOR THE BOARD OF ELECTIONS**

WHEREAS, the Commissioners for the Board of Elections request to enter into an agreement with Clear Ballot Group, Inc., 2 Oliver Street, Suite 607, Boston, Massachusetts 02109 in an amount not to exceed Forty-Seven Thousand Five Hundred Thirty-Six Dollars (\$47,536) to provide ClearCount/ClearAudit software and software support, which includes BDF creation for two elections per year, for the Board of Elections over a term commencing January 1, 2023 and terminating December 31, 2027, and

WHEREAS, the Commissioners for the Board of Elections have requested the agreement provide an additional amount not to exceed One Thousand Seven Hundred Dollars (\$1,700) to Clear Ballot Group, Inc., for BDF Creation support, if required, for any third election held during any twelve month period, during the term of this Agreement, and

WHEREAS, the Legislative, Rules & Governmental Operations Committee has approved the request for an agreement with Clear Ballot Group, Inc. as outlined above, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Clear Ballot Group, Inc. in an amount not to exceed Forty-Seven Thousand Five Hundred Thirty-Six Dollars (\$47,536) to provide services described in the preambles of this resolution for a term commencing January 1, 2023 and terminating December 31, 2027, and for the additional amount not to exceed One Thousand Seven Hundred Dollars (\$1,700) per year, if required, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be expended from Budget Code A.1450 470 Board of Elections, Contract.



## Clear Ballot

Warren County, NY  
1340 State Route 9  
Lake George, NY 12845

RE: Credit Application to Voting System Contract

September 26, 2023

To whom it may concern,

We are reaching out to acknowledge that should Warren County, NY move forward with the purchase of a Clear Ballot voting system (i.e. ClearVote), a \$13,600 credit shall be applied to reduce the quoted contract amount. The \$13,600 represents the prepaid Ballot Definition File (BDF) preparation costs included within the Service Provider Agreement (the "Agreement") executed on August 10, 2022.

The application of this credit will bring the total ClearVote system from \$503,901 down to \$490,301. From an administrative perspective, we would prefer to treat the credit and application thereof separately (i.e. the total contract will remain at \$503,901, but payment will be \$490,301).

Please do not hesitate to reach out for further discussion of this matter, and thank you for your continued support.

Sincerely,

Christopher Roland  
VP of Finance  
[Chris.Roland@clearballot.com](mailto:Chris.Roland@clearballot.com)  
781-606-0013

# **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: BOE**

**DATE: 09/21/2023**

- (a) Purpose of Request: **TO TERMINATE LEASE AGREEMENT FOR DOMINION "ICE" ACCESSIBLE VOTING MACHINES**
- (b) Details: **LEASE AGREEMENT NO LONGER NEEDED DUE TO NEW CONTRACT WITH CLEAR BALLOT FOR VOTING MACHINES - CURRENT LEASE AGREEMENT ALLOWS FOR 30-DAY TERMINATION**
- (c) Previous Resolution Number: **R377/2020**
- (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

# Warren County Board of Supervisors

## RESOLUTION NO. 377 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, LEGGETT, WILD, BRUNO, DRISCOLL,  
HOGAN AND SHEPLER

### AUTHORIZING A LEASE AGREEMENT FOR DOMINION "ICE" ACCESSIBLE VOTING MACHINES

WHEREAS, the Board of Elections has requested to enter into a seven (7) year lease agreement for twenty-five (25) Dominion "Ice" Accessible Voting Machines including service, maintenance and training at an annual cost of Forty Three Thousand Seven Hundred Eighteen Dollars (\$43,718), not to exceed Three Hundred Six Thousand Twenty Six Dollars (\$306,026) over a term commencing upon execution by both parties and terminating seven (7) years from date of execution with the option to extend the lease further, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman to execute a lease agreement with Dominion Voting Systems, consistent with the terms and conditions as set forth in the preambles of this resolution and in a form approved by the County Attorney, and be it further

RESOLVED, that the cost of the aforementioned lease agreement shall be funded by appropriations from Budget Code A.898.00, Capital Reserve-Election Equipment.

**15. Termination.**

- 15.1 For Default. In the event either Party violates any provisions of this Agreement, the non-violating Party may serve written notice upon the violating Party identifying the violation and a providing a reasonable cure period. Except as otherwise noted herein, such cure period shall be at least thirty (30) days. In the event the violating Party has not remedied the infraction at the end of the cure period, the non-violating Party may serve written notice upon the violating Party of termination, and seek legal remedies for breach of contract as allowed hereunder. If the breach identified in the notice cannot be completely cured within the specified time period, no default shall occur if the Party receiving the notice begins curative action within the specified time period and thereafter proceeds with reasonable diligence and in good faith to cure the breach as soon as practicable.
- 15.2 For Non-Appropriation of Funds. The Customer shall not be obligated for payments hereunder for any future fiscal year unless or until the Customer appropriates funds for this Agreement in Customer's budget for that fiscal year. In the event that funds are not appropriated, then this Agreement may be terminated by the Customer as the end of the last fiscal year for which funds were appropriated. Termination of this Agreement by the Customer under this Section 15.2 shall not constitute a breach of this Agreement by the Customer. Customer shall notify Dominion in writing of such non-appropriation at the earliest possible date which, in any event, shall be prior to Dominion performing services during any fiscal year for which an appropriation has not been made. In the event Customer notifies Dominion that sufficient funds have not been appropriated, or if in fact sufficient funds have not been appropriated, to compensate Dominion in accordance with this Agreement, Dominion may suspend Dominion's performance and terminate all Dominion licenses under this Agreement. Suspension of performance and termination of all Dominion licenses by Dominion in accordance with this section 15.2 shall not constitute a breach of this Agreement by Dominion.
- 15.3 For Appropriation of Federal Funds for Voting Systems. In the event that Federal funding becomes available to the Customer for the purchase of voting systems, the Customer shall notify Dominion in writing of such funding at the earliest possible date which, in any event, shall be prior to Dominion performing services during any fiscal year for which an appropriation has not been made.

**16. Legality and Severability.** This Agreement and the Parties' actions under this Agreement shall comply with all applicable federal, state and local laws, ordinances, rules, regulations, court orders, and applicable governmental agency orders. If any term or provision of this Agreement is held to be illegal or unenforceable, the remainder of this Agreement shall not be affected thereby and each term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. The Parties agree that any court reviewing this Agreement shall reform any illegal or unenforceable provision to carry out the express intent of the parties as set forth herein to the fullest extent permitted by law.

# **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: BOE**

**DATE: 09/21/2023**

- (a) Purpose of Request: **TO AUTHORIZE THE DISPOSAL OF REMAINING DOMINION ICP VOTING MACHINES**
- (b) Details: **MACHINES WILL NO LONGER BE NEEDED BY BOE OR SUPPORTED BY DOMINION. THE MACHINES WERE BOUGHT IN 2006-2010 UNDER THE NYS HAVA GRANT. MACHINES WILL BE DISPOSED OF IN ACCORDANCE WITH NYSBOE GUIDELINES**
- (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. 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: BOE**

**DATE: 09/21/2023**

- (a) Purpose of Request: **TO AUTHORIZE A ONE-TIME PAYMENT TO FORT ORANGE PRESS FOR PRINTING EXPENSES**
  
- (b) Details: **: RESOLUTION NO. 377 OF 2022 AUTHORIZED CONTRACT WITH FORT ORANGE PRESS FOR PRINTING OF BOARD OF ELECTIONS MATERIALS IN AN AMOUNT NOT TO EXCEED \$33,693 PER YEAR. BOARD OF ELECTIONS RECENTLY RECEIVED A BILL FOR SERVICES RENDERED IN 2022 IN THE AMOUNT OF \$3,105.65 WHICH WILL EXCEED THE SPECIFIED LIMIT FOR 2023. FUNDING FOR THIS EXPENSE IS AVAILABLE WITHIN THE CURRENT 2023 BUDGET, BUT AUTHORIZATION TO MAKE A ONE-TIME PAYMENT IN THE AMOUNT OF \$3,105.65 DUE TO LATE BILLING BY FORT ORANGE PRINTING IS NECESSARY.**
  
- (c) Previous Resolution Number: **R377/2022**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1450.410 SUPPLIES**

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

**\* as listed in budget and LOGOS**

# Warren County Board of Supervisors

## RESOLUTION NO. 377 OF 2022

**RESOLUTION INTRODUCED BY SUPERVISORS STROUGH, DRISCOLL, CONOVER, FRASIER, THOMAS, MCDEVITT AND SEEBER**

### **AUTHORIZING AGREEMENT WITH FORT ORANGE PRESS TO PROVIDE PRINTING OF BOARD OF ELECTION MATERIALS**

WHEREAS, the Commissioners for the Board of Elections are requesting to enter into an agreement with Fort Orange Press, 11 Sand Creek Road, Albany, New York 12205, to provide printing services for the Board of Elections, for a term commencing August 5, 2022 and terminating August 4, 2023, with the option for three (3) additional one (1) year terms upon mutual agreement of the parties, for an amount not to exceed Thirty-Three Thousand Six Hundred Ninety-Three Dollars (\$33,693) during each contractual year, and

WHEREAS, the Legislative, Rules & Governmental Operations Committee has approved the request for an agreement with Fort Orange Press as outlined above, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Fort Orange Press to provide services described in the preambles of this resolution for a term commencing August 5, 2022 and terminating August 4, 2023, with the option for three (3) additional one (1) year terms upon mutual agreement of the parties, for an amount not to exceed Thirty-Three Thousand Six Hundred Ninety-Three Dollars (\$33,693) during each contractual year, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be expended from Budget Code A.1450 410 Board of Elections, Supplies.

LEGISLATIVE RULES & GOVERNMENTAL OPERATIONS COMMITTEE MEETING  
COUNTY AUDITOR AGENDA  
SEPTEMBER 28, 2023

COMMITTEE MEMBERS: Supervisors Strough, Conover, Frasier, Geraci, Thomas, Driscoll and Wild, *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C94) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. 2024 Budget Review
- IV. Discussion Items: None.
- V. Referrals/Pending Items: None.
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

---

Attachments: 2024 Proposed Budget

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: County Auditor  
 BUDGET ACCOUNT CODE: A.1320

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$124,221.58	\$138,740.00	\$139,677.26	\$140,841.00
200's EQUIPMENT	\$610.92	\$500.00	\$500.00	\$0.00
400's CONTRACTUAL	\$2,219.47	\$2,540.00	\$2,540.00	\$2,364.00
800's EMPLOYEE BENEFITS	\$72,224.49	\$77,384.00	\$77,594.41	\$85,783.00
<b>TOTALS</b>	<b>\$199,276.46</b>	<b>\$219,164.00</b>	<b>\$220,311.67</b>	<b>\$228,988.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: Carla Curren  
 DEPARTMENT HEAD  
 TITLE: Co Auditor  
 DATE: 8/29/2023

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: County Auditor - American Rescue Plan Act (ARPA)

BUDGET ACCOUNT CODE: A.1320 4999

<b>OBJECT CODES</b>	<b>2022 EXPENDITURES</b>	<b>2023 ADOPTED</b>	<b>2023 AMENDED</b>	<b>2024 DEPARTMENT REQUESTS</b>
200's EQUIPMENT	\$1,537.36			\$0.00
<b>TOTALS</b>	<b>\$1,537.36</b>			<b>\$0.00</b>

<b>2022 REVENUES</b>	<b>2023 ADOPTED REVENUES</b>	<b>2023 AMENDED REVENUES</b>	<b>2024 DEPARTMENT REQUESTS</b>
\$1,537.36			\$0.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department <b>1320 - County Auditor</b>						
<i>Personal Services</i>						
110	Salaries - Regular	124,221.58	138,740.00	139,677.26	85,377.74	140,841.00
<i>Personal Services Totals</i>		<b>\$124,221.58</b>	<b>\$138,740.00</b>	<b>\$139,677.26</b>	<b>\$85,377.74</b>	<b>\$140,841.00</b>
<i>Equipment</i>						
210	Furniture/Furnishings	494.40	500.00	397.63	.00	.00
220	Office Equipment	116.52	.00	102.37	102.37	.00
<i>Equipment Totals</i>		<b>\$610.92</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$102.37</b>	<b>\$0.00</b>
<i>Contractual Expense</i>						
410	Supplies	1,129.10	1,000.00	1,000.00	586.35	1,000.00
423	Telephone	116.37	200.00	200.00	82.23	200.00
427	Memberships & Dues	175.00	200.00	200.00	175.00	200.00
428	Data Processing & Internet Fees	134.00	140.00	140.00	140.00	164.00
439	Misc Fees & Expenses	60.00	.00	.00	.00	.00
444	Travel/Education/Conference	605.00	1,000.00	1,000.00	674.67	800.00
<i>Contractual Expense Totals</i>		<b>\$2,219.47</b>	<b>\$2,540.00</b>	<b>\$2,540.00</b>	<b>\$1,658.25</b>	<b>\$2,364.00</b>
<i>Employee Benefits</i>						
810	Retirement	13,458.40	16,994.00	17,132.71	9,887.53	21,974.00
830	Social Security	7,124.70	8,602.00	8,660.11	4,932.40	8,732.00
831	Medicare Contribution	1,666.26	2,011.00	2,024.59	1,153.54	2,042.00
860	Hospitalization	28,624.98	28,376.00	28,376.00	18,553.29	30,354.00
865	Dental Insurance	408.20	408.00	408.00	266.90	408.00
<i>Employee Benefits Totals</i>		<b>\$51,282.54</b>	<b>\$56,391.00</b>	<b>\$56,601.41</b>	<b>\$34,793.66</b>	<b>\$63,510.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	513.00	589.00	589.00	589.00	652.00
861	Retirees Hospitalization	20,428.95	20,404.00	20,404.00	11,902.10	21,621.00
<i>Other Benefits Totals</i>		<b>\$20,941.95</b>	<b>\$20,993.00</b>	<b>\$20,993.00</b>	<b>\$12,491.10</b>	<b>\$22,273.00</b>
Department <b>1320 - County Auditor Totals</b>		<b>\$199,276.46</b>	<b>\$219,164.00</b>	<b>\$220,311.67</b>	<b>\$134,423.12</b>	<b>\$228,988.00</b>
<b>EXPENSE TOTALS</b>		<b>\$199,276.46</b>	<b>\$219,164.00</b>	<b>\$220,311.67</b>	<b>\$134,423.12</b>	<b>\$228,988.00</b>
<b>Fund A - General Totals</b>						

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
	EXPENSE TOTALS	\$199,276.46	\$219,164.00	\$220,311.67	\$134,423.12	\$228,988.00
Fund	<b>A - General</b> Totals	(\$199,276.46)	(\$219,164.00)	(\$220,311.67)	(\$134,423.12)	(\$228,988.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$199,276.46	\$219,164.00	\$220,311.67	\$134,423.12	\$228,988.00
	Net Grand Totals	(\$199,276.46)	(\$219,164.00)	(\$220,311.67)	(\$134,423.12)	(\$228,988.00)

2024 Salary Schedule (Position Budgeting)  
County Auditor

<b>Empl. #</b>	<b>Name</b>	<b>Position</b>	<b>Annual Earnings</b>	<b>Empl. Type</b>	<b>Benefit Group</b>	<b>Hire Date</b>
	<b>Jan1 Grade &amp; Rate</b>	<b>Ann. Grade &amp; Rate</b>				
9607	Curren, Carla N/A / \$47.32	County Auditor N/A / \$47.32	\$86,131.00	Full Time	Appointed F/T	8/12/2010
12876	Sawyer, Ashley 10-07 / \$26.30	Principal Audit Clerk 10-08 / \$26.30	\$54,710.00	Full Time	CSEA/FT	1/19/2016
		<b>2</b>	<b>\$140,841.00</b>			

2024 Warren County Self-Insurance Workers' Compensation Assessments						
	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2024 Total Assessment	Year 2023 Total Assessment
Participant:						
Towns/Village/City:						
Glens Falls	\$ 49,785.05	\$ -	\$ -	\$ 149,280.05	\$ 199,065	\$ 215,569
Bolton	\$ 10,462.12	\$ -	\$ -	\$ 33,741.88	\$ 44,204	\$ 40,480
Chester	\$ 8,509.72	\$ -	\$ -	\$ 20,366.47	\$ 28,876	\$ 27,845
Hague	\$ 4,094.25	\$ -	\$ -	\$ 536.42	\$ 4,631	\$ 6,412
Horicon	\$ 5,499.90	\$ -	\$ -	\$ 16,265.18	\$ 21,765	\$ 20,490
Johnsburg	\$ 6,273.77	\$ -	\$ -	\$ 47,099.22	\$ 53,373	\$ 49,201
Lake George	\$ 13,656.89	\$ -	\$ -	\$ 30,580.12	\$ 44,237	\$ 39,663
Luzerne	\$ 6,712.38	\$ -	\$ -	\$ 14,807.46	\$ 21,520	\$ 18,368
Stony Creek	\$ 3,043.27	\$ -	\$ -	\$ 2,067.08	\$ 5,110	\$ 2,850
Thurman	\$ 3,727.73	\$ -	\$ -	\$ 4,314.96	\$ 8,043	\$ 4,574
Warrensburg	\$ 8,582.90	\$ -	\$ -	\$ 10,302.25	\$ 18,885	\$ 16,436
Village of Lake George	\$ 8,581.41	\$ -	\$ -	\$ 22,997.56	\$ 31,579	\$ 30,989
Other than Towns:						
SUNY Adirondack	\$ 90,521.40	\$ -	\$ -	\$ 36,296.11	\$ 126,818	\$ 130,870
Crandall Library	\$ 11,058.14	\$ -	\$ -	\$ 16,137.40	\$ 27,196	\$ 16,946
LG/LC Regional Planning	\$ 2,496.47	\$ -	\$ -	\$ 1,230.09	\$ 3,727	\$ 3,308
County Departments:						
WC Administrator	\$ 1,615.99	\$ -	\$ -	\$ -	\$ 1,616	\$ 1,638
WC Attorney	\$ 2,573.22	\$ -	\$ -	\$ -	\$ 2,573	\$ 2,138
WC Auditor	\$ 651.96	\$ -	\$ -	\$ -	\$ 652	\$ 589
WC Bd of Elections	\$ 1,631.51	\$ -	\$ -	\$ 7.62	\$ 1,639	\$ 3,652
WC Bldg Codes	\$ 1,970.24	\$ -	\$ -	\$ -	\$ 1,970	\$ 1,846
WC Civil Service	\$ 1,083.09	\$ -	\$ -	\$ -	\$ 1,083	\$ 957
WC Clerk	\$ 4,722.52	\$ -	\$ -	\$ 367.71	\$ 5,090	\$ 4,816
WC Data Processing	\$ 3,444.49	\$ -	\$ -	\$ -	\$ 3,444	\$ 3,524
WC District Attorney	\$ 7,682.09	\$ -	\$ -	\$ 79.91	\$ 7,762	\$ 7,122
WC DPW	\$ 22,037.88	\$ -	\$ -	\$ 57,354.79	\$ 79,393	\$ 86,025
WC DPW - Airport	\$ 1,018.47	\$ -	\$ -	\$ 1.92	\$ 1,020	\$ 825
WC DPW - Bldg & Grounds	\$ 3,719.51	\$ -	\$ -	\$ 16,736.22	\$ 20,456	\$ 17,972
WC DPW - Up Yonda	\$ 782.80	\$ -	\$ -	\$ 1,168.11	\$ 1,951	\$ 1,783
WC E&T	\$ 2,148.93	\$ -	\$ -	\$ 7,006.41	\$ 9,155	\$ 10,889
WC Health Services	\$ 11,272.93	\$ -	\$ -	\$ 23,479.53	\$ 34,752	\$ 35,734
WC Historian	\$ 93.88	\$ -	\$ -	\$ -	\$ 94	\$ 91
WC Human Resources	\$ 880.93	\$ -	\$ -	\$ -	\$ 881	\$ 756
WC Legal Def	\$ 500.87	\$ -	\$ -	\$ -	\$ 501	\$ 438
WC Mail Room	\$ 225.29	\$ -	\$ -	\$ -	\$ 225	\$ 220
WC Mental Health	\$ 2,139.33	\$ -	\$ -	\$ -	\$ 2,139	\$ 1,982
WC OES	\$ 1,390.21	\$ -	\$ -	\$ 9,880.52	\$ 11,271	\$ 10,640
WC OFA	\$ 4,993.30	\$ -	\$ -	\$ 18,772.50	\$ 23,766	\$ 21,238
WC Planning	\$ 2,251.29	\$ -	\$ -	\$ 23.90	\$ 2,275	\$ 2,062
WC Probation	\$ 5,615.63	\$ -	\$ -	\$ 4.87	\$ 5,620	\$ 5,802
WC Public Defender	\$ 6,113.22	\$ -	\$ -	\$ 1,121.28	\$ 7,234	\$ 6,011
WC Purchasing	\$ 1,053.17	\$ -	\$ -	\$ -	\$ 1,053	\$ 988
WC Real Property	\$ 1,521.78	\$ -	\$ -	\$ -	\$ 1,522	\$ 1,375
WC Residential Hall	\$ 6,005.44	\$ -	\$ -	\$ 20,297.71	\$ 26,303	\$ 23,688
WC Self-Insurance	\$ 1,087.80	\$ -	\$ -	\$ 895.38	\$ 1,983	\$ 1,834
WC Sheriff's Dept	\$ 51,942.76	\$ -	\$ -	\$ 78,025.21	\$ 129,968	\$ 123,772
WC Sheriff's Dept - Jail	\$ 34,474.15	\$ -	\$ -	\$ 145,555.01	\$ 180,029	\$ 160,222
WC Social Services	\$ 35,989.34	\$ -	\$ -	\$ 3,250.44	\$ 39,240	\$ 34,533
WC Soil & Water	\$ 1,984.47	\$ -	\$ -	\$ -	\$ 1,984	\$ 1,799
WC Supervisors	\$ 3,997.49	\$ -	\$ -	\$ 260.16	\$ 4,258	\$ 4,199
WC Tourism	\$ 2,388.71	\$ -	\$ -	\$ 126.03	\$ 2,515	\$ 2,310
WC Traffic Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60
WC Treasurer	\$ 4,375.98	\$ -	\$ -	\$ -	\$ 4,376	\$ 3,915
WC Veterans	\$ 791.16	\$ -	\$ -	\$ -	\$ 791	\$ 5,043
WC WIC	\$ 1,680.72	\$ -	\$ -	\$ 169.90	\$ 1,851	\$ 1,643
WC Wts and Meas	\$ 358.42	\$ -	\$ -	\$ -	\$ 358	\$ 477
Westmount	\$ -	\$ -	\$ -	\$ 24,503.40	\$ 24,503	\$ 34,595

## Curren, Carla

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**From:** Hosford, Rob  
**Sent:** Monday, June 26, 2023 9:58 AM  
**To:** Curren, Carla  
**Subject:** 2023 Internet Billing

We're almost ready to do Internet Billing for the year. According to our records you have 2 employee(s) in your department with Internet Access. The current rate is \$70 per user per year so in this case it would be \$140.

The Account Code that will be used is A1320 428

Please let me know if this information is correct.

This billing will occur via journal entry so nothing further is required from you.

The anticipated rate for Internet Billing next year will be \$82 per user per year. Use this for 2024 budgeting. Let me know if you have any questions.

Thank you.

$\times 2 =$   
\$164

THE OFFICE OF THE WARREN COUNTY CLERK

Pamela J. Vogel, County Clerk

Legislative, Rules, & Governmental Operations – County Clerk/DMV Sept. 28, 2023 – 9 am.

Committee Members: Supervisors Strough (Chair), Driscoll, Conover, Frasier, Thomas, Geraci, and Wild. Chairman Geraghty will serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board.

**AMENDED**

- I. Committee Meeting Called to Order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. **Action:** Res. Form 20 - To establish by Local Law authority to imposes an Additional mtg. Recording Tax (known in WC as “Local”) in Warren County.

Rationale: As per the Warren County Attorney, Warren Co. needs resolution to advance the additional mtg. recording tax. (Now signed by Governor Hochul).  
Budget Code: A. 1410 1256 (already in 2023, and 2024 budget).

**IV. Discussion – 2024 Budget Presentation**

- A. Discussion will include the following:
  - A.1410 – County Clerk: Summary, Budget Worksheet, Salary Schedule, New Position Request (Principal Legal Recording Clerk, defunding of Sr. Legal), and Reallocation Request – Grade Status – Legal Recording Clerk. Gr. 7 to Gr. 8. NOTE: A. 1410 will also address projected Revenues to be included in the 2024 Clerk Budget: Motor Vehicle Use Tax, Local Mtg Tax, Additional Mtg Tax – CDTA, and Clerk Fees, and Internet Fees.
  - A.1665 – Public Records: Summary, Budget Worksheet, Salary Schedule, Reallocation Request – Grade Status – Legal Recording Clerk – Gr. 7 – Gr 8.
  - A.7510 – Historian :Summary, Budget Worksheet, Salary Schedule

- V. Privilege of Floor
- VII: Motion to Adjourn

Attachments:

2024 Budgets: A. 1410, A. 1665, A. 7510.

Res. Form 20 – Miscellaneous. With prior resolution Local Law 2 of 2020.

# ***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 Clerk**

**DATE: 9/19/2023**

- (a) Purpose of Request: **To establish by Local Law authority to impose an Additional Mortgage Recording Tax in Warren County.**
- (b) Details: **Both the NYS legislature and the NYS Governor have approved the Home Rule request to proceed with the imposition of Additional Mortgage Tax (Local) effective Dec. 1, 2023 thru Dec. 1, 2025.**
- (c) Previous Resolution Number: **Local Law 2 of 2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1410 1256 Local Mortgage Tax . Included in 2024 Warren County Budget -**

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

\* as listed in budget and LOGOS

COUNTY OF WARREN  
LOCAL LAW NO. 2 OF 2020

Sample

**A LOCAL LAW IMPOSING AN ADDITIONAL MORTGAGE RECORDING TAX  
IN WARREN COUNTY**

**BE IT ENACTED**, by the Board of Supervisors of the County of Warren, New York, as follows:

SECTION 1: TITLE. This Local Law shall be titled "A Local Law Imposing An Additional Mortgage Recording Tax in Warren County".

SECTION 2. PURPOSE AND INTENT. The purpose of this law is to authorize Warren County, pursuant to the provisions of Section 253-w of the Tax Law of the State of New York, to impose an Additional Mortgage Recording Tax.

SECTION 3. IMPOSITION OF TAX. For the period commencing February 1, 2021 and ending December 1, 2023, unless further extended by Local Law of the Board of Supervisors, there is hereby imposed, in the County of Warren, a tax of twenty-five cents (\$0.25) for each one hundred dollars (\$100), and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated within the County of Warren and recorded on or after February 1, 2021 (or a subsequent date enacted by State Law), and a tax of twenty-five cents (\$0.25) on such mortgage if the principal debt or obligation which is or by any contingency may be secured by such mortgage is less than one hundred dollars (\$100.00).

SECTION 4. ADMINISTRATION AND COLLECTION OF TAX. The taxes imposed pursuant to this Local Law shall be administered and collected in the same manner as the taxes imposed under subdivision one of Section 253 of the Tax Law and paragraph (b) of subdivision one of Section 255 of the Tax Law. Except as otherwise provided in Section 253-w of the Tax Law, all the provisions of Article 11 of the Tax Law relating to or applicable to the administration and collection of the taxes imposed by such subdivisions shall apply to the taxes imposed by this Local Law with such modifications as may be necessary to adapt such language to the tax so authorized. Such provisions shall apply with the same force

and effect as if those provisions had been set forth in full in Section 253-w of the Tax Law, except to the extent that any provision is either inconsistent with a provision of Section 253-w of the Tax Law or not relevant to the tax authorized by Section 253-w of the Tax Law.

SECTION 5. REAL PROPERTY LOCATED IN MORE THAN ONE COUNTY OR STATE.

Where the real property covered by the mortgage subject to the tax imposed pursuant to this Local Law is situated in this state but within and without Warren County, the amount of such tax due and payable to Warren County shall be determined in a manner similar to that prescribed in the first undesignated paragraph of Section 260 of the Tax Law which concerns real property situated in two or more counties. Where such property is situated both within Warren County and without the state, the amount due and payable to Warren County shall be determined in the manner prescribed in the second undesignated paragraph of such Section 260 which concerns property situated within and without the State. Where real property is situated within and without Warren County, the recording officer of the jurisdiction in which the mortgage is first recorded shall be required to collect the taxes imposed pursuant to this section.

SECTION 6. ADDITIONAL MORTGAGE RECORDING TAX. The tax imposed pursuant to this Local Law shall be in addition to the taxes imposed by Section 253 of the Tax Law.

SECTION 7. DISPOSITION OF TAXES.

Notwithstanding any provision of Article 11 of the Tax Law to the contrary, the balance of all monies paid to the recording officer of the County of Warren during each month upon account of the tax imposed pursuant to this Local Law, after deducting the necessary expenses of his or her office as provided in Section 262 of the Tax Law, except taxes paid upon mortgages which under the provisions of Section 253-w of the Tax Law or Section 260 of the Tax Law are first to be apportioned by the New York State Commissioner of Taxation and Finance, shall be paid over by such officer on or before the tenth day of each succeeding month to the Treasurer of Warren County and, after the deduction by such treasurer of the necessary expenses of his or her office provided in Section 262 of the Tax Law, shall be deposited in the

general fund of the County of Warren. Notwithstanding the provisions of the preceding sentence, the tax so imposed and paid upon mortgages covering real property situated in two or more counties, under which the provisions of Section 253-w of the Tax Law or Section 260 of the Tax Law are first to be apportioned by the New York State Commissioner of Taxation and Finance, shall be paid over by the recording officer receiving the same as provided by the determination of the New York State Commissioner of Taxation and Finance.

SECTION 8. PAYMENT OF TAXES. The tax imposed pursuant to this Local Law shall be payable on the recording of each mortgage of real property subject to taxes thereunder. Such tax shall be paid to the recording officer of the county in which the real property or any part thereof is situated, except where real property is situated within and without the county, the recording officer of the county in which the mortgage is first recorded shall collect the tax imposed by this Local Law. It shall be the duty of such recording officer to endorse upon each mortgage a receipt for the amount of the tax so paid. Any mortgage so endorsed may thereupon or thereafter be recorded by any recording officer and the receipt for such tax endorsed upon each mortgage shall be recorded therewith. The record of such receipt shall be conclusive proof that the amount of tax stated therein has been paid upon such mortgage.

SECTION 9. EFFECTIVE DATE. This Local Law shall take effect February 1, 2021, provided that a certified copy thereof is mailed by registered or certified mail to the Commissioner of the New York State Department of Taxation and Finance at the Commissioner's Office in Albany at least 30 days prior to the date this Local Law shall take effect. Certified copies of this Local Law shall also be filed with the Warren County Clerk, the Secretary of State, and the State Comptroller within 5 days after the Local Law is duly enacted and this Local Law shall be deemed to be duly enacted upon its date of adoption by the Warren County Board of Supervisors.

# **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 Clerk**

**DATE: 9/19/2023**

- (a) Purpose of Request: **To establish by Local Law authority to impose an Additional Mortgage Recording Tax in Warren County.**
- (b) Details: **Both the NYS legislature and the NYS Governor have approved the Home Rule request to proceed with the imposition of Additional Mortgage Tax (Local) effective Dec. 1, 2023 thru Dec. 1, 2025.**
- (c) Previous Resolution Number: **Local Law 2 of 2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.1410 1256 Local Mortgage Tax . Included in 2024 Warren County Budget -**

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

\* as listed in budget and LOGOS

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: County Clerk  
BUDGET ACCOUNT CODE: A.1410

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$723,138.14	\$845,267.00	\$847,019.07	\$857,255.00
200's EQUIPMENT	\$169.17	\$250.00	\$5,250.00	\$250.00
400's CONTRACTUAL	\$98,763.22	\$100,905.00	\$100,905.00	\$1,102,103.00
800's EMPLOYEE BENEFITS	\$318,353.22	\$354,400.00	\$354,786.15	\$395,230.00
<b>TOTALS</b>	<b>\$1,140,423.75</b>	<b>\$1,300,822.00</b>	<b>\$1,307,960.22</b>	<b>\$2,354,838.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$4,556,897.78	\$4,235,000.00	\$4,235,000.00	\$3,735,000.00

SIGNED: *Samuel J. Vogel*  
DEPARTMENT HEAD  
TITLE: *Warren Co. Clerk*  
DATE: *9-6-2023*

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request																				
<b>Fund A - General</b>																										
REVENUE																										
Department <b>1410 - County Clerk</b>																										
Non-Property Tax Items																										
1136	Automobile Use Tax	462,654.56	475,000.00	475,000.00	304,749.88	475,000.00																				
<i>Non-Property Tax Items Totals</i>		<b>\$462,654.56</b>	<b>\$475,000.00</b>	<b>\$475,000.00</b>	<b>\$304,749.88</b>	<b>\$475,000.00</b>																				
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<i>Departmental Income</i>																										
1255	County Clerks Fees	1,286,581.80	1,350,000.00	1,350,000.00	616,972.64	1,200,000.00																				
1256	Local Mortgage Tax	2,743,746.22	2,350,000.00	2,350,000.00	594,321.30	1,000,000.00																				
1256.01	Additional Mortgage Tax	.00	.00	.00	575,703.63	1,000,000.00																				
1259	Clerk Internet Sales	63,915.20	60,000.00	60,000.00	32,788.40	60,000.00																				
<i>Departmental Income Totals</i>		<b>\$4,094,243.22</b>	<b>\$3,760,000.00</b>	<b>\$3,760,000.00</b>	<b>\$1,819,785.97</b>	<b>\$3,260,000.00</b>																				
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	1255	Departmental Request	Clerk fees generated from all office transactions authorized to be retained by WC - recording, filing, pp, DMV. Market activity slow in 2023; noted decline. Av. \$75,000-7 mo in-office; up to \$ 87,000 av with auto deposits. Treas. indicates behind 2023 budget. Positive changes to NYS DMV retention model & license renewal activity shd see increase in 2024 (to 2027). Remain conservative; reassess in 2024 on Impact. Decrease 1255 : \$ 1,200,000.																							
	1256	Departmental Request	1256 Local Mtg tax represents WC rev. Local Law since 2008; renewable, remains with WC. Current signed by Gov. 8/23/2023. Slowdown in Real Estate activity 2023; Current 7 mo. av: \$ 85,000. Adopted 2023 increased Mtg Tax over submission. Treas. indicates behind 2023 budget. 2024 split to reflect CDTA disbursement. Recommend decrease: \$ 1,000,000 -2024 Local MT. only.																							
	1256.01	Departmental Request	New Rev. Code to Accommodate Addl MT to CDTA. Both Local & Addl impacted by Real Estate economic slow down in 2023. Current 7 mo. av: \$ 82,000. Treas. indicates both Local & Addl behind budget for 2023. Remain conservative in estimating rev for 2024 for each. Recommend: \$ 1,000,000 for 2024 - Add'l MT only.																							
	1259	Departmental Request	Internet sales generated from online search application; (commercial/national/state 90%, public 10%); site/support/security maintained by vendor IQS. Current 7 mo av: \$ 4700-\$ 5000. Project \$ 56,000-\$ 60,000 yr. No chg 2024: \$ 60,000.																							
Department <b>1410 - County Clerk Totals</b>		<b>\$4,556,897.78</b>	<b>\$4,235,000.00</b>	<b>\$4,235,000.00</b>	<b>\$2,124,535.85</b>	<b>\$3,735,000.00</b>																				
<b>REVENUE TOTALS</b>		<b>\$4,556,897.78</b>	<b>\$4,235,000.00</b>	<b>\$4,235,000.00</b>	<b>\$2,124,535.85</b>	<b>\$3,735,000.00</b>																				

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1410 - County Clerk</b>						
Personal Services						
110	Salaries - Regular	696,093.97	815,703.00	817,455.07	512,981.93	827,691.00
120	Salaries - Overtime	3,141.83	2,700.00	2,700.00	811.84	2,700.00
130	Salaries - Part Time	23,902.34	26,864.00	26,864.00	9,334.42	26,864.00
<i>Personal Services Totals</i>		\$723,138.14	\$845,267.00	\$847,019.07	\$523,128.19	\$857,255.00
Comments						
	<i>Account</i>		<i>Level</i>		<i>Comment</i>	
	110		Departmental Request		Clerk/DMV salary schedules reflect all Civil Service positions, filled. Clerk & Deputy are included in schedule (elected, appted). Please see Personnel Request form for position change.	
	120		Departmental Request		Office operates with modest OT, typically for senior coverage/staff meetings when necessary. Slight decrease to \$ 2500 for 2024.	
	130		Departmental Request		PT salaries for 1410 include PT DMV (20 hrs wk/2024 schedule \$ 22,364; also PT temp \$ 4500 for add'l pistol permit office assistance, imaging and criminal court programs. No additional change for 2024. Maintain as is.	
Equipment						
220	Office Equipment	169.17	250.00	250.00	60.76	250.00
220.1	Office Equipment - Reserve	.00	.00	5,000.00	4,693.95	.00
<i>Equipment Totals</i>		\$169.17	\$250.00	\$5,250.00	\$4,754.71	\$250.00
Comments						
	<i>Account</i>		<i>Level</i>		<i>Comment</i>	
	220		Departmental Request		Request include modest expenses for CC/DMV replacement items: electrical staplers, calculators. No change for 2024. Maintain as \$ 250.	
Contractual Expense						
410	Supplies	6,697.94	6,500.00	6,500.00	5,040.39	7,000.00

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1410 - County Clerk</b>						
<i>Contractual Expense</i>						
422	Repair/Maint-Equipment	.00	.00	.00	.00	450.00
423	Telephone	2,698.15	3,300.00	3,300.00	2,111.24	3,500.00
424	Postage	11,246.15	12,000.00	12,000.00	5,285.32	12,000.00
425	Reproduction Expenses	76,380.00	77,000.00	77,000.00	44,555.00	77,000.00
426	Subscriptions	199.00	400.00	400.00	.00	400.00
427	Memberships & Dues	300.00	300.00	300.00	300.00	300.00
428	Data Processing & Internet Fees	268.00	280.00	280.00	280.00	328.00
436	Advertising Fees	232.98	250.00	250.00	235.22	250.00
439	Misc Fees & Expenses	.00	125.00	125.00	.00	125.00
444	Travel/Education/Conference	741.00	750.00	750.00	382.00	750.00
470	Contract	.00	.00	.00	.00	1,000,000.00
<i>Contractual Expense Totals</i>		<b>\$98,763.22</b>	<b>\$100,905.00</b>	<b>\$100,905.00</b>	<b>\$58,189.17</b>	<b>\$1,102,103.00</b>

Comments

Account	Level	Comment
410	Departmental Request	Supply budget has been conservative, inc. toners, barcode labels, photo passports, pistol permit supplies; upgrade to map printer 2023 has resulted in increased toner cost (\$ 500 per cartridge). Note: Office supplies covered by 140 & 1665, Recommend modest increase for A, 1410 -2024 to \$ 7000.
422	Departmental Request	New expense. With anticipated replacement of MF reader/printer (supplies obsolete) 2023, recommend on-site maintenance agreement. Annual \$ 450.
423	Departmental Request	Telephone service includes Monthly Hi-Speed for Clerk system and internet connection. Av/current mo: \$ 256-284 mo; . Recommend small increase for 2024 to \$ 3500.
424	Departmental Request	Budget request based on monthly postage costs Clerk/DMV. Moderate expenditures for 2023; anticipate will be within budget allowance. No change for 2024.
425	Departmental Request	WC contract award RFP 13-21; fully integrated elec. doc. system for Clerk EDMS, Archives, Web services. Clerk EDMS includes system hardware, software, support, report, receipting, public access. Essential for business continuity, statutory obligations. EDMS \$ 6365/12 mo/\$ 77000 annual./60 mo/renewal term. No Change for 2024.
426	Departmental Request	Current subscription services include Setmore annual agreement - DMV and Pistol Permits; Court subscriptions. Maintain as is: \$ 400 annual.
427	Departmental Request	NYSACC annual membership: \$300. No change for 2024.
428	Departmental Request	Request is based on IT notification of 2024 fees. 2024 expense will be \$ 82 (4 units). 2024: \$ 328.
436	Departmental Request	Annual Clerk recognition of Veterans/Memorial Day/Return the Favor Program. No change 2024: \$250.
439	Departmental Request	Request addresses need for background fingerprinting check for DMV employees. No change 2024: \$ 125.
444	Departmental Request	Request reflects NYSACC fall/summer conference attendance; important for new elected County Clerk in 2024, yet must be conservative with travel during learning yr., embrace email, zoom meetings. No change for 2024: \$ 750.
470	Departmental Request	A. 1410 470 represents the BOS contract to disburse Additional Mortgage Tax to CDTA. Amount reflects anticipated revenue for disbursement. 2024: \$ 1million.

*Employee Benefits*

810	Retirement	85,335.99	97,086.00	97,338.12	56,834.91	126,484.00
830	Social Security	41,735.75	52,405.00	52,513.63	30,338.84	53,149.00
831	Medicare Contribution	9,760.79	12,256.00	12,281.40	7,095.36	12,431.00
860	Hospitalization	143,623.70	152,009.00	152,009.00	104,381.82	161,736.00
865	Dental Insurance	2,263.46	2,448.00	2,448.00	1,728.72	2,496.00
<i>Employee Benefits Totals</i>		<b>\$282,719.69</b>	<b>\$316,204.00</b>	<b>\$316,590.15</b>	<b>\$200,379.65</b>	<b>\$356,296.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	4,176.00	4,816.00	4,816.00	4,816.00	5,090.00
861	Retirees Hospitalization	31,457.53	33,380.00	33,380.00	19,395.95	33,844.00
<i>Other Benefits Totals</i>		<b>\$35,633.53</b>	<b>\$38,196.00</b>	<b>\$38,196.00</b>	<b>\$24,211.95</b>	<b>\$38,934.00</b>
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
840	Departmental Request	Request is based on WC Self Insurance 2024 Workers' Comp Assessment. Slight increase for 2024: \$ 5090.				
Department	<b>1410 - County Clerk</b>	<b>Totals</b>	<b>\$1,140,423.75</b>	<b>\$1,300,822.00</b>	<b>\$1,307,960.22</b>	<b>\$810,663.67</b>
					<b>\$2,354,838.00</b>	

2024 Salary Schedule (Position Budgeting)  
County Clerk

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13728	Bombard, Melissa 08-01 / \$21.81	MV LIC/REG CLERK #8 08-02 / \$22.14	\$45,503.00	Full Time	CSEA/FT	10/17/2022
13604	Bowen, Dionne 07-02 / \$21.39	Legal Recording Clerk #3 07-03 / \$21.71	\$44,611.00	Full Time	CSEA/FT	10/18/2021
12428	Conte, Christine 08-10 / \$26.11	MV License/Reg Clerk #2 08-11 / \$26.11	\$54,307.00	Full Time	CSEA/FT	9/30/2013
11443	Conway, Jamie 10-15 / \$27.95	Senior MV Examiner #3 10-16 / \$27.95	\$58,144.00	Full Time	CSEA/FT	4/14/2008
8240	Corcoran, Ann 15-30 / \$31.41	MV Supervisor N/A / \$31.41	\$65,330.00	Full Time	CSEA/FT	12/17/1990
13429	Duers, Alexandra 07-03 / \$21.71	Legal Record Clerk 07-04 / \$22.03	\$45,720.00	Full Time	CSEA/FT	2/24/2020
13780	Gonroff, Jennifer 08-00 / \$21.50	MV License/Reg Clerk #10 08-01 / \$21.81	\$45,149.00	Full Time	CSEA/FT	5/1/2023
11708	Latham, Christine 12-14 / \$28.43	Senior Legal Recording Clerk 12-15 / \$28.67	\$59,233.00	Full Time	CSEA/FT	10/19/2009
13336	Lewis, Deborah 08-00 / \$21.50	MV License/Reg Clerk - PT N/A / \$21.50	\$22,364.00	Less than Half	Less P/T12/21/12	3/10/2020
12872	Linehan, Sueanne N/A / \$37.14	1st Deputy County Clerk N/A / \$37.14	\$67,591.00	Full Time	Appointed F/T	1/1/2016
12702	Rivers, Peter 10-09 / \$26.30	Senior MV Examiner #2 10-10 / \$27.71	\$54,936.00	Full Time	CSEA/FT	12/1/2014
13021	Sherman, Patricia 08-02 / \$22.14	MV License/Reg Clerk #7 08-03 / \$22.47	\$46,663.00	Full Time	CSEA/FT	2/8/2021
11013	Slater, Shannon 07-01 / \$21.07	Legal Recording Clerk 07-02 / \$21.39	\$44,458.00	Full Time	CSEA/FT	1/4/2022

13625	Strong-Norman, Susan 07-02 / \$21.39	Legal Recording Clerk #2 07-03 / \$21.71	\$44,483.00 Full Time	CSEA/FT	12/27/2021
11067	Van Dorn, Cindy 10-17 / \$27.95	Senior MV Examiner 10-18 / \$27.95	\$58,144.00 Full Time	CSEA/FT	3/6/2006
1553	Vogel, Pamela N/A / \$51.33	County Clerk N/A / \$51.33	\$93,419.00 Elected	Elected/FT	1/8/1990
	N/A / \$0.00	County Clerk Over Time N/A / \$0.00	\$2,700.00 *		
	N/A / \$0.00	County Clerk Part Time Help N/A / \$0.00	\$4,500.00		
			<b>18</b>	<b>\$857,255.00</b>	

\* Reduce OT to \$2500

## 2024 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: County Clerk

BUDGET CODE: A. 1410 110

Title of Position: Principal Legal Recording Clerk *New Position*

### FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): \$ 52,674 – Gr 15 - Promotional
- (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): Senior Legal Recording Clerk – Defunded , Gr. 12 Base: \$ 48,983 (current \$ 59,233.
- (c) Is this a mandated position? If so, please explain: While not considered mandated, Warren County is required to maintain adequate staffing and supplies to meet the statutory obligations of the constitutional office. These included but are not limited to: NYS Constitution Art 6, Art 13; Co. Law Art 12, inc. Section 400, 525-533; Real Property Law Article 9 inc. Section 316a; Public Officers Law .
- (d) Is there expected Revenue from this position? If so, please explain: The County Clerk's Office handles approximately \$ 12-\$ 14 million in fee transactions annually, at the main acceptance, filing, and recording office. The Principal Legal Recording Clerk is responsible for overseeing all fee collection; as well as training subordinates in the processing of all fee transactions, resolving and/or notifying County Clerk of any problematic transactions, errors in collection et al.

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

- (a) Description of Change: The proposed personnel request defunds current Senior Legal Recording Clerk (Gr. 12) and creates the Principal Legal Recording Clerk Gr 15 to reflect parity within the department's organizational chart and assigned responsibilities among the most senior supervisory staff.
- (b) Justification for Request: With the transition from a 20 yr County Clerk to a newly-elected Clerk without prior affiliation with the office, the creation of a promotional position of Principal Legal Recording Clerk (with significant experience in the office) ensures the following: 1.) Thorough knowledge of the complex administration, practices, and protocols of the office. 2.) Thorough knowledge of EDMS System operation, problem resolution. 3.) Established liaison with Supreme Court Justices and confidential staff. 4.) Established communication/coordination with E-Recording, E-Filing, and NYS Court system in all aspects of electronic submissions, routing, acceptance. 5.) Maintenance of highest ethical and confidential standards inherent with the County Clerk and constitutional office. 6.) Ensures highest level of business continuity in face of emergency or disaster - dept. or county-wide. 7.) Establishes parity with the Senior Office Supervisory staff, aligning major divisions of the office – Public Records, County Clerk, DMV – at same grade status; creates consistent organizational chart ; and provides unbiased communication between Office Civil Service staff and elected Clerk/appointed Deputy.

(c) Projected change in Salary Dollars: The Projected change from Senior to Principal position is: \$ 4100,  
Christine Kathanam

(d) Is there expected Revenue impact from this change? If so, please explain: The position change ensures continued knowledge and processing of all financial transactions and experienced reconciliation on daily basis. Opportunity for sharing in-office knowledge with elected County Clerk.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: PO 8/28/23

HR Director has Reviewed this form when initialed: HR 8/28/23

## **2024 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: County Clerk

BUDGET CODE: A. 1410 110

Title of Position: Legal Recording Clerk – Reallocation from Gr. 7 to Gr. 8

### FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Gr 8 Base: \$ 43,187
- (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): Reallocation proposed for existing Gr. 7 positions in County Clerk & Public Records.
- (c) Is this a mandated position? If so, please explain: While not considered mandates, Warren Co. is required to maintain adequate staffing and supplies to meet the statutory obligations of this constitutional office. Statute: NYS Constitution Art 6, Real Property Law Article 9 incl Section 316a. Legal Recording Clerk is a Civil Service position to perform all routine/financial transactions for court, real property, miscellaneous transactions.
- (d) Is there expected Revenue from this position? If so, please explain: Legal Recording Clerks have a shared responsibility in the acceptance of all fee and non-fee transactions – front counter – est. \$ 12 million per year.

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

- (a) Description of Change: The County Clerk has made several efforts since 2017 to current to address the status of these positions through the county Reallocation Program (2017, 2018, 2019) without success; revisiting of LRC structure in 2022. Efforts have been directed at addressing grade status to ensure parity in the Civil Service Table of Organization, taking into consideration level of responsibilities, decision making, independent judgment, breadth of services. Recording Clerk and Legal Recording Clerks are now merged to one title: LRC. Since 2015, duties have expanded; are embedded in law; electronic format for court filing now mandatory (2018); annual certifications required with service delivery – passports, NYS Dept of State, notary requirements, deputy authorizations. It is my understanding that the Reallocation program was not offered this year. To date, all efforts toward reallocating LRC grade status have been unsuccessful.
- (b) Justification for Request: In this transitional year from a 20 year County Clerk to a newly-elected Clerk without prior affiliation with the Clerk's Office, it is imperative that we recognize the significance of all levels with the Clerk's Office from entry to long-tenured supervisory professionals. Each will have an important role in acclimating the new Clerk to all practices within this Constitutional Office. As indicated above the position of LRC is the entry level position within the County Clerk's Office and is equal in decision-making responsibilities and examination and verification of all records in a manner similar to colleagues within the DMV and Archives. The goal in reallocation is to : 1.) Establish parity in Warren County Civil Service Table of Organization – within the Office – ARM, MVLRC (each Gr 8) and equally important outside the office, ie: Real Property Tax Service – Sr. RP Clerk Gr 8.; DSS – Soc. Welfare Examiner Gr 8, Adm. Asst. Gr 8 2.) Be responsive to the evolution of processing

within the office – from counter paper to office EDMS, to knowledge of state guided portals for E-Recording, mandatory E-Filings, NYSCEF, all of which are embedded in law. 3.) Ensure appropriate workflow within the office during this electronic age and as all positions become increasingly blended. 4.) Recognition of the important role of all staff in business continuity in the face of emergency/disaster within the office or county-wide. 5.) Observes all confidentiality standards inherent to this Constitutional Office (ie: sealed court, divorce, separation, child surrenders, sex offender fines, DNA, pistol permit, passports. 6.) To ensure that the newly-elected County Clerk will be provided with well-described and easily defended organizational chart, clearly responsive to the varying level of services that are provided by the County Clerk-DMV-Archives.

- (c) Projected change in Salary Dollars: Legal Recording Clerks tenure within the office 2 yrs – 7yrs. Salary change projected at approx. \$ 1500 per LRC (A. 1410 – 4 employees). Slater, Duers, Strong-Norman & Bowen. S.
- (d) Is there expected Revenue impact from this change? If so, please explain: LRC duties continue to involve both fee and non-fee duties in accordance with statutory responsibilities (CPLR Art. 80, Real Property Law Art. 9.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

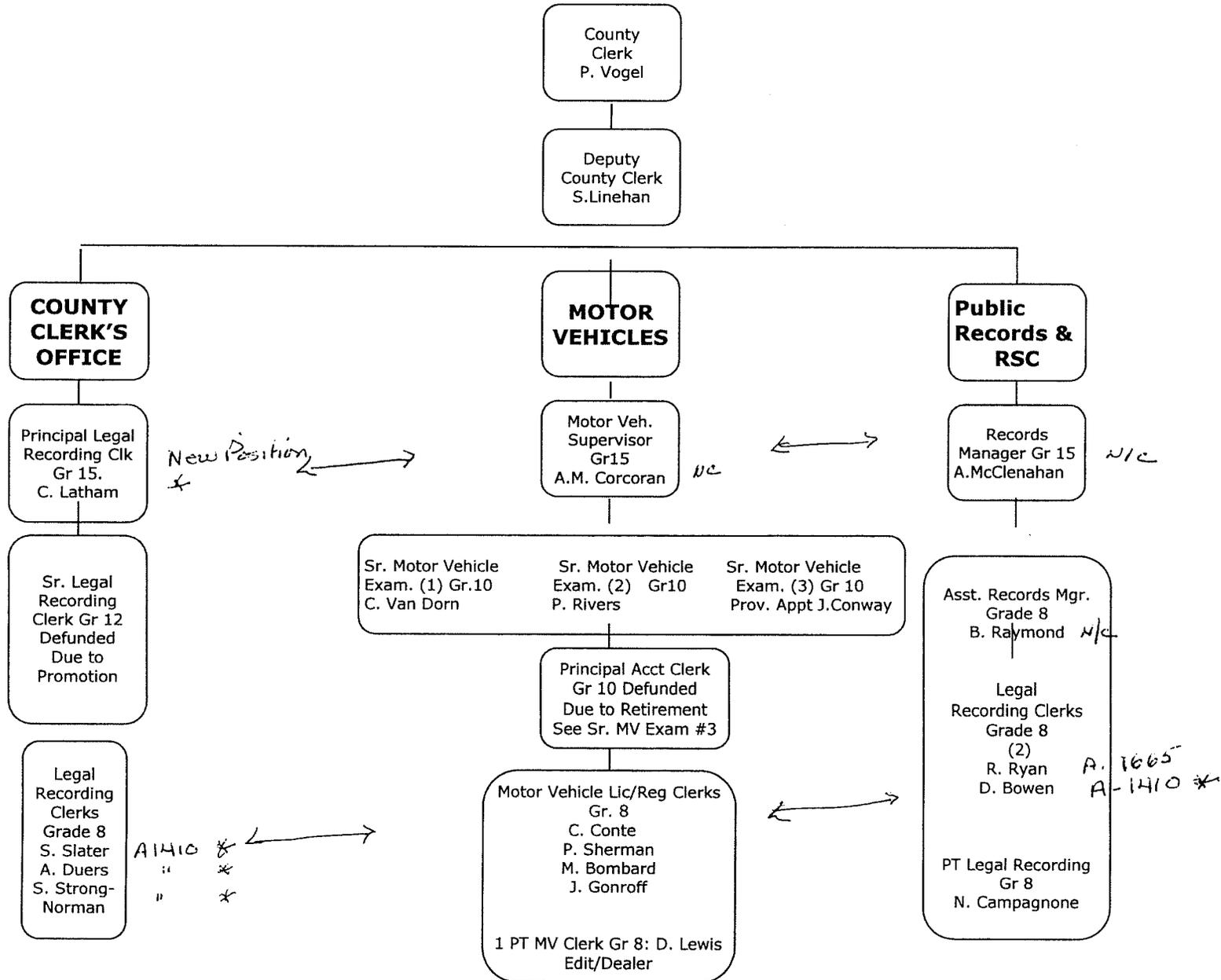
(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: 10/16/23

HR Director has Reviewed this form when initialed: 10/8/23

# County Clerk Proposed 8/15/2023

A1410



PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Records  
BUDGET ACCOUNT CODE: A.1665

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$174,054.04	\$193,945.00	\$193,945.00	\$193,945.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$16,995.55	\$18,200.00	\$18,200.00	\$19,700.00
800's EMPLOYEE BENEFITS	\$73,140.07	\$79,845.00	\$79,845.00	\$88,040.00
<b>TOTALS</b>	<b>\$264,189.66</b>	<b>\$291,990.00</b>	<b>\$291,990.00</b>	<b>\$301,685.00</b>

SIGNED: *Samuel F. Vogel*  
DEPARTMENT HEAD  
TITLE: *Warren Co. Clerk*  
DATE: *4-6-2023*

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request									
<b>Fund A - General</b>															
EXPENSE															
Department <b>1665 - Public Records</b>															
<i>Personal Services</i>															
110	Salaries - Regular	154,903.83	168,182.00	168,182.00	107,875.20	168,182.00									
120	Salaries - Overtime	.00	.00	.00	1.96	.00									
130	Salaries - Part Time	19,150.21	25,763.00	25,763.00	15,079.11	25,763.00									
<i>Personal Services Totals</i>		<b>\$174,054.04</b>	<b>\$193,945.00</b>	<b>\$193,945.00</b>	<b>\$122,956.27</b>	<b>\$193,945.00</b>									
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<i>Contractual Expense</i>															
410	Supplies	2,585.05	3,000.00	3,000.00	2,212.48	3,000.00									
425	Reproduction Expenses	14,410.50	15,200.00	15,200.00	6,930.60	16,700.00									
<i>Contractual Expense Totals</i>		<b>\$16,995.55</b>	<b>\$18,200.00</b>	<b>\$18,200.00</b>	<b>\$9,143.08</b>	<b>\$19,700.00</b>									
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<i>Employee Benefits</i>															
810	Retirement	16,459.82	20,897.00	20,897.00	12,524.98	26,621.00									
830	Social Security	10,097.15	12,024.00	12,024.00	7,177.89	12,024.00									
831	Medicare Contribution	2,361.44	2,812.00	2,812.00	1,678.71	2,812.00									
860	Hospitalization	36,132.26	35,796.00	35,796.00	24,781.86	38,267.00									
865	Dental Insurance	528.32	528.00	528.00	365.76	528.00									
<i>Employee Benefits Totals</i>		<b>\$65,578.99</b>	<b>\$72,057.00</b>	<b>\$72,057.00</b>	<b>\$46,529.20</b>	<b>\$80,252.00</b>									
<i>Other Benefits</i>															
861	Retirees Hospitalization	7,561.08	7,788.00	7,788.00	4,542.93	7,788.00									
<i>Other Benefits Totals</i>		<b>\$7,561.08</b>	<b>\$7,788.00</b>	<b>\$7,788.00</b>	<b>\$4,542.93</b>	<b>\$7,788.00</b>									
<b>Department 1665 - Public Records Totals</b>		<b>\$264,189.66</b>	<b>\$291,990.00</b>	<b>\$291,990.00</b>	<b>\$183,171.48</b>	<b>\$301,685.00</b>									

2024 Salary Schedule (Position Budgeting)  
Public Records

<b>Empl. #</b>	<b>Name</b>	<b>Position</b>	<b>Annual Earnings</b>	<b>Empl. Type</b>	<b>Benefit Group</b>	<b>Hire Date</b>
	<b>Jan1 Grade &amp; Rate</b>	<b>Ann. Grade &amp; Rate</b>				
13128	Campagnone, Nancy 07-00 / \$20.76	Recording Clerk (1000 hrs) N/A / \$20.76	\$20,763.00	Less than Half	Less P/T12/21/12	10/31/2017
10044	McClenahan, Alison 15-23 / \$30.93	Records Manager 15-24 / \$30.93	\$64,330.00	Full Time	CSEA/FT	4/3/2000
11757	Raymond, Brian 08-13 / \$26.11	Assistant Records Manager 08-14 / \$26.11	\$54,307.00	Full Time	CSEA/FT	3/29/2010
12961	Ryan, Richard 07-07 / \$23.82	Recording Clerk #3 07-08 / \$23.82	\$49,545.00	Full Time	CSEA/FT	9/8/2016
	N/A / \$0.00	Public Records Part Time N/A / \$0.00	\$5,000.00			
			<b>5</b>			
			<b>\$193,945.00</b>			

## **2024 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: County Clerk

BUDGET CODE: A. 1665 110

Title of Position: Legal Recording Clerk – Reallocation from Gr. 7 to Gr. 8

### **FOR NEW POSITIONS**

- (a) Annual Base Salary (and Grade if Applicable): Gr 8 Base: \$ 43,187
- (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): Reallocation proposed for existing Gr. 7 positions in County Clerk A. 1410 110) & Public Records (A.1665 110).
- (c) Is this a mandated position? If so, please explain: While not considered mandates, Warren Co. is required to maintain adequate staffing and supplies to meet the statutory obligations of this constitutional office. Statute: NYS Constitution Art 6, Real Property Law Article 9 incl Section 316a. Legal Recording Clerk is a Civil Service position to perform all routine/financial transactions for court, real property, miscellaneous transactions.
- (d) Is there expected Revenue from this position? If so, please explain: Legal Recording Clerks have a shared responsibility in the acceptance of all fee and non-fee transactions – front counter – est. \$ 12 million per year.

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

- (a) Description of Change: The County Clerk has made several efforts since 2017 to current to address the status of these positions through the county Reallocation Program (2017, 2018, 2019) without success; revisiting of LRC structure in 2022. Efforts have been directed at addressing grade status to ensure parity in the Civil Service Table of Organization, taking into consideration level of responsibilities, decision making, independent judgment, breadth of services. Recording Clerk and Legal Recording Clerks are now merged to one title: LRC. Since 2015, duties have expanded; are embedded in law; electronic format for court filing now mandatory (2018); annual certifications required with service delivery – passports, NYS Dept of State, notary requirements, deputy authorizations. It is my understanding that the Reallocation program was not offered this year. To date, all efforts toward reallocating LRC grade status have been unsuccessful.
- (b) Justification for Request: In this transitional year from a 20 year County Clerk to a newly-elected Clerk without prior affiliation with the Clerk's Office, it is imperative that we recognize the significance of all levels with the Clerk's Office from entry to long-tenured supervisory professionals. Each will have an important role in acclimating the new Clerk to all practices within this Constitutional Office. As indicated above the position of LRC is the entry level position within the County Clerk's Office and is equal in decision-making responsibilities and examination and verification of all records in a manner similar to colleagues within the DMV and Archives. The goal in reallocation is to : 1.) Establish parity in Warren County Civil Service Table of Organization – within the Office – ARM, MVLRC (each Gr 8) and equally important outside the office, ie: Real Property Tax Service – Sr. RP Clerk Gr 8. 2.) Be responsive to the evolution of processing within the office – from counter paper to office

EDMS, to knowledge of state guided portals for E-Recording, mandatory E-Filings, NYSCEF, all of which are embedded in law. 3.) Ensure appropriate workflow within the office during this electronic age and as all positions become increasingly blended. 4.) Recognition of the important role of all staff in business continuity in the face of emergency/disaster within the office or county-wide. 5.) Observes all confidentiality standards inherent to this Constitutional Office (ie: sealed court, divorce, separation, child surrenders, sex offender fines, DNA, pistol permit, passports. 6.) To ensure that the newly-elected County Clerk will be provided with well-described and easily defended organizational chart, clearly responsive to the varying level of services that are provided by the County Clerk-DMV-Archives.

(c) Projected change in Salary Dollars: . Salary change projected at approx. \$ 1500 per LRC (A. 1665 – 1 employee – FT. 7 yrs). *R. Ryan: 1 FT (1000) hrs. N. Campagnone*

(d) Is there expected Revenue impact from this change? If so, please explain: LRC duties continue to involve both fee and non-fee duties in accordance with statutory responsibilities (CPLR Art. 80, Real Property Law Art. 9.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

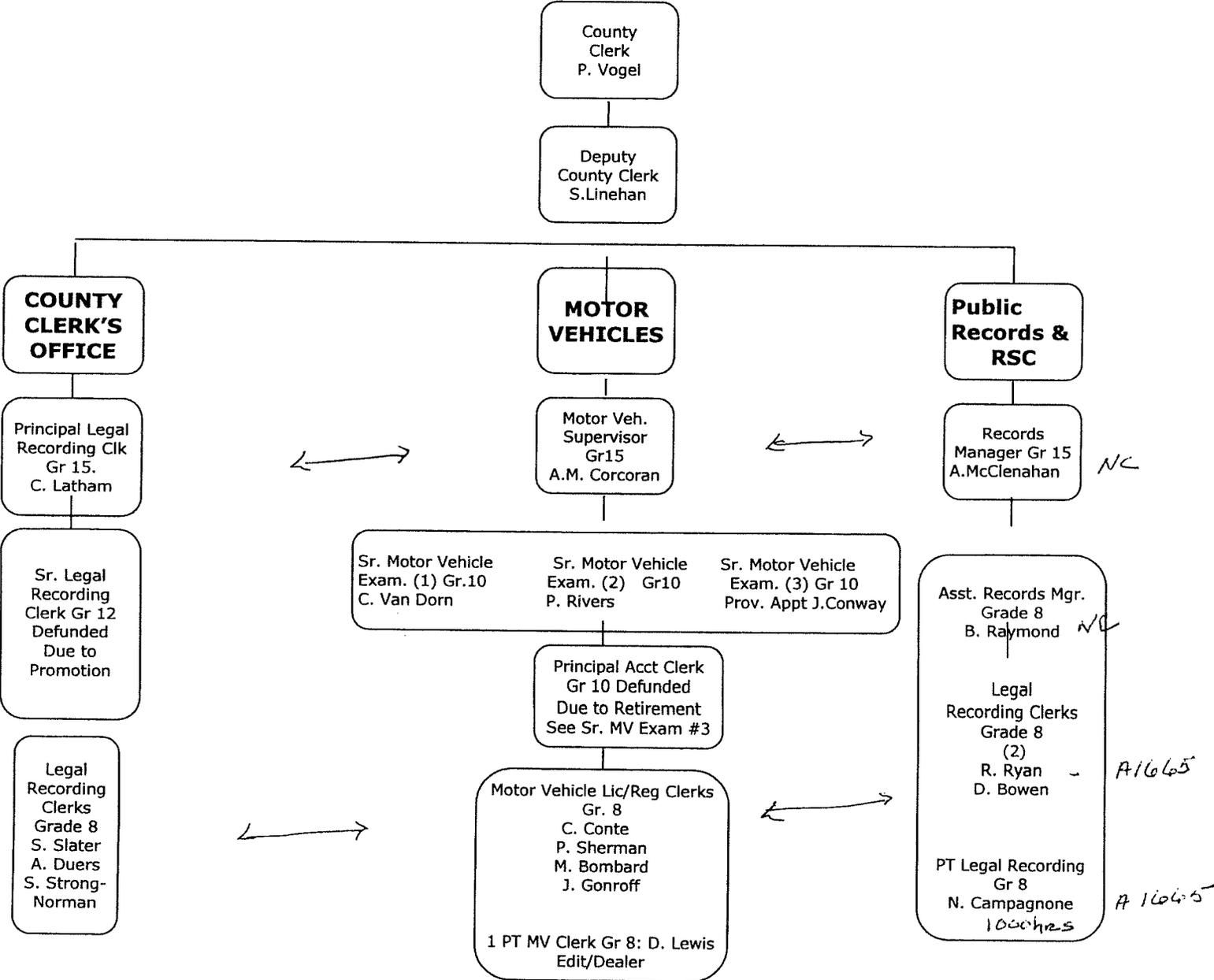
(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed this form when initialed: *[Signature]*

HR Director has Reviewed this form when initialed: *10/8/23*

# County Clerk Proposed 8/15/2023

A1665



PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Historian  
BUDGET ACCOUNT CODE: A.7510

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$17,771.27	\$21,255.00	\$21,492.08	\$21,786.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$356.19	\$980.00	\$980.00	\$1,042.00
800's EMPLOYEE BENEFITS	\$1,438.49	\$1,717.00	\$1,735.14	\$1,761.00
<b>TOTALS</b>	<b>\$19,565.95</b>	<b>\$23,952.00</b>	<b>\$24,207.22</b>	<b>\$24,589.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: *Samela J. Dwyer*  
DEPARTMENT HEAD

TITLE: *Warren Co. Clerk*

DATE: *9-6-2023*

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>7510 - Historian</b>						
Personal Services						
130	Salaries - Part Time	17,771.27	21,255.00	21,492.08	12,923.07	21,786.00
<i>Personal Services Totals</i>		<b>\$17,771.27</b>	<b>\$21,255.00</b>	<b>\$21,492.08</b>	<b>\$12,923.07</b>	<b>\$21,786.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
130	Departmental Request	PT Historian's Salary is based on 832 hours per year; approx. 16 hrs wk. Flexible time.				
<i>Contractual Expense</i>						
410	Supplies	55.68	130.00	85.00	21.93	100.00
423	Telephone	38.79	70.00	70.00	31.38	50.00
424	Postage	54.72	20.00	20.00	.00	20.00
427	Memberships & Dues	40.00	40.00	55.00	55.00	40.00
428	Data Processing & Internet Fees	67.00	70.00	70.00	70.00	82.00
444	Travel/Education/Conference	100.00	650.00	680.00	.00	750.00
<i>Contractual Expense Totals</i>		<b>\$356.19</b>	<b>\$980.00</b>	<b>\$980.00</b>	<b>\$178.31</b>	<b>\$1,042.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
410	Departmental Request	Request is based on potential supply need; includes print costs charged back on copier. Slight reduction for 2024: \$ 100.				
423	Departmental Request	Request reflects standard fees charged thru county network. Av. month: \$ 4. Suggest decrease. 2024 at \$ 50.				
424	Departmental Request	Office relies on minimal postage costs. Spike in 2022, due to calculation error. Maintain request for 2024 as currently budgeted. 2024: \$ 20				
427	Departmental Request	Historian serves as Director for NYS Historian's Association: APHNYS. Annual Dues: \$ 40. Maintain as is for 2024.				
428	Departmental Request	Request is based on IT's assessment for internet/network access for 2024. Slight increase for 2024: \$ 82.				
444	Departmental Request	Historian is a director on APHNYS Board; participates in conference planning;. 2024 Conference in Long Island, anticipates increase in arrangements/hotel/meals. Request includes moderate increase of \$ 100: \$ 750.00				
<i>Employee Benefits</i>						
830	Social Security	1,101.81	1,318.00	1,332.70	801.24	1,351.00
831	Medicare Contribution	257.68	308.00	311.44	187.39	316.00
<i>Employee Benefits Totals</i>		<b>\$1,359.49</b>	<b>\$1,626.00</b>	<b>\$1,644.14</b>	<b>\$988.63</b>	<b>\$1,667.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	79.00	91.00	91.00	91.00	94.00

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>7510 - Historian</b>						
<i>Other Benefits</i>						
	<i>Other Benefits Totals</i>	\$79.00	\$91.00	\$91.00	\$91.00	\$94.00
Comments	<i>Account</i>					
	<i>Level</i>					
	<i>Departmental Request</i>	<i>Comment</i>				
	840	Request is based on Self Insurance Workers' Comp 2024 Assessment; represents slight increase. 2024: \$94.				
	Department <b>7510 - Historian</b> Totals	\$19,565.95	\$23,952.00	\$24,207.22	\$14,181.01	\$24,589.00
	EXPENSE TOTALS	\$1,424,179.36	\$1,616,764.00	\$1,624,157.44	\$1,008,016.16	\$2,681,112.00
	Fund <b>A - General</b> Totals					
	REVENUE TOTALS	\$4,556,897.78	\$4,235,000.00	\$4,235,000.00	\$2,124,535.85	\$3,735,000.00
	EXPENSE TOTALS	\$1,424,179.36	\$1,616,764.00	\$1,624,157.44	\$1,008,016.16	\$2,681,112.00
	Fund <b>A - General</b> Totals	\$3,132,718.42	\$2,618,236.00	\$2,610,842.56	\$1,116,519.69	\$1,053,888.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$4,556,897.78	\$4,235,000.00	\$4,235,000.00	\$2,124,535.85	\$3,735,000.00
	EXPENSE GRAND TOTALS	\$1,424,179.36	\$1,616,764.00	\$1,624,157.44	\$1,008,016.16	\$2,681,112.00
	Net Grand Totals	\$3,132,718.42	\$2,618,236.00	\$2,610,842.56	\$1,116,519.69	\$1,053,888.00

2024 Salary Schedule (Position Budgeting)  
Historian

<b>Empl. #</b>	<b>Name</b>	<b>Position</b>	<b>Annual Earnings</b>	<b>Empl. Type</b>	<b>Benefit Group</b>	<b>Hire Date</b>
	<b>Jan1 Grade &amp; Rate</b>	<b>Ann. Grade &amp; Rate</b>				
12844	Cianfarano, Stanley N/A / \$26.19	County Historian N/A / \$26.19	\$21,786.00	Less than Half	Less P/T12/21/12	10/5/2015
		<b>1</b>	<b>\$21,786.00</b>			

**LEGISLATIVE, RULES & GOVERNMENT OPERATIONS**  
**INFORMATION TECHNOLOGY AGENDA**  
**September 28, 2023**

**Committee Members:** *Supervisors Strough, Conover, Frasier, Geraci, Thomas, Driscoll & Wild. Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

COMMITTEE MEMBERS: LIST STANDING COMMITTEE MEMBERS HERE

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
  1. Request: Transfer from Computer Reserve fund to A.1410 for scanner. \$7,615.00  
Rationale: Anticipated expense
  2. Request: Adopt web site Privacy Policy and Terms of Use policy  
Rationale: Cloud offerings now require us to have these policies
- V. Discussion Items:
  1. Budget Review
  2. Shared Services
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments: 1.

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

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

**DEPARTMENT NAME: Information Technology**

**DATE: April 28, 2023**

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

(b) Details:  
**County Clerk            A.1410 220.1            \$7,615**

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

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

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

\* as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

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

**DEPARTMENT NAME: Information Technology**

**DATE: September 28, 2023**

- (a) Purpose of Request: **Establish Privacy Policy and Terms of Use Policy for Website**
- (b) Details: **Attached**
- (c) Previous Resolution Number: **n/a**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **none needed**

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

\* as listed in budget and LOGOS

**Draft 9/5/2023**

## **WARREN COUNTY, NY PRIVACY POLICY**

This Privacy Policy is effective as of Month, Day Year

For purposes of this Agreement, "Site" refers to the County's website and all public facing websites and applications, whether hosted directly on Warren County servers or 3<sup>rd</sup> party servers. "Services" refers to the County services accessed via the Site. The terms "we", "us", and "our" refers to the County. "You" refers to you, as a user of our Site or our Service.

Warren County (the "County") is committed to maintaining robust privacy protections for its users. Our Privacy Policy is designed to help you understand how we collect, use and safeguard the information you provide to us and to assist you in making informed decisions when using our Services.

By accessing our Site or our Services, you accept our Privacy Policy and Terms of Use (found here), and you consent to our collection, storage, use and disclosure of your Personal Information as described in this Privacy Policy.

### INFORMATION WE COLLECT

We collect "Non-Personal Information" and "Personal Information." We do not collect Personal Information when you visit our Site unless you choose to provide that information. Users are not required to provide any information to search, retrieve, download, filter and otherwise use the data available on our Site.

Non-Personal Information includes information that cannot be used to personally identify you, such as anonymous usage data, general demographic information we may collect, referring/exit pages and URLs, platform types, preferences you submit and preferences that are generated based on the data you submit and number of clicks.

Personal information includes, but is not limited to, your email, name, address and phone number which you submit to us when using the Site.

### INFORMATION COLLECTED via TECHNOLOGY

In an effort to improve the quality of the services, we track information provided to us by your browser or by our software when you view or use the Services, such as the website you came from (known as the "referring URL"), the type of browser you use, the type of device from which you connected to the Services, the time and date of access, and other information that does not personally identify you. We track this information using cookies, or small text files which include an anonymous unique identifier. Cookies are sent to a user's browser from our servers and are stored on the user's computer hard drive. Sending a cookie to a user's browser enables us to collect Non-Personal information about that user and keep a record of the user's preferences when utilizing our Services, both on an individual and aggregate basis. For example, the County may use cookies to collect the following information: IP address, date, time, browser type. Users can choose to disable cookies using their web browsers. It will not affect the user's ability to search for, review and retrieve data on the site.

The County may use both persistent and session cookies; persistent cookies remain on your computer after you close your session and until you delete them, while session cookies expire when you close your browser.

#### INFORMATION YOU PROVIDE US

In addition to the information provided automatically by your browser when you visit the Site, you will provide information related to Services. By providing this information, you are authorizing us to collect, store and use this information.

#### CHILDRENS PRIVACY

The Site and Services are not directed to anyone under the age of 13. The site does not knowingly collect or solicit information from anyone under the age of 13. In the event that we learn that we gathered personal information from anyone under the age of 13 without consent of a parent or guardian, we will delete that information as soon as possible. If you believe we have collected such information, please contact us.

#### HOW WE USE AND SHARE INFORMATION

**Personal Information:** Except as otherwise stated in this Privacy Policy, we do not sell, trade, rent or otherwise share for marketing purposes your Personal Information with third parties without your consent. We do share Personal Information with vendors who are performing Services for the County, such as the servers for our email communication who are provided access to user's email address for purposes of sending emails from us. Those vendors use your Personal Information only at our direction and in accordance with our Privacy Policy.

In general, the Personal Information you provide us is used to help us communicate with you. For example, we use Personal Information to contact users in response to questions.

We may share Personal Information with outside parties if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to meet any applicable legal process or enforceable governmental request; to enforce applicable Terms of Service, including investigation of potential violations; address fraud, security or technical concerns; or to protect against harm to the rights, property, or safety of our users or the public as required or permitted by law.

**Non-Personal Information:** We use Non-Personal Information to help us improve Services and customize the user experience. We also aggregate Non-Personal Information in order to track trends and analyze use patterns on the Site. This Privacy Policy does not limit in any way our use or disclosure of Non-Personal and we reserve the right to use and disclose such Non-Personal Information to our partners, advertisers and other third parties at our discretion. If our information practices change at any time in the future, we will post the policy changes to the Site so that you may opt out of the new information practices. We suggest that you check the Site periodically if you are concerned about how your information is used.

#### HOW WE PROTECT INFORMATION

We implement security measures designed to protect your information from unauthorized access. We further protect your information from potential security breaches by implementing certain technological

security measures including encryption, firewalls and secure socket layer technology. However, these measures do not guarantee that your information will not be accessed, disclosed, altered or destroyed by breach of such firewalls and secure server software. By using our Service, you acknowledge that you understand and agree to assume these risks.

#### YOUR RIGHTS REGARDING THE USE OF YOUR PERSONAL INFORMATION

You have the right at any time to prevent us from contacting you for any purpose. When we send communication to a user, the user can opt out of further promotional communications by following the unsubscribe instructions provided in each communication. Please note that notwithstanding the communication preferences you indicate by unsubscribing, we may continue to send you administrative communications, for example, periodic updates to our Privacy Policy.

#### LINKS TO OTHER WEBSITES

As part of the Services, we may provide links to other websites or applications. However, we are not responsible for the privacy practices employed by those websites or the information or content they contain. This Privacy Policy applies solely to information collected by us through the Site and Services. Therefore, this Privacy Policy does not apply to your use of a third-party website accessed by selecting a link on our Site or via our Services. To the extent that you access or use the Services through or on another website or application, then the privacy policy of that other website or application will apply to your access or use of that site or application. We encourage our users to read the privacy statements of other websites before proceeding to them.

#### CHANGES TO OUR PRIVACY POLICY

The County reserves the right to change this policy and our Terms of Service at any time. You should periodically check the Site and this privacy page for updates.

#### CONTACT

If you have any questions regarding this Privacy Policy or the practices of this Site, please contact us by sending an email to [PrivacyPolicy@WarrenCountyNY.gov](mailto:PrivacyPolicy@WarrenCountyNY.gov)

## WARREN COUNTY, NY TERMS OF USE

These Terms of Use are effective as of Month, Day Year

For purposes of this Agreement, "Site" refers to the County's website and all public facing websites and applications, whether hosted directly on Warren County servers or 3<sup>rd</sup> party servers. "Services" refers to the County services accessed via the Site. The terms "we", "us", and "our" refers to the County. "You" refers to you, as a user of our Site or our Service.

This contract sets out your rights and responsibilities when you use WarrenCountyNY.gov or any other Services provided by Warren County, so please read it carefully. These Terms are governed by and will be constructed in accordance with the laws of the United States of America and New York State. Any dispute arising under or in connection with these Terms and Conditions shall be subject to the non-exclusive jurisdiction of the appropriate Court.

We may update these Terms periodically. Changes will be effective upon the posting of the changes unless otherwise specified. You are responsible for reviewing and becoming familiar with any changes. Your use of the Services following the changes constitutes your acceptance of the updated Terms.

By accessing our Site or our Services, you accept our Privacy Policy (found here) and Terms of Use, and you consent to our collection, storage, use and disclosure of your Personal Information as described in this Privacy Policy. If you do not agree with the Terms, you may not use our Services.

### DISCLAIMER, LIABILITY and WARRANTY

We do not guarantee:

- The Services will be secure or available at any particular time or location.
- Any defects or errors will be corrected.
- The Services will be free of viruses or other harmful materials.
- The results of using the services will meet your expectations

You use the Services solely at your own risk. You understand and agree that Services are provided on an "AS IS" and "AS AVAILABLE" basis. We reserve the right to change, suspend, or discontinue any of the Services at any time, for any reason. We will not be liable to you for the effect that any changes to the Services may have on you, including your income or ability to generate revenue through Services.

### RESTRICTED USER BEHAVIOR

You agree not to use the Service:

- For any unlawful purpose.
- To upload, post, or otherwise transmit any material that is obscene, blasphemous, pornographic, unlawful, threatening, menacing, abusive, harmful, an invasion of privacy or publicity rights, defamatory, libelous, vulgar, illegal or otherwise objectionable.
- To upload, post, or otherwise transmit any material that infringes any copyright, trade mark, patent or other intellectual property right or any moral right or artist's right of any third party including, but not limited to Warren County or to facilitate the unlawful distribution of copyrighted content or illegal content.

- To harm minors in any way, including, but not limited to, uploading, posting, or otherwise transmitting content that violates child pornography laws, child sexual exploitation laws or laws prohibiting the depiction of minors engaged in sexual conduct, or submitting any personally identifiable information about any child under the age of 13.
- To forge headers or otherwise manipulate identifiers in order to disguise the origin of any Content transmitted through the Service.
- To upload, post, or otherwise transmit any material which is likely to cause harm to Warren County or anyone else's computer systems, including but not limited to that which contain any virus, code, worm, date or other files or programs designed to damage or allow unauthorized access to the Service which may cause any defect, error, malfunction or corruption to the Service.
- For any commercial purpose, except as expressly permitted under the Terms.
- To sell access to the Service on any other website or to use the Service on another website for the primary purpose of gaining advertising or subscription revenue other than a personal blog or social network where the primary purpose is to display content for Warren County by hyperlink and not to compete with Warren County.

#### CONTACT

If you have any questions regarding the Terms of Use or the practices of this Site, please contact us by sending an email to [PrivacyPolicy@WarrenCountyNY.gov](mailto:PrivacyPolicy@WarrenCountyNY.gov)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Information Technology  
 BUDGET ACCOUNT CODE: A.1680

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$563,191.79	\$626,878.00	\$603,958.00	\$626,878.00
200's EQUIPMENT	\$22,092.82	\$0.00	\$73,596.00	\$0.00
400's CONTRACTUAL	\$108,543.83	\$135,900.00	\$165,504.00	\$189,100.00
800's EMPLOYEE BENEFITS	\$247,399.99	\$248,560.00	\$254,013.07	\$252,336.00
<b>TOTALS</b>	<b>\$941,228.43</b>	<b>\$1,011,338.00</b>	<b>\$1,097,071.07</b>	<b>\$1,068,314.00</b>

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$140,948.15	\$110,505.00	\$110,505.00	\$110,000.00

SIGNED: Michael A. Cole  
 DEPARTMENT HEAD  
 TITLE: IT Director  
 DATE: 8/29/23

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Information Technology - American Rescue Plan Act (ARPA)  
 BUDGET ACCOUNT CODE: A.1680 4999

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES		\$0.00	\$17,279.00	\$0.00
200's EQUIPMENT	\$46,896.82	\$0.00	\$30,349.30	\$0.00
400's CONTRACTUAL		\$0.00	\$58,223.68	\$0.00
800's EMPLOYEE BENEFITS		\$0.00	\$2,721.00	\$0.00
<b>TOTALS</b>	<b>\$46,896.82</b>	<b>\$0.00</b>	<b>\$108,572.98</b>	<b>\$0.00</b>

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$46,896.82	\$0.00	\$108,572.98	\$0.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Telecommunications  
 BUDGET ACCOUNT CODE: A.1681

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$68,348.12	\$70,264.00	\$75,184.00	\$70,264.00
200's EQUIPMENT	\$249.90	\$0.00	\$8,680.00	\$0.00
400's CONTRACTUAL	\$41,999.51	\$39,600.00	\$30,420.00	\$33,500.00
800's EMPLOYEE BENEFITS	\$38,305.26	\$37,217.00	\$37,656.23	\$37,273.00
<b>TOTALS</b>	<b>\$148,902.79</b>	<b>\$147,081.00</b>	<b>\$151,940.23</b>	<b>\$141,037.00</b>

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$45,198.34	\$50,000.00	\$50,000.00	\$33,000.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund	<b>A - General</b>					
	REVENUE					
	Department <b>1680 - Information Technology</b>					
	<i>Intergovernmental Charges</i>					
2228	Information Tech. Fees	101,914.85	110,000.00	110,000.00	110,280.00	110,000.00
	<i>Intergovernmental Charges Totals</i>	<b>\$101,914.85</b>	<b>\$110,000.00</b>	<b>\$110,000.00</b>	<b>\$110,280.00</b>	<b>\$110,000.00</b>
	Department <b>1680 - Information Technology Totals</b>	<b>\$101,914.85</b>	<b>\$110,000.00</b>	<b>\$110,000.00</b>	<b>\$110,280.00</b>	<b>\$110,000.00</b>

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund	<b>A - General</b>					
	REVENUE					
	Department <b>1681 - Telecommunications</b>					
	<i>Intergovernmental Charges</i>					
2227	Telecommunications	32,744.93	33,000.00	33,000.00	21,722.83	33,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$32,744.93</u>	<u>\$33,000.00</u>	<u>\$33,000.00</u>	<u>\$21,722.83</u>	<u>\$33,000.00</u>
	Department <b>1681 - Telecommunications Totals</b>	<u>\$32,744.93</u>	<u>\$33,000.00</u>	<u>\$33,000.00</u>	<u>\$21,722.83</u>	<u>\$33,000.00</u>
	REVENUE TOTALS	<u>\$134,659.78</u>	<u>\$143,000.00</u>	<u>\$143,000.00</u>	<u>\$132,002.83</u>	<u>\$143,000.00</u>

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1680 - Information Technology</b>						
Personal Services						
110	Salaries - Regular	576,354.95	692,543.00	700,206.47	419,852.55	704,248.00
120	Salaries - Overtime	4,373.91	4,000.00	4,000.00	3,093.93	4,000.00
<i>Personal Services Totals</i>		<b>\$580,728.86</b>	<b>\$696,543.00</b>	<b>\$704,206.47</b>	<b>\$422,946.48</b>	<b>\$708,248.00</b>
Equipment						
220	Office Equipment	12,868.20	.00	1,100.00	536.71	.00
220.1	Office Equipment - Reserve	54,866.51	.00	156,520.50	133,639.54	.00
<i>Equipment Totals</i>		<b>\$67,734.71</b>	<b>\$0.00</b>	<b>\$157,620.50</b>	<b>\$134,176.25</b>	<b>\$0.00</b>
Contractual Expense						
410	Supplies	3,854.74	3,000.00	2,900.00	1,595.24	3,000.00
422	Repair/Maint-Equipment	17,973.20	18,000.00	11,900.00	11,877.47	15,000.00
423	Telephone	1,368.93	2,000.00	2,000.00	769.95	2,100.00
424	Postage	439.44	30.00	30.00	.00	30.00
426	Subscriptions	58,410.75	120,000.00	120,100.00	114,005.41	146,000.00
427	Memberships & Dues	50.00	50.00	50.00	50.00	50.00
428	Data Processing & Internet Fees	26,605.56	27,000.00	27,000.00	16,761.40	29,000.00
444	Travel/Education/Conference	299.00	1,000.00	1,000.00	.00	1,000.00
470	Contract	26,775.00	6,900.00	24,575.00	13,775.00	12,900.00
<i>Contractual Expense Totals</i>		<b>\$135,776.62</b>	<b>\$177,980.00</b>	<b>\$189,555.00</b>	<b>\$158,834.47</b>	<b>\$209,080.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
422	Departmental Request	Alpha License \$6,599.20 TrendMicro Renewal \$1,730.00 Remainder for repairs as needed.				
426	Departmental Request	Attached				
428	Departmental Request	Attached				
470	Departmental Request	Website, Discover eGov, 2024, \$7,900 Jitterbit Support, Jitterbit, 2024 \$5,000				
Employee Benefits						
110	Retirement	69,222.91	75,832.00	76,843.70	50,057.48	113,888.00
130	Social Security	33,611.91	43,186.00	43,661.14	24,507.14	43,913.00
131	Medicare Contribution	7,860.85	10,100.00	10,211.12	5,731.50	10,271.00
160	Hospitalization	104,814.74	120,477.00	117,477.00	76,445.21	128,494.00

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1680 - Information Technology</b>						
Employee Benefits						
865	Dental Insurance	1,800.76	1,920.00	1,920.00	1,332.54	2,088.00
	<i>Employee Benefits Totals</i>	<u>\$217,311.17</u>	<u>\$251,515.00</u>	<u>\$250,112.96</u>	<u>\$158,073.87</u>	<u>\$298,654.00</u>
Other Benefits						
840	Workmen's Compensation	3,064.00	3,524.00	3,524.00	3,524.00	3,444.00
861	Retirees Hospitalization	11,539.05	11,574.00	11,574.00	5,484.45	12,116.00
862	Health Insurance Cost Reimbursement	1,167.76	1,500.00	4,500.00	1,787.50	3,000.00
	<i>Other Benefits Totals</i>	<u>\$15,770.81</u>	<u>\$16,598.00</u>	<u>\$19,598.00</u>	<u>\$10,795.95</u>	<u>\$18,560.00</u>
Department <b>1680 - Information Technology Totals</b>		<u>\$1,017,322.17</u>	<u>\$1,142,636.00</u>	<u>\$1,321,092.93</u>	<u>\$884,827.02</u>	<u>\$1,234,542.00</u>

# Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund A - General</b>						
EXPENSE						
Department <b>1681 - Telecommunications</b>						
<i>Personal Services</i>						
110	Salaries - Regular	72,235.04	84,163.00	85,101.74	51,921.65	86,267.00
120	Salaries - Overtime	2,178.57	450.00	450.00	57.66	450.00
<i>Personal Services Totals</i>		<u>\$74,413.61</u>	<u>\$84,613.00</u>	<u>\$85,551.74</u>	<u>\$51,979.31</u>	<u>\$86,717.00</u>
<i>Equipment</i>						
220	Office Equipment	6,499.91	.00	218.00	218.00	.00
<i>Equipment Totals</i>		<u>\$6,499.91</u>	<u>\$0.00</u>	<u>\$218.00</u>	<u>\$218.00</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	410.72	500.00	282.00	118.36	500.00
423	Telephone	27,926.41	33,000.00	33,000.00	19,302.20	33,000.00
<i>Contractual Expense Totals</i>		<u>\$28,337.13</u>	<u>\$33,500.00</u>	<u>\$33,282.00</u>	<u>\$19,420.56</u>	<u>\$33,500.00</u>
<i>Employee Benefits</i>						
810	Retirement	9,624.65	12,099.00	12,237.93	7,003.86	15,324.00
830	Social Security	4,228.30	5,246.00	5,304.20	2,954.17	5,377.00
831	Medicare Contribution	988.88	1,227.00	1,240.61	690.89	1,258.00
860	Hospitalization	21,580.28	21,331.00	21,331.00	13,947.14	22,746.00
865	Dental Insurance	288.08	288.00	288.00	188.36	288.00
<i>Employee Benefits Totals</i>		<u>\$36,710.19</u>	<u>\$40,191.00</u>	<u>\$40,401.74</u>	<u>\$24,784.42</u>	<u>\$44,993.00</u>
Department <b>1681 - Telecommunications Totals</b>		<u>\$145,960.84</u>	<u>\$158,304.00</u>	<u>\$159,453.48</u>	<u>\$96,402.29</u>	<u>\$165,210.00</u>
EXPENSE TOTALS		<u>\$1,163,283.01</u>	<u>\$1,300,940.00</u>	<u>\$1,480,546.41</u>	<u>\$981,229.31</u>	<u>\$1,399,752.00</u>
Fund A - General Totals						
REVENUE TOTALS		\$134,659.78	\$143,000.00	\$143,000.00	\$132,002.83	\$143,000.00
EXPENSE TOTALS		\$1,163,283.01	\$1,300,940.00	\$1,480,546.41	\$981,229.31	\$1,399,752.00
Fund A - General Totals		(\$1,028,623.23)	(\$1,157,940.00)	(\$1,337,546.41)	(\$849,226.48)	(\$1,256,752.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$134,659.78	\$143,000.00	\$143,000.00	\$132,002.83	\$143,000.00
EXPENSE GRAND TOTALS		\$1,163,283.01	\$1,300,940.00	\$1,480,546.41	\$981,229.31	\$1,399,752.00
Net Grand Totals		<u>(\$1,028,623.23)</u>	<u>(\$1,157,940.00)</u>	<u>(\$1,337,546.41)</u>	<u>(\$849,226.48)</u>	<u>(\$1,256,752.00)</u>

2024 Salary Schedule (Position Budgeting)  
Information Technology

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13335	Boutin, Darrell N/A / \$36.10	Cybersecurity & Network Analyst N/A / \$36.10	\$75,084.00	Full Time	Out of UnitFT	6/10/2019
13098	Brownell, Tasha N/A / \$32.50	Programmer I N/A / \$32.50	\$67,591.00	Full Time	Out of UnitFT	8/14/2017
9646	Colvin, Michael N/A / \$58.95	Director Information Technology N/A / \$58.95	\$107,286.00	Full Time	Appointed F/T	4/13/1998
11034	Hosford, Robert N/A / \$34.30	Computer Help Desk Technician II N/A / \$34.30	\$71,350.00	Full Time	Out of UnitFT	9/18/2006
10979	Mahar, William N/A / \$38.19	Network Coordinator N/A / \$38.19	\$79,445.00	Full Time	Out of UnitFT	8/22/2005
10932	Osgood, John N/A / \$34.30	Computer Help Desk Tech II #2 N/A / \$34.30	\$71,350.00	Full Time	Out of UnitFT	6/20/2005
13722	Povie, Christopher N/A / \$31.63	Computer Help Desk Tech II #3 N/A / \$31.63	\$65,793.00	Full Time	Out of UnitFT	1/17/2023
10857	Scrim, Jeremy N/A / \$47.48	Sr. Computer Sys Analyst/Program N/A / \$47.48	\$98,758.00	Full Time	Out of UnitFT	11/18/2004
13048	Smith, Albert N/A / \$32.50	Computer Help Desk Tech II #4 N/A / \$32.50	\$67,591.00	Full Time	Out of UnitFT	7/31/2017
	N/A / \$0.00	Computer Help Desk Tech I#3 N/A / \$0.00	\$0.00			
	N/A / \$0.00	Information Tech Overtime N/A / \$0.00	\$4,000.00			
		<b>11</b>	<b>\$708,248.00</b>			

2024 Salary Schedule (Position Budgeting)  
Telecommunication

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8075	McLaughlin, Scott	Telecommunications Analyst	\$86,267.00	Full Time	Out of UnitFT	6/6/1990
	N/A / \$41.47	N/A / \$41.47				
		Telecomm Overtime	\$450.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>2</b>	<b>\$86,717.00</b>			

#23 telephone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	33,000.00	30,363.00	27,726.00	25,089.00	22,452.00	19,815.00	17,178.00	14,541.00	11,904.00	9,267.00	6,630.00	3,993.00
Expenses	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00	2,637.00
Ending Balance	30,363.00	27,726.00	25,089.00	22,452.00	19,815.00	17,178.00	14,541.00	11,904.00	9,267.00	6,630.00	3,993.00	1,356.00
Internal Billing	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Unassigned Billing	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Cell phone	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00
Verizon	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00	880.00
Paetec	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00

A 1681

Tele communications

810 Supplies	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Misc												

822 Repair/Maint Equipment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	15,000.00	15,000.00	15,000.00	15,000.00	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80
Expenses	0.00	0.00	0.00	8,329.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	15,000.00	15,000.00	15,000.00	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80	6,670.80
Alpha Licenses (A.480)				6,599.20								
Trend Micro Renewal (A.480)				1,730.00								

823 Telephone	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	2,100.00	1,930.00	1,760.00	1,590.00	1,420.00	1,250.00	1,080.00	910.00	740.00	570.00	400.00	230.00
Expenses	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00	170.00
Ending Balance	1,930.00	1,760.00	1,590.00	1,420.00	1,250.00	1,080.00	910.00	740.00	570.00	400.00	230.00	60.00
Internal Billing	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00
Cell phones	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00

824 Postage	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00

826 Subscriptions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	146,000.00	121,454.58	111,454.58	81,954.58	28,676.58	19,556.70	8,556.70	8,556.70	8,556.70	156.70	156.70	156.70
Expenses	24,545.42	10,000.00	29,500.00	53,278.00	9,119.88	11,000.00	0.00	0.00	8,400.00	0.00	0.00	0.00
Ending Balance	121,454.58	111,454.58	81,954.58	28,676.58	19,556.70	8,556.70	8,556.70	8,556.70	156.70	156.70	156.70	156.70
Exerts Exchange					119.88							
Solarwinds SFTP									800.00			
PaloAlto 480 Payback				4,066.00								
PaloAlto Renewal				5,000.00								
Cisco DUO 2FA		5,000.00										
Solarwinds RMM			18,000.00									
KnowBe4 Increased Licenses	18,545.42											
Veeam			5,500.00									
TrendMicro		5,000.00										
Vinyl Interface	6,000.00		6,000.00			6,000.00			6,000.00			
Wasabi						5,000.00						
IT Glue				4,212.00								
MailArchiva									1,600.00			
Barracuda Updates					9,000.00							
Varonis (\$38,994.04)				40,000.00								

A 1680  
 Information Technology  
 8/8/23

827/Membership Dues	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NYSLGITDA	50.00											

828/Data Processing Software	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	29,000.00	26,702.51	24,405.02	22,107.53	19,810.04	17,512.55	15,215.06	12,917.57	10,620.08	8,297.64	6,000.15	3,702.66
Expenses	2,297.49	2,297.49	2,297.49	2,297.49	2,297.49	2,297.49	2,297.49	2,297.49	2,322.44	2,297.49	2,297.49	3,197.49
Ending Balance	26,702.51	24,405.02	22,107.53	19,810.04	17,512.55	15,215.06	12,917.57	10,620.08	8,297.64	6,000.15	3,702.66	505.17
County Internet	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00
E&T DOL	267.50	267.50	267.50	267.50	267.50	267.50	267.50	267.50	267.50	267.50	267.50	267.50
Public Internet	129.99	129.99	129.99	129.99	129.99	129.99	129.99	129.99	129.99	129.99	129.99	129.99
NO-IP Renewal									24.95			
SSL Renewal												500.00
.GOV Registration												400.00

834/Travel/Education/Conference	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	900.00	900.00	900.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
Ending Balance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	900.00	900.00	900.00	900.00
NYSLGITDA Conference									100.00			
Mileage												

870/Contract	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Starting Balance	12,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	12,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Website Maintenance	6,900.00											
New Web Site Contract December	1,000.00											
Jitterbit Support	5,000.00											

A 168D  
 Information Technology  
 8/8/23

**LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS COMMITTEE**

**LEGISLATIVE AGENDA**

**SEPTEMBER 28, 2023**

***Committee Members: Supervisors Strough, Conover, Frasier, Geraci, Thomas, Driscoll and Wild  
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 Committee Chair
- II. Approval of minutes of prior Committee meeting - *August 3, 2023*
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda/New Business Items:
  - 1) Review of proposed changes to Warren County FOIL Policy.
- V. Discussion Items: None.
- VI. Referrals/Pending Items:  
**LEGISLATIVE:** None.
- VII. Privilege of the Floor to discuss any additional items to come before the Committee
- VIII. Motion to adjourn

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*Attachments:*

- 1) *Proposed changes to Warren County FOIL Policy (Action Agenda/New Business Item 1).*

**SCHEDULE “A”  
WARREN COUNTY POLICY GOVERNING  
FREEDOM OF INFORMATION LAW  
REQUESTS AND APPEALS.**

**SECTION 1: PURPOSE AND SCOPE.**

1. The Freedom of Information Law (hereinafter, “FOIL”) was enacted in 1977 as Article 6 of the Public Officers Law and was patterned from the federal Freedom of Information Act (hereinafter, “FOIA”), to provide the public with means to access governmental records.
2. The legislative intent for FOIL’s enactment was to ensure a free press and to allow members of the general public to seek accountability for governmental actions and to thwart governmental secrecy. By enacting this policy, the County of Warren reaffirms the legislative intent of FOIL for all County operations.
3. The Warren County Policy Governing Freedom of Information Law Requests and Appeals (hereafter, “Policy”) shall be effective upon enactment for all FOIL requests and FOIL appeals filed after the effective date and shall govern, replace and supersede all prior FOIL policies for the County of Warren. FOIL requests and FOIL appeals filed prior to the effective date of this Policy shall be governed by the County’s prior FOIL policy.
4. The County of Warren presumes that all County records are open for public inspection, subject only to the extent that records or portions of records fall within the ambit of at least one statutorily authorized reason for denial contained in section 87(2)(a) of the Public Officers Law.

**SECTION 2: DEFINITIONS.**

1. “Appeal Officer” is the Warren County Officer designated by this Policy as responsible for coordinating responses to all FOIL Appeals filed with the County of Warren, as provided by section 89(4) of the Public Officers Law.
2. “Designated Department Head” is the appointed head of a County department or office who is designated and delegated authority, in writing, by the Records Access Officer to receive FOIL requests and provide FOIL responses.
3. “Record” shall mean, any information kept, held, filed, produced or reproduced by, with or for Warren County, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

4. "Records Access Officer" is the Warren County Officer responsible for supervising, overseeing and coordinating the County's compliance with initial response to a FOIL request, pursuant to section 89(3) of the New York State Public Officers Law, 22 NYCRR 1401.2, and Section 3 of this Policy.
5. "Subject Matter List" shall mean, a reasonably detailed current list, by subject matter, of all records in Warren County's possession, to which shall be sufficiently detailed to permit identification of the category of record sought.

### **SECTION 3: DESIGNATION AND DUTIES OF THE RECORDS ACCESS OFFICER AND CERTAIN DESIGNATED DEPARTMENT HEADS**

1. The Warren County Administrator is designated as the Records Access Officer, (hereafter, "RAO") and shall be responsible for ensuring Warren County maintains compliance with its responsibilities to produce requested documents under Public Officers Law § 89(3) and 21 NYCRR 1401.2 (collectively, "FOIL Law and Regulations").
2. The Records Access Officer shall:
  - a. Serve as the County's primary point of contact for FOIL requests, to include requests received electronically through the County's website;
  - b. Provide administrative oversight for the implementation and operation of the FOIL Policy, to include the County's timely response to all FOIL requests received from any source and maintaining and publishing a subject matter list on the Warren County website which is also available upon request, without charge;
  - c. Designate and delegate authority to specific County Department Heads, in writing, to serve as "Designated Department Heads" authorized to receive and respond to FOIL requests on behalf of the Record Access Officer and the County;
  - d. Maintain and publish a current list of County Department Head Offices that are authorized to serve as "Designated Department Heads;"
  - e. Assist individuals seeking County records in reasonably describing the records sought, by referring individuals to the subject matter list and when appropriate advising how County records are indexed and/or filed; and
  - f. Contact individuals requesting records when a request is deemed voluminous or when the production of records involves substantial effort by County employees, so that the individual may review and restrict the FOIL request to reduce the volume of records sought and/or the time to complete the FOIL request.
3. Upon the Records Access Officer receiving a FOIL request that reasonably describes records maintained by the County, the Records Access Officer shall:

- a. Forward the FOIL request to the appropriate Designated Department Head for review and response; or
- b. Contact the appropriate County officers or employees and request that they search for records that are responsive to the FOIL request.

#### **SECTION 4: DUTIES OF DESIGNATED DEPARTMENT HEADS**

1. Each Designated Department Head shall respond to a FOIL request for records maintained by their department and shall not provide County records maintained by any other County department or employee. If a FOIL request seeks records the Designated Department Head believes are maintained elsewhere in the County or the request encompasses records from multiple county offices, then the Designated Department Head shall refer the FOIL request back to the Records Access Officer to ensure only one response is provided by the County.
2. If a Designated Department Head receives a FOIL request from any person, then a copy of the FOIL request shall be forwarded to the Records Access Officer for administrative tracking.
3. If a Designated Department Head receives or responds to a FOIL request, then the Designated Department Head shall complete all responsibilities required by the Records Access Officer in responding to the FOIL request.
4. The Designated Department Head shall provide to the Records Access Officer the following for each FOIL response issued:
  - a. The date the FOIL request was received;
  - b. A complete copy of the original FOIL request received, if not received from the Records Access Officer;
  - c. The date the FOIL response was released to the requester;
  - d. A complete copy of the FOIL response, to include the name and contact information to whom the FOIL response was provided;
  - e. Any exemptions to disclosure claimed by the Designated Department Head in the FOIL response; and
  - f. If the FOIL response contains redactions, then a complete *unredacted* copy of the FOIL response shall be provided.

#### **SECTION 5: FOIL REQUESTS FOR PUBLIC ACCESS TO RECORDS.**

1. All requests for records must be made in writing. No oral requests or request for information will be accepted or responded to in any manner by any County officers or employees. It is strongly recommended and encouraged that all requests for records be submitted through the Warren County website <https://warrencountyny.gov/form/contact-foil>, or by submission of a paper copy of the County's FOIL request form enclosed at Attachment "A."

2. The requesting party shall specify in the request the type of medium in which they prefer records to be provided. Absent a stated preference, the presumption shall be that the requesting party prefers a physical copy of the papers and shall pay any fees incurred. If records are being produced in paper copies, then Record Access Officer shall receive payment prior to release of the records.
3. If Warren County records are maintained on the Warren County website or otherwise readily accessible to the general public online, then the requesting party shall be informed of the location for the records on the County's website and no further record production shall be required.
4. Requests for records may be submitted to the Records Access Officer on any business day between the hours of 9:00 o'clock in the forenoon and 4:30 o'clock in the afternoon, in person, by mail, or electronically, to be considered received on that day. Any requests received outside of the designated hours will be considered received on the following business day.
5. The Records Access Officer or Designated Department Head shall provide the requesting party one of the following responses, in writing, within five (5) business days after receipt of a FOIL request:
  - a. Informing the requesting party that the request does not reasonably describe a record maintained by Warren County and including directions, when practicable, which may aid the requesting party to reasonably describe the records sought. The writing shall also state that this determination does not constitute a denial by the County to provide the records requested, and therefore, may not be appealed;
  - b. Granting or denying access to records sought in whole or in part; or
  - c. Acknowledging receipt of a request in writing and including an approximate date when a response to the request will be provided. If the approximate date exceeds twenty (20) business days, the acknowledgment will also include the reason for the delay in response.
6. The Records Access Officer or Designated Department Head shall not deny a request for records without first locating all records which are responsive to the FOIL request.
7. The blanket denial of a FOIL request is strictly prohibited. No denial of a FOIL request may occur without the requested records first being identified and inspected for potential release.
8. For twelve (12) months after a FOIL response is released, the Records Access Officer and the Designated Department Head shall retain all communications to and from a requesting party, as well as a complete copy of redacted and unredacted records provided by the FOIL response.

9. A FOIL request and FOIL response for records which appears to involve property damage, personal injuries to any person, or other potential, future legal claims against the County, shall be provided by blind copy at the time of release to the County Attorney, in electronic format.
10. Certifications requested in accordance with FOIL Law shall be provided by the Records Access Officer or the applicable Designated Department Head responsible for responding to the request, in the form provided at Attachment "B."

## **SECTION 6: DENIAL OF ACCESS AND APPEALS.**

1. Denial of access to a County record, in whole or in part, shall be provided in writing to the requesting party. Failure of the Records Access Officer or the Designated Department Head to acknowledge a FOIL request within five (5) business days of receipt or to provide the records on or before the date provided in the acknowledgment, shall be deemed a constructive denial of the FOIL request.
2. If the Records Access Officer or the Designated Department Head denies a FOIL request in whole or in part, the denial response shall advise the requesting party of their right to appeal and shall provide the FOIL Appeal Officer's name and contact information to where appeals may be received.
3. Any person denied access, as defined in section 6(1) of this Policy or pursuant to Article 6 of the New York State Public Officers Law, may appeal the decision within thirty (30) days of the denial date.
4. The Warren County Attorney is the designated FOIL Appeals Officer, with a principal office located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, and a contact phone number of (518) 761-6463.
5. All appeals shall be submitted to the FOIL Appeals Officer in writing by completing the electronic form on the County Attorney website or by mailing in a printed copy of the appeal letter. The appeal must specify the following to be considered:
  - a. The date and location of the requested records;
  - b. A description of the records that were denied; and
  - c. The name and return address of the person who requested the records and now seeks to appeal the denial of records.
6. The FOIL Appeal Officer shall determine the FOIL appeal, in writing, within ten (10) business days of receipt, with the day of receipt being on any business day between the hours of 8:30 o'clock in the forenoon and 4:00 o'clock in the afternoon, in person, by mail, or electronically, to be considered received on that day. Any appeal received

outside of the designated hours will be considered received on the following business day.

7. The FOIL Appeal Officer's written determination shall be provided to:
  - a. The requesting party whose FOIL request was denied;
  - b. The Records Access Officer;
  - c. The Designated Department Head, if any;
  - d. The Clerk of the Board of Supervisors in care of the members of the Board; and
  - e. The New York State Committee on Open Government.
8. The FOIL Appeal Officer may treat any FOIL Appeal letter which includes a request for one or more records not requested by the original FOIL request as a newly-submitted FOIL request, instead of a FOIL appeal. By doing so, the FOIL Appeal Officer shall respond to any requests appropriate for appeal and refer any new requested items to the Records Access Officer for further action under this Policy.
9. If a FOIL Appeal attempts to appeal a letter that does not constitute a denial, such as a letter which informed the requesting party that the FOIL request did not reasonably describe records sought or that the County does not maintain the records sought, then the FOIL Appeal Officer shall inform the requesting party that the FOIL Appeal is not deemed an appeal and that the matter was returned to the Records Access Officer for further assistance with the request.

#### **SECTION 7: FEES.**

1. The Records Access Officer, a Designated Department Head, or the FOIL Appeal Officer, is required to charge for the following:
  - a. Twenty-Five cents (\$.25) per page for photocopies that do not exceed 9 by 14 inches; and
  - b. For the actual cost to produce the document for disclosure.
2. In calculating the actual cost of production, the following must be considered when determining the fee for a FOIL request:
  - a. The hourly salary of the lowest paid employee who has the skill required to prepare a copy of the requested records, when producing the records will take more than two (2) hours of the employee's time;
  - b. The actual cost of the storage device or media provided to the requesting party; and
  - c. The actual cost to Warren County when an outside professional service must be hired or retained to prepare a copy of a record.

3. The Records Access Officer, a Designated Department Head, or FOIL Appeal Officer must notify the requesting party of the estimated cost of preparing a copy of the records and receive full payment prior to preparing a copy of the requested records. Such notification must include:
  - a. The reason for the imposed fee;
  - b. The title and salary of the employee performing the work if the work is anticipated to exceed two hours;
  - c. The total number of pages being printed to respond to the FOIL request;
  - d. The estimated total amount and date payment is due in order for work to proceed on the FOIL request;
  - e. The types of payment accepted by the County and the location where the payment must be delivered by the due date;
  - f. That failure to pay the total amount due within thirty (30) days of written notification will result in the County finding the FOIL request abandoned and closing the matter without further action. The requesting party is permitted to resubmit their FOIL request upon tendering payment and the resubmission shall be treated as a new FOIL request.
4. If while preparing the response to a FOIL request, the Records Access Officer, a Designated Department Head, or the FOIL Appeal Officer, determines the cost exceeds the initial estimate, written notification must be made to the requesting party that additional payment is required in order to continue with the preparation and release of the FOIL response and the requested records. The County shall make reimbursement when overpayment is made.
5. Other fees may be imposed upon a requesting party contrary to the above-referenced fees if authorized by state, federal, or local law.
6. The Records Access Officer, a Designated Department Head, or the FOIL Appeal Officer shall not waive a fee for photocopies or the actual cost of production.
7. The Records Access Officer, Designated Department Head, or FOIL Appeal Officer shall not produce responsive records until the required payment was received. If payment is tendered in a form other than cash, money order or a certified bank check, then payment shall not be deemed received until the payment the Warren County Treasurer receives confirmation that the tendered payment has cleared. For example, payment by personal check may require up to ten (10) business days before cleared by the County's financial institution.
8. The withholding of records until receipt of payment shall not be considered a denial of records.
9. The failure to pay all fees imposed under this policy within thirty (30) days of issuing written notice shall require the requesting party to submit a new FOIL request.

## **SECTION 8: REQUESTS FOR RECORDS FROM THE COUNTY COMPUTER NETWORK AND SERVER**

1. Records maintained on the Warren County computer network and server (hereafter, “server”), including but not limited to requests for electronic mail (“email”) communications stored in the County’s email archives, must be retrieved in accordance with the Warren County Computer Use Policy, resolution 144 of 2023, effective March 17, 2023, and any future amendments to the Computer Usage Policy.
2. Warren County maintains voluminous emails that are archived on the County server. The archived emails are indexed in such a manner that requires the Director, Information Technology to formulate and run Boolean searches for responsive records, followed by a separate manual review of potentially responsive emails to identify emails responsive to the FOIL request.
3. Persons requesting emails from the County’s email archives shall provide the following information as part of the FOIL request in order for the request to reasonably describe the records sought and in order for the County to undertake reasonable efforts to identify the archived emails requested. The failure to provide the following information requested may result in the FOIL request being determined to not reasonable describe the records sought, or the assessment of fees to a FOIL request.
4. A FOIL request seeking email records shall, at a minimum, include in the FOIL request the following:
  - a. The name of the individual or email address which sent the email requested;
  - b. The name of the individual or email address which received the email requested;
  - c. The date and time the email was sent, or in the alternative, the narrow date range (i.e. less than seven (7) days) during which the email was sent. FOIL requests providing no date and time, or a date range greater than seven days may result in the FOIL request being determined to not reasonably describe the records sought, or the assessment of fees to the FOIL request; and
  - d. Specific keywords which clearly identify the subject matter requested and limit the retrieval of records unrelated to the FOIL request. The County Director of Information Technologies shall run a Boolean search using only the specific keywords provided by the FOIL request and shall not be required to interpret any FOIL request to create any other or additional Boolean search terms for use in searching for responsive records to any FOIL request.
5. The failure of a requesting party to provide each required item of information stated above may prohibit Warren County from being able to complete the FOIL request and constitute a failure by the requesting party to reasonably describe a record.

6. Requesting individuals should avoid using the following words or phrases as keyword search terms in FOIL requests for archived emails from the County's server. Each of the words and phrases below is ambiguous and prevents County personnel from conducting an electronic search for specific records which may be available and responsive to a FOIL request.:

- "relating to;"
- "concerning"
- "approximately"
- "associated with;"
- "about"

FOIL requests using such terms may be deemed to constitute a failure by the requesting party to reasonably describe a record maintained by the County.

7. It is strongly encouraged that persons requesting County email records utilize the Email Request Form enclosed as Attachment "C."

#### **SECTION 8: MISCELLANEOUS.**

1. All requests for records under this Policy by Warren County officials or employees which do not pertain to their scope of work with the County shall be treated as a FOIL request. The Records Access Officer, a Designated Department Head, or the FOIL Appeal Officer may not waive applicable fees for requests from Warren County officials or employees.
2. The Chairman of the Warren County Board of Supervisors shall be deemed the Conflict Record Officer and Conflict Appeal Officer and shall decide any FOIL requests or FOIL appeals to which the Records Access Officer or FOIL Appeal Officer has a conflict.
3. Records shall be available for public inspection upon appointment only at the Office of the Warren County Administrator or Designated Department Head. Please contact the appropriate office to schedule an appointment date and time during business hours.
4. A copy of this policy shall be published on the Warren County website and shall be physically posted in the Warren County Municipal Center and the Human Services Building. Copies may be obtained, in person, from the Warren County Administrator's office during business hours.
5. With the exception of redactions specifically required by state or federal statute, it is in the discretion of the Records Access Officer to post, publish, or publicly make available any FOIL request and FOIL response submitted by any person which the Record Access Officer deems to be of public interest.

**SECTION 9: SEVERABILITY.**

1. If any provision of this Policy or the application thereof to any person is found to be invalid by a court of competent jurisdiction, such judgment shall not affect the validity of the other provisions of these regulations or the application thereof.

**SECTION 10: EFFECTIVE DATE.**

1. This policy shall take effect immediately upon adoption by the Warren County Board of Supervisors for all FOIL requests filed thereafter.

# Warren County Board of Supervisors

## RESOLUTION No. 346 OF 2018

**RESOLUTION INTRODUCED BY SUPERVISORS STROUGH, LEGGETT, BRAYMER, WILD, MCDEVITT, DIAMOND, DICKINSON, GERAGHTY, MAGOWAN, SOKOL AND DRISCOLL**

### **AMENDING THE WARREN COUNTY FREEDOM OF INFORMATION LAW (FOIL) POLICY**

WHEREAS, pursuant to Resolution No. 173 of 1974, later amended by Resolution No. 77 of 1978, the Warren County Board of Supervisors adopted regulations establishing the rules and procedures governing the public access to records of the County of Warren and its authorized agencies, and

WHEREAS, the Warren County Board of Supervisors adopted the Warren County Plans and Policies set forth in the Warren County, New York Plans and Policies and Municipal Code, which includes Section III.075 - .083 Freedom of Information Law (FOIL) Policy, by Resolution No. 416 of 2015, and

WHEREAS, the Legislative & Rules Committee of the Warren County Board of Supervisors has recommended revising several portions of the FOIL Policy, now, therefore, be it

RESOLVED, that Chapter III of the Warren County Plans and Policies, entitled County Administrator/Board of Supervisors, is hereby amended to revise Sections III.075-.084, as per the attached Schedule "A" document.

Schedule "A"

***FREEDOM OF INFORMATION LAW FOIL***

**§ III.075 PURPOSE AND SCOPE.**

The purpose of these regulations are to set forth the rules, methods and procedures governing the availability, location and nature of records (as that term is defined herein) of the County of Warren subject to the provisions of N.Y. State Pub. Off. Law Article 6, known as the Freedom of Information Law. (Res. 77 of 1978, passed - -1978)

**§ III.076 DEFINITIONS.**

For the purpose of these regulations, the following terms are defined as set forth below:

**FISCAL OFFICER.** The Warren County Treasurer or his or her authorized representative.

**PAYROLL RECORD.** An itemized record setting forth the name, business address, title and salary of every officer and employee of the County of Warren or its authorized agencies.

**RECORD.** Any information kept, filed, held, produced or reproduced by, with or for the County of Warren, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilm, computer tapes or discs, rules, regulations or codes.

**WORKDAY.** Any day except Saturday, Sunday, a public holiday or a day on which the Warren County Municipal Center is otherwise closed for general business. (Res. 77 of 1978, passed - -1978)

**§ III.077 PROCEDURE FOR OBTAINING RECORDS.**

(A) Records Access Officer and Custody of Records.

(1) The Warren County Administrator shall serve as Records Access Officer for all county records excepting payroll records. All FOIL requests directed to any department of Warren County are to be sent to the attention of the Warren County Administrator through the form provided on the Warren County website at <http://www.warrencountyny.gov/contact.php>.

(2) The following Warren County officers or their authorized representatives are hereby designated as the custodian of records maintained by the department listed, excepting payroll records:

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Office of the County Administrator	County Administrator
Assigned Counsel	Administrator
Auditor	Auditor
Board of Elections	Commissioners
Board of Supervisors	Clerk of the Board of Supervisors
Budget Officer	Budget Officer
Countryside Adult Home	Director
County Attorney	County Attorney
County Clerk	County Clerk
County Treasurer	County Treasurer
District Attorney	District Attorney
Emergency Services	Director/Fire Coordinator
Employment and Training/One-Stop Career Center	Director
Fire Prevention and Building Codes Enforcement	Administrator
Historian	Historian
Human Resource and Civil Service	Human Resources Director
Information Technology	Director
Motor Vehicles	County Clerk
Office for the Aging	Director
Planning	County Planner
Probation	Director
Purchasing	Purchasing Agent
Public Defender	Public Defender
Public Health	Director
Public Works (incl. Buildings & Grounds, Airport, Parks, Recreation and Railroad, Up Yonda Farm)	Superintendent of Public Works
Real Property Tax Services	Director
Self-Insurance	Administrator
Social Services	Commissioner of Social Services

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Sheriff	Sheriff or his/her designee
Tourism	Director
Veterans Services	Director
Weights and Measures	Sealer of Weights and Measures

(3) Any FOIL request directed to any department of Warren County not specifically set forth herein is to be sent to the attention of the Warren County Administrator through the form provided on the Warren County website at <http://www.warrencountyny.gov/contact.php>. FOIL is not generally applicable to courts within the Warren County Municipal Center, which are operated by the Office of Court Administration, an agency of New York State.

(B) (1) Any person who wishes to inspect or obtain a copy of any such record may request access to the record by making application to the Records Access Officer. Such application shall be made through the form provided on the Warren County website and shall reasonably describe the record or records sought. A person requesting records should supply information regarding dates, file designations or any other information that may help to describe the records sought.

(2) Requests for access to records may be submitted to the Records Access Officer. Any request received after 4:30 p.m. is deemed to have been received on the next workday. Upon the receipt of an application in the proper form and at the appropriate time, the Records Access Officer shall cause a search to be made for the requested record. Within five business days of receipt of a FOIL request, the following actions will be taken by the Records Access Officer or his or her designee:

(a) Produce the record(s) for inspection at the Records Access Officer's office or send the requested records to the applicant (and if so requested and upon payment of the appropriate fee, make and certify a copy of the record).

(b) Deny the request as provided in § III.081 of these regulations, providing the reason for the denial and sending a copy of such denial to the County Attorney.

(c) Partially grant and partially deny the request.

(d) Advise the applicant that the record(s) are not in the custody of that specific department, but may be in the custody of another specified department or may be available on the Warren County website or other site on the internet.

(e) Certify that the records cannot be located after diligent search.

(f) Acknowledge receipt of the request, setting an approximate date for a full response and seeking clarification if the request is overly voluminous or unspecific. If circumstances prevent a response within 20 workdays, a statement specifying the reasons for the inability to do so and a date certain must be supplied. The failure to comply with this time limit constitutes a denial which may be appealed.

(3) The Records Access Officer, in his or her discretion, may waive compliance with any formality prescribed by this section.

**RESOLUTION No. 346 OF 2018**

**PAGE 5 OF 7**

(C) Any person wishing to inspect and/or obtain a copy of a payroll record may make written application to the Fiscal Officer pursuant to the provisions of the above section of these regulations at the office of the Fiscal Officer at the Warren County Municipal Center, Lake George, New York. Upon receipt of such an application, the Fiscal Officer shall search for and produce for inspection the payroll record. If the applicant requests a copy of such payroll record, the Fiscal Officer shall provide him or her with one, upon payment of the appropriate fee.

(Res. 77 of 1978, passed - -1978)

**§ III.078 SUBJECT MATTER LIST.**

(A) On behalf of the County of Warren, the custodian of records for each department pursuant to III.077 (A)(2) above shall maintain and make available for inspection and copying at their office a current list, reasonably detailed by subject matter, of all records in the possession of the department, whether or not available under N.Y. Pub. Off. Law Article 6. Such list shall be in conformity with such regulations as may be promulgated by the Committee on Open Government. Any person desiring a copy of such list may request a copy thereof personally, by mail or through the Warren County website and he or she shall be supplied with one copy.

(B) Each county department shall maintain:

(1) A record setting forth the name, public office address, title and salary of every officer or employee of the department; and

(2) A reasonably detailed current list by subject matter, of all records in the possession of the department whether or not available under this article.

(Res. 77 of 1978, passed - -1978)

**§ III.079 FEES.**

(A) The fees for copies of records shall not exceed \$0.25 per photocopy not in excess of nine inches by 14 inches, or the actual cost of reproducing any other record except when a different fee is otherwise prescribed by law or pursuant to such general rules and regulations as may be promulgated by the Committee on Open Government and any additional fees that may be applicable pursuant to N.Y. Pub. Off. Law Article 6.

(B) Additionally, the Records Access Officer and/or County Attorney has the authority to redact portions of a record pursuant to N.Y. Pub. Off. Law Article 6 and do so prior to disclosure of the record by making a photocopy from which the proper redactions are made. If redaction must be made to an electronic record, and the record must be printed and/or copied several times prior to being produced in response to the FOIL request, the standard copying fee will be charged.

(C) Further fees may be charged based on the actual cost of reproduction as set forth in N.Y. Pub. Off. Law § 87(1)(c), which may include the hourly salary of the lowest paid employee with the needed skill required to prepare a copy of the requested record in the event two or more hours are required as well as the actual cost of any storage device or media provided in response or if necessary, the actual cost of an outside professional to prepare a copy of a record.

(D) The agency shall inform the requestor of the estimated cost of copying, reproducing or preparing a copy and may require the fee to be paid prior to release of any records.

(Res. 77 of 1978, passed - -1978)

**§ III.080 PREVENTION OF INVASIONS OF PRIVACY.**

In accordance with the provisions of N.Y. Pub. Off. Law § 89 regarding the prevention of unwarranted invasion of personal privacy, the Records Access Officer and/or County Attorney may delete from any record identifying details, the disclosure of which would result in an unwarranted invasion of personal privacy prior to making such record available for inspection and/or copying. In the event that one or more deletion is made from any document, the Records Access Officer shall provide written notice of that fact to the person given access to the record.

(Res. 77 of 1978, passed - -1978)

**§ III.081 DENIAL OF ACCESS TO RECORDS.**

(A) In accordance with N.Y. Pub. Off. Law Article 6 as well as these regulations, the Records Access Officer shall make available for public inspection and copying a record as described herein, except that the Records Access Officer may deny access to a record or portions thereof that:

- (1) Is specifically exempted from disclosure by state or federal statute;
- (2) If disclosed would constitute an unwarranted invasion of personal privacy under the provisions of N.Y. Pub. Off. Law Article 6, § 89(2);
- (3) If disclosed would impair present or imminent contract awards or collective bargaining negotiations;
- (4) Is a trade secret or is maintained for the regulation of commercial enterprise which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- (5) Is compiled for law enforcement purposes and which, if disclosed, would:
  - (a) Interfere with law enforcement investigations or judicial proceedings;
  - (b) Deprive a person of a right to a fair trial or impartial adjudication;
  - (c) Identify a confidential source or disclose confidential information relating to a criminal investigation; or
  - (d) Reveal criminal investigative techniques or procedures, except routine techniques and procedures.
- (6) If disclosed would endanger the life or safety of any person;
- (7) Is an inter-departmental or intradepartmental material which is not:
  - (a) Statistical or factual tabulations or data;
  - (b) Instructions to staff that affect the public; or

**RESOLUTION No. 346 OF 2018**

**PAGE 7 OF 7**

(c) Final agency policy or determinations.

(8) Are examination questions or answers which are requested prior to the final administration of such questions.

(B) Denial of access to records shall be in writing stating the reason therefore and advising the applicant of the right to appeal as set forth below.

(Res. 77 of 1978, passed - -1978)

**§ III.082 APPEALS.**

Within 30 days of a denial, any person whose application to inspect and/or copy records has been denied pursuant to § III.081 of this regulation may appeal such denial to the Chairman of the Board of Supervisors at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York. Such appeal shall be in writing and must set forth: the name and address of the applicant; the specific record(s) requested; the date of denial; and the reasons given for such denial. The Chairman shall, upon receipt of a written appeal, review the matter and in writing, either affirm, modify or reverse the denial. If the Chairman either affirms or modifies the denial, he or she shall, within ten workdays of receipt of the appeal, communicate his or her reasons for such affirmation or modification to the person making the appeal. N.Y. Pub. Off. Law Article 6 notes that in the event of a denial to access to a record, such person may appeal such determination under N.Y. Civ. Prac. L. & R. Article 78. Failure to respond to an appeal within the statutory time period shall constitute a denial of the appeal. The Committee on Open Government and the Warren County Board of Supervisors shall be furnished with copies of the application, and the underlying denial of the application as well as the appeal and the determination of that appeal.

(Res. 77 of 1978, passed - -1978)

**§ III.083 SEVERABILITY.**

If any provision(s) of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

(Res. 77 of 1978, passed - -1978)

**§ III.084 EFFECTIVE DATE.**

These regulations shall take effect immediately upon adoption by the Warren County Board of Supervisors.

(Res. 77 of 1978, passed - -1978)

# Warren County Board of Supervisors

## RESOLUTION No. 63 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BEATY, BRAYMER, GERAGHTY, THOMAS, MAGOWAN, SHEPLER, HOGAN, DICKINSON, SMITH, FRASIER, DRISCOLL, DIAMOND AND CONOVER**

**RESOLUTION AMENDING THE WARREN COUNTY FOIL POLICY AND AUTHORIZING THE PRIOR CHAIRS OF THE BOARD OF SUPERVISORS TO DECIDE AND SIGN FOIL APPEALS WHEN THERE IS A CONFLICT OF INTEREST WITH THE FOIL APPEALS OFFICER**

WHEREAS, Resolution No. 346 of 2018 sets the Warren County Freedom of Information Law (FOIL) Policy, and

WHEREAS, §III.082 “APPEALS” designates the Chair of the Warren County Board of Supervisors as the appeals officer, and

WHEREAS, no other person is designated as an alternate to decide and sign appeals if the Chair of the Board of Supervisors has a conflict, now, therefore, be it

RESOLVED, that the Warren County FOIL Policy is hereby amended to identify the prior Chairs of the Board of Supervisors, in order of reverse succession, to decide and sign FOIL appeals when the Chair has a conflict, and be it further

RESOLVED, that in the event of a conflict of interest, the Chair of the Board, as FOIL Appeals Officer, shall submit in writing to the Clerk of the Board a statement identifying such conflict.

**LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS  
COMMITTEE  
PURCHASING AGENDA  
SEPTEMBER 28, 2023**

Committee Members: Strough, Conover, Frasier, Geraci, Thomas, Driscoll, Wild - 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. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Item:
  - A. Request for a transfer of funds in the amount of \$730.00  

Rationale: 2 chairs were originally included in my 2024 budget request, however, due to a potential price increase after December 1<sup>st</sup>, I was directed to request a transfer of funds from 2023 contingency.
- IV. Discussion Items:
  - A. Review of 2024 Stockroom & Purchasing Budgets
- V. Referrals/Pending Items:
  - A. None
- VI. Privilege of the floor and public comment
- VII. Motion to adjourn

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Attachments: 1. Resolution Request Form No. 10  
2. 2024 Stockroom Budget  
3. 2024 Purchasing Budget

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** Purchasing

**SIGNED:** *Julie C. Butler*

**DATE:** 8/29/23

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

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1345 210	Furniture/Furnishings	\$730.00

**Please state reason for transfer request:**

New chairs for Purchasing Agent and Deputy. State contract pricing good through December 1, 2023.

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

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Central Storeroom  
BUDGET ACCOUNT CODE: A.1660

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$200.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$2,520.36	\$2,596.00	\$2,596.00	\$2,596.00
<b>TOTALS</b>	<b>\$2,520.36</b>	<b>\$2,596.00</b>	<b>\$2,596.00</b>	<b>\$2,796.00</b>

SIGNED: Julie G. Butler  
DEPARTMENT HEAD  
TITLE: Purchasing Agent  
DATE: 8/29/23



**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Purchasing  
 BUDGET ACCOUNT CODE: A.1345

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$200,686.54	\$220,815.00	\$222,731.70	\$225,683.00
200's EQUIPMENT	\$96.89	\$0.00	\$86.00	\$200.00
400's CONTRACTUAL	\$5,133.74	\$6,735.00	\$6,649.00	\$7,946.00
800's EMPLOYEE BENEFITS	\$87,290.34	\$93,791.00	\$94,221.30	\$105,455.00
<b>TOTALS</b>	<b>\$293,207.51</b>	<b>\$321,341.00</b>	<b>\$323,688.00</b>	<b>\$339,284.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$15,462.61	\$2,500.00	\$2,500.00	\$2,500.00

SIGNED: Julie L. Butler  
 DEPARTMENT HEAD  
 TITLE: Purchasing Agent  
 DATE: 8/29/23

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2024 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Purchasing - American Rescue Plan Act (ARPA)

BUDGET ACCOUNT CODE: A.1345 4999

OBJECT CODES	2022 EXPENDITURES	2023 ADOPTED	2023 AMENDED	2024 DEPARTMENT REQUESTS
200's EQUIPMENT	\$2,306.04			\$0.00
<b>TOTALS</b>	<b>\$2,306.04</b>			<b>\$0.00</b>

2022 REVENUES	2023 ADOPTED REVENUES	2023 AMENDED REVENUES	2024 DEPARTMENT REQUESTS
\$2,306.04			\$0.00

SIGNED: Julio C. Butler  
DEPARTMENT HEAD

TITLE: Purchasing Agent

DATE: 8/29/23

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
<b>Fund - A - General</b>						
<b>REVENUE</b>						
Department 1345 - Purchasing						
<i>Sale of Property And Compensation for Loss</i>						
2666	Sales of Equipment - Auction	15,462.61	2,500.00	2,500.00	1,752.00	2,500.00
	<i>Sale of Property And Compensation for Loss Totals</i>	<b>\$15,462.61</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,752.00</b>	<b>\$2,500.00</b>
	Department 1345 - Purchasing Totals	<b>\$15,462.61</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,752.00</b>	<b>\$2,500.00</b>
	<b>REVENUE TOTALS</b>	<b>\$15,462.61</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,752.00</b>	<b>\$2,500.00</b>
<b>EXPENSE</b>						
Department 1345 - Purchasing						
<i>Personal Services</i>						
110	Salaries - Regular	200,686.54	220,815.00	222,731.70	135,781.99	225,683.00
	<i>Personal Services Totals</i>	<b>\$200,686.54</b>	<b>\$220,815.00</b>	<b>\$222,731.70</b>	<b>\$135,781.99</b>	<b>\$225,683.00</b>
<i>Equipment</i>						
220	Office Equipment	96.89	.00	86.00	84.64	200.00
	Comments					
	Level					
	Departmental Request	Our battery backups tend to fail every couple of years. We've never had money in our office equipment code to cover the additional expense.				
	<i>Equipment Totals</i>	<b>\$96.89</b>	<b>\$0.00</b>	<b>\$86.00</b>	<b>\$84.64</b>	<b>\$200.00</b>
<i>Contractual Expense</i>						
410	Supplies	1,230.15	1,500.00	1,339.00	539.72	1,500.00
423	Telephone	155.16	250.00	250.00	109.64	250.00
424	Postage	58.40	125.00	125.00	23.76	125.00
427	Memberships & Dues	150.00	150.00	225.00	225.00	225.00
428	Data Processing & Internet Fees	201.00	210.00	210.00	210.00	246.00
436	Advertising Fees	3,339.03	4,500.00	4,500.00	2,364.97	5,000.00
	Comments					
	Level					
	Departmental Request	Legal Ad Fees - Post Star has raised prices for legal ads.				
444	Travel/Education/Conference	.00	.00	.00	.00	600.00
	Comments					
	Level					
	Departmental Request	SAMPO Conference - State Association of Municipal Purchasing Officials has started charging for conferences. In the past, the annual eastern conference was free.				
	<i>Contractual Expense Totals</i>	<b>\$5,133.74</b>	<b>\$6,735.00</b>	<b>\$6,649.00</b>	<b>\$3,473.09</b>	<b>\$7,946.00</b>
<i>Employee Benefits</i>						
810	Retirement	23,830.62	29,031.00	29,314.67	17,063.98	37,270.00

Account	Account Description	2022 Actual Amount	2023 Adopted Budget	2023 Amended Budget	2023 Actual Amount	2024 Departmental Request
Fund A - General						
EXPENSE						
Department 1345 - Purchasing						
<i>Employee Benefits</i>						
830	Social Security	11,605.36	13,690.00	13,808.83	7,937.05	13,993.00
831	Medicare Contribution	2,714.17	3,202.00	3,229.80	1,856.24	3,272.00
860	Hospitalization	44,014.40	43,588.00	43,588.00	28,199.81	46,575.00
865	Dental Insurance	696.28	696.00	696.00	448.80	696.00
<i>Employee Benefits Totals</i>		<b>\$82,860.83</b>	<b>\$90,207.00</b>	<b>\$90,637.30</b>	<b>\$55,505.88</b>	<b>\$101,806.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	859.00	988.00	988.00	988.00	1,053.00
861	Retirees Hospitalization	3,570.51	2,596.00	2,596.00	1,514.31	2,596.00
<i>Other Benefits Totals</i>		<b>\$4,429.51</b>	<b>\$3,584.00</b>	<b>\$3,584.00</b>	<b>\$2,502.31</b>	<b>\$3,649.00</b>
Department 1345 - Purchasing Totals		<b>\$293,207.51</b>	<b>\$321,341.00</b>	<b>\$323,688.00</b>	<b>\$197,347.91</b>	<b>\$339,284.00</b>
EXPENSE TOTALS		<b>\$293,207.51</b>	<b>\$321,341.00</b>	<b>\$323,688.00</b>	<b>\$197,347.91</b>	<b>\$339,284.00</b>
Fund A - General Totals						
REVENUE TOTALS		<b>\$15,462.61</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,752.00</b>	<b>\$2,500.00</b>
EXPENSE TOTALS		<b>\$293,207.51</b>	<b>\$321,341.00</b>	<b>\$323,688.00</b>	<b>\$197,347.91</b>	<b>\$339,284.00</b>
Fund A - General Totals		<b>(\$277,744.90)</b>	<b>(\$318,841.00)</b>	<b>(\$321,188.00)</b>	<b>(\$195,595.91)</b>	<b>(\$336,784.00)</b>
Net Grand Totals						
REVENUE GRAND TOTALS		<b>\$15,462.61</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,752.00</b>	<b>\$2,500.00</b>
EXPENSE GRAND TOTALS		<b>\$293,207.51</b>	<b>\$321,341.00</b>	<b>\$323,688.00</b>	<b>\$197,347.91</b>	<b>\$339,284.00</b>
Net Grand Totals		<b>(\$277,744.90)</b>	<b>(\$318,841.00)</b>	<b>(\$321,188.00)</b>	<b>(\$195,595.91)</b>	<b>(\$336,784.00)</b>

2024 Salary Schedule (Position Budgeting)  
Purchasing

<b>Empl. #</b>	<b>Name</b>	<b>Position</b>	<b>Annual Earnings</b>	<b>Empl. Type</b>	<b>Benefit Group</b>	<b>Hire Date</b>
	<b>Jan1 Grade &amp; Rate</b>	<b>Ann. Grade &amp; Rate</b>				
13157	Brownell, Amber 07-05 / \$23.82	Purchasing Assistant 07-06 / \$23.82	\$49,545.00	Full Time	CSEA/FT	2/26/2018
9143	Butler, Julie N/A / \$47.52	Purchasing Agent N/A / \$47.52	\$98,837.00	Full Time	Out of UnitFT	6/26/1995
11361	Shpur, Jason N/A / \$37.16	Deputy Purchasing Agent N/A / \$37.16	\$77,301.00	Full Time	Out of UnitFT	8/27/2007
			<b>3</b>			<b>\$225,683.00</b>

**SIGN-IN SHEET FOR GUESTS**

COMMITTEE: Legislative, Rules & Gov't Operations

DATE: September 28, 2023

**PLEASE PRINT**

NAME:	REPRESENTING:
Christine Norfox	Public
Emily McCartney	Public
Scott W. Walton	Public

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS

DATE: SEPTEMBER 28, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS STROUGH  
CONOVER  
THOMAS  
DRISCOLL  
WILD

OTHERS PRESENT:

PAMELA VOGEL, COUNTY CLERK  
SUEANNE LINEHAN, DEPUTY COUNTY CLERK  
CARLA SHERMAN, COUNTY AUDITOR  
JULIE BUTLER, PURCHASING AGENT  
MICHAEL COLVIN, DIRECTOR, INFORMATION TECHNOLOGY  
REPRESENTING THE BOARD OF ELECTIONS:

COMMITTEE MEMBERS ABSENT:

SUPERVISORS FRASIER  
GERACI

ELIZABETH MCLAUGHLIN, COMMISSIONER (D)  
WILLIAM VANNESS, COMMISSIONER (R)  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
JOHN TAFLAN, COUNTY ADMINISTRATOR  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
SUPERVISORS DIAMOND  
LEGGETT  
MCDEVITT  
MERLINO  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
MICHAEL R. SWAN, COUNTY TREASURER  
ED LARKIN, SR. VICE PRESIDENT, HOOD COMMUNICATIONS  
EMILY MCCARTHY, WARREN COUNTY RESIDENT  
CHRISTINE NORTON, WARREN COUNTY RESIDENT  
DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT  
SCOTT WALTON, WARREN COUNTY RESIDENT  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the September 28, 2023 meeting of the Legislative, Rules & Governmental Operations Committee; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - Part 1 - <https://www.youtube.com/watch?v=cFgN1T1AGSI>

Part 2 - <https://www.youtube.com/watch?v=oiU1XY3W4g>

Mr. Strough called the meeting of the Legislative, Rules & Governmental Operations Committee to order at 9:01 a.m.

Motion was made by Mr. Driscoll, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the County Clerk/DMV; County Auditor; Purchasing; Information Technology; Board of Elections; and Legislative agendas were distributed to those in attendance; *copies of the agendas are on file with the meeting minutes.*

The Committee began with a review of the County Clerk/DMV agenda which included a request to introduce a Local Law to impose an Additional Mortgage Recording Tax in Warren County.

Motion was made by Mr. Conover and seconded by Mr. Wild, to approve the request as presented; following

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discussion, Mr. Strough called the question and the motion was carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to approve the request as outlined above and the necessary resolution was authorized for the October 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file.*

A review of the Discussion portion of the agenda included the following item:

- A. 2024 Budget Request - a copy of the budget request is on file with the meeting minutes.

Privilege of the floor and public comment was called for, but there was no one wishing to speak.

There being no further County Clerk/DMV business to discuss, the Committee commenced with a review of the County Auditor agenda which included the following item:

1. Review of the 2024 Budget Request - a copy of the budget request is on file with the meeting minutes.

Privilege of the floor was called for, but there was no one wishing to speak.

There being no further County Auditor business to discuss, the Committee commenced with a review of the Purchasing Action Agenda/New Business Items portion of the agenda which included the following item:

- A. To transfer funds in the amount of \$730 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1345 210, *Furniture/Furnishings*, for the purchase of new chairs.

Motion was made by Mr. Conover, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

A review of the Discussion Item commenced with the following:

- A. 2024 Stockroom & Purchasing Budget request - a copy of the budget request is on file with the meeting minutes.

Privilege of the floor was called for, but there was no one wishing to speak.

There being no further Purchasing business to discuss, the Committee commenced with a review of the Information Technology Action/New Business items which consisted of the following requests:

1. To appropriate funds in the amount of \$7,615 from Budget Code A.895.00, *Computer Reserve*, to Budget Code A.1410 220.1, *County Clerk*, for the purchase of computers and related equipment and software.

Motion was made by Mr. Conover, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request is on file with the minutes.*

2. To adopt the Privacy and Terms of Use Policies for the Warren County website.

Motion was made by Mr. Conover, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to approve the request as outlined above and the necessary resolution was authorized for the October 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

A review of the Discussion Items portion of the agenda commenced which included the following items:

1. Budget Request - a copy of the budget request is on file with the meeting minutes.
2. Shared Services - An outline listing the advantages of shared services would be provided next month.

Privilege of the floor was called for but, there was no one wishing to speak.

There being no further Information Technology business to discuss, the Committee commenced with a review of the Board of Elections Action/New Business Items portion of the agenda in the following order:

2. To accept donation of an electronic white board from Douglas and Patricia Auer.

Motion was made by Mr. Thomas and seconded by Mr. Conover to approve the request as presented; following discussion, Mr. Strough called the question and the motion was carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to approve the request as outlined above and the necessary resolution was authorized for the October 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To authorize a new contract with Clear Ballot Group for the purchase of voting machines and software in a lump sum payment of \$503,901 for a term commencing January 1, 2024 and terminating December 31, 2028.

Motion was made by Mr. Conover and seconded by Mr. Wild to approve the request as presented; discussion ensued during which Larry Elmen, *County Attorney*, requested an executive session pursuant to Section 105(1)(d) of the Public Officer's Law to discuss proposed, pending or current litigation.

Motion was made by Mr. Conover, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to enter into executive session subject to Section 105(1)(d) of the Public Officer's Law for the purposes outlined above.

Executive session was held from 10:14 a.m. until 10:41 a.m.

Upon reconvening, Mr. Strough noted that no action had been taken during the executive session.

Returning to the motion made prior to entering into executive session, Messrs. Conover and Wild amended their motions for Item 3 to include Items 3 - 9 on the agenda which consisted of the following:

4. To appropriate funds in the amount of \$386,290.84 from Budget Code A.898.00, *Reserve, Election Equipment*, to Budget Code A.1450 260, *Other Equipment*, to cover a portion of the Clear Ballot Group contract.
5. To transfer funds amongst various budget codes totaling \$44,600 to fund a portion of the Clear Ballot Group contract.
6. To appropriate funds in the amount of \$73,010.16 from Budget Code A.909.00, *Fund Balance*, to Budget Code A.1450 260, *Other Equipment*, to cover the balance of the Clear Ballot Group contract.
7. To terminate the agreement with Clear Ballot Group, Inc. to provide Clearcount/Clearaudit software and support.
8. To terminate lease agreement with Dominion "ICE" accessible voting machines.
9. To authorize disposal of remaining Dominion "ICE" voting machines in accordance with NYS guidelines.

Mr. Strough called the question and the motion was carried by a majority vote of those present (*Mrs. Frasier and Mr. Geraci absent*) with Mr. Thomas voting in opposition to approve Items 3 - 9, as outlined above and the

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necessary resolutions were authorized for the October 20<sup>th</sup> Board meeting for Items 3, 7, 8 and 9; Items 4, 5, and 6 were referred to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

10. To authorize a one-time payment in the amount of \$3,105.65 to Fort Orange Press for printing expenses.

Motion was made by Mr. Conover and seconded by Mr. Wild to approve the request as presented; following discussion, Mr. Strough called the question and the motion was carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*) to approve the request as outlined above and the necessary resolution was authorized for the October 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Returning to Item 1, Committee reviewed the 2024 Budget Request; a copy of the budget request is on file with the meeting minutes.

Privilege of the floor was called for, but there was no one wishing to speak.

Because the meeting was running over schedule, Mr. Strough suggested review of the Legislative Agenda be postponed to the next meeting and the Committee agreed.

There being no further business to come before the Legislative, Rules & Governmental Operations Committee, on motion made by Mr. Conover, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Geraci absent*), Mr. Strough adjourned the meeting at 10:56 a.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board